

## CNY Arts

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# ONONDAGA COUNTY MICROGRANT GUIDELINES

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## OVERVIEW

The purpose of the Onondaga County MicroGrant Program is to provide grant funding for arts and cultural projects, programs, and services offered by nonprofit organizations and grassroots entities that contribute to the cultural development of Onondaga County.

## PROGRAM DETAILS

**Application Deadline:** Tuesday, April 16, 2024 by 12:00 PM (noon)

**How to apply:** All applications must be submitted online through [Submittable](#).\*

**Who may apply:** Nonprofit organizations and community-focused unincorporated entities in Onondaga County

**Award Amount:** Up to \$1,000.00

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

\*If you are new to Submittable, and would like assistance with the platform, we are available to help – see information about Support Webinars below, or contact us at the information above.

\*\* If you have held or plan to hold an arts event taking place within 2024 but prior to the application deadline, you are eligible to apply.

## APPLICANT ELIGIBILITY

To apply for the MicroGrant, applicants must:

- Have an operational budget of **less than \$25,000**
- Have a permanent address located in Onondaga County.

Unincorporated entities **are eligible** to apply but must have a short consultation call with CNY Arts Program Staff prior to submitting an application. The time and date of the consultation will be a required field in the application to complete for a submission.

The following are **not** eligible for MicroGrant support:

- An organization with an operational budget of **more than \$25,000**
- An agency of the County (includes libraries)
- An educational institution, school or educational foundation
- A radio or television broadcasting network or station, a cable communications system, or a newspaper or magazine.

- An organization that is engaged solely in the acquisition or physical restoration of property
- An organization that has received direct funding from Onondaga County for 2024
- Individual artists
- A CNY Arts Grantee with an outstanding final report from a prior year grant

## ELIGIBLE EXPENSES

Grant dollars could cover expenses related to:

- Artist and talent fees;
- Space rental for arts and culture programming;
- Marketing and communication costs;
- General operating support directly related to arts and cultural programming, including: administrative and personnel fees; contractual fees and equipment, dues and subscriptions;

## PROGRAM TIMELINE

Below are key dates for the MicoGrant Program. Please note we do not accept applications or corrections after the deadline.

Requirement	Deadline
Application Opens	Wednesday, March 13, 2024
Optional Applicant Support Webinars	Friday, March 22, 2024 at 10:00 AM Thursday, March 28, 2024 at 5:00 PM Tuesday, April 2, 2024 at 3:00 PM Thursday, April 11, 2024 at 12:00 PM (noon)
Application Closes	Tuesday, April 16, 2024 by 12:00 PM (noon)
Award Announcement	On or before Friday May 10, 2024
Final Report Deadline	No later than January 30, 2025

## APPLICATION INSTRUCTIONS

Applications must be completed and submitted through the **Submittable** via:

<https://cnyarts.submittable.com/submit/>

You may save your progress on Submittable as you complete your application. Please note that once the application has been submitted, it **cannot** be edited any further.

Upon completing and successfully submitting an application through Submittable, 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.**

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

## APPLICATION QUESTIONS

### APPLICANT INFORMATION

- CNY Arts funding history
  - New applicant? Y/N;
- Contact information of applicant;
- Organization Summary

### BASIC PROJECT INFORMATION

- Grant request amount;
- Brief project summary, including dates & locations

### PROJECT NARRATIVES

You will be asked to provide detailed project descriptions in response to the project narrative questions, such as:

- Public activities;
- Key project dates;
- Intended audience / community;
- Explanation of budget and intended use of funds

### UPLOADED DOCUMENTS

- Project Budget Form;
- Biographies or Resumes of Key Artists (optional);
- Proof of nonprofit status and list of staff and Board of Directors\*;
- Letters of support (optional); and
- Additional artistic samples and support materials (optional).

*\*If registered as a 501(c)3 nonprofit*

## HOW GRANTING DECISIONS ARE MADE

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 from throughout Onondaga County. The panel's funding recommendations will then be submitted to the CNY Arts Board of Directors for approval.

Panelists for the MicroGrant program are nominated by residents and community members of Onondaga County and are subsequently appointed by the CNY Arts Board of Directors. Panelists must be nominated and must be residents of or work in Onondaga County to serve. Panelists are paid a nominal honorarium to participate and may not serve for **more than three 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

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 (40%)

- clarity of arts and culture program being proposed, its intended audience, and benefit to the community;
- Experience, credentials, and work samples proposed artists and personnel;
- Originality, innovation, relevance within the community

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**COMMUNITY ENGAGEMENT (40%)**

- Thoughtful engagement with audiences from historically excluded communities (those communities might be: cultural, racial, ethnic, religious; related to age, gender, sexual orientation, disability, veteran status, income level, education, limited access to transportation or rural locations, etc.) ;
- Availability of free or low-cost attendance options

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**CAPACITY & FEASIBILITY (20%)**

- Overall clarity of project proposal with defined objectives;
- Previously demonstrated ability to implement projects;
- Budget is clear and aligns with project scope

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**PANEL SCORING RUBRIC**

If you have an eligible project or organization but these criteria and rubric seem daunting, we encourage you to apply anyway, or to reach out to us to talk. We share this scoring information to support you in crafting a strong application – not to make the process feel overwhelming.

