

CNY Arts

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Festival Fund Program | Guidelines 2024

This program is administered by CNY Arts and made possible with funds from the National Endowment for the Arts, the County of Onondaga, and The Trust for Cultural Resources of the County of Onondaga.

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PURPOSE: To provide grant funding for arts & cultural festivals in Cortland, Herkimer, Madison, Oneida, Onondaga, and Oswego Counties.

APPLICATION DEADLINE: April 2, 2024, by 12:00 PM (noon)

*Applications must be completed and submitted online through the Submittable website, via cnyarts.submittable.com.

WHO CAN APPLY: Nonprofit organizations in Cortland, Herkimer, Madison, Oneida, Onondaga or Oswego counties.

AWARD AMOUNT: \$1,000.00 to \$5,000.00

PROJECT PERIOD: January 1, 2024 to December 31, 2024

APPLICATION INSTRUCTIONS

All applications must be submitted through the [Submittable](#) application portal. Applicants are strongly recommended to review the application form in advance.

You may save your progress on Submittable as you proceed. Upon successfully submitting an application, you will receive an automated email confirmation to the registered email address. If you do not receive an email confirmation, the application has not been correctly submitted and cannot be considered for funding. Please note that once the application has been submitted, it cannot be edited without approval from the Re-grants Program staff.

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

HOW GRANTING DECISIONS ARE MADE

Grant awards and funding recommendations will be determined through a peer review process, conducted by a panel of artists, arts administrators, and community leaders in our six-county service area. The panel reviews each application on its own merits and against the broader application pool. The panel's funding recommendations are then submitted to the CNY Arts Board of Directors for ratification.

Panelists are nominated by residents and community members of our six-county region, and appointed by the CNY Arts Board of Directors. Panelists must be residents of or work in Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego County to serve. They are paid a nominal honorarium to participate and may not serve more than three (3) consecutive years. To nominate yourself or another individual to serve as a peer review panelist, please complete [this nomination form](#). New panelists will be selected on a rolling basis.

SCORING CRITERIA

Applications will be scored on a 15-point rubric with three scoring criteria:

Creativity (5 points)

- Originality, innovation, and relevance of project's concept & design;
- Quality of submitted samples of past works;
- Experience or credentials of key artists; and
- Cultural depth in audience experience.

Access & Inclusion (5 points)

- Engagement with audiences from historically excluded communities;
- Consideration of community needs and interests (non-duplication of comparable existing programs or services);
- Efficacy of outreach & marketing plans for core audience; and
- Collaboration with other organizations, artists, and businesses.

Feasibility (5 points)

- Overall clarity of project proposal with defined objectives;
- Reasonable plan for implementation and evaluation;
- Previously demonstrated ability to implement projects;
- Experience and credentials of involved personnel; and
- Realistic and achievable budget and timeline.

Artistic Excellence & Artistic Merit

All applications must demonstrate a high level of artistic excellence and artistic merit. Applications that score lower than 3 points in the Creativity criterion will not be considered for funding.

WHO IS ELIGIBLE

ELIGIBLE APPLICANTS

- An IRS 501(c)(3) Letter of Determination;
- A permanent address in Cortland, Herkimer, Madison, Oneida, Onondaga*, or Oswego County;
- An annual, seasonal, or otherwise regular arts & cultural festival under its auspices; and
- A high level of artistic excellence and artistic merit in the festival proposal.

INELIGIBLE APPLICANTS

- Education institutions, schools, or educational foundations;
- Radio or television broadcasting networks or stations;
- Cable communications systems, newspapers, or magazines;
- Organizations engaged solely in the acquisition or restoration of physical property;
- Agencies in Cortland, Herkimer, Madison, Oneida, or Oswego Counties that have received any other grant from the NEA; or
- Applicants with outstanding final reports from prior year CNY Arts grants

Festivals occurring within 2024 but prior to the announcement of Awardees are still eligible for grant funding.

*Festivals taking place in Downtown Syracuse and that have received funding from the Committee of Downtown Syracuse are eligible to apply, but priority will go to applicants that have not received that funding.

ELIGIBLE EXPENSES

The Festival Fund program will award funding to support festival-specific expenses only. All expenses should be related to completing a specific festival project, namely:

- Artist fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses related to the proposed project
- Project-related supplies and materials
- Project-related travel expenses within New York State
- Project-related rental of space and equipment
- Project-related technical fees

Please direct all questions regarding expense eligibility to the [Regrants Program Staff](#).

The Festival Fund Grant cannot fund more than 25% of the annual operating budget of the applicant organization.

INELIGIBLE EXPENSES

Funding will not be provided for the items listed below. By including ineligible expenses in your budget or narrative, you may disqualify your application from consideration.

