
2020 Decentralization Grant Guidelines

for Dutchess, Orange, & Ulster Counties

DEADLINE: Wednesday, September 25, 2019

Funding Programs for 2020:

- **Project Grant**
 - **Individual Artist Commission**
 - **Arts Learning Grant**
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Accommodations If there are any accommodations that Arts Mid-Hudson (AMH) can provide to facilitate your participation, please contact Arts Mid-Hudson's Grants Team at grants@artsmidhudson.org or (845) 454-3222

A large print version of this document is available upon request.

This program has three distinct funding categories. Applicants may submit up to **three direct or fiscally sponsored requests**, totaling no more than \$5,000 in any combination. Organizations serving as a fiscal sponsor **only** are exempt from the three request limit and the \$5,000 maximum (see guidelines for fiscal sponsorship on page 3). All expressive artistic disciplines are eligible.

- **Project Grants** – supports arts and cultural activities that may include, but are not limited to: exhibitions, workshops, performances, festivals, concerts, plays, temporary installations, screenings or readings. Arts activities **must** be the primary focus and driving force behind project requests. All funded projects in this category must be promoted and remain available to the general public for participation.
- **The Individual Artist Commission** – Supports the creation of **new work** by an individual artist. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, **and/or** the inclusion of community involvement in the development and creative process of the artists' project. Artists who received this commission previously may apply again if their previously funded commission took place in 2016 or earlier. Recipients in the past three years are ineligible.
- **Arts Learning Grant** – supports a sequential, skill-based workshop series focused on the arts and artistic process for closed groups. Must include at least or a minimum of **three** sequential skill-based, hands-on sessions. Projects can either take place in-school during the school day or in after-school and/or community-based settings. Projects in schools must take place in public K-12 schools. Out-of-School projects may be for a particular group and age, or may be for participants of all ages including adults.

Please refer to additional criteria and eligibility specific to each category within these guidelines

This program is made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature and administered by Arts Mid-Hudson.



Arts Mid-Hudson Decentralization Grants - Overview

These grants are made possible with funds from the Decentralization Program of the New York State Council on the Arts (NYSCA). NYSCA believes every citizen of New York State can have a meaningful connection to creativity and every community has a right to cultural self-determination. Founded in 1977, the Decentralization Program (DEC) was developed to ensure that New York State's cultural funding reaches every part of the state. Arts Mid-Hudson has administered this funding program for Dutchess County since 1979; Ulster County since 1988, and in 2013, began administration for Orange County.

Decentralization Grant Program Goals:

- Make quality arts programming available to all residents in our region, particularly to communities with limited access to the arts
 - Assist with emerging arts organizations, individual artists, and community-based groups to provide arts and cultural events
 - Support the cultural expression of our area's diverse communities
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Funding Priorities

In addition to the evaluative criteria listed within these guidelines, the following have been identified as priorities for 2020:

- **New programing** in our region and projects initiated by **new applicants**
- **Project support for arts-based organizations** and **small** or **grass roots organizations**
- **Artist initiated projects**
- **Dance, film/ video/ media arts, writing, poetry, performance art, or other emerging art forms**
- **For Arts Learning Grants:** Artist led programming held in K-12 public schools
- **Projects which include a clear, thorough marketing and promotion plan, or self-promotion plan for individual artists**
- **Projects that engage underserved, under-represented, and untapped populations** and which demonstrate a strong, well-considered community outreach and marketing plan to reach these constituencies.

Definition – Underserved populations have limited access to art programs, services or resources due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion or disability or other demonstrable factors. Under-represented populations are groups whose culture or point of view is rarely explored in our region. The term "population" can refer to a group of people with a common heritage or characteristics, whether or not living in the same place. "Untapped" refers to those who have skills, talents, and abilities that have yet to be realized in conjunction with the goals and activities of an organization or community.

Project Location/American Disabilities Act (ADA)

Priority may be given to programs that take place in locations that are fully compliant with the American Disabilities Act (ADA) Section 504, insuring accessibility for people with disabilities. Priority may also be given to projects that include additional methods to make the arts accessible to audiences (deaf/hearing impaired, mobility impaired, etc.) or plan for temporary measures necessary to make sites accessible.

ADA Hotline (1-800-514-0301) for more information.

