



# CNY ARTS

Arts & Culture Recovery Fund  
For the City of Syracuse

# Program Guidelines

CITY OF SYRACUSE ARTS & CULTURE RECOVERY FUND

# Program Guidelines

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CNY Arts  
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## CNY Arts Commitment to Equity & Anti-Discrimination

CNY Arts is committed to providing services and making resources available to every resident in the counties of Cortland, Herkimer, Madison, Oneida, Onondaga, and Oswego without regard to ethnicity, color, creed, religion, age, gender, gender identity and expression, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.

CNY Arts seeks to deliberately and continuously address systemic barriers to opportunity and is committed to promoting diversity, equity, inclusion, and access for all Central New York and Mohawk Valley residents. We believe that impact is enhanced when people from different backgrounds with unique perspectives are engaged in our grantmaking activities and decision-making processes. We strive to increase equitable opportunities and outcomes by building a board, staff, panel, and grantee pool that reflect the communities we serve. We are committed to taking the actions required to eliminate disparities in access to the arts and arts funding, and advance equity in our organization and in our community.

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## General Guidelines

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## Overview

The arts and culture sector has been among the hardest hit by the COVID-19 pandemic. In response, the City of Syracuse has established the Arts & Culture Recovery Fund program which is funded through the American Rescue Plan Act (ARPA) and administered by CNY Arts.

### Program Goals

The program mission is to generate economic activity, create meaningful employment to those in the industry, and produce tax revenue for the City of Syracuse.

The Arts & Culture Recovery Fund program is designed to bolster the arts and culture sector in the City of Syracuse through support to **individual artists, nonprofit arts organizations, and for-profit corporations with arts services or programming** with permanent residence in the City of Syracuse and who have been negatively and disproportionately economically impacted by the COVID-19 Pandemic. The Arts & Culture Grants program will distribute \$1.105 million in arts, culture, history, and heritage grants to help provide recovery support to artists, organizations, and businesses to develop high-quality programming within the City of Syracuse.

### Program Details

**Application deadline:** Monday, October 10, 2022 by 11:59 pm

**Questions deadline:** Wednesday, October 5, 2022 by 4:30 pm

**How to apply:** All applications must be submitted online through Submittable

**Prioritized applicants:** Individual artists, teaching artists, folk artists, sole proprietors, artist-agency partnerships

**Award amount for Individuals:** Up to \$20,000.00

**Project period:** May 1, 2022 to June 30, 2023

## Applicant Eligibility

This program strives to engage diverse populations of artists that demonstrate a commitment to public service and public participation from across all of the City of Syracuse. In accordance with City of Syracuse and federal guidelines as set by the American Rescue Plan Act (ARPA), only applicants who can provide sufficient evidence demonstrating a negative economic impact because of the COVID-19 Pandemic are eligible for funding.

All artistic disciplines are eligible to apply. This includes, but is not limited to architecture, dance, design, music, theater, media, literature, museum activities, visual arts, folk arts, and arts education programs.

## Individual Artist Applicants

Individual artist applicants must provide a permanent address within the City of Syracuse and attest to having worked as an artist prior to **September 2019**.

## Nonprofit Arts Organizations & For-profit Corporations

Nonprofit organizations and for-profit corporations must provide a business address within the City of Syracuse and demonstrate a track record of artistic or cultural programming or services beginning **prior to March 2019**.

## Applicant Prioritization

Priority will be given to eligible applicants who:

- Have a permanent address within a **Qualified Census Tract (QCT)\***.
- Individual artist, teaching artists, folk artists, sole proprietors, and artist-agency partnerships.
- **Have not** received previous federal pandemic relief through the Paycheck Protection Program (PPP), the Shuttered Venue Operators Grant (SVOG), or other such federal grants or loans. This does not apply to individuals.

\*A Qualified Census Tract is defined as any census tract in which at least 50% of households have an income less than 60% of the Area Median Gross Income or which have a poverty rate of at least 25%. To check if your address lies within a QCT, you may use [this online tool](#).

## Negative Economic Impact

Applicants must provide sufficient data to demonstrate a negative economic impact as a result of the COVID-19 Pandemic **after** March 2021. Possible ways to demonstrate such impact include but are not limited to:

- Loss of revenue in sales or receipts;
- Challenges covering rent, payroll, or other operational expenses;
- Increased financial insecurity or loss of business stability (e.g. a refused business loan by a bank or financial institution);
- Cancellation or delay in artist commissions, exhibitions, performances, or other such events; or
- Loss or delay in the receipt of state grants or other annual or anticipated sources of funding.

If you have questions about whether you, your organization, or corporation meet the eligibility criteria, please contact the [CNY Arts Regrants Program Staff](#), or refer to our [FAQ page](#).

