



Community Arts Grants for Livingston County

Program Policy & Guidelines

The Decentralization Program was developed by the New York State Council on the Arts (NYSCA) in 1977 in response to the New York State Legislature's mandate that there be greater local involvement in funding decisions affecting local non-profit organizations who offer artistic or cultural services and programs. The Genesee Valley Council on the Arts administers the program locally as Community Arts Grants for Livingston County. Funds are regranted annually to qualified Livingston County groups through a panel review process. The Decentralization Program is intended to expand, upgrade and increase arts and cultural programming on the local level.

Applicants must consult with the GVCA Program Coordinator before applying.

Eligibility

These funds are available to organizations that:

1. Are based in Livingston County.
2. Demonstrate non-profit status with one of the following documents:
 - A copy of the letter from the US Treasury Department granting federal tax exemption under Section 501(c)3 of the IRS; or
 - A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law; or
 - A copy of Form BSW 189 from the Charities Registration Section of the State of New York; or
 - Official authorization as an arm of local government through a formal letter on official stationery signed by an appropriate officer;
 - or, Certification of Incorporation under Section 402 of the Not-for-Profit Law; or
 - Form IRS 990 from previous year.
3. Have an active Board of Directors or Trustees or volunteer group that meets on a regular basis.
4. Demonstrate a need for funding.
5. Demonstrate that **ten percent or more of project funding comes from other sources.**
6. Attend one GVCA orientation session. Mandatory for all applicants!
7. Each year comply with section no. 504 regulations insuring accessibility for handicapped persons.
8. Individual Artists may apply for funding if they are sponsored by a qualified nonprofit organization meeting the previous requirements and submit the following:
 - A letter of commitment from the sponsoring organization stating its willingness to fulfill all obligations and duties of serving as fiscal and administrative agent for a grant award.
 - A resume.
 - A clearly defined project.
 - Proof of Livingston County residency

Funding Restrictions

An organization may NOT apply to both the New York State Council on the Arts and the Genesee Valley Council on the Arts' Community Art Grants Program during the same fiscal year. (Mar. 1- Feb. 28(9))

Funding cannot be provided for:

- Public Colleges
- New York State agencies or departments
- Public Schools (Parent groups may qualify if they demonstrate their own not-for-profit status. Programs must be open to the public.)
- Requests that are greater than an organization's total operating expense minus total operating income
- Capital expenditures
Equipment purchases
- Expenditures for the establishment of a new organization
- Cultural activities restricted to an organization's membership (funded activities must be open to the general public and advertised as such)
- Programs that are essentially recreational, rehabilitative, or therapeutic
- Operational expenses of privately-owned facilities (e.g. homes and studios)
- Entertainment costs (e.g. theatre parties, museum openings, receptions, and fundraising benefits)
- Accumulated operating deficits
- Awards and prizes
- Programs or projects outside of Livingston County
- Past sub-grantees who have failed to submit final reports.

Funding Amounts

Funds have been made available for distribution in Livingston County through the New York State Council on the Arts' Decentralization Program. Awards are to be made by the Genesee Valley Council on the Arts in any amount up to a maximum of \$5,000.00 to any one grantee, for no more than three projects.

Criteria for Evaluating Applications

All applications must meet these standards:

- Artistic merit or cultural significance of proposed project
- Offers an in-depth arts experience
- Project shows community support and/or participation
- Sound organizational structure and fiscal accountability
- Clearly defined objectives and ability to achieve them
- At least ten percent of the project budget comes from other sources.

Award Priorities

Greater consideration will be given to proposed projects that:

- Demonstrate a need for funding
- Contain new and/or innovative programming
- Demonstrate a priority to reach many county residents
- Feature Livingston County artists
- Offer opportunities to communities in Livingston County which may be under-served by the arts for the following reasons: geographic isolation, few opportunities in an artistic discipline, low accessibility for people with disabilities, members of under-recognized minority groups.
- Have a strong outreach and promotion plan
- Encourage greater cooperation and sharing of resources and services among existing organizations

Help is Available!

The Genesee Valley Council on the Arts is dedicated to assisting all applicants in the preparation of their applications. You are encouraged to ask questions of our staff at any time during the application process. New applicants are invited to submit a draft of their application for staff review prior to the deadline. Contact us at 585.243.6785 or mail@gvcaonline.org.

Application Review

All applications will be checked for eligibility, completeness, and accuracy. The application's contact person may be asked to meet or talk over the phone with the Community Arts Grant Program Coordinator to review the application and to answer questions proposed by the panel members. The contact people listed on the application should be the people most knowledgeable about the project. An individual artist should always be a contact person. Failure to complete this part of the process will disqualify the project from funding.

Following the panel review, the panel will make recommendations for funding or no funding and will set the funding level. The program coordinator will present the panel's recommendations to the GVCA Board of Directors for approval. The program coordinator will then send written notification to all applicants as to the status of the applications and award the grants.

Appeals

Appeal of a decision may be made to an independent three-person appeals panel. Appeals are heard only on the following grounds:

1. Non-presentation of information by Council staff or panelist
2. Misrepresentation of information by Council staff or panelist
3. Improper procedure.

The appeals process is mailed to all applicants with notification of grant application status.

Grantee Responsibilities

Successful applicants are responsible for administering grants in a responsible and business like manner. Receipts and other evidence of expenditures should be maintained and kept available. This information is necessary to enable GVCA to meet its obligation to report to NYSOA at the end of the year.