Information Sessions AMH requires all applicants attend one of the 12 information sessions offered, including returning applicants. An overview of each grant program (Project Grant, Individual Artist Commission, Arts Learning Grant) will be presented at these meetings, as well as a review of the guidelines and application process. You do not need to have a project identified to attend a session. Sessions are offered in Dutchess, Orange, and Ulster Counties. **Please see the last page of these guidelines for dates and details.**

NYSCA Applicants: Organizations that have applied directly to the New York State Council on the Arts (NYSCA) for funding for the fiscal year 2020, **ARE NOT ELIGIBLE to apply to any of the Decentralization Grant categories, nor may they serve as a fiscal sponsor for other applicants in any category,** whether or not they have received NYSCA funding. NYSCA applicants also may not benefit from ticket sales or revenue from a DEC project.

Project Grants

Grant Range: \$500- \$5,000

Project Grants provide support for arts and cultural activities of nonprofit organizations, community-based groups, collectives and individual artists that meet the eligibility criteria as listed in these guidelines. This support enables emerging artists and organizations to grow professionally and provides Dutchess, Orange and Ulster County communities opportunities to experience and engage with the arts. Project Grants may include, but are not limited to: exhibitions, studio tours, workshops, performances, concerts, festivals, screenings, readings, multi-discipline collaborations, and public programming for which the central focus is the arts.

Projects must include a public component: an opportunity to access and engage with the arts that is promoted and available to the general public. 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.

All expressive arts disciplines are eligible, including theater, dance, music, film, video, photography, literature, visual arts, traditional arts, and cultural activities.

Eligible Applicants (See full applicant eligibility criteria on page 10)

- Nonprofit organizations - registered with NYS or recognized as a 501(c)(3)
- Individual artists, groups or collectives, and unincorporated entities that are working with an eligible nonprofit organization as a fiscal sponsor (see below)
- Local governments (town, village, city, etc.) and private colleges and universities
- The legal address of the applicant must be in Dutchess, Orange, or Ulster County, and the project must take place in the legal applicant's county.

Ineligible Applicants

- Organizations that have applied directly to the New York State Council on the Arts (NYSCA) for funding for the fiscal year 2020. NYSCA applicants may not serve as a fiscal sponsor and may not benefit from tickets sales or revenue of DEC-funded projects.
- A NYSCA applicant may offer their venue gratis to an applicant to this program, however they may not handle box office or ticketing and may not profit from the DEC project. The DEC project must not be advertised as part of the NYSCA applicants season/programming.
- Individual artists and unincorporated groups that do not have a fiscal sponsor with an eligible nonprofit.
- Individuals must be at least 18 years of age at the time of submission and may not be enrolled in a full-time degree program.

Applying through a fiscal sponsor A fiscal sponsor is an eligible nonprofit organization that agrees to extend its nonprofit status to an individual artist or group.

- **The fiscal sponsor is the legal applicant.** If awarded a grant, the contract will be executed by the fiscal sponsor, who will receive funds for the project and pass them on to the sponsored individual or group.
- The project must take place in the county where the fiscal sponsor is located, but the sponsored artist/group does not have to be located in that county.
- An eligible nonprofit organization may apply on its own behalf **and** serve as a fiscal sponsor for one or more individuals or non-incorporated groups.
- The fiscal sponsor is not required to make a financial contribution to the project. It is advised that the fiscal sponsor make some contribution to the project, which can be in-kind.
- The application must include a letter of agreement between the artist/group and nonprofit organization (a form for which is available on our website).
- **NOTE:** It is the responsibility of the fiscal sponsor to provide the sponsored artist with the necessary tax documents regarding "earned income" should the artist be award a grant (1099s).

AMH can assist applicants by connecting artists and organizations to facilitate fiscal sponsorship. Please contact Arts Mid-Hudson at least 6 weeks before the deadline if you require assistance to find a fiscal sponsor.

Project Grants

Grant Range: \$500- \$5,000

Funding Amount Grant requests can range from \$500 - \$5,000. This is a competitive program. In 2019 approximately 48% of applicants were funded, and received an average grant of \$1,900. Grant amounts above \$2,500 are rare, but may be considered for exceptional projects that directly address one or more of the funding priorities for 2020. **You may apply for a maximum of 75% of the complete cost of the proposed project.** The remaining 25% of the project budget may be cash, in-kind, or a combination of both.

The grant request must be equal to the gap between the projected expenses and income. A helpful formula to calculate this amount is: **Projected Expenses – Project Income = Grant Request Amount.** Please contact the AMH Grant Team with questions regarding project budgets or refer to the **DEC Grant Budget Instructions** available at www.artsmidhudson.org.

Evaluation criteria for Project Grants

A Panel of artists, arts administrators, and community members will review Project Grant proposals using the following criteria. 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 as well as in relation to the entire pool of applicants.

