



2023 Ulster County Cultural Services & Promotion Fund

EXTENDED Deadline: September 26, 2023 at 3:00 PM



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Overview

The Ulster County Cultural Services & Promotion Fund (UCCSPF) is a funding resource dedicated to maintaining the artistic and cultural assets of Ulster County through **Capacity Building Initiatives** and **Programmatic Support**. Financial resources for this program have been made available by the Ulster County Legislature and administered by Arts Mid-Hudson (AMH). Established nonprofit arts organizations or artistic programs that have been in existence for three or more years and have a record of success are eligible and are encouraged to apply for funding.

UCCSPF Goals:

- Support nonprofit arts organizations in Ulster County in efforts to grow, expand, or improve their work.
- Positively impact the arts and cultural scene of Ulster County by strengthening established arts organizations which benefit residents and visitors.
- Support for arts and cultural organizations led by Black, Latino, Indigenous, Asian, People of Color, LGBTQ+, and/or disabled arts workers.
- Fund activities which increase participation in the arts by residents and visitors, especially to individuals from historically underrepresented communities.

Please note: Applicants may submit one application either for Capacity Building or Programmatic Support. Capacity Building Initiatives are priority for funding.

Accommodations

If there are any accommodations that Arts Mid-Hudson (AMH) can provide to facilitate your participation, please contact us. **AMH provides extensive free support to applicants to this program, please do not hesitate to contact us.**

Capacity Building Initiatives

Capacity Building Initiatives are intended to help nonprofit arts organizations work more effectively and better meet their mission. Initiatives may create a new area of work, develop new strategies, or enhance current programming in a significant manner.

Please note: Applicants may submit one application either for Capacity Building or Programmatic Support. Capacity Building Initiatives are priority for funding.

Capacity Building Initiative Key Details

- **Funding Amount:** Funding requests can range from \$2,500 - \$7,500. **There is no cash match required.**
- **Timeline:** All funded initiatives must take place between October 1, 2023 and September 30, 2024.
- **Mediums:** Arts and cultural organizations working in all expressive artistic disciplines are eligible. This includes, but is not limited to: visual, performing, written, digital, traditional, and experimental mediums.

Capacity building initiatives may include, but are not limited to:

- Strategic planning or board development
- New or expanded staff positions
- Capital improvements, technology, website, and/or equipment upgrades
- Audience or marketing plan development
- Strategic planning, Board development or Diversity, equity, accessibility, and inclusion training.
- Or other activities which improve the organization's ability to produce excellent arts and cultural programming for residents and visitors to Ulster County.

AMH strives toward broad inclusion and true access to arts and cultural programming for all. Capacity building initiatives are wide-ranging and present opportunities for an organization to be more inclusive. AMH encourages thoughtful outreach to all groups in our region and efforts to seek input from many points of view when undertaking capacity building initiatives. This includes **specific outreach to historically underserved audiences**. These are groups who may have limited access to art programs, services or resources due to location, race, economic status, gender, gender identity, sexual orientation, age, religion, disability, or other factors. Some groups underserved by the arts in our region may include Black, Latino, Indigenous, Asian, People of Color, LGBTQ+, disabled, elder, youth, rural, and low-income audiences.

Eligible Applicants

- All applicants must be a registered 501(c)(3) nonprofit organization which identifies the arts and/or cultural services as a primary activity in the organization's mission.
- Applicant organizations must be incorporated in Ulster County.
- Must have at least three years of programming history.
- Must have a Board of Directors or other governing body that meets to determine policy.
- Must have a non-discrimination policy in place and may not discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation, age, or disability.
- Must be in adherence to the Nonprofit Revitalization Act of 2013.

Ineligible Applicants

- Individuals
- Public school districts (and their components), colleges & universities (and their supporting foundations), units of government, government agencies, libraries and social service organizations.
- Unincorporated chapters of organizations for which the "parent" organization is not located in Ulster County.
- Organizations or groups that have not submitted the requisite reports on prior funded

activities to Arts Mid-Hudson.

Programmatic Support

Arts Mid-Hudson invites arts organizations based in Ulster County to apply for this funding. The objective of this category is to provide support for arts and cultural programming throughout Ulster County that may have a measurable impact on tourism, engage local residents, and/or contribute to the vibrant arts ecosystem. **Please note: Applicants may submit one application either for Capacity Building or Programmatic Support.** Capacity Building Initiatives are priority for funding.

Programmatic Support Key Details

- **Funding Amount:** Funding requests can range from \$1,000 - \$5,000. **There is no cash match required.**
- **Timeline:** All funded programs must take place between October 1, 2023 and September 30, 2024.
- **Mediums:** Organizations working in all expressive artistic disciplines are eligible including, but not limited to, visual, performing, written, digital, traditional, and experimental mediums.

