



# CNY ARTS

Statewide Community Re-grants 2023

(formerly known as Decentralization)

For Cortland, Herkimer, Madison, Oneida, Onondaga, & Oswego Counties

# Program Guidelines

STATEWIDE COMMUNITY REGRANTS 2023

# Program Guidelines

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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.

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## Overview

THE CNY ARTS STATEWIDE COMMUNITY REGRANTS (SCR) PROGRAM FUNDS PROJECTS TAKING PLACE IN CORTLAND, HERKIMER, MADISON, ONEIDA, ONONDAGA, AND OSWEGO COUNTIES.

The Statewide Community Re grants (SCR) program, formerly known as the Decentralization (DEC) program, is a regrant program of the **New York State Council on the Arts** (NYSCA) developed in 1977 to ensure that the state’s cultural funding would reach every part of New York. The cornerstone of SCR is its focus on local decision-making through a transparent and competitive Peer Review Panel Process.

The purpose of SCR is to create access and support of the arts to the geographically, economically, and ethnically diverse segments of the state’s population. It is designed to create vibrant arts communities in all 62 counties by partnering with local and regional arts councils such as CNY Arts, to provide a link between NYSCA and the artists and arts agencies who are otherwise unable to access state arts funding.

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. In 2023, the CNY Arts SCR Program will distribute \$510,000 in arts, culture, history, and heritage grants to individual artists and nonprofit organizations throughout the region. The three SCR grants administered by CNY Arts are the **Community Arts Grant (CAG)**, the **Arts Education Grant (AEG)**, and the **Individual Artist Commission (IAC)**.

### Program Goals

The CNY Arts SCR Program is designed to support the capacity of individual artists, collectives, and small nonprofit organizations to develop high 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:** Friday, December 16, 2022 by 11:59 pm

**Questions deadline:** Monday, December 12, 2022 by 4:30 pm

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

**Award amount per applicant:** Up to \$5,000.00 (IAC awards capped at \$2,500)

**Project period:** July 1, 2022 to December 31, 2023

## General Guidelines

SCR

## Applicant Eligibility

Please also consult the specific guidelines for each SCR grant.

### Eligible Applicants

- Must be a resident of Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego counties;
- Must provide access to the public (excluding Teaching Artist applicants);
- Must have a permanent address in the same county as the project location;
- Must provide proof of non-profit status OR
- Must be an individual artist, collective, or other unincorporated entity with an eligible Fiscal Sponsor or Community-Based Partner in the same county as the project location OR
- Must be an individual artist, collective, or other unincorporated entity applying for the Individual Artist Commission (IAC).

### Ineligible Applicants

- New York State agencies and departments (including BOCES and SUNY);
- Public, private, or parochial elementary and secondary schools;
- Students enrolled in a full-time undergraduate degree program;
- Applicants with open contracts or outstanding final reports from previous grant cycles with CNY Arts;
- Applicants who have applied directly to the **New York State Council on the Arts** for the 2023 grant cycle, **regardless of funding status**; and
- Ineligible organizations may not serve as Fiscal Sponsors or Community-Based Partners for other applicants.

## Funding Levels

Each applicant or applicant organization may request SCR funds up to a combined total of \$5,000.00 between up to three (3) separate proposals per grant cycle. Please refer to the funding levels for each of the three SCR grants for specific request amounts. Individual Artist Commission awards are capped at \$2,500.00.

## Grant Requests

Please keep in mind that SCR 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 Officer**.

### 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, and subscriptions and training associated with virtual programming;
- Expendable project-specific supplies and materials\*;
- Printing, advertising, promotion, and postage; 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;
- 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 the Arts Education Grant);
- Expenses for projects that are primarily recreational, therapeutic, religious, or rehabilitative in nature (including worship, health, and social service projects);
- Building construction or development, capital improvements, or acquisition of works of art;
- Creation of textbooks and other classroom materials;
- Expenses related to lobbying or any other advocacy;
- Fees paid to children; or
- Any fee, payment, or financial benefit to **direct NYSCA applicants, regardless of funding status.**

\* Direct NYSCA applicants are prohibited from handling box offices or ticketing systems that are **not** their own for any project funded by the SCR Program. The NYSCA applicants are also **not** allowed to pay the venue rent. Direct NYSCA applicants may not profit from the SCR Program through donations or ticket sales, and they may not include projects funded by the SCR Program in their season or programming.

