



CNY ARTS

Community mini Re grants 2022

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

Program Guidelines

mini-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.

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Purpose

THE CNY ARTS mini-STATEWIDE COMMUNITY REGRANTS (mSCR) PROGRAM ONLY FUNDS PROJECTS TAKING PLACE IN CORTLAND, HERKIMER, MADISON, ONEIDA, OR OSWEGO COUNTIES. PLEASE NOTE THAT THE mSCR PROGRAM IS NOT AVAILABLE TO ONONDAGA COUNTY.

The **mini-Statewide Community Re grants** (mSCR) program is mini-round of the Statewide Community Re grants (SCR) program, a regrant program of the **New York State Council on the Arts** (NYSCA). The SCR program 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.

CNY Arts mSCR 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. CNY Arts will administer two grant opportunities during this mini-round: the **mini-Community Arts Grant (mCAG)** and the **mini-Arts Education Grant (mAEG)**.

Program Details

Application deadline: Wednesday, May 18, 2022 at 11:59 pm

Questions deadline: Friday, May 13, 2022 at 5:00 pm

Who may apply: Nonprofit organizations and individual artists from Cortland, Herkimer, Madison, Oneida, and Oswego counties.

Who may not apply: Grantees of 2022 Statewide Community Re grants and Onondaga County.

Minimum award amount: \$500.00

Maximum award amount: \$2,500.00

Project period: January 1, 2023 to December 31, 2023

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

General Guidelines


 The logo for the mini-Statewide Community Re grants (mSCR) program. It consists of the letters 'm', 's', 'c', and 'r' stacked vertically in a white, sans-serif font. The letters are set against a yellow background that is part of a larger vertical banner. The banner has a red top section containing the text 'General Guidelines'.

Program Goals

The CNY Arts mSCR program is designed to support the capacity of individual artists, groups, collectives, and nonprofit organizations to develop high-quality arts projects and programming. By providing project-specific funds, mSCR aims to contribute to the cultural development of Central New York and the Mohawk Valley and provide the region opportunities to experience and engage with the arts. Please note: **mSCR is not available to Onondaga County or grantees of the 2022 Statewide Community Re grants.**

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
- Projects that prioritize grant funds for artist fees and compensation.

Funding Levels

- **mini-Community Arts Grant (mCAG):** \$500.00 to \$1,000.00
- **mini-Arts Education Grant (mAEG):** \$500.00 to \$2,500.00

Applicant Eligibility

Eligible Applicants

- **Nonprofit organizations** with proof of nonprofit status, including governmental or quasi-governmental entities and tribal organizations AND
- **Individual artists**, including artist groups, artist collectives, or other unincorporated entities.

Both applicant types **must** meet the following eligibility criteria:

- The legal address (permanent administrative address or address of residency) **must** lie in Cortland, Herkimer, Madison, Oneida, or Oswego counties; AND
- This address must lie in the **same county** as the project location.

Additional Eligibility Requirements for mCAG

Individual applicants must meet the following additional criteria:

- Individuals applying for an mCAG **must** apply with a Fiscal Sponsor or Community Based Partner.

Additional Eligibility Requirements for mAEG

Individual applicants must meet the following eligibility criteria:

- Individuals applying for an mAEG **must** apply with a public school or Community Based Partner AND
- The applicant must reside in the **same county** as this school or partner.*
- The applicant may not be a current employee of the school district.

*Individuals may apply with a Fiscal Sponsor if they reside outside of the county of the school or partner.

Ineligible Applicants include:

- 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;
- Grantees of any previous **2022 Statewide Community Regrant**; and
- 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.

Project Expenses

Please keep in mind that the mSCR program is designed to provide **project-specific** 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 Staff**.

Eligible Expenses

- Artist fees for performing, teaching, or providing services;
- Project-specific administrative fees;
- Space and equipment rental fees and other technical fees;
- Combined equipment, software, & subscription purchases up to \$1,000.00;
- Project-specific supplies and materials (not including food or drink); and
- Marketing & publicity, including printing, advertising, and postage.

Ineligible Expenses

- General operating expenses;
- Start-up or seed funding for the establishment of a new organization;
- Non-arts related social activities, including galas, benefits, receptions, parties, or fundraising events;
- Food, drink, or any other expenses related to hospitality;
- Entertainment, including balloons, clowns, magicians, or "sip and paint";
- Expenses for projects that are primarily recreational, therapeutic, rehabilitative, or religious in nature, social service, therapy, and worship;
- Building construction or development, capital improvements, acquisition of works of art, and contingency funds;
- Individual equipment purchases exceeding \$1,000.00;
- Creation of textbooks and other classroom materials;
- Expenses related to lobbying or any other advocacy;
- Juried shows or competitions and cash prizes, scholarships, fellowships, regrants, or other monetary awards;
- Fees paid to children;
- 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 mini-Grant);
- Expenses related to any activity that takes place outside the same county as the project location; and
- 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.

