



GRANTS FOR REGIONAL ARTS AND CULTURE ENGAGEMENT PROGRAM | GUIDELINES 2024

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OVERVIEW

THE CNY ARTS GRANTS FOR REGIONAL ARTS AND CULTURE ENGAGEMENT (GRACE) PROGRAM ONLY FUNDS PROJECTS TAKING PLACE IN CORTLAND, HERKIMER, MADISON, ONEIDA, ONONDAGA, OR OSWEGO COUNTIES.

The Grants for Regional Arts and Culture Engagement Program is a special, one-year regrant program funded by a Special Legislative Initiative by the New York State Senate in 2023. This opportunity replaces our annual Statewide Community Regrants and Decentralization Program made possible by the New York State Council on the Arts.

The purpose of the Grants for Regional Arts and Culture Engagement Program is to create access and support of the arts to the geographically, economically, and ethnically diverse segments across CNY Arts' six-county service area. In 2024, a total of \$510,000 will be distributed in arts, culture, history, and heritage grants to individual artists and nonprofit organizations.

CNY Arts is a nonprofit 501(c)(3) organization whose mission is to promote, support, and celebrate the arts and culture in Cortland, Herkimer, Madison, Oneida, Onondaga, and Oswego counties.

PROGRAM GOALS

The CNY Arts Grants for Regional Arts and Culture Engagement Program is designed to support the capacity of individual artists and small nonprofit organizations to develop quality arts projects and programming. By providing project-specific funds, we aim to contribute to the cultural development of our region and to provide opportunities for the Central New York and Mohawk Valley communities to experience and engage with the arts.

PROGRAM DETAILS

Application deadline: Wednesday, November 15, 2023 by 12:00 pm (noon)

Question deadline: Monday, November 13, 2023 by 4:30 pm

Technical questions and support will be available up until the application deadline.

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

Project period: January 1, 2024 to December 31, 2024

FUNDING LEVELS

Organizations

Organizations are eligible to apply for **ONE (1)** of the following:

- One (1) Micro Grant of \$1,000 or less; OR
- Up to two (2) Community Arts Projects for a total of \$5,000 or less; OR
- One (1) Arts Education Project of \$5,000 or less with School or Partnering Organization; OR
- One (1) Special Project Grant of \$10,000 or less

Individual Artists

Individual Artists are eligible to apply for **ONE (1)** of the following:

- One (1) Micro Grant of \$1,000 or less; OR
- Up to two (2) Artist Commission Projects for a total of \$2,500 or less; OR
- One (1) Artist Commission or Community Arts Project of \$5,000 or less with use of a Fiscal Sponsor; OR
- One (1) Arts Education Project of \$5,000 or less with a School or Partnering Organization

APPLICANT ELIGIBILITY

Please also consult the specific guidelines for each grant category.

Eligible Applicants

- Must be a resident of or have your organization's address in Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego counties;
- Must provide access to the public (excluding Arts Education Projects);
- Must be 501(c)(3) nonprofit, local government agency, or Tribal Nation; OR an individual artist, collective, or other unincorporated entity

Ineligible Applicants

- New York State agencies and departments (including BOCES and SUNY);
- For profit organizations;
- Public, private, or parochial elementary and secondary schools;
- Students enrolled in a full-time degree program;
- Limited liability companies (LLC), business corporations, or limited liability partnerships (LLP);
- Applicants who have been awarded direct funding from the New York State Council on the Arts for the 2024 grant cycle;
- Applicants with open contracts or outstanding final reports from previous grant cycles with CNY Arts (**not** including 2023 grants)

GRANT REQUESTS

Please keep in mind that the Grants for Regional Arts and Culture Engagement Program is designed to provide project-specific support. As such, all expenses must be related to supporting the project proposed within the application. Applications with ineligible expenses included in the Budget Form or otherwise described in the project proposal may be disqualified. Please direct all questions regarding expense eligibility to the [Regrants Program Staff](#).

Eligible Expenses

- Artist fees for performing, teaching, or providing services;
- Project-specific administrative fees;
- Space and equipment rental fees and other technical fees;
- Equipment purchases* of up to \$1,000.00 of the total budget including, but is not limited to cameras, lighting equipment, subscriptions, and training tools associated with virtual programming;
- Expendable project-specific supplies and materials*;
- Marketing and publicity costs; and
- Travel and other necessary transportation (not including out-of-state travel).