- **Artistic Merit** – Taking into consideration project design, proposed artists, audience experience and artist/organization's past activities.
- **Project Feasibility** – Project has clearly defined activities, realistic timeline and budget, and applicant demonstrates an ability to successfully complete the project.
- **Impact of the Project**
 - Creates a new program, fosters an emerging arts discipline or increases opportunities for artists
 - Fulfills a cultural need, or otherwise unmet need in terms of artistic discipline, geography or community engaged, increases access to the arts, reaches a broad and diverse audience.
 - Demonstration of community interest and level of community support (financial or other resources)
- **For previously funded projects** – Evidence of the project's growth, and/or a move to self-sustainability, evidence of need for project in the community and continued Decentralization Grant Program support
- **Addresses one or more priorities for 2020 funding.**

Checklist of additional documents required for Project Grants:

- Project budget form** (available for download at www.artsmidhudson.org/grants-and-funding)
- Primary artist's resume or bio** (limit of two pages)
- Staff or project personnel list** – a detailed list of who will perform the work. Include a brief job description of key persons involved in implementing the project. Please indicate if individuals are paid staff or volunteer.
- Board list** (for nonprofit organizations applying directly or acting as fiscal sponsors)– include names and addresses; frequency of board meetings, and whether there is a non-discrimination policy in place. Please identify which board members serve as officers, and in which role they serve.
- Financial statement** (for **nonprofit organizations applying directly**, or acting as **fiscal sponsors**, and **unincorporated groups**). Financial statement showing both income and expenses for your most recent fiscal year or a signed treasurer's report on organizational letterhead that lists expenses and income for a full fiscal year.
- Proof of nonprofit status** (for **direct applicants**, or acting as **fiscal sponsors**) – Choose **one**: IRS tax exempt letter 501(c)(3), official authorization as an arm of local government, documentation of incorporation under section 402 of the New York State Not-for-Profit Corporation law, current New York State Bureau of Charities (Office of the Attorney General) filing receipt, or documentation charter by the NY State Board of Regents under section 216 of the NYS Education Law.
- Letter of agreement** (if applying with a **fiscal sponsor**).
- Supplemental materials** (optional but highly recommended) – **Choose one**: jpg files (limit of 10 images) **or** video file (limit 3 minutes) **or** audio file (limit 3 minutes) **or** literary sample representative of artist's work (limit eight pages). A **limit of three** additional document(s) may also be included (letters of support, press articles, marketing samples, etc.)

Individual Artist Commission

Grant Amount: \$2,500

The **Individual Artist Commission** provides support in the amount of \$2,500 directly to selected individual artists for the creation of **new work**. Artists in all expressive art disciplines may apply for funding. Note that this grant supports the creation of new work, not the presentation of existing work.

The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, **and/or** the inclusion of community involvement in the development and creative process of the artists' project. Artists who received this commission previously may apply again if their commission took place in 2016 or earlier. Recipients of the past three years are ineligible.

This funding opportunity represents a "live & work" investment in local artists, and is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. A further goal of the program is to enhance individual artistic career development while fostering creative interactions between an artist and a community. This is a competitive program; up to four Individual Artists Commissions may be awarded per county.

Community Engagement

The individual artist may share work with a community through a public exhibition or performance **and/or** involve a community in the creative process. Community can be broadly defined as a group of individuals sharing a common geography, identity, interest, or belief. Some examples of communities your project may engage with can include those based on:

- Geography: town, village, region.
- Racial/Ethnic identity: Hispanic or Latino, African American, Italian-American, etc.
- Philosophy: arts, business, faith-based.
- Occupation: farmers, historians, gallery-owners.

The project may engage the defined community through some form of feedback, response, interaction and/or social practice which relates to the concept or content of the project. Some example of this type of interaction may include:

- Directly interacting with the community members during the creation of artwork. For example, community members may contribute components, provide information, input, or materials for the finished artwork.
- Involving community members in the creation of artwork via workshops and/ or as performers in the artist-created work and/or creation of parallel work by a community group.
- Inclusion of interviews with a segment of the community or inclusion of stories or anecdotes collected from a community group.

Work and Public Presentation There must be tangible finished work at the end of the grant period such as finished paintings, poems, photographs, video, recordings, etc. While proposals may include some means of sharing the creative process and completed work with the public, artists should focus their energies and grant funds on the creation of artwork, rather than on a large or expensive production or presentation. For example: a staged reading of a new play vs. a full-scale production; a simple exhibit in a public space vs. an expensive gallery exhibit; a chamber concert of music vs. a full orchestral production.