- Projects must take place between January 1 and December 31 of the funding year.
- Unspent funds must be returned to GVCA for redistribution.
- All accounts and final reports must be made to GVCA within 30 days of the completion of the project, but no later than January 31 of the following year.
- Grantees must provide GVCA with all publications and promotional material related to the funded project. Please add GVCA to your mailing list!
- Those materials must give proper credit to the New York State Council on the Arts as stated in the contract. Failure to do so will affect future funding.
- Grantees must provide event details to GVCA for publication in *ArtSphere* using GVCA's event submission form by publishing deadlines. Two complimentary tickets for program auditors should be available at the door. Failure to do so will affect future funding.
- Grantees must return their signed contracts by February 1st of the funding year.
- Grantees must send a representative to the annual awards ceremony in order to receive their funds.
- Grantees must send a representative to the annual awards reception to receive their funding.

Grant Application Procedures

This application must be:

1. Typed or word processed, if at all possible
2. Complete—see checklist
3. Signed—by appropriate officer of the organization
4. Received by 5:00 pm on the first Monday in October (not a postmark deadline)
5. Submitted with 10 copies plus the original. Copies need only be pages 1-3, the narrative, and the artists' résumés

Attachments to original application only:

- Names of Board of Directors—address and phone number; please note officers
- Financial statement for last completed fiscal year
- New applicants must provide proof of non-profit status

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Applicant Organization Information:

- Name of organization
- Purpose and activities, or mission statement
- Number of volunteers and hours donated

Project Information:

Project Title—a title that best describes the project (ex: publication, workshop, concert)

Facility, Location—the building and location where the project will take place (ex. Avon Free Library, 143 Genesee Street, Avon, NY 14414) It is strongly recommended that your facility be accessible to persons with disabilities

Project Start/End Dates—all projects must be completed during the 12-month contract; it is advisable to budget as much time as may be necessary for preparation and follow up

Type of Audience Served—(ex. general, youth, senior citizens, etc.)

Number of People Served—estimate the audience size or number of persons who will view an exhibit or attend a performance, workshop, etc.

Contact People—two contact people for the project, not necessarily on the board of directors of the applicant organization. These people should be the *key* individuals involved in the project. *We will need to contact someone during the day.* Include e-mail addresses if available. An individual artist should always be the contact person.

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Narrative: Be as concise as possible. Include the following:

- a. Complete description of the project
- b. Clearly defined goals and objectives
- c. Community interest, benefit, and contributions
- d. Logistics of project, site capacity and accessibility, and publicity plan
- e. History and stability of applicant or conduit organization

List of Artists and Performers for Project: All artistic personnel involved in the project are to be listed on Page 2. Attach resumes or brochures for artistic personnel. Resumes should be no longer than two pages.

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Project Budget: This refers only to the project for which you are seeking funds, not for your total arts programming budget for the year.

Expenses:

1. Personnel (for this project only): (itemize) Payments to individuals *who are members* of your organization. This includes staff, artists on fee or salary, part-time or one-time employees and all fringe benefits, such as health insurance, social security, etc. List and itemize personnel costs within the listed categories and indicate the number of individuals in each category. To calculate your project budget, first determine the percentage of time staff people will work on this specific project. For example, if your administrator is paid \$10,000 annually, and will be devoting 10% of his/her time to this project, \$1000 of that salary should be allotted to the project.

a. Administrative: Executive and supervisory administrative staff, program directors, managers, clerical, maintenance, security, ushers, box office personnel, etc.

b. Artistic: Artistic directors, conductors, curators, dancers, composers, choreographers, designers, video artist, film maker, painters, poets, authors, sculptors, graphic artists, actors, singers, teachers, musicians, etc.

c. Technical: Technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, etc.

2. Outside Professional Services (for this project only): Consultants, designers including graphic designers, guest artists, stipends for non-staff legal or accounting services, choreography, security, and other paid services not regularly available within your organization

3. Space Rental: Include office, rehearsal, theater hall, gallery and other spaces. Be sure your narrative specifies the location(s), audience capacity and rental period, and whether or not the space is accessible to persons with disabilities.

4. Travel and Transportation: All costs for travel and transportation directly related to the travel of your personnel. Include toll charges, mileage, per diem, etc.

5. Advertising and Promotion: Include costs of printing and mailing brochures, programs, fliers, newspaper advertising, etc.

6. Remaining Operating Expenses: All items not entered in other categories. All remaining operating expenses *must be specifically itemized*.

In-Kind Goods and Services: These include all services donated to your organization. Typical services include volunteer help, free audits, free time-sharing on a local computer system, free advertising, etc. These are goods and services that would be project expenses if they were not donated. They represent community support for your project. This total shows the panel the true cost of your project. *It is not added into the total expenses column.*

Income:

1. Earned Income: Identify separately expected income from admissions, tickets, tours, subscriptions, tuition for classes or workshops, performance fees, concessions, advertising, parking, etc.

2. Unearned Income: Identify separately each item of income from individual contributions, corporations, foundations, federal, state and local governments, and other; e.g. interest income. **Do not include the Community Arts Grant requested in this category!**

Community Arts Grant Request: This should equal Total Project Expenses minus Total Project Income. Do not include In-Kind in these figures.

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Checklist: Please review to make sure all documents are included. Make and keep a copy for your records.

Certification and Release: An officer of the organization must sign the application.

Submitting Application: Completed application forms must be submitted to the Genesee Valley Council on the Arts, 4 Murray Hill Drive, Mount Morris, NY 14510. Applications must, WITHOUT EXCEPTION, be received by 5:00pm on the first Monday in October. Applications may be hand-delivered to the GVCA office. Faxed or emailed applications are not acceptable. Office hours on the application deadline will be 9:30am-5:00pm.