	<b>3 (makes a strong case for public funding)</b>	<b>2 (makes a moderate case for public funding)</b>	<b>1 (does not make a case for public funding)</b>
<b>CREATIVITY (40%)</b>	<ul style="list-style-type: none"> <li>● Application clearly describes the proposed arts and culture programming.</li> <li>● Project has notable artistic and/or community significance.</li> <li>● Project offers something unique and/or innovative to CNY audiences.</li> <li>● Application includes list of proposed artists and work samples that seem well-suited to the project.</li> </ul>	<ul style="list-style-type: none"> <li>● Application adequately describes the proposed arts and culture programming.</li> <li>● Project has some artistic and/or community significance.</li> <li>● Application includes minimal information about engaging artistic collaborators who would be suited to the project.</li> </ul>	<ul style="list-style-type: none"> <li>● The proposed arts and culture programming is not clear, or there is an insufficient arts and culture component.</li> <li>● Project does not demonstrate sufficient artistic and/or community significance.</li> <li>● Application suggests no consideration given to engaging suitable artistic collaborators.</li> </ul>
<b>COMMUNITY ENGAGEMENT (40%)</b>	<ul style="list-style-type: none"> <li>● Applicant displays an ongoing, intentional approach for engaging with audiences from at least one historically excluded community.</li> <li>● Pricing is affordable or free tickets for the general public.</li> <li>● It is clear how many</li> </ul>	<ul style="list-style-type: none"> <li>● Applicant demonstrates a plan for engaging with audiences from at least one historically excluded communities</li> <li>● Pricing includes access to free or affordable tickets.</li> <li>● Some evidence that the project will have reach</li> </ul>	<ul style="list-style-type: none"> <li>● No clear or feasible approach to engaging with audiences from historically excluded communities.</li> <li>● Free or affordable tickets are not available.</li> <li>● No indication of project's intended audience, or that it can reach them.</li> </ul>

	people the project will reach, and in what capacities.	and capacity corresponding to its scale.	
<b>CAPACITY &amp; FEASIBILITY (20%)</b>	<ul style="list-style-type: none"> <li>● Timeline is clear and reasonable.</li> <li>● The budget is clear and relates to the proposed project.</li> <li>● Organization demonstrates the capacity to produce successful programming this size and scope (through prior experience or otherwise)</li> </ul>	<ul style="list-style-type: none"> <li>● Applicant offers some detail about how they will go about organizing and managing the project.</li> <li>● Budget could be more detailed, but doesn't raise significant questions or concerns about project's viability.</li> </ul>	<ul style="list-style-type: none"> <li>● Insufficient explanation of how applicant will organize and manage the project.</li> <li>● Budget is incomplete or incorrect in a manner which raises significant questions or concerns about project's viability.</li> </ul>

## ACCOMMODATIONS & APPLICATION SUPPORT

CNY Arts provides extensive, free technical assistance and support to all interested applicants. Application guides and panel feedback summaries will be available to all applicants.

CNY Arts also provides **optional** webinars and office hours with members of the Regrants team to review the guidelines, eligibility requirements, and the application. Additional accommodations to facilitate your participation 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 on any of these services, please contact the [CNY Arts Regrants Program Staff](#).

## RESPONSIBILITIES OF RECIPIENTS

Organizations that receive a 2024 Grassroots Program Support award must meet the following requirements.

- Sign and follow to the terms laid out in the contract (funding agreement);
- Produce all funded activities as described in the application;
- Send CNY Arts 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;
- 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)

## CREDITING REQUIREMENTS

- Prominently and correctly include the following credit language in all printed and published materials:

**This project was made possible with funds from the County of Onondaga through the MicroGrant administered by CNY Arts.**

- Credit language should be accompanied by the CNY Arts logo (found [here](#)) and the Onondaga County seal (found [here](#)).
- Language should be used in all printed, broadcast, or online publicity related to the services supported by Onondaga County and CNY Arts, or in any program, publication, catalog, film, or comparable product.

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## NOTIFICATION OF PROGRAMS/EVENTS AND UTILIZING ARTS & ENTERTAINMENT CALENDAR

- All grant-funded events, projects, and programs must be submitted to **CNY Arts' Arts & Entertainment Calendar** [cnyarts.org/events](https://cnyarts.org/events) at least 30 days in advance of the first event.
- Agencies must maintain an up-to-date profile on the CNY Arts directory ([cnyarts.org/directory](https://cnyarts.org/directory)) for the full contract period.