**No individual item may exceed \$1,000.00.*

Ineligible Expenses

- General operating support;
- Entertainment, such as balloons, clowns, magicians, or "sip-and-paint";
- Individual equipment purchases exceeding \$1,000.00;
- Cash prizes, scholarships, fellowships, regrants, or other monetary awards;
- Juried shows and competitions;
- Fundraising activities, such as galas, benefits, receptions, parties, or any similar events including entertainment costs at such events;
- Food, drink, or any other expenses related to hospitality;
- Expenses related to any activity that takes place outside the same county as the project location;
- Expenses related to events that take place in a private home or studio;
- Expenses related to events that are restricted to the general public, such as camps or clubs (exception may be given for arts education projects);
- Building construction or development, capital improvements, or acquisition of works of art;
- Creation of textbooks and other classroom material;
- Expenses related to lobbying or any other advocacy;
- Fees paid to children under the age of 18.

APPLICATION REQUIREMENTS

Required Application Seminar

Due to the significant changes to the grant program, **application seminars are required of all applicants**. The application seminar is designed to provide applicants with an understanding of the purpose and eligibility requirements of the CNY Arts Grants for Regional Arts and Culture Engagement. These seminars are free and open to the public and will be offered through November 2023. Applicants are required to register for a seminar or webinar in advance. 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.

Submittable

- Applications must be completed and submitted through our online portal, Submittable. The portal can be found at cnyarts.submittable.com/submit. Applicants are strongly advised to review the online application form in advance and compose and save their narrative in a word document offline
- 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 without approval from the Re-grants Program Staff.
- 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](#).

Applicant Support & Accommodation

CNY Arts provides extensive, free technical assistance and support to all interested applicants. Application guides, video tutorials, and panel feedback summaries can be provided to all applicants upon request.

Re-grants Program Staff offer one-on-one consultations by appointment only. You may request a consultation from now until **5:00 PM on Wednesday, November 1**.

Additional accommodations to facilitate participation of all potential applicants in this program include, but are not limited to, interpretation or translation services, computer or technical support, budgeting support, grant-writing support, or project development support. For more information, please do not hesitate to contact the CNY Arts [Re-grants Program Staff](#).

CNY Arts will continue to deliberately 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 reflects 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.

APPLICATION REVIEW PROCESS

Applications are reviewed in two steps: Staff Review and Panel Review.

Staff Review: Once an application is submitted, it will be reviewed by CNY Arts Program Staff for completeness and eligibility. Applications deemed ineligible will be immediately withdrawn and not sent to panel; the application will be notified. All other applications will be sent to a respective panel in the format they were submitted. CNY Arts Regrant Program staff will contact all applicants prior to the scheduled panel meeting and offer them an opportunity to provide an update to the panel and answer any staff review questions. Applicants will have no more than five business days to provide the necessary updates or clarifications. Any additional information provided by the applicant will be presented by the CNY Arts Regrants Program Staff to the panel during the panel meeting.

Panel Review: 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 our six-county service area. The panel will first review each application on its own merits **as well as** against the application pool, then convene for a panel meeting to deliberate funding recommendations. Because funds are limited, project proposals 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 of the expenditure.

Panelists

Peer review panelists for the CNY Arts Grants for Regional Arts and Culture Engagement are nominated by residents and community members of our six-county service area and are subsequently appointed by the CNY Arts Board of Directors. Panelists must be nominated to serve and must be residents of or work in Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego counties. Panelists are paid a nominal stipend to participate and may not serve more than three (3) consecutive years. To nominate yourself or another individual to serve on the CNY Arts Grants for Regional Arts and Culture Engagement peer review panel, please complete [this nomination form by November 1, 2023](#). Panelist selection will occur until November.

Scoring Criteria

The GRACE Program prioritizes applications demonstrating a high level of competency in the following criteria: creativity, access & inclusion, and project feasibility. All applications will be evaluated and scored according to the three criteria listed below for a maximum total of 15 points.