Eligibility

Any artist, at least 18 years of age at the time of submission, who is not enrolled in a full-time degree program. The artist must be a current New York State resident, and a resident of Dutchess, Orange, or Ulster County.

- The work must take place within the artist's county of residence.
- Artists apply directly for the Individual Artist Commission.
- Artist collectives, groups, and artist collaborations are **not eligible** for the Individual Artist Commission.
- Applicants **must** submit a work sample of their past work to be considered.
- Applicants must provide proof of residence dated no earlier than 2019 (See full applicant eligibility criteria on pg. 10)
- Artists who received this commission previously may apply again if their commission took place in 2016 or earlier. Recipients of the past three years are ineligible.

Funding Amount The amount of the award is \$2,500. There is no cash match required. Please note artists may only apply for one project in this category.

Evaluation Criteria for Individual Artist Commission

A Panel of working artists will review Individual Artist Commission proposals using the following criteria. 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 as well as in relation to the entire pool of applicants.

- **Artistic Merit** - Based on samples of past work submitted. Clear relationship between the applicant artist's work and the proposed project. The Panel will also assess how the artist's work and artistic process relate to contemporary trends in the artist's respective field.
 - **Project Feasibility** – Project has clearly defined activities, realistic timeline, and budget. Artist is capable of completing project.
 - **Community Engagement** – The level and type of interaction proposed in the project proposal and the creativity of the planned interaction. Evidence of community interest in and support of the project.
 - **Impact of the Project** - Contributes to the understanding of the artist's role as a vibrant member of the community. Strengthens the development of arts and cultural activities in the community, or addresses an otherwise unmet need in terms of artistic discipline, geography or community engaged within the pool of applicants, or brings arts experiences to an underserved community.
 - **Benefit to the Applicant Artist** - career development or growth expected from the proposed project.
 - **Addresses one or more priorities for 2020 funding.**
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Checklist of Additional Documents Required for Individual Artist Commission:

- Individual Artist Commission Budget Form** (available for download at www.artsmidhudson.org/grants-and-funding).
- Artist Resume** (limit of two pages).
- Proof of Residency** – Must contain the individual's name, address, and documentation must be dated no earlier than 2019. Acceptable proof of residency documents must include **one** of the following: Telephone bill, credit card or bank statement (first page only; social security and financial information should be blocked), current lease or mortgage agreement listing the artist's name and NYS address, NY State Driver's License or ID card, **or** voter registration card.
- Work Samples** – **One type of visual/audio materials:** jpg files (limit of **10** images), **OR** video file (limit of **three** minutes), **OR** audio file (limit of **three** minutes), **OR** literary sample (limit **eight** pages). A descriptive list of digital files. And up to **three** additional documents: press articles, brochures, letters of support, reviews, etc.

Arts Learning Grants support nonprofit organizations, cultural groups and/or individual artists in providing in-depth, arts education projects to participants of all ages. This funding is designed to support effective and innovative approaches to artist-led instruction both in and outside a school setting. These grants are meant to build the capacity of local artists and nonprofit arts organizations while providing K-12 public school students and/or community members high-quality artistic learning experiences.

Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age appropriate and skill-based, and focused on the exploration of art and the artistic process. Arts Learning projects are intended to serve a closed dedicated group of learners, be it in-school students, or youth and/or adult learners, and **do not** need to be open for participation by the general public. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. If the project you are proposing is a workshop series open to the general public either as drop in during the workshop or open pre-registration, please apply under the Project Grant category.

All Proposed Projects must provide:

- **Sequential, skills-based study** that incorporates one or more art forms and includes a minimum of **three hands-on learning sessions** between the same artist/cultural group and group of students. *Please note:* Stand-alone assembly programs, single performances, student performing groups or one-time visits to cultural institutions are **ineligible**.
- Arts Learning funds can support K-12 in-school, after-school programs, and community-based projects
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations.
- In-depth, age and skills appropriate learning opportunities.
- Stated learning goals, methodologies and outcomes, and a means for evaluation.

Who is Eligible (See full applicant eligibility criteria on page 10)

- NYS nonprofit organizations working with an eligible partner school (for in-school programs) or applying directly (for out-of-school programs). See guidelines on page 10 for eligible nonprofit organizations.
- Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school (for in-school programs) or eligible fiscal sponsor (for out-of-school programs).
- Lead artists must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program
- The legal address of the applicant must be in Dutchess, Orange or Ulster county, and the project must take place in the applicant's county.
- If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school.
- Only public schools or BOCES-related schools serving K-12 students are eligible to serve as partner schools. Schools involved in any Arts Education projects currently receiving direct NYSCA funding are not eligible to serve as partner schools.