# Application Instructions

## Deadlines

The application deadline is **Friday, December 16, 2022 by 11:59 pm.**

\* The deadline for all questions is **Monday, December 12, 2022 by 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 CNY Arts SCR program. These seminars are free and open to the public and will be starting in October through November 2022. 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. Individual consultations with the Re grants Program Officer may be arranged in lieu of the required application seminar. You or a representative may schedule an individual consultation using **this link**. CNY Arts will not accept requests for one-on-one consultations after Monday, December 12, 2022 by 4:30 pm.

## Submittable

Applications must be completed and submitted through our online portal, Submittable. The portal can be found at [cnyarts.submittable.com/submit](https://cnyarts.submittable.com/submit). Applicants are strongly advised 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 without approval from the Re grants Program Officer.

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 Officer](#).

## Application Tips

The CNY Arts SCR Program prioritizes applications demonstrating a high level of competency in the following criteria: creativity, service to the public, and project feasibility.

Applicants should submit representative samples of past works and/or the credentials of participating artists and other personnel. Projects should be designed to create collaboration between artists, audiences, local businesses, cultural institutions, and/or other community organizations. Projects designed to serve historically excluded areas or populations and projects that address specific community needs will be prioritized. Proposals should be thoughtfully planned with achievable goals and reasonable methods of evaluation. Please consult the specific guidelines for each SCR grant type.

## Application Questions

### Applicant Profile

- Contact information
- Overview of organization or artist, including Federal Employer Identification Number (EIN) or Social Security Number (SSN)
- Funding history with CNY Arts.

### Project Budget

- Completed Project Budget Form, including details such as project revenue, expenses, and how award funds would be spent.

### Project Overview

- Summary of project, including details such as locations, dates, artists, artistic disciplines, and expected audience.

### Project Narrative

- Detailed descriptions of goals, timeline, audience, community involvement, marketing and promotion, and project evaluation.

### Additional Support Materials

## Accommodations & Application Support

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. 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 Regrants Program Officer.

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.



## 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 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 approval.

### Panelists

Peer review panelists for the CNY Arts SCR program 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 SCR peer review panel, please complete [this nomination form](#). Panelist selection will occur until December.

### Scoring Criteria

All applications are reviewed by CNY Arts staff 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:

#### Creativity (5 points)

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

#### Access & Inclusion (5 points)

- Engagement with learners 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 should be appropriate and effective
- High level of cultural depth in learner experience

#### Feasibility (5 points)

- Overall clarity of project proposal with defined objectives
- Reasonable plan for implementation and evaluation
- Previously demonstrated ability to implement projects
- A realistic and achievable budget and timeline

## Fiscal Sponsorship & Community-Based Partners

An individual or an unincorporated entity may apply to the Community Arts Grant or the Arts Education Grant with an eligible Fiscal Sponsor or a Community-Based Partner. Direct NYSCA applicants may **not** serve as Fiscal Sponsors.

### Fiscal Sponsor

A Fiscal Sponsor is a nonprofit organization that serves as the applicant of record in the SCR application. The Fiscal Sponsor assumes the responsibility to serve as the fiscal conduit between CNY Arts and the applicant artist or unincorporated entity. They will receive grant funds from CNY Arts and disburse those funds to the applicant artist. Fiscal Sponsors may also administer required grant activities, such as completing the Final Report and ensuring project compliance with the funding agreement. Sponsors may take an administrative fee of up to 15% of awarded grant funds. A Fiscal Sponsorship Agreement outlining the responsibilities of both parties must be included with the application.

In lieu of the applicant, 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 \$5,000.00 annual maximum.