Creativity (5 Points)

- Quality of submitted samples of past works
- Proposed artists and personnel with experience and/or credentials that are well-matched to the project's goals
- High level of originality, innovation, relevance, distinction, and quality of project concept and design
- Significance and creative contribution to the public and/or artists

Access & Inclusion (5 Points)

- Engagement with artists and/or audiences from historically excluded communities
- Consideration of community needs and interests (non-duplication of comparable existing programs or services)
- Outreach and marketing plans for core audience that are appropriate and effective
- High level of cultural depth in audience experience

Feasibility (5 Points)

- Overall clarity of project proposal with defined objectives
- Reasonable plan and timeline for implementation and evaluation
- Previously demonstrated ability to implement projects or supporting letters
- A realistic and achievable budget and timeline
- Marketing / advertising is clearly outlined and realistic

RESPONSIBILITIES OF GRANT RECIPIENTS

Contracted Responsibilities

- Sign and adhere to the terms laid out in the project contract (Funding Agreement) **no later than Friday, January 19, 2024** ;
- 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 for auditing purposes, as applicable;
- Add all scheduled events to the [CNY Arts & Entertainment Calendar](#), as applicable;
- Submit a Final Report within 30 days after the completion of a project.
- Attend the CNY Arts Awards Ceremony (anticipated Spring of 2024).
- 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. Please note this exact language will be provided in your funding agreement. You will not use the Statewide Community Regrants language.
- Credit language must be accompanied by the CNY Arts Logo. The language may not be accompanied by the New York State Senate or New York State Council on the Arts logos.

GRANTS FOR ORGANIZATIONS

Application Deadline: Wednesday, November 15, 2023 by 12:00 pm (noon)

Who may apply: Nonprofit organizations

Award Amount: Up to \$5,000.00 (or with Special Project Criteria, \$10,000)

Project Period: January 1, 2024 to December 31, 2024

Project Type: There are four types of projects an organization may apply for. Please note that there are additional narrative questions and required documents for certain projects.

Community Arts Projects (CAP): arts, culture, history, or heritage project that engages the public.

- Must be open and accessible to the public
- May request up to \$5,000 for eligible expenses
- No match requirement

Arts Education Projects (AEP): for sequential and skill-based learning opportunities provided by a teaching artist. A minimum of **three (3)** contact sessions between the teaching artist(s) and core learning group are required. There are two types of opportunities: K-12 In-School Projects and Community-Based Learning Projects.

K-12 In-School Learning Projects must:

- Take place during the school day in partnership with a public school
- May request up to \$5,000 for eligible expenses
- No match requirement

Community-Based Learning Projects must:

- Take place after school or in a community setting for a closed group of learners (of any age, including seniors)
- May request up to \$5,000 for eligible expenses
- No Match Requirement

Additional Required Documents for Arts Education Projects:

- Signed letter of commitment from the Principal of the school or community organization on letterhead.
- Lesson plan with proposed learning goals, intended outcomes, and means for evaluation

Micro Grant Fund: designed for small arts and culture or organizational projects with nominal expenses. A simplified application with fewer narrative questions.

- May request up to \$1,000 for eligible expenses
- No Match Requirement

Special Project: grant support for one or more of the following:

- (1) projects that enhance the capacity and services of the organization (i.e. new audiences, including historically underrepresented groups, administrative/operating capacities, opportunities for expanding their reach, etc.);
- (2) creation of new programs that are intended to be permanent in subsequent years;
- (3) special projects that demonstrate the organization's value in the community.

Applicants who meet the following Special Project Criteria may request up to \$10,000.

Requirements to be considered eligible for Special Projects include:

- A 25% match for project funding OR at least three (3) letters of support (if funding cannot be acquired);
- Projects that have a specific emphasis on at least one of the following:
 - diversity, equity, inclusion, access, and belonging (i.e. cultural, racial, ethnic, religious, age, gender diversity, sexual orientation, disability, veteran status, income level, education, limited access to transportation or rural locations, etc.),
 - regional artists,
 - regional audience,
 - multi-county marketing
- Organizations with an annual Budget \$25,000 and up;
- Organizations established at least 3 years

Program Priorities

- Projects that employ artists from historically excluded communities, especially those marginalized on race, geographic location, and ethnicity;
- Projects that employ local artists from within the applicant organization's county;
- Projects that engage historically excluded communities;
- Projects from first-time applicants or returning applications that have not been awarded funding;
- Projects that prioritize grant funds for artist fees and compensation;
- Growth or expansion of existing projects from returning applicants;
- New or pilot projects from returning grantees;
- Applicants that do not currently receive New York State Council on the Arts funding (excluding fiscal sponsor organizations).