K-12 In-School Projects These projects must take place during the school day and in a public school setting. Private, parochial, and home schools are ineligible to serve as partner schools. Inter-curricular collaboration is encouraged but not required. Arts Learning funds must not replace, or appear to replace, the role of certified arts teachers in schools. Activities must occur in school, during the regular school day (no extracurricular activities that take place outside the normal school day). Students may not be taken out of regular classes to participate, or be self-selected for participation in the program.

A **letter of commitment** from the partner school to the arts organization or artist must be included with the application. The letter of commitment must outline in detail the school's support of the project (monetarily and/or otherwise) and anticipated roles and responsibilities for each partner involved. The letter must be written on school letterhead and signed by the principal.

After-School and Community-Based Learning These projects take place in a community-based setting and can be for a specific age group or participants of any age. Participation may be limited to a specific group and does not need to be open to the general public.

If the applicant is an individual artist or unincorporated entity, there must be a fiscal sponsorship with an eligible nonprofit partner, which must be identified in the application. **Please refer to page 3 of these guidelines for information about fiscal sponsorship.** A written **letter of agreement** from the fiscal sponsor to the artist or unincorporated entity must be included with the application. The letter of commitment must outline in detail the partner's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved.

Funding Amount Grant requests can range from \$500 - \$5,000. This is a competitive program. In 2019 approximately 35% of applicants were funded, and received an average grant size of \$2,980. Grant amounts above \$3,500 are rare, but may be considered for exceptional projects that directly address one or more of the funding priorities for 2020. **You may apply for a maximum of 75% of the complete cost of the proposed project.** The remaining 25% of the project budget may be cash, in-kind, or a combination of both.

The grant request must be equal to the gap between the projected expenses and income. A helpful formula to calculate this amount is: **Projected Expenses – Project Income = Grant Request Amount.** Please contact the AMH Grant Team with questions regarding Arts Learning Grant budgets or refer to the **DEC Grant Budget Instructions** available at www.artsmidhudson.org

Evaluation Criteria for Arts Learning Grants

A Panel of artists, educators, arts administrators and community members will review Arts Learning Grant proposals using the following criteria. The criteria are not listed in order of priority; each is equally important. Please make sure your application materials, taken as a whole, address these criteria, and clearly describe your proposal. Each proposal is rated individually as well as in relation to the entire pool of applicants.

- **Artistic Quality** - Degree to which the project provides sequential skill-based study and rich artistic learning experiences. Clarity and appropriateness of the artistic goals and expected outcomes in relation to proposed project activities and ages served.
- **Project Feasibility** – Project has clearly defined objectives and the ability to meet them, realistic timeline and budget, capable artistic and administrative staff, competent financial management.
- **Impact of the Project**
 - Creates a new program, fosters an emerging arts discipline or increases opportunities for local artists.
 - Fulfills a cultural need, or otherwise unmet need in terms of artistic discipline, geography or community engaged, increases access to the arts, or reaches a broad and diverse audience.
 - Demonstration of school or community interest and level of support (financial or other resources) in the project
- **Plus Factors for In-School Activities** – The school's certified art, music, dance, theater participate in the project. The program aligns with student's curriculum.
- **Addresses one or more priorities for 2020 funding.**

Checklist of Additional Documents Required for Arts Learning Grants:

- Arts Learning Budget Form** (available for download at www.artsmidhudson.org/grants-and-funding).
- Artist Resume** (limit of two pages).
- Staff or project personnel list** – a detailed list of who will perform the work. Include a brief job description of key persons involved in implementing the project. Please indicate if individuals are paid staff or volunteer.
- Board list** (for nonprofit organizations applying directly or acting as **fiscal sponsors**)– include names and addresses; frequency of board meetings and whether you have a non-discrimination policy in place. Please identify which board members serve as officers, and in which role they serve.
- Financial Statement** (for nonprofit organizations applying or acting as **fiscal sponsors**)– Recent financial statement showing both income and expenses for your most recent fiscal year **or** a signed treasurer's report on organizational letterhead that lists expenses and income for a full fiscal year.
- Proof of Nonprofit Status** (for **nonprofit organizations** applying directly or acting as **fiscal sponsors**) – Choose **one**: IRS Tax Exempt Letter 501(c)(3), Official authorization as an arm of local government, documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law, current New York State Bureau of Charities (Office of the Attorney General) filing receipt, **or** documentation charter by the NY State Board of Regents under section 216 of the NYS Education Law.
- Proof of Residency** (for **individual artist** or **unincorporated group** applicants): Must contain the individual's name, address, and documentation must be dated no earlier than 2019. Acceptable proof of residency documents must include **one** of the following: Telephone bill, credit card or bank statement (first page only), current lease or mortgage agreement listing the artist's name and address, NY State Driver's License or ID card, **or** voter registration card.
- Letter of Commitment/ Agreement**
 - **In-School** – From the partner school, on the school's letterhead and signed by the principal
 - **After-School or Community-Based Learning** – (fiscal sponsor nonprofit organization) Sample letter available on AMH website.
- Support Materials** – It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past arts education work, participant evaluation forms, and/or letters of recommendation.