### Community-Based Partner

A Community-Based Partner is a nonprofit organization that applies in tandem with a teaching artist or an unincorporated entity for a Community Arts Grant or an Arts Education Grant. A Community-Based Partnership is ideal for artist-driven projects. The individual artist will serve as the applicant of record and must include their Social Security Number with their application. Funding will be directly disbursed to that individual.

Potential applicants with Community-Based Partners must provide a Letter of Commitment from the partner organization on official letterhead. This Letter of Commitment must detail partner's support of the project, monetary, administrative, and otherwise. The letter must also detail the anticipated roles and responsibilities of both the partner and the application.

When applying with a Community-Based Partner, both the applicant and the partner must reside and be located in the same county as the project location.

## Responsibilities of Grant Recipients

### Contracted Responsibilities

- Sign and adhere to the terms laid out in the project 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 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 2023).
- 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:

This project was made possible with the funds from the Statewide Community Re grants Program, a regrant program of the New York State Council on the Arts with the support of the Governor's Office and the New York State Legislature and administered by CNY Arts.

- Credit language must be accompanied by the CNY Arts Logo. The language may not be accompanied by the NYSCA logo.

## 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 Re grants Program Officer 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 first contact the **CNY Arts Re grants Program Officer** within five (5) days of the denial notification. The Program Officer 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 Re grants Program Officer to be submitted to the CNY Arts Board of Directors. The appeal must be filed within ten days of the denial notification.

The Program Officer will then 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 with leftover SCR funds withheld at the beginning of the cycle.

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

## Additional Resources

- Application Seminars and Webinars
- Technical Assistance Program
- Frequently Asked Questions
- [CNY Arts website](#)

Please refer to the CNY Arts website for application checklists and sample budgets. For additional questions & information, please contact the [Re grants Program Officer](#).

## Community Arts Grant (CAG)

THE CNY ARTS COMMUNITY ARTS GRANT (CAG) PROVIDES GRANT SUPPORT TO INDIVIDUAL ARTISTS, COLLECTIVES, AND COMMUNITY NONPROFIT ORGANIZATIONS FOR ARTS AND CULTURAL PROJECTS.

### Application Deadline:

**Friday, December 16, 2022 at 11:59 pm, 2022**

### Who may apply:

**Nonprofit organizations or individual artists with an eligible Fiscal Sponsor or Community-Based Partner**

### Award Amount:

**\$500.00 to \$5,000.00**

### Project Period:

**July 1, 2022 to December 31, 2023**

The Community Arts Grant supports and enables emerging professional artists and organizations to grow professionally and to enhance the cultural climate in the Central New York and Mohawk Valley communities. Example of CAG projects may include, but are not limited to: exhibitions, workshops, performances, festivals, screenings or readings. All funded CAG projects must be community-based and open to the general public.



### Program Priorities

- Projects that employ artists from historically excluded communities, especially those marginalized on race, geographic location, and ethnicity;
- Projects that engage historically excluded communities;
- Projects from first-time applicants;
- Projects that prioritize grant funds for artist fees and compensation;
- Growth or expansion of existing projects from returning applicants; and
- New or pilot projects from returning grantees.

### 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.

\* In addition to the above documents, individual artists applying with a Fiscal Sponsor or a Community-Base Partner must provide a Fiscal Sponsorship Agreement or a Community-Based Partnership letter from a qualifying nonprofit organization in the same county as the projection location.

## Individual Artist Commission (IAC)

THE CNY ARTS INDIVIDUAL ARTIST COMMISSION SUPPORTS THE CREATION OF NEW WORKS BY LOCAL ARTISTS DEMONSTRATING STRONG CREATIVITY AND COMMUNITY INVOLVEMENT.

**Application Deadline:**

**Friday, December 16, 2022, at 11:59 pm**

**Who may apply:**

**Individual artists**

**Award Amount:**

**\$1,000.00 to \$2,500.00**

**Project Period:**

**July 1, 2022 to December 31, 2023**

The Individual Artist Commission represents a “live and work” investment in local artists. Commissioned projects must take place in the same county in which the applicant permanently resides and must include a required community engagement component, such as an exhibition or performance that is open to the public, and/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 community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.