Application Questions

Applicant Profile

- Legal Name and DBA if applicable, Federal Employer Identification Number (EIN), Year founded, Address, Contact Information, Legislator Information, Direct NYSCA Applicant status
- Mission Statement

- Brief Organizational Context for Project Activities: Describe your organization's history and operations, including the context in which your organization will undertake the project activities.
- Organizational Budget (table) / Optional Notes
- Funding history with CNY Arts

Project Budget

- Grant Request Amount, Total Project Budget, Will your project be feasible if it is partially funded? Yes/No
- Upload Project Budget Template (project expenses, income, and how grant will be spent)

Project Narrative

- **Project Summary**
- **Detailed Project Description** - describe project activities that will take place, provide information on curatorial/selection process, artists, creative process, works of art, productions, venue, public or community engagement activities.
- **Schedule of Key Project Dates** - include timeline of activities, Proposed Project Start / End Date
- **Audience Grid & Engagement with Intended Community, Participants, & Audience** - describe the intended communities, participants, or audiences involved in the project activities, and how they will benefit. Clearly explain how you will engage these groups. Include the demographics of your intended communities, participants, and/or audiences. As applicable, include how you will involve historically marginalized or underrepresented communities limited by factors such as their geographic location, race or ethnicity, economic status, and/or disability, among others.
- **Project Partners & Key Individuals** - please list here your list of artists involved with the project and whether anticipated or secured, list any project partners and their role. You may include biographical experience or knowledge relative to this project.
- **Other Project Information (Optional)** - If there is anything else that would be essential for panelists to understand about your project relative to the review criteria, provide it here.

State Reporting Data

- Legal Applicant Name
- Address
- City
- County
- Zip Code
- NYS Senate District
- NYS Assembly District
- Artistic Discipline of Organization
- Type of Organization
- Nonprofit Status of Organization
- Composition of Organization
- Project Title
- Artistic Discipline of Project

- Type of Project
- Composition of Audience
- Art Education
- Regrant Project Descriptors
- Number of Artists Participating
- Number of Youths Benefitting
- Number of Individuals Benefitting
- Grant Request Amount

Required Documents

- Project Budget Form;
- Bios and Résumés of key artists;
- Proof of Nonprofit Status;
- Board Member Affiliation List; and
- Organizational financial statement for the most recent fiscal year

Optional Documents (not required but strongly recommended)

- Work Samples of Artists involved with project
- Letters of Support (strongly recommended, but not required)
- Marketing Materials, Press Clippings, & Additional Support Materials (optional)
- Additional Bios & Resumes of Artists & Personnel (optional)

GRANTS FOR INDIVIDUALS

Application Deadline: Wednesday, November 15, 2023 by 12:00 pm (noon)

Who may apply: Individual artists

Project Period: January 1, 2024 to December 31, 2024

Grants for individual artists represent a “live and work” investment in local artists. Projects must take place in the same county in which the applicant permanently resides. All artist projects, with the exception of Arts Education projects, must include a community engagement component and be open to the public. Examples may include an exhibition or performance that is open to the public, or the inclusion of community involvement in the development and creative process of the artists’ project. This can be in the form of feedback, response, interaction and/or social practice by or with local community members.

Artist Commissions (AC): for a local artist to create new work in their community.

- A component of the new work must be open and accessible to the public
- May request up to \$2,500 for eligible expenses (in combined total with Community Arts Project if applicable)
- No match requirement

Community Arts Projects (CAP): arts, culture, history, or heritage project that engages the public.

- Must be open and accessible to the public
- May request up to \$2,500 for eligible expenses (in combined total with Arts Commission)
- No match requirement

Arts Education Projects (AEP): for sequential, and skill-based learning opportunities provided by a teaching artist. A minimum of **three (3)** contact sessions between the teaching artist(s) and core learning group are required. There are two types of opportunities: K-12 In-School Projects and Community-Based Learning Projects.

K-12 In-School Learning Projects must:

- Take place during the school day in partnership with a public school
- May request up to \$5,000 for eligible expenses
- No match requirement

Community-Based Learning Projects must:

- Take place after school or in a community setting for a closed group of learners (of any age, including seniors)
- May request up to \$5,000 for eligible expenses
- No match requirement

Additional Required Documents for Arts Education Projects:

- Signed letter of commitment from the Principal of the school or community organization
- Lesson plan with proposed learning goals, intended outcomes, and means for evaluation

Micro Grant Fund: designed for small arts and culture projects with nominal expenses.

Applicants will complete a shortened and simplified application.

- May request up to \$1,000 for eligible expenses
- No match requirement

Program Priorities

- Projects where artists are working within their community or County;
- Projects that engage historically excluded communities especially those marginalized on race, geographic location, and ethnicity;
- Projects from first-time applicants; and
- Projects that have not previously received funding.