How to Apply

All materials must be submitted by **Wednesday, September 25, 2019, 11:59 PM (EST) online** at <https://artsmidhudson.submittable.com> . **If you need use of a computer or assistance in completing the online application**, contact grants@artsmidhudson.org or 845-454-3222, well in advance of the deadline.

Follow these five steps to apply:

1. **Read this entire document** and the online application, available at: <https://artsmidhudson.submittable.com/submit> .
2. Attend an information session. Make sure the project is eligible and contact AMH with any questions.
3. Register your request in advance of the deadline (see below).
4. Prepare budget form, supplemental materials, and work samples. These documents must have digital versions to be submitted as part of the online application form. If you have difficulty converting paper documents into digital formats, or need use of a computer, please contact AMH for assistance.
5. Complete and submit the online application form. Make sure to save unfinished applications before exiting the online form. Complete and submit all components of the application online. Application forms are not final until submitted.

Register your request in advance of the deadline It is highly recommended you register information about your request well in advance of the deadline at <https://forms.gle/myWGeLRRvSt6pQnN8> to allow AMH staff to review key details prior to your final submission. Submissions to this form that are received prior to September 10, 2019 will receive a response from the AMH Grants Team with feedback and/or questions based on the information submitted.

Submitting Multiple Funding Requests A single organization, individual, or fiscally-sponsored applicant is allowed up to three (3) requests in any combination of categories, with the exception of the Individual Artist Commission (an artist may submit only one request in this category). The total requested amount by a single organization, individual or fiscally-sponsored applicant cannot exceed \$5,000. Please note that any artist applying for the Individual Artist Commission cannot exceed a request of \$2,500 in the combined categories of Project Grant and/or Arts Learning Grant. Organizations serving as fiscal sponsors are exempt from the three request limit and the \$5,000 maximum.

Budget

A complete budget must accompany all requests, showing both income and expenses for the proposed project.

Download the pre-formatted budget to use with your submission. You may include both cash and in-kind income for your project - please review the specific match requirements for each grant category within these guidelines. Please note that **applications from organizations will be most competitive if the 25% match is cash**, rather than in-kind support.

Fundable Expenses With the exceptions noted below, expenses that directly relate to the proposed project are eligible. Note that the panel may elect to prioritize projects in which the requested funds are allocated to:

- Artists fees
- Community outreach, advertising, marketing/publicity
- Supplies and materials
- Efforts to increase accessibility to arts programming

Non-fundable Expenses

- Activities not open to the general public or activities restricted to an organization's membership. **Exception: Arts Learning Grants.**
- Events that take place in private homes, or operating expenses of privately owned facilities (i.e. homes and studios).
- Student art exhibits or student performing groups.
- Fees paid to board members of the applicant organization
- Non-arts related activities, social service programs, fairs, parades, balloons, clowns, magic, circus arts, martial arts, culinary arts, comedians or stand-up comics, and others lacking strong artistic merit.
- Awards, trophies, certificates, stipends for students, scholarships, fellowships, contests, competitions, cash prizes, re-grants by applicants to fund other activities, and juror fees.
- General operating expenses, lobbying expenses, contingency funds, the entire yearly activities of an organization or individual, and start-up or seed funding to establish new organizations.
- The creation or commissioning of new work **Exception: Individual Artist Commission.** Costs associated with the presentation of new work are allowable.
- Capital improvements, creation of textbooks or classroom material, purchase of permanent equipment, and acquisitions of works of art.
- Entertainment costs including receptions, food, and fundraising events.
- Out-of-state travel costs.

Eligibility

Please contact AMH well in advance of the deadline for technical assistance and clarification on the criteria listed below

Basic Applicant Eligibility:

- All applicants must be based in either Dutchess, Orange, or Ulster counties, and funded projects must take place in the legal applicant's county. Proof of residency and/or nonprofit status is required with all applications.
- **NEW!** All funded projects must take place between **January 1 and December 31, 2020** in Dutchess, Orange, or Ulster Counties.
- Projects **must** have an **arts activity** as the primary focus, and be open to the general public (i.e. not a members-only project, camp program, or project that solely benefits a closed audience – with the exception of the Arts Learning Grants).