Programmatic Support may include, but is not limited to:

- Arts exhibitions
- Performances such as concerts and live theater
- Presentations such as film screenings or readings
- Arts and/or cultural festivals
- Unique experiences and interactive activities

All UCCSPF Programmatic Support funded programs must be open to the general public. AMH strives toward broad inclusion and true access to arts and cultural programming for all. AMH encourages thoughtful outreach to and efforts to seek input from all groups in our region and specific outreach and inclusion efforts to underserved audiences. These are groups who may have limited access to art programs, services, or resources due to location, race, economic status, gender, gender identity, sexual orientation, age, religion, disability, or other demonstrable factors. Some groups underserved by the arts in our region may include Black, Latino/a/x, Indigenous, Asian, People of Color, LGBTQ+, disabled, elder, youth, rural, and/or low-income audiences.

In the case of workshops and participatory programs, participant recruitment must be open to the general public and reflected accordingly in outreach and promotional plans. If appropriate, workshops and participatory programs may place age –and skill– level restrictions on participation in the program.

Priority will be given to activities that take place in locations that are fully compliant with the American Disabilities Act (ADA) Section 504. Priority may also be given to activities that include additional methods to make the arts accessible to audiences or plan for temporary measures necessary to make sites accessible. ADA Hotline (1-800-514-0301) for more information.

Expense Priorities

Priority may be given to programmatic support requests for the following expenses:

- Artist fees
- Marketing expenses
- Consumable art supplies and materials
- Efforts to increase accessibility to arts programming

Programmatic Support Eligibility

Eligible Applicants

- All applicants must be a registered 501(c)(3) nonprofit organization which identifies the arts and/or cultural services as a primary activity in the organization's mission.
- Applicant organizations must be incorporated in Ulster County.
- Must have at least three years of programming history.
- Must have a Board of Directors or other governing body that meets to determine policy.
- Must have a non-discrimination policy in place and may not discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation, age, or disability.
- Must be in adherence to the Nonprofit Revitalization Act of 2013.
- **Individuals and unincorporated groups may apply with a fiscal sponsor which meets the above criteria.** Direct applications from individuals or unincorporated groups will not be accepted.
 - It is preferred that organizations serving as a Fiscal Sponsor identify arts and/or culture as a primary activity in the organization's mission.

Ineligible Applicants

- Public school districts (and their components), colleges & universities (and their supporting foundations), units of government, government agencies, libraries and social service organizations
- Unincorporated chapters of orgs for which the "parent" org is not located in Ulster County
- Organizations or groups that have not submitted the requisite reports on prior funded activities to Arts Mid-Hudson.

Applying with a Fiscal Sponsor

- The nonprofit fiscal sponsor is the legal applicant.
- A fiscal sponsor is a nonprofit organization that agrees to extend its nonprofit status to an individual artist or unincorporated group.
- The project must take place in Ulster County and the sponsored individual/group must be based in Ulster County.
- Nonprofit organizations may submit directly and serve as a fiscal sponsor for one additional project.
- You will include a Letter of agreement signed by the fiscal sponsor please email grants@artsmidhudson.org for this template
- Organizations that are eligible for UCCSPF may submit one direct application and fiscally sponsor one additional application.

Responsibilities of all Funding Recipients

These responsibilities apply to funded Capacity Building Initiatives and Programmatic Support requests.

- Once selected, the organization will receive a letter of confirmation. After receiving the signed Letter of Agreement from the contractor and receipt of funds from Ulster County, AMH will remit 100% payment.
- Initiative must be scheduled and completed as proposed. If major changes occur, the applicant must contact Arts Mid-Hudson as soon as possible.
- Funding recipients must adhere to a Publicity Agreement that includes use of AMH's logo and language that credits both AMH and the Ulster County Legislature for funding on all materials related to the initiative.
- File reports as identified in the contract including interim and final reports.

Review Procedure

Peer Panel Review

Funding requests are reviewed using a peer panel evaluation process. A panel of artists, arts and nonprofit workers, and community members evaluate funding proposals and recommend a level of funding based on the overall UCCSPF goals, evaluation criteria, and adherence to these guidelines. Arts Mid-Hudson staff or board members do not have a vote in this process.

Nominate a Peer Panelist: <https://tinyurl.com/AMH-Panel-Nomination>

Upon request, panelists will be provided reports, prior panel comments, and correspondence when considering organizations that were funded previously. Prior funding does not guarantee continued support.

