



Council on
the Arts

CNY Arts



CNY ARTS

Statewide Community Regrants 2022

(formerly known as Decentralization)

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

Program Guidelines

STATEWIDE COMMUNITY REGRANTS 2022

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.

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 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.

Accommodations & Application Support

CNY Arts provides extensive free support to all interested applicants, please do not hesitate to contact us. Any accommodations that CNY Arts can provide to facilitate your participation in this program such as (but not limited to) interpretation or translation services, computer or technical support, budgeting, grant writing, or project development, please contact us.

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General Guidelines

Purpose

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

The Statewide Community Regrants (SCR) Program, formerly known as the Decentralization (DEC) Program, is a regrant program of the [New York State Council on the Arts](#) (NYSCA) which was developed in 1977 to ensure that the state's cultural funding would reach every part of New York. The purpose of the SCR Program is to create access and support of the arts to the geographically, economically, and ethnically diverse segments of the state's population.

The SCR Program is designed to create vibrant arts communities in all 62 counties by partnering with local arts agencies, such as CNY Arts, to provide a link between the Council and those who might not otherwise be able to access funding from NYSCA. The cornerstone of the SCR Program is its focus on local decision-making through a transparent and competitive Peer Review Panel Process.



Panel Process

Awards determinations will be based on a competitive peer review process conducted by a panel comprised of artists, arts administrators, and community leaders. The panel will review each application against the application pool and on the merits of the proposed project. 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

The CNY Arts SCR peer review process is conducted by a panel 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](#). New panelists will be selected from now to December.

CNY Arts SCR Program

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. The CNY Arts SCR Program distributes \$199,500 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.

Funding Priorities

The CNY Arts SCR Program prioritizes project proposals that display a high level of creativity, thoughtful and achievable project planning, and a deep and authentic consideration of the community engagement and participation.

Each of the three grants administered by the SCR Program have distinct program priorities. Please consult the specific guidelines for each grant.

Application Instructions

Deadlines

The application deadline is **Wednesday, January 12, 2022 by 11:59 pm.**

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 recommended to review the online application form in advance.

Upon completing and successfully submitting an application through Submittable, the applicant should receive an 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. Please note that once an application form has been submitted, it cannot be further edited or changed in any way.

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

Required Application Seminar

All prospective applicants are required to attend one CNY Arts application seminar. Applicants may attend either a webinar or an in-person seminar to fulfill this requirement. These seminars are free and open to the public and will be held October through December 2021.

The application seminar is designed to provide applicants with an understanding of the purpose of the CNY Arts SCR Program and with information necessary to make an eligible proposal. Seminars may also include a Q&A with former panelists.

Applicants who do not meet this requirement will not be considered for funding. Individual consultations with the Regrants Program Officer may be arranged in lieu of the required application seminar.

Applicants are required to register for a seminar or webinar in advance. Please visit the CNY Arts Application Seminar [registration page and schedule](#).

Application Tips

You may save your progress on Submittable as you complete your application. Please be sure not to click the "Submit" button until your application is complete, as you will not be allowed to make any edits. When you successfully submit your application, you should receive an email notification.

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.

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 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.

Ineligible Applicants

- New York State agencies and departments (including BOCES and SUNY).
- Public, private, or parochial elementary and secondary schools.
- Students enrolled in a two-year or four-year 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 2022 grant cycle, **regardless of funding status**. This includes A.R.T./New York's Creative Opportunity Fund.
- Ineligible organizations may not serve as Fiscal Sponsors or Community Based Partners for other applicants.

Funding Levels

Applicants may request up to a combined total of \$5,000.00 in SCR funds 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.

Project Expenses

Please keep in mind that the SCR program is designed to provide project support. As such, all expenses must be related to supporting the proposed project 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.
- Project-specific supplies and materials (not including food or drink).
- Printing, advertising, promotion, and postage.
- Travel and other necessary transportation (not including out-of-state travel).

Ineligible Expenses

- General operating support.
- Entertainment, such as balloons, clowns, magicians, or “sip and paint”.
- Individual equipment purchases exceeding the \$1,000.00 maximum.
- Cash prizes, scholarships, fellowships, regrants, or other monetary awards.
- Juried shows and competitions.
- Social activities, such as galas, benefits, receptions, parties, or any fundraising 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.
- 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 for any project funded by the SCR Program. 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.

