



www.artsmidhudson.org | (845) 454-3222 | grants@ArtsMidHudson.org

696 Dutchess Tnpk, Poughkeepsie, NY 12603 | 139 Cornell St, Kingston, NY 12401

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 (CBI)**. 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 shall be eligible and 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, benefitting residents and visitors.
- Support for arts and cultural organizations led by Black, Latinx, Indigenous, Asian, People of Color, LGBTQ+, and/or disabled arts workers.
- Assist arts organizations in adapting to social distancing requirements.

UCCSPF Key Details

- **Focus:** Capacity building initiatives of Ulster County nonprofit organizations that identify arts and/or culture as a primary activity in the organization's mission.
- **Funding Amount:** Funding requests can range from \$1,000 - \$5,000. **There is no cash match required.**
- **Timeline:** All funded initiatives must conclude by December 31, 2021.
- **Mediums:** Organizations working in all expressive artistic disciplines are eligible including, but not limited to, visual, performing, written, digital, traditional, and experimental mediums.
- All funded initiatives must comply with NYS guidance and laws related to COVID-19.

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 of the Nonprofit Revitalization Act of 2013. For more information, visit: <http://nycon.org/who-we-help/nonprofits/technical-assistance/nonprofit-revitalization-act-resources/>

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.**

Scope of Funding

Eligible 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. Applicant organizations may undertake initiatives that will help them adapt to social distancing requirements and changes in the arts and cultural field due to COVID-19.

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

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

Note: This funding opportunity does not provide general operating, emergency, or project support.

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 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, Latinx, Indigenous, Asian, People of Color, LGBTQ+, disabled, elder, youth, rural, and low-income audiences.

Non-fundable Expenses

- Creation of textbooks or classroom materials
- Fundraising events, contingency funds, 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
- Lobbying expenses

Ineligible Applicants

- Individuals
- Public school districts (and their components ex: PTA's), colleges and universities (and their supporting foundations), units of government, and government agencies
- Libraries and social service organizations
- Non-incorporated chapters of organizations whose "parent" organization is not located in Ulster County
- And organizations or groups that have not submitted the requisite reports on prior funded activities to Arts Mid-Hudson.

Review Procedure

Peer Panel Review

Capacity building 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 furnished with reports, audit information, prior panel comments, and correspondence when considering organizations that were funded previously. Prior funding does not guarantee continued support.

Prior to peer panel review, 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.

- **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. The applicant organization demonstrates the ability to make an alternate plan if required by social-distancing guidelines. Ability of organization to meet evaluation and reporting requirements
 - **Note:** The impact on 2019/2020 awardee initiatives or changes in delivery will not negatively influence 2020/2021 funding decisions.

Responsibilities of Funding Recipients

- 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.

How to Submit a Funding Proposal

All funding proposals must be submitted online by **Monday, November 23, 2020, at 11:59 PM (EST)** to <https://artsmidhudson.submittable.com>. If you require assistance in completing the online submission form, contact AMH as soon as possible.

Budget

A complete budget must accompany all requests, showing both income and expenses for the proposed project. **Applicants must use the budget form and instructions provided by AMH. The Budget form can be found at www.artsmidhudson.org/grants-and-funding and on the UCCSPF online submission form.**

The funding request must be equal to the gap between the projected expenses and income associated with the initiative. A helpful formula to calculate this amount is: **Initiative Expenses – Income = Funding Request Amount**. Contact AMH with questions regarding the budget.

Supplemental Documents

- UCCSPF Budget Form** - Available for download at www.artsmidhudson.org/grants-and-funding and on the online submission form.
- Staff List** – Indicate if individuals are paid staff or volunteers.
- Board List** – Include names and addresses, frequency of board meetings, and the non-discrimination policy. Identify which board members serve as officers, and in which role they serve.
- Organizational Budget** – Show 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) – **Choose one:** jpg files (limit 10 images) **or** 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. Applicants to this program will benefit from taking full advantage of all of the support offered including: informational videos, resources, one-on-one appointments, and draft review.

- **Watch the UCCSPF Informational Videos:** It is highly recommended that all applicants watch the informational videos. This resource will provide an overview of the program and tips on how to submit a competitive funding proposal. Due to social-distancing requirements, no in-person information sessions will be offered in 2020. If you are unable to access this resource, please let us know. **Informational Videos: AVAILABLE SOON**
- **Attend a Q&A Session:** Weekly Q&A sessions will be hosted on **Zoom** at a variety of times. **The up-to-date schedule and the link to RSVP is available here:** <https://forms.gle/CXiy7x2BKLW2drx49>
 - **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. **Note:** Grant Assistance Appointments are not designed to provide overview of the guidelines. Please review these guidelines and the informational videos before scheduling a meeting or submitting a draft for review to the AMH Grants Team. **Assistance Appointment Form:** <https://artsmidhudson.youcanbook.me/>