Prior to the peer panel review meeting, funding proposals are reviewed for eligibility, completeness, and accuracy by the AMH Grants Team. It is the applicant's responsibility to submit a complete and accurate funding proposal. As part of the review process, the AMH Grants Team may contact you by telephone or email to clarify and review information.

Evaluation Criteria

The peer panel will review funding proposals using the following criteria below. The criteria are not listed in order of priority; each is equally important and must be addressed in the proposal. Each proposal is rated individually and in relation to the entire pool of applicants.

Capacity Building Initiatives:

- **Artistic Merit** – The quality of the applicant organization's existing programming, track record, and the degree to which artistic quality will be improved by the proposed CBI.
- **Impact** – The initiative supports the applicant organization in better meeting their mission. The initiative is likely to make a positive impact on the arts and cultural scene in Ulster County. The project directly benefits, involves, and seeks input from underserved audiences.
- **Feasibility** – The initiative has clearly defined activities, a realistic timeline and budget, and the applicant organization demonstrates the ability to successfully complete the initiative. Ability of organization to meet evaluation and reporting requirements.

Programmatic Support:

- **Artistic Merit** – Taking into consideration the program design, proposed artists, audience experience, and artist/organization's past activities.
- **Impact** – Project is likely to make a positive impact on the arts and cultural scene in Ulster County. The degree to which the program directly benefits and includes underserved audiences and underrepresented artists and arts/ cultural workers. Creates a new program, fosters an emerging arts discipline, or increases opportunities for artists. Program quality is prioritized over the quantity of viewers.
- **Feasibility** – The program has clearly defined activities, a realistic timeline and budget, and the applicant demonstrates the ability to successfully complete the program.

How to Submit a Funding Proposal

All funding proposals must be submitted online by **September 26, 2023, at 3:00 PM (EST)** to <https://artsmidhudson.submittable.com>.

Ineligible Expenses

The following are expenses that UCCSPF is unable to fund:

- Fundraising events, contingency funds, lobbying expenses, or start-up or seed funding for the establishment of new organizations
- Fees paid to board members of the applicant organization
- Contests/competitions, cash prizes, juror fees, fellowships, scholarships, stipends or awards, trophies, certificates, or regrants by applicants to fund other activities
- Operating expenses of privately-owned facilities such as homes or private studios
- Entertainment costs including receptions and food
- Acquisitions of works of art, commissioning of new work, or creation of new work

Supplemental Documents

- **Staff List** – Indicate if individuals are paid staff or volunteers.
- **Board List** – Include names and addresses. Indicate which board members serve as officers
- **Organization's annual budget**– Showing both income and expenses for the applicant organization's most recent fiscal year.
- **Nonprofit and Financial Documents**
 - Organizations with less than \$250,000 in gross revenue:
 - NYS Office of the Attorney General Charities Bureau Form 500 unaudited
 - IRS Form 990, 990EZ, or 990PF with attachments
 - Organizations with \$250,000-\$750,000 in revenue:
 - NYS Office of the Attorney General Charities Bureau Form 500
 - IRS Form 990 with attachments
 - Accountant's Review or Independent Public Accountant's Opinion
 - Organizations with total revenue over \$750,000:
 - NYS Office of the Attorney General Charities Bureau Form 500
 - IRS Form 990 with Schedule A and attachments
 - Independent Public Accountant's Opinion
- **Supplemental Materials** (optional but highly recommended) – **Up to Ten files:** jpg, mp4, pdf, and mp3 files accepted video file (limit 2 files) **or** audio file (limit 5 files). A **limit of 3** additional document(s) may also be included (letters of support, press articles, marketing samples, etc).

Funding Proposal Assistance

Arts Mid-Hudson provides free in-depth support including: informational videos, resources, one-on-one appointments, and draft review.

- **Attend the virtual Information Session and Q&A sessions:** A virtual information session will be held on **September 5, 2023 at 4:00 PM. Four Q&A sessions will be held via Zoom** RSVP for all here: <https://interland3.donorperfect.net/weblink/WebLink.aspx?name=E231621&id=390>
 - If you are unable to attend, this session will be recorded and be used to create the Informational Video.
 - **Note:** You must RSVP to receive the Zoom Access Information. Once you sign up, you will be added to the list to receive the access information weekly. Applicants may attend multiple Q&A sessions.
- **Make one-on-one Assistance Appointments with AMH:** Applicants are encouraged to make appointments with AMH Grants Team to discuss specific questions, brainstorm ideas, and receive feedback on a draft or budget. Appointments will be conducted by phone. **Assistance Appointment Form:** <https://artsmidhudson.youcanbook.me/>