



# Ulster County Cultural Services & Promotion Fund



A grant program dedicated to maintaining the artistic and cultural assets of Ulster County and made available by the Ulster County Legislature

Deadline: February 1, 2010 – 1 PM

## What is the UCCSPF?

The Ulster County Cultural Services & Promotion Fund (UCCSPF) is a funding resource dedicated to maintaining the artistic and cultural assets of Ulster County as well as the promotion of the County through arts and cultural activities which add to the economy and quality of life. Financial resources for this program have been made available by the Ulster County Legislature. Established nonprofits working in all arts disciplines are eligible and encouraged to apply for funding.

## When is the application deadline?

Complete applications must be received by 1:00 p.m., February 1, 2010 at the DCAC offices.

## When must the project take place?

Projects must take place between March 1, 2010 and December 31, 2010.

## What is the range of awards?

UCCSPF will make awards ranging from \$2,500 - \$9,500 in the 2010 cycle. Projects that coordinate services from two or more organizations will be considered for larger awards.

## Application Seminar?

Tuesday, January 5<sup>th</sup> – 5:30-7 pm  
Unison Arts Center  
69 Mountain Rest Rd., New Paltz

If you are not able to attend the application seminar and have questions, please call Nico Lang at 454-3222 or E-mail [nleng@artsmidhudson.org](mailto:nleng@artsmidhudson.org).

## Who can apply?

- Any incorporated facility, organization, or established program which identifies the arts and/or cultural services as a primary activity in the organization's mission;
- Organizations with no outstanding grant reports due to the Dutchess County Arts Council.

## Eligible programs include:

- Administrative or programmatic capacity building;
- Audience development;
- Strategic partnerships.
- Marketing strategies with print, broadcast or electronic media;
- Shared marketing campaigns;
- Other activities which increase participation in the arts by residents and visitors to Ulster County.

## Competitive Applications Will Highlight:

- The long term viability and stability of the applicant organization;
- Demonstrate visible and county-wide benefits to the Ulster County community;
- Lasting value and cultural legacy;
- Collaborations with Ulster County based artists;
- Illustrate community need and input for the proposed project;
- Provide benefits to local residents *and* visitors to Ulster County;
- Have measurable effectiveness and outcomes for success;
- A realistic and thoughtful budget.

## Evaluative Criteria

1. Quality of artistic content and execution
2. Strength of application, planning and evaluative tools
3. Impact on the arts and cultural community in Ulster County
4. Community need
5. Other financial or in-kind support already in place for the project

## How are grants determined?

Each application is reviewed by an independent panel comprised of Ulster County residents. Funding recommendations will be reviewed by Allocations Committee of the Dutchess County Arts Council in conjunction with a special Ulster County Cultural Awards Committee. Final approval will be made by the Dutchess County Arts Council.



# Ulster County Cultural Services & Promotion Fund

A grant program dedicated to maintaining the artistic and cultural assets of Ulster County and made available by the Ulster County Legislature

Deadline: February 1, 2010 – 1 PM

Office Use:
-------------

<b>Lead Organization:</b>			
AKA (also known as):			
Mailing Address:			
City, State Zip:			
Contact Person:		Title:	
Telephone:		Fax:	
E-mail:		Website:	
Board President:		Board President's Email:	
Federal Tax ID #:		Date of 501(c)(3) incorporation:	
Total projected operating budget for the <u>current</u> fiscal year:			
For fiscal year ending on (MM/DD/YY):			
Co Legislative District #	New York State Assembly District #	New York State Senate District #	Congressional District #

<b>Project Title:</b>	<b>Grant Request:</b>
<b>Project Start Date:</b>	<b>Project End Date:</b>

<b>Partnering Cultural Organization</b> (if applicable):			
Mailing Address:			County:
City:		State:	Zip Code:
Phone (Day):		Web Site:	
Contact Person:		Contact's title:	
Contact's Email:		Contact's Phone:	

Person Responsible for Grant Reporting:	
Phone (Day):	Email Address:

**CERTIFICATION AND RELEASE:** The undersigned certifies that he or she: (1) has knowledge of the information presented in this Application herein; (2) has read and accepted the Guidelines of the Dutchess County Arts Council's Ulster County Cultural Services and Promotion Fund; (3) on behalf of the applicant, releases the Dutchess County Arts Council, its employees or agents with respect to damages to property or materials submitted in connection herewith.

Signature of Exec. Director of Lead Organization	Date
--	------

NOTE: Pages 2-5 explained below must be typed using Times Roman (11 point). Margins must be ½ inch on all sides. All pages must be numbered at the top and contain the appropriate heading ♦ Abstract & Detail Statement ♦ Community Benefit, Assessment & Timeline ♦ Mission Statements for each organization involved in the project (including the Lead Org) ♦ Mission Statement ♦ Staff Information ♦ Board Information - in bold-faced type.