## Funding Levels

**Individual artist applicants** including those partnering with a nonprofit organization, teaching artists, folk artists, and sole proprietors may submit up to two requests of up to \$10,000.00 each for a total of \$20,000.00. Applicants will be subject to state and federal taxes for awards over \$600.00.

**Nonprofit Arts Organizations** and **For-profit Corporations** may request up to a total of \$100,000.00. For-profit corporations may be subject to state and federal taxes on awarded funds.

**No applicant may request funds exceeding total demonstrated and projected losses.**

## Grant Requests

### Eligible Expenses

Grantees may use awarded funds to reimburse expenses incurred **after** March 2021 including project expenses. Grant dollars can be used to reimburse expenses related to:

- Artistic, Programmatic, Administrative and Personnel;
- Space rental or mortgage payment;
- Artist and talent fees;
- Contractual fees & equipment; and
- Marketing and communication costs in accordance with ARPA requirements.

\*All costs must be in accordance with ARPA requirements.

### Ineligible Expenses

Grant award requests **may not** exceed total demonstrated financial loss. Grant funds may not be used to cover losses or expenses incurred **prior to March 2021**. Further ineligible expenses include but are not limited to:

- Use of awarded funds for debt reduction towards debts incurred prior to the COVID-19 Pandemic;
- Organizational expenses already covered by federal pandemic relief aid, such as the Paycheck Protection Program (PPP), forgiven Economic Injury Disaster Loans, or the Shuttered Venue Operators Grants (SVOG);
- Expenses related to fundraising events or capital campaigns; or
- Expenses related to capital improvement projects that are not related to preventing coronavirus transmission.

## Application Instructions

### Deadlines

The application deadline is **Monday, October 10, 2022 by 11:59 pm.**

\*The deadline for all questions is **Wednesday, October 5, 2022 at 4:30 pm.**

### Required Application Seminar

The application seminar is designed to provide applicants with an understanding of the purpose and eligibility requirements of the Arts & Culture Recovery Fund program. All prospective applicants are **required to attend** either a webinar or an in-person seminar to fulfill this requirement. These seminars are free and open to the public. You or a representative may register for a seminar using [this link](#).

Applicants who do not meet this requirement will not be considered for funding. Individual consultations with the Re grants Program Staff may be arranged in lieu of the required application seminar attendance. You or a representative may schedule an individual consultation using [this link](#). CNY Arts will not accept requests for one-on-one consultations after Wednesday, October 5, 2022 at 5:00 pm.

## Submittable

Applications must be completed and submitted through the CNY Arts online application portal at [cnyarts.submittable.com/submit](https://cnyarts.submittable.com/submit). Applicants are strongly recommended to review the online application form in advance.

Applicants may save their progress on Submittable as the application is being completed. Please note that once the “Submit” button has been clicked and the application has been submitted, it cannot be further edited or changed in any way.

Upon completing and successfully submitting an application through Submittable, the applicant will receive an automated email confirmation to the registered email address. **If the applicant does not receive an email confirmation, the application has not been correctly submitted and cannot be considered for funding.**

For further assistance, please refer to the [Submittable Help Forum](#) or contact the [CNY Arts Re grants Program Staff](#).

## Required Materials

Required materials for an eligible application include:

- Financial Documents for the last three fiscal years demonstrating negative economic impact as a result of the COVID-19 Pandemic;
- Narrative statements detailing economic impact;
- IDEA (Inclusion, Diversity, Equity, Access) Commitment Statement;
- Proposed grant usage description;
- If applicable, project budget, locations, and beneficiaries;
- Projection of youth, adult, city/nonresidents, virtual/in-person attendance; and
- Projection of economic impact on the city, including job creation, local expenditures, partnerships.

## Accommodations & Application Support

CNY Arts provides extensive, free technical assistance and support to all interested applicants. Application guides, video tutorials, and panel feedback summaries will be given to all applicants. Additional accommodations to facilitate the participation of all potential applicants in this program include but are not limited to interpretation or translation services, computer or technical support, budgeting, grant writing, or project development. For more information, please contact the [CNY Arts Re grants Program Staff](#).

## Panel Process

Grant awards and funding recommendations will be determined by a competitive peer review process conducted by a panel of artists, arts administrators, and community leaders in the City of Syracuse. The

panel will first review each application on its own merits **as well as** against the broader application pool, then convene for an online panel meeting to deliberate funding recommendations. Because funds are limited, applications must meet specific criteria as published within these guidelines. The panel's funding recommendations will then be submitted to the CNY Arts Board of Directors for ratification.

## Panelists

Peer review panelists for CNY Arts grant programs are nominated by residents and community members of the City of Syracuse and are subsequently appointed by the CNY Arts Board of Directors. CNY Arts Board Members and Syracuse Common Councilors are welcome to observe the panel meeting but are forbidden from reviewing any applications or otherwise participating in the peer review panel process. The Syracuse Public Art Coordinator will sit on all panels.