Reapplying for Grant Funding

Prior grant funding does not guarantee continued support. Each application is reviewed in the context of the current program guidelines, funding priorities, applicant pool, and evaluative criteria. The Review Panel will also consider compliance with previous contract and reporting requirements. For previously funded Project Grants, the Panel also looks for a project's growth, movement toward self-sustainability, and/or how the project addresses the community's cultural needs.

Eligibility Requirements for all Nonprofit Organizations:

- Must be incorporated as a nonprofit in New York State and/or recognized as a 501(c)(3), and be based in or have a legal address in Dutchess, Orange, or Ulster County. Private home addresses may not be provided as the legal address of a nonprofit. See acceptable proofs of nonprofit status within the checklists of each category.
- Must have a Board of Directors or other governing body that meets to determine and review policy.
- Must have a non-discrimination policy in place that outlines practices which do not discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation or disability.
- Must be in adherence of the Nonprofit Revitalization Act of 2013. For more information, please visit the New York State Council of Nonprofits resource on this act:
<http://nycon.org/who-we-help/nonprofits/technical-assistance/nonprofit-revitalization-act-resources/>

The following are **not** eligible:

- Organizations or individual artists that have applied directly to NYSCA for funding for the fiscal year 2020, regardless of funding status. In addition, current direct NYSCA applicants may not serve as a fiscal sponsor on any applications, or act as a venue if they are benefitting financially from a DEC-funded project.
- 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.
- Non-incorporated chapters of organizations whose "parent" organization is not located in Dutchess, Orange or Ulster County.
- For Project Grants and out-of-school Arts Learning Grants: individuals or non-incorporated groups that do not have an eligible fiscal sponsor.
- Previously funded organizations/artists who failed to submit a final report for 2019 funding (contact AMH if you are finishing your project during the grant review period).

The following projects are ineligible for all categories:

- A project for which the main focus is at-risk/social service, recreational, rehabilitative, or therapeutic, and/or liturgical in nature, even those containing an artistic component
- Projects restricted to any organization's membership **Exception: Arts Learning Grant**
- Projects that exclusively serve a student audience **Exception: Arts Learning Grant**
- Home-school activities and programs
- Humanities programs or programs that are primarily academic (text books, higher education curricula, etc.)
- An instructional program with no involvement of a visiting professional other than a final presentation
- Projects where fees are paid to children or the use of children as professional artists
- Fundraising events/benefits or projects used as a fundraising event
- Projects that result in permanent public art – for example, sculptures or murals
- Projects that cannot be completed by December 31, 2020
- Projects that have not confirmed the artists to be utilized, or have no detailed method of selecting artists
- Work in progress exhibits solely for the development of new work **Exception: Individual Artist Commission**
- Professional arts training programs
- Activities that are commercial art
- Landscape art/architecture (i.e. topiaries).

Review Procedure

Panel Review

Grant requests are reviewed using a peer panel evaluation process. A Panel of artists, arts administrators and community members evaluate applications and recommend a level of funding based on the overall Decentralization Grant Program goals (as listed on page 2 of these guidelines), the evaluation criteria, funding priorities, and adherence to these guidelines.

Upon request, Panelists will be furnished with final and interim reports as well as audit information, prior Panel comments and correspondence when considering organizations or individuals who have applied or been funded in prior years. No Arts Mid-Hudson staff or board members have a vote in this process.

Prior to Panel review, applications are reviewed for eligibility, completeness and accuracy by AMH staff. It is your responsibility to submit a complete and accurate application. As part of the review process, AMH staff may contact you by telephone or email to clarify and review information.

Evaluative Criteria

Awards are based on a competitive review process. Each application is reviewed on the basis of its own merits and against others in the application pool. The panel will make funding recommendations based primarily on the criteria associated with each grant category (Project Grant, Individual Artist Commission, and Arts Learning Grants).

Appeals Process

An appeals process is in place for applicants who are denied funding and can demonstrate that information was withheld and/or misrepresented, and/or that an improper procedure occurred. ***Dissatisfaction with the funding decision is not justification for an appeal.*** Applicants denied funding will be furnished with the entire Appeals Process and Procedures when notified in writing of the Appeal Panel's determination.

