

2024 Dutchess Partners in the Arts Guidelines - Capacity Building Initiatives

Application Deadline: Thursday, April 4, 2024 at 11:59 PM

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1.0 - About Dutchess Partners in the Arts (DPA)

For over 50 years, Arts Mid-Hudson (AMH) has taken a lead role in equitably distributing Dutchess County arts and cultural funds to Dutchess County arts/cultural nonprofit organizations, so that both residents and visitors to our region can enjoy a rich offering of arts and culture. Through a partnership with the Office of the County Executive and Dutchess Tourism, AMH is pleased to partner with arts organizations to support capacity building initiatives. We seek partners that have a history of achievement in the arts, good management, stable finances, and self-sustaining programs with the potential to make a measurable impact.

Applications will be considered from partners that have a track record of superior quality work in Dutchess County and demonstrate the ability to manage logistics and deadlines effectively. A key component to successful partnerships in this funding program is the ability to report reliable statistics, marketing results, and accurate outcomes.

This funding opportunity is made possible through funding from the County of Dutchess and administered by Arts Mid-Hudson.

Applicants may submit one application for a Capacity Building Initiative and one application for Programmatic Support.

1.1 - Goals

- Support nonprofit arts organizations in Dutchess County in efforts to grow, expand, or improve their work.
- Positively impact the arts and cultural scene of Dutchess County by strengthening established arts organizations which benefit residents and visitors.

1.2 - Inclusion

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, LGBTQIA+, disabled, elder, youth, rural, and low-income audiences.

1.3 - About Us

Arts Mid-Hudson is a nonprofit arts service organization founded in 1964, dedicated to strengthening and supporting artists and arts organizations in Dutchess County and the Mid-Hudson Valley region.

Dutchess Tourism was founded in 1984. The officially designated destination marketing organization for Dutchess County, it brings tourism dollars to area businesses by marketing and promoting the assets of Dutchess County to the nation and the world.

2.0 - Capacity Building Initiatives

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Range of Awards: \$2,500 - \$11,000

Capacity Building Initiatives support eligible nonprofit arts organizations in efforts to grow, expand, or improve their work.

2.1 - 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.
- Nonprofit arts organizations incorporated in Dutchess County **AND/OR** nonprofit arts organizations which have a long term lease or own a building in Dutchess County.
- Applicants must supply proof of nonprofit status with application.
- Organizations must have at least three years of programming history in order to apply for funding.
- All nonprofits applying must have a board of directors and a board approved nondiscrimination policy.

Please note: Fiscal Sponsorship is not accepted for Capacity Building Initiatives.

2.2 - Eligible Capacity Building Initiatives:

- Administrative:
 - Technology, website, or equipment upgrades
 - New or expanded staff positions
 - Consultant fees for activities such as strategic planning, board development, or marketing
 - Capital improvements or facilities upgrades
 - Initiatives that enhance current programming in a significant manner

- Audience development
- Marketing strategies with print, broadcast, or electronic media
- Other initiatives which increase participation in the arts by residents and visitors to Dutchess County.

2.3 - Evaluative Criteria:

- **Artistic Merit:** Taking into consideration the applicant organization's track record and quality of the programming to be enhanced by the initiative.
- **Impact:** Potential impact of the proposed initiative on residents of and visitors to Dutchess County. Impact on applicant organization's ability to provide excellent arts/ cultural programming.
- **Feasibility:** Evidence of planning in place to execute proposed initiative as described in the application taking into consideration the budget, timeline, and implementation plans.
- Ability of the applicant to meet evaluation and reporting requirements.

2.4 - Responsibilities of all Funding Recipients:

- Initiative to be scheduled and completed as proposed. If major changes occur, the awardee must contact Arts Mid-Hudson as soon as possible.
- 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 Dutchess County, AMH will remit 100% payment.
- Final reports are due to AMH 30 days after conclusion of the initiative, or January 3, 2025, whichever is the earlier date.
- Nonprofit organizations must operate in compliance with nonprofit best practices.

3.0 - Additional Eligibility Requirements

3.1 - Who is not eligible to apply for funding?

- Individuals and unincorporated groups
- Public school districts, their components (PTA's, etc.), two- and four-year public universities and colleges or their supporting foundations, New York State agencies and departments (including SUNY schools) and county-level government agencies and departments
- Entities incorporated as for-profit including LLC's
- Libraries and social service organizations
- Units of government/government agencies
- Nonprofits incorporated outside of Dutchess County who do not own a building or have a long-term lease in Dutchess County
- Organizations or groups that have not submitted the requisite reports on prior funded activities to Arts Mid-Hudson.

3.2 - What initiatives will not be considered for funding?

- General operating or programmatic support.
- Initiatives that take place outside of Dutchess County
- Initiatives that are social service-focused, recreational, rehabilitative, or therapeutic in nature
- Permanent murals, permanent installation of sculpture, and landscape art/architecture
- Fundraising events/benefits or programming used as a fundraising event.

3.3 - What expenses cannot be funded?

- Creation of textbooks or classroom materials
- Start-up or seed funding for the establishment of new organizations
- Fees paid to board members of the applicant organization
- Contingency funds
- Contests/competitions, cash prizes, juror fees, fellowships, scholarships, stipends or awards, trophies, certificates, or regrant activities
- Operating expenses of privately owned facilities such as homes or private studios
- Entertainment costs including receptions and food
- Acquisitions of works of art or commissioning of new work
- Lobbying expenses.

ADA compliance: Arts Mid-Hudson strongly recommends that programs take place in a facility that complies with ADA Section 504 regulations ensuring accessibility for people with disabilities. Applicants may call the ADA Hotline (1-800-514-0301) for information, or call Arts Mid-Hudson to discuss prior to submission.

4.0 - Application

How to submit an application: All applications must be submitted using our online submission platform which can be found here: <https://artsmidhudson.submittable.com/submit>

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AMH strongly recommends submitting applications early in order to allow time to confirm the submission is complete with the AMH Grants Team. Incomplete or late applications will not be accepted.

4.1 - Required Document Uploads:

- Organization budget for the most recently completed fiscal year
- Staff and Board list
- Supplemental materials as needed
- For capital improvements: a statement regarding any liens against the building, judgments, or pending lawsuits.

4.2 - How are funding decisions determined?

Each application is reviewed by an independent panel of Dutchess County residents and stakeholders who score applications and deliberate based on the evaluative criteria listed in section 2.3 of these guidelines. Arts Mid-Hudson staff and board members do not have a vote in this process.

4.3 - Technical Support

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.

- **Information Session on March 1, at 3:00 PM on Zoom.** The session will be recorded and made available online after the session. [RSVP for the info session here.](#)
- **Attend a Q&A Session:** Weekly Q&A sessions will be hosted on Zoom at a variety of times. [The schedule and the link to RSVP is available here.](#)
 - Note: Prospective applicants must RSVP to receive the Zoom Access Information. After signing 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 appointments with AMH:** Applicants are encouraged to make appointments with the AMH Grants team to discuss specific questions, brainstorm ideas, and receive feedback on a draft or budget. Appointments will be conducted by phone or Zoom. Note: These appointments are not designed to provide an 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.
- **DPA Assistance Appointment Form:** <https://artsmidhudson.youcanbook.me/>