## Review Criteria

All applications are reviewed for completeness and eligibility before they enter the Peer Review Panel Process. The Peer Review Panel will then use the following criteria to evaluate and score each application:

### Demonstration of Negative Economic Impact & Potential Benefit of Grant (10 points)

- Severity of loss as a result of the COVID-19 Pandemic
- Jobs or artist employment opportunities lost
- Financial loss
- Previous federal support

### Creative Works of the Applicant or Creativity of Project (5 points)

- Quality of past artistic programming or artistic services
- Creative merit of the proposed artistic project
- Originality, innovation, and relevance of artistic programming or artistic services

### Assessment of IDEA Efforts & Community Value (5 points)

- Engagement with historically excluded communities
- Consideration of community needs and interests
- Collaboration with other local organizations, artists, and businesses

### Financial & Managerial Aptitude of Applicant or Feasibility of Project (5 points).

- Demonstrated ability to implement projects
- Realistic budgets and achievable goals
- Financial review

## Responsibilities of Grant Recipients

### Payment Schedule

Arts & Culture Recovery Fund grants are **reimbursement grants**. Grantees may request reimbursement at any time for the award. 25% of the award will be held back until a Final Report is received and approved by CNY Arts, at which time the remaining funds will be released within fifteen (15) business days.



## Reporting Responsibilities

The Arts & Culture Recovery Fund program is subject to a federal Single Audit by the Federal Government, previously known as the OMB Circular A-133 audit. A Single Audit is intended to provide assurance to the Federal Government that an awarded non-federal entity has adequate internal controls and is in compliance with program requirements. Due to the requirements of this audit, **all grant recipients** will be responsible for submitting rigorous and detailed Final Reports to CNY Arts and all invoices, receipts, proofs of payment, cancelled checks, etc. to account for every penny spent of ARPA funds.

Grantees that are awarded more than \$50,000.00 are subject to additional public scrutiny through the **Federal Funding Accountability & Transparency Act** (FFATA) and US Treasury.

Grantees whose **total** federal funds exceed \$750,000.00 are themselves subject to a federal Single Audit.

## Contracted Responsibilities

- Sign and adhere to the terms laid out in the contract (funding agreement);
- Conduct all funded activities as described in the application;
- Provide CNY Arts with copies of promotional materials and an advance schedule of all funded events;
- Provide CNY Arts with complimentary tickets for all funded events as applicable for auditing purposes;
- Add all scheduled events (as applicable) to the CNY Arts' Arts & Cultural Events Calendar for one year;
- Submit a rigorous and detailed Final Report;
  - This includes documentation for every penny spent using this grant. Grant recipients are subject to random audit where additional backup materials may be required.
  - **Please document all expenditures in great detail and save all invoices, receipts, proofs of payment, and cancelled checks.**
- Attend the CNY Arts Awards Ceremony (anticipated 2022);
- Immediately and in writing notify CNY Arts of any changes to the project, including dates, locations, admission fees, artists hired, or activities conducted. All changes to funded projects are subject to approval; and
- Prominently and correctly include credit language for the grant award in all promotional material for funded programming:

**This program is made possible by American Rescue Plan Act (ARPA) funding from the City of Syracuse Arts & Culture Recovery Fund program, a regrant program of the City of Syracuse and administered by CNY Arts.**

- Credit language must be accompanied by the CNY Arts Logo and the Seal of the City of Syracuse.

## Administrative Appeals

Administrative appeals are intended for situations in which the applicant believes there was a serious administrative error in the review or processing of their application, denying the applicant a fair review. Applicants may only appeal after discussing panel notes with the Regrants Program Manager and have reason to believe that one of the following grounds for appeal have occurred. **Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.**

### Grounds for Appeal

- Non-presentation of **significant** and **pertinent** information by CNY Arts staff or Peer Review Panelist;
- Misrepresentation of **significant** and **pertinent** information by CNY Arts staff or Peer Review Panelist; or
- Improper procedure.

### Appeals Process

If a denied applicant wishes to pursue an appeal, they must contact the **CNY Arts Regrants Program Staff** within five (5) days of the denial notification. The Program Staff will provide relevant context regarding the Panel's decision and conduct an internal review to see if grounds for appeals exist. If grounds exist, the applicant may officially file an appeal with the Program Staff to be submitted to the CNY Arts Board of Directors. The appeal must be filed within ten (10) days of the denial notification.

CNY Arts will convene a special Panel of at least three Panelists and resubmit the application for scoring and review using the original evaluation criteria. The special Panel will consist of artists, arts administrators, and community leaders. Current Panelists will be prohibited from serving.

If the appeal is successful and the special Panel determines that the denied application is worthy of grant funding, the Panel's recommendation will be sent to the CNY Arts Board of Directors and the application will be funded.

If the special Panel determines that the denied application does not score highly enough to be worthy of grant funding, the Regrants Program Staff will notify the denied applicant and provide Panel feedback.