Responsibilities of Grant Recipients

If Awarded a Grant, All Grantees Must:

- Sign and adhere to the terms of a project contract
- Adhere to a Publicity Agreement that includes language that credits both AMH and NYSCA for funding on all materials according to language used in the project contract, as well as including Arts Mid-Hudson's logo on all printed material relative to your funded project. NYSCA's logo may not be used on promotional materials.
- Attend and participate in the Decentralization Grant awards ceremony to be held in early 2020
- File reports as identified in the project contract including interim and final reports.
- Provide copies of publications and promotional materials related to the funded project.
- Provide AMH with an advance schedule of funded events.
- Provide up to two (2) complimentary tickets for AMH auditors, with prior notice from AMH.
- Notify AMH, in a timely fashion, of any changes in writing to the funded project including artists, dates, times and places where events are to be held.

Information Sessions

All applicants must plan on attending one of the Information Sessions offered. Individuals who are developing the proposed program are also encouraged to attend. An overview of each grant program (Project, Individual Artist Commission, Arts Learning) will be presented at these meetings, as well as a review of the guidelines and application process, and tips on how to submit a competitive application.

Potential applicants may attend any of the sessions, regardless of county of residence, although final application submissions will be county-specific and need to match county of residence.

RSVPs recommended: <https://forms.gle/Zs52S3uLW4hQ5Vu7A> (link available on AMH website). If unable to complete the online form, you may also email grants@artsmidhudson.org or call 845-454-3222 to RSVP.

Thurs 7/25, 12:30 – 2:30 PM	Pine Hill Community Center	287 Main St., Pine Hill 12465
Tues 7/30, 3:00 – 5:00 PM	Arts Mid-Hudson	696 Dutchess Tnpk., Poughkeepsie 12603
Wed 7/31, 4:30 – 6:30 PM	Monroe Free Library	44 Millpond Pkwy., Monroe 10950
Thurs 8/1, 4:30 – 6:30 PM	Starr Library	68 W Market St., Rhinebeck 12572
Tues 8/13, 4:30 – 6:30 PM	Kingston City Hall	420 Broadway, Kingston 12401
Thurs 8/15, 3:00 – 5:00 PM	Port Jervis Free Library	138 Pike St., Port Jervis 12771
Wed 8/21 3:00 – 5:00 PM	Howland Public Library	313 Main St., Beacon 12508
Thurs 8/22 4:00 – 6:00 PM	The Studio at Shadowland Stages	14 Market St., Ellenville 12428
Tues 8/27 2:30 – 4:30 PM	Newburgh Free Library	124 Grand St., Newburgh 12550
Thurs 8/29 3:30 – 5:30 PM	Millbrook Library	3 Friendly Ln., Millbrook 12545
Wed 9/4 5:30 – 7:30 PM	Highland Public Library	14 Elting Pl., Highland 12528
Thurs 9/5 3:00 – 5:00 PM	Village of Walden	1 Municipal Sq., Walden 12586

If you are unable to attend any of the sessions, and still wish to apply, you must contact the Arts Mid-Hudson's Grants Team well in advance of the deadline, at (845) 454-3222 or grants@artsmidhudson.org.

Individualized Technical Assistance Meetings

(Approximately 30 - 45 minutes)

Technical Assistance meetings are opportunities for you to ask specific questions about your proposal or have a draft version of your application and budget reviewed prior to submission. Sessions can be conducted over the phone or in person and are **available by appointment** before **September 18, 2019** on an as-available basis.

Book online: <http://artsmidhudson.youcanbook.me>

Alternatively, you can contact grants@artsmidhudson.org or (845) 454-3222 to schedule a time.

Please Note: These meetings are not designed to review the guidelines. Please review the guidelines and make every attempt to attend an information session before scheduling a meeting or submitting a draft for review to the Grants Team.

Additional Resources

Downloadable resources are available on AMH's website on brainstorming, grant writing, and budgeting for projects.

Get ideas for your project by watching ArtsCast, a quarterly video produced by Arts Mid-Hudson featuring arts activities in Dutchess, Orange, and Ulster Counties. Many of the artists and organizations featured in these videos are Decentralization Program Grantees. You can find ArtsCast on social media or AMH's YouTube channel <https://tinyurl.com/AMH-youtube>.

Visit Arts Mid-Hudson's Gallery from September 13 – October 27 to see **Highlights: An Exhibit Featuring NYSCA Decentralization Grantees,** which features DEC-funded work made by a selection of recent Decentralization Program Grantees.

Intent to apply/grant registration link: <https://forms.gle/myWGeLRRvSt6pQNn8>

Submit your application online at: <https://artsmidhudson.submittable.com>

Questions? Check the FAQs page on our website or contact the grants program at (845) 454-3222 or grants@artsmidhudson.org – include subject line "Grant TA question"