- General operating expenses
- Any activity that takes place outside of the county where the applicant is registered
- Operating expenses of privately-owned facilities
- Events that take place in private homes or studios
- Permanent equipment or capital improvements
- Acquisition of works of art
- Cash prizes, educational scholarships, fellowships, awards to students
- Regrants by applicants to fund other activities
- Juried shows and competitions
- Camps, clubs or activities restricted to the general public
- Food/drink or hospitality related costs
- Galas, benefits, receptions, parties or fundraising events
- Activities that raise funds for another organization, individual or cause
- Entertainment such as balloons, clowns, magicians
- Creation of textbooks or classroom materials
- Programs in which children are used as professional artists (paid a fee)
- Projects that are recreational, therapeutic, rehabilitative, or religious in nature including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship
- Lobbying and advocacy-related expenses
- Debt servicing
- Contingency funds

NHPA/NEPA QUESTIONNAIRE

All awarded grantees are subject to the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Awarded festivals will be reviewed to ensure that they are in compliance with NHPA and NEPA.

Applications may undergo additional review if they include:

- Projects involving or occurring near a district, site, building, landscape, structure, object, or property that is 50 years old and, therefore, potentially eligible for inclusion in the National Register of Historic Places;
- Commission and installation of outdoor furnishings (such as benches or market structures) or public art (such as a sculpture or a mural); or

The application includes a questionnaire related to NHPA and NEPA compliance. You can find out if a location has a Historical Significance designation by downloading the spreadsheet of registered locations on the [National Register of Historic Places website](#), and searching by county.

APPLICATION QUESTIONS

APPLICATION INFORMATION

- CNY Arts funding history;
- Organization's Federal Employer Identification Number (EIN);
- Organization's mission statement;
- Annual operating budget; and
- Electoral district numbers.

BASIC PROJECT INFORMATION

- Grant request amount;
- Project summary, including dates & locations;
- Artistic discipline and type of activity; and
- Estimates of artists, audience, and other beneficiaries.

PROJECT NARRATIVES

You will be asked to provide detailed narrative descriptions of the project, such as:

- Descriptions of planned public activities;
- Audience engagement and promotion plan;
- Community involvement and support; and
- Use of grant funds, project timelines, and evaluation.

REQUIRED DOCUMENTS

- [Festival Budget Form](#);
- Biographies or resumes of key artists;
- Proof of nonprofit status and list of staff and Board of Directors;
- Organizational financial statement for most recent fiscal year;
- Organizational projected budget for current fiscal year;
- Letters of support; and
- Additional artistic samples and support materials.

DEADLINES

All applications must be completed and submitted in their entirety by the deadlines listed below. Applications that do not have a Received status by the deadline will not go to panel. No exceptions can be made whatsoever.

Requirement	Deadline
Festival Fund Application Opens	Tuesday, February 20, 2024
Festival Fund Application Deadline	Tuesday, April 2, 2024, by 12:00 PM (noon)
Festival Fund Award Announcement	On or before Tuesday April 30, 2024
Festival Fund Final Report Deadline	Thursday, January 30, 2025

RESPONSIBILITIES OF RECIPIENTS

All grant recipients of the Festival Fund program are contractually obligated to the following terms as per the funding agreement. Failure to fulfill grantee responsibilities may result in the grantee's ineligibility for future consideration.

- Sign and adhere to the terms laid out in the contract (funding agreement);
- Conduct all funded activities as described in the application;
- Submit all public activities to the Central New York Arts & Entertainment Calendar, as applicable;
- 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 for auditing purposes, as applicable;
- Submit a Final Report within 30 days after the completion of the project;
- 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, and CNY Arts and funder logos, in all printed and published materials as outlined in the funding agreement.

FREQUENTLY ASKED QUESTIONS

Can an individual artist apply for a Festival Fund Grant?

- No. The only eligible applicants for this program are nonprofit organizations in Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego County that host annual, seasonal, or otherwise regular festivals. Nonprofit organizations that do not host such festivals and individual artists may not apply, even with an eligible fiscal sponsor.

Can a nonprofit organization that applied for direct NYSCA funding or Grants for Regional Arts and Culture Engagement (GRACE) apply for the Festival Fund Grant?

- Yes. Direct NYSCA applicants and GRACE applicants may apply for this award, as it does not include State funding.

Can a nonprofit organization that received Onondaga County Marketing and Economic Development funds, Tier 3 Project Support, or General Operating Support apply?

- Our aim is to ensure CNY Arts funds reach the widest possible range of organizations and projects each year. Therefore, priority will be given to organizations that did not receive 2024 County-funded grants.

Can a nonprofit organization that receives other funding from the National Endowment for the Arts apply for the Festival Fund Grant?

- Yes, provided the organization and its festival are located in Onondaga County (and therefore can receive festival funding from the County of Onondaga and The Trust for Cultural Resources of the County of Onondaga).
 - Organizations in Cortland, Madison, Oneida, or Oswego County that receive any other NEA funding are not eligible for the Festival Fund Grant.

Will there be a mandatory application seminar or webinar?

- No. There will not be any mandatory application seminars or webinars.