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: they 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

- Sign and adhere to the terms laid out in the project contract (funding agreement).
- Conduct all funded activities as described in the project narratives 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.
- Submit a Final Report within 30 days after the completion of a project.
- Attend the CNY Arts Awards Ceremony (anticipated March or April, 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.
- Prominently and correctly include credit language for the grant award:

This project was made possible with the funds from the Statewide Community Regrants 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 Regrants 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
- Improper procedure

Appeals Process

If a denied applicant wishes to pursue an appeal, they must first contact the CNY Arts Regrants Program Officer within five days of the denial notification. The Program Officer will provide relevant context regarding the Panel's decision.

If grounds exist, an applicant may then officially file an appeal. The appeal must be filed within ten days of the denial notification. The Program Officer will submit the appeal to the CNY Arts Board of Directors.

The Program Officer will then convene a special Panel of at least three Panelists and resubmit the application for scoring and review using the three 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 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 Regrants Program Officer will notify the denied applicant and provide Panel feedback.

Program Guidelines

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:

January 12, 2022, at 11:59 pm

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:

January 1 to December 31, 2022



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. 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
- New or pilot projects from returning grantees.

Application Questions

- **Applicant Profile:** Contact information and 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 (and disciplines), expected audience.
- **Project Narrative:** Detailed descriptions of goals, timeline, audience, community involvement, marketing and promotion, and project evaluation.
- **Additional Support Materials**

Required Documents

- Project Budget Form
- Bios and Résumés of key artists
- Proof of Nonprofit Status
- Board Member Affiliation List
- Organizational financial statement for the most recent fiscal year
- * If applying as an individual or unincorporated entity, you must provide a Fiscal Sponsorship Agreement or a Community Based Partnership letter from a qualifying nonprofit organization in addition to the above documents.

Application Evaluation

All grant applications are reviewed for completeness and eligibility before they enter the Peer Review Panel Process. 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 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 historically excluded communities and 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 collaboration with other organizations, artists, and businesses. High level of cultural depth in audience experience.
- **Feasibility** (5 points): Overall clarity of project proposal with defined objectives and a reasonable plan for implementation and evaluation. Previously demonstrated ability to implement projects. A realistic and achievable budget and timeline.

Program Guidelines

Individual Artist Commission (IAC)

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

Application Deadline:
January 12, 2022, at 11:59 pm

Who may apply:
Individual artists

Award Amount:
\$1,000.00 to \$2,500.00

Project Period:
January 1 to December 31, 2022



The Individual Artist Commission represents a “live and work” investment in local artists. Up to four Individual Artist Commissions may be awarded per county and the commissioned project must take place in the same county in which the applicant permanently resides.

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.
- New projects that have not previously received funding.

Application Questions

- **Applicant Profile:** Contact information and 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 (and disciplines), expected audience.
- **Project Narrative:** Detailed descriptions of goals, timeline, audience, community involvement, marketing and promotion, and project evaluation.
- **Additional Support Materials**

Required Documents

- Project Budget Form

- Résumés or Curriculum Vitae of key artists
- Proof of New York State and county residency
- Artistic Work Samples

Application Evaluation

All grant applications are reviewed for completeness and eligibility before they enter the Peer Review Panel Process. 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 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 historically excluded communities and 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 collaboration with other organizations, artists, and businesses. High level of cultural depth in audience experience.
- **Feasibility** (5 points): Overall clarity of project proposal with defined objectives and a reasonable plan for implementation and evaluation. Previously demonstrated ability to implement projects. A realistic and achievable budget and timeline.

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.

Program Guidelines

Arts Education Grant (AEG)

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

Application Deadline:

January 12, 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:

January 1 to December 31, 2022



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**.

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: Individual artists or unincorporated entities may apply. 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.

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

Additional requirements include:

- A Letter of Commitment or Support from the partnering public school superintendent. 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

Additional requirements include:

- 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.

Program Priorities

- K-12 In-School Projects.
- 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.

Application Questions

- **Applicant Profile:** Contact information and 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 (and disciplines), expected audience.
- **Project Narrative:** Detailed descriptions of goals, timeline, audience, community involvement, marketing and promotion, and project evaluation.
- **Additional Support Materials**

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

- If applying as a nonprofit organization, you must provide the following:
 - * Proof of Nonprofit Status
 - * Board Member Affiliation List
 - * Organizational financial statement for the most recent fiscal year
- If applying with an eligible Fiscal Sponsor, you must provide the following:
 - * Fiscal Sponsorship Agreement from a qualifying nonprofit organization in addition to the above documents.

Application Evaluation

All grant applications are reviewed for completeness and eligibility before they enter the Peer Review Panel Process. 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 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 and 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 and a reasonable plan for implementation and evaluation. Previously demonstrated ability to implement projects. A realistic and achievable budget and timeline.