Application Questions

Applicant Profile

- Legal Name, Social Security Number, Address, Contact Information, Legislator Information, Direct NYSCA applicant status
- Fiscal Sponsor Information (if applicable): Legal Name, Address, Federal Tax Identification Number, Legislator Information, Direct NYSCA applicant status, required documents for sponsors

- Artist Statement
- Brief overview of body of work
- Funding history with CNY Arts

Project Budget

- Grant Request Amount, Total Project Budget, Will your project be feasible if it is partially funded? Yes/No
- Upload Project Budget Template (project expenses, income, and how grant will be spent)

Project Narrative

- **Project Summary**
- **Detailed Project Description** - describe project activities that will take place, provide information on curatorial/selection process, artists, creative process, works of art, productions, venue, public or community engagement activities.
- **Schedule of Key Project Dates** - include timeline of activities, proposed project start / end date
- **Audience Grid & Engagement with Intended Community, Participants, & Audience** - describe the intended communities, participants, or audiences involved in the project activities, and how they will benefit. Clearly explain how you will engage these groups. Include the demographics of your intended communities, participants, and/or audiences. As applicable, include how you will involve historically marginalized or underrepresented communities limited by factors such as their geographic location, race or ethnicity, economic status, and/or disability, among others.
- **Project Partners & Key Individuals** - please list key artists involved with the project and whether anticipated or secured, list any project partners and their role. You may include biographical experience or knowledge relative to this project.
- **Other Project Information (Optional)** - If there is anything else that would be essential for panelists to understand about your project relative to the review criteria, provide it here.

State Reporting Data

- Legal Applicant Name
- Address
- City
- County
- Zip Code
- NYS Senate District
- NYS Assembly District
- Artistic Discipline of Organization
- Type of Organization
- Nonprofit Status of Organization
- Composition of Organization
- Project Title
- Artistic Discipline of Project
- Type of Project
- Composition of Audience

- Art Education
- Regrant Project Descriptors
- Number of Artists Participating
- Number of Youths Benefitting
- Number of Individuals Benefitting
- Grant Request Amount

Required Documents

- Project Budget Form;
- Résumés or Curriculum Vitae of applicant artist;
- Proof of New York State and county residency; and
- Artistic Work Samples.
- For Fiscal Sponsors:
 - Proof of Nonprofit Status
 - Most recently completed fiscal year financial statements
 - Board Affiliation List
 - Fiscal Sponsorship Agreement
- For Arts Education Projects:
 - Partnership Letter from the School or Partnering Organization
 - Lesson Plan

Optional Documents (not required but strongly recommended)

- Letters of Support (strongly recommended, but not required)
- Marketing Materials, Press Clippings, and Additional Support Materials (optional)
- Additional Bios and Resumes of Artists and Personnel (optional)

WORK SAMPLES

Audio Work Samples

Recommended for composers. Please directly upload an MP3 file not exceeding a total of 10 minutes of original composition to your application. The file may include as many samples or songs as the applicant wants.

Image Work Samples

Recommended for Visual Artists. Please directly upload up to 10 digital images to your application.

Video Work Samples

Recommended for Choreographers or Solo Performing Artists. Please directly upload one 10-minute video excerpt or two 5-minute video excerpts from previously completed work to your application. If you are uploading two excerpts, they may be from two different works.

Written Work Samples

Recommended for Writers, Playwrights, and Librettists. Please directly upload a full script or libretto completed in the last five years. Panelists will read the first 10 pages of the script and any other section you indicate of up to an additional 10 pages.

APPLYING WITH A FISCAL SPONSOR

An individual may apply with an eligible Fiscal Sponsor. **Direct NYSCA applicants may serve as Fiscal Sponsors.** The Fiscal Sponsor is an eligible nonprofit organization that will receive the grant funds from CNY Arts and disburse those funds to the applicant artist. Fiscal Sponsors are not required to administer required grant activities. Sponsors may take an administrative fee (not to exceed 10% of awarded grant). A Fiscal Sponsorship Agreement outlining the responsibilities of both parties must be included with the application.

Fiscal Sponsors must meet applicant eligibility requirements: the Sponsor must provide proof of nonprofit status, a Board Member Affiliation List, and a financial statement for their most recent fiscal year; and they must be based in the same county as the project location.

Sponsored grant requests do not count towards the sponsoring organization's \$10,000.00 annual maximum.

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Guidelines as of 10/19/2023