### Program Priorities

- Projects that employ artists from historically excluded communities, especially those marginalized on race, geographic location, and ethnicity;
- Projects that engage historically excluded communities;
- Projects from first-time applicants; and
- New projects that have not previously received funding.

### Required Documents

- Project Budget Form;
- Résumés or Curriculum Vitae of key artists;
- Proof of New York State and county residency; and
- Artistic Work Samples.

## 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.

## Arts Education Grant (AEG)

THE CNY ARTS EDUCATION GRANT SUPPORTS TEACHING ARTISTS AND ARTS EDUCATORS TO ENGAGE STUDENTS IN RICH AND MEANINGFUL ARTISTIC EXPERIENCES IN DEDICATED LEARNING ENVIRONMENTS.

**Application Deadline:**

**Friday, December 16, 2022, at 11:59 pm**

**Who may apply:**

**Nonprofit organizations or individual artists partnering with an eligible public school or Community-Based Partner**

**Award Amount:**

**\$500.00 to \$5,000.00**

**Project Period:**

**July 1, 2022 to December 31, 2023**

The Arts Education Grant values the depth and quality of the teaching artist’s creative process. Projects must be experiential and focus on the exploration of art and the artistic process. The AEG strives to build the capacity of local teaching artists and nonprofit organizations while providing students with high-quality artistic learning experiences. The AEG is composed of two distinct funding strands: **K-12 In-School Projects** and **Community-Based Learning Projects**.

**K-12 In-School Projects** are required to take place in school and during the school day. Private, parochial, or home schools are ineligible. **Community-Based Learning Projects** can take place after school or in community settings (libraries, schools, community centers, etc.) for a closed group of learners (i.e. not open to the public) and can be composed of participants of all ages, including seniors. Also, a letter of commitment is a requirement and must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal or director of the partner organization.

### Program Priorities

- Projects that employ artists from historically excluded communities, especially those marginalized on race, geographic location, and ethnicity;
- Projects that engage learners from historically excluded communities; and
- K-12 In-School Projects.

### Additional Eligibility Requirements

Three types of applicants are eligible for the Arts Education Grant:

**Individual artists partnering with a public school or Community-Based Partner**

The applicant artist must reside in the same county as the partnering school or Community-Based Partner. If awarded, funds will be disbursed to the individual directly.





### Nonprofit organizations

An eligible nonprofit organization with a permanent address in the same county as the public school may apply.

### Individual artists with Fiscal Sponsors

Individual artists or unincorporated entities residing outside the county of the partnering school may apply with an eligible Fiscal Sponsor located in that county. A Fiscal Sponsorship Agreement is required in the application. If awarded, funds will be disbursed to the Fiscal Sponsor to be passed onto the individual artist.

## Additional Program Requirements

- Projects must include a drafted lesson plan with clearly stated learning goals, methodologies, intended outcomes, and means for pedagogic evaluation.
- Projects must consist of a minimum of three contact sessions with the same teaching artist(s) and a core group of students. These contact sessions must occur on separate days.
- Projects must consist of in-depth, sequential, and participatory learning opportunities incorporating one or more art forms and must be age and skill appropriate.

### K-12 In-School Projects

- A Letter of Commitment or Support from the partnering public. This letter must detail the partnering school's support of the project and outline the anticipated roles and responsibilities of all partners.
- Applicants and/or teaching artists must not be current employees or on the payroll of the school district.

### Community-Based Learning Projects

- A Letter of Commitment or Support from the nonprofit organization. This letter must detail the partnering organization's support of the project and outline the anticipated roles and responsibilities.
- Projects must be open and accessible for public participation or sign-up.

## Required Documents

- Project Budget Form;
- Lesson Plan;
- Letter of Commitment or Support;
- Résumés or Curriculum Vitae of key artists;
- Proof of New York State and county residency;
- Artistic Work Samples;
- Proof of Nonprofit Status\*;
- Board Member Affiliation List\*; and
- Organizational financial statement for the most recent fiscal year\*.

\* Individual artists applying with a Fiscal Sponsor must provide a Fiscal Sponsorship Agreement from a qualifying nonprofit organization in addition to the above documents.