## Page 2 & 3 – Abstract & Detail Statement

The answers to both questions may not total more than two 8 ½" x 11 sheets of paper.

1. **Abstract** - Retype and fill in the blanks to the following statement:

The *(fill in name of lead organization)* requests \$(*fill in grant request amount*) to (*complete sentence with a BRIEF description of your project*).

**EXAMPLE:** *Artista Inc. requests \$3,790 in support of artist fees and marketing expenses for a youth community theater workshop series and 4 performances.*

## 2. Detail Statement

Give a complete and detailed description of your project. Include and label with letters the following information:

- a) What are the activities that will occur
- b) Project goals
- c) What plans are in place to help support this program
- d) How will this project build organizational capacity and advance your mission(s)
- e) Methods that you will use to evaluate the success of your project in measurable terms.

## Page 4 & 5 – Community Benefit, Assessment & Timeline

The answers to the following questions may not total more than two 8 ½" x 11 sheets of paper.

### 3. Community Need and Benefit

How have you identified the need in your community for this project? Feel free to write about any community support that you have already garnered in the form of sponsors or contributions. How will Ulster County benefit culturally from this project? How will this project help to promote Ulster County to residents and to visitors? Who will benefit directly from this project and in what ways?

### 4. Assessment

How will this project support your organizations' growth and how will you measure the success of this project?

### 5. Timeline

Create a detailed project timeline with as many specifics as you can gather. This should NOT take paragraph form.

## Page 6 – Mission Statements for each organization involved in the project (including the Lead Org)

## Page 7 – Staff Information

Be sure to include staff names, titles, length of employment, and whether full or part-time for each organization partnering on your project, including the Lead Organization. Indicate paid or volunteer.

## Page 8 - Board Information

List of Board members and officers including addresses and occupations for each partnering organization, including the Lead Organization. Include frequency of Board meetings, and names of Board committees.

**Project Budget – Please use this form for your project budget, not a self-formatted one**

**EXPENSES (cash only)**

Type of Expense (e.g. Marketing)	Explanation (e.g. 500 postcards/300 posters)	Amount

**Total Expenses: \$\_\_\_\_\_**

**INCOME (cash only)**

Cash	Source	Amount
Fundraising Event(s):		
Individual Donations:		
Foundation:		
Business:		
Other:		
Other:		
Other:		

**Total Income \$\_\_\_\_\_**

**Expenses minus Income = Grant Request \$\_\_\_\_\_**  
*(This must be the same figure as found on page 1 of your application.)*

**In-Kind Contributions (non-cash).**

This includes donations by teachers of unpaid after-school time, contributions of materials, space, etc.

Item	\$ Value

## UCCSPF Application Check List – Include With Application

Applicant: \_\_\_\_\_

### **APPLICATION DEADLINE: MONDAY, FEBRUARY 1, 2010 - 1:00 P.M. SHARP!**

Packets may be bound by paperclips, binder clip, staples or rubber band. Please, NO, folders, or envelopes. Use the following checklist to make sure you have enclosed all necessary materials. All items listed below must be submitted by the application deadline **(1:00 p.m., Monday, February 1, 2010)**.

- 7 COPIES OF THE COMPLETED APPLICATION** (one of which must be the original)

#### **Collate and staple 7 copies of your application, resumes/bios in this order:**

- ◆ Cover sheet/Contact Info
- ◆ Abstract & Detail Statement
- ◆ Community Benefits, Assessments & Timeline
- ◆ Mission statement of Lead Org and any Partnering Org
- ◆ Staff/administrative structure
- ◆ Board information
- ◆ Project Budget (use form included in this application)
- ◆ Resume for lead artists or consultants on projects (if applicable)
- ◆ This Checklist

- 3 COPIES OF FINANCIALS FOR LEAD ORGANIZATION** • These should be from your organization's last completed fiscal year. They should be separated out from the 7 collated packets of the materials above:

- ◆ IRS Form 990 with Schedule A and attachments
- ◆ Independent Public Accountant's Opinion
- ◆ A detailed organizational budget for your organization's current fiscal year and a proposed organizational budget for its next fiscal year. Please indicate the date its fiscal year ends. Separate capital and endowment funds.

#### **OPTIONAL MATERIALS:**

- Other Supplemental Materials** –to help us better understand your proposal which are *clearly labeled* with your organization's name. (A single copy of video tape, dvds, musical cds and other materials the panel can watch as a group will suffice).

- Confirmation Postcard** addressed to you and pre-stamped to be mailed out in confirmation of receipt

- Self-Addressed Stamped Envelope for the Return of Supplemental Materials**

Although we take the greatest care in handling and returning work samples, the Arts Council is not responsible for any loss or damage to them. If you want the Arts Council to return work samples by mail, enclose a self-addressed envelope with sufficient postage. Otherwise, the materials will be discarded.