Application Instructions

Deadlines

The deadline for **applications** is **Wednesday, May 18, 2022 at 11:59 pm.***

*The deadline for all questions is **Friday, May 13, 2022 at 5:00 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 mSCR program. All prospective applicants are **required to attend** either a webinar or an in-person seminar to fulfill this requirement. These seminars are free and open to the public. Please visit the CNY Arts Application Seminar registration page to RSVP to a scheduled time.

Applicants who do not meet this requirement will not be considered for funding. Individual consultations with the Re grants Program staff may be arranged in lieu of the required application seminar. CNY Arts will not accept requests for individual consultations after **Wednesday, May 4, 2022.**

Submittable

Applications must be submitted through our online portal at cnyarts.submittable.com/submit. Applicants are strongly recommended to review the online application form in advance.

You may save your progress on Submittable as you complete your application. Please note that once the "Submit" button has been clicked and the application has been submitted, it cannot be further edited or changed in any way. 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](#).

Application Questions

- **Applicant Information:** Contact information. Federal Employer Identification Number (EIN) or Social Security Number (SSN). Mission or Artist Statement with DEIA Statement. Funding history with CNY Arts.
- **Project Information:** Project title, budget, location(s), and grant request.
- **Narrative Questions:** Detailed project description & timeline. Explanation of use of grant funds. Audience engagement and marketing strategy.

- **State Reporting Data:** Senate & Assembly District. Artistic Discipline of applicant and project. Composition of organization and audience. Number of artist participants, audience, and youths benefiting.

Required Documents

- Project Budget Form;
- Bios and Résumés of key artists; and
- Proof of Nonprofit Status.*

* If applying as an individual you must provide a Letter of Commitment from a Community Based Partner in addition to the above documents.

Additional Requirements for mAEG

Applications for the mAEG must also meet the following requirements:

- A **drafted lesson plan** with clearly stated learning goals, methodologies, intended outcomes, and means for pedagogic evaluation;
- A minimum of **three** contact sessions (lessons) on separate days with the same teaching artist(s) and a core group of students; and
- In-depth, sequential, and participatory learning opportunities that incorporate one or more art forms and must be **age- and skill-appropriate**.

Additional requirements for K-12 In-School Projects include:

- A **Letter of Commitment** from the public-school superintendent detailing the partnering school's support of the project and outlining the anticipated roles and responsibilities of all parties.
- * Applicants and/or teaching artists must not be current employees or on the payroll of the school district.

Additional requirements for Community Based Learning Projects include:

- A **Letter of Commitment** from the partnering nonprofit organization detailing the organization's support of the project and outlining the anticipated roles and responsibilities of all parties.
- * Projects must be open and accessible for public participation or sign-up.

Accommodations & Application Support

CNY Arts provides extensive, free technical assistance and support to all interested applicants. Application guides, video tutorials, and panel feedback summaries will be given to all applicants. 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, please contact the Regrants Program staff.

Panel Process

Funding recommendations and grant awards will be determined by a competitive peer review process conducted by a panel of artists, arts administrators, and community leaders. The panel will review each application on the merits of the proposed project and against the greater applicant pool. The panel's funding recommendations will then be submitted to the CNY Arts Board of Directors for ratification. Because funds are limited, project proposals must meet specific criteria as published within these guidelines.

Panelists

Peer review panelists for CNY Arts grant programs are nominated by residents and community members of our six-county region 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, 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 as a peer review panelist, please complete [this nomination form](#). New panelists will be selected on a rolling basis.

Review Criteria

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

Creativity (5 points):

- The proposed project should include artists and personnel with experience and/or credentials that are well-matched to the project's goals;
- Demonstrate a high level of originality, innovation, and relevance in its concept and design; and
- Provide a high level of cultural depth in audience experience.
- The application should include high-quality examples of past works.

Access & Inclusion (5 points)

- The project should engage with historically excluded communities;
- Consider community needs and interests (non-duplication of comparable existing programs or services); and
- Demonstrate a high level of collaboration with other organizations, artists, and businesses.
- The application should include an appropriate and effective outreach and marketing strategy to attract a core audience.

Feasibility (5 points):

- Proposal should provide clearly defined objectives;
- A reasonable plan for implementation and evaluation; and
- A realistic and achievable budget and timeline.
- The applicant should demonstrate ability to implement similar past projects.

Responsibilities of Grant Recipients

- Sign and adhere to the terms laid out in the contract (Funding Agreement);
- Conduct all funded activities as described in the application narratives;
- 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 of the completion of a project;
- Attend the CNY Arts Awards Ceremony (anticipated May 2022);
- Immediately notify CNY Arts in writing 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 Office of the Governor 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.