



2021 Community Arts Grant Guidelines

Dutchess, Orange, & Ulster Counties

Deadline: Wednesday, October 28, 2020

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696 Dutchess Tnpk, Poughkeepsie, NY 12603 & 139 Cornell St, Kingston, NY 12401
Contact: Lilia Pérez, Grants & Programs Manager

Overview

Community Arts Grants provide project support for arts and cultural activities open to the general public. Nonprofit organizations, unincorporated groups, and individuals located in Dutchess, Orange, or Ulster Counties are eligible and encouraged to submit a grant proposal. This project support enables emerging artists and organizations to grow professionally and provides audiences in our region opportunities to experience and engage with the arts. Grant awards are determined by a peer review panel made up of community members. **Note: This grant opportunity was previously called the “Project Grant”.**

Community Arts 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 grassroots groups to provide arts and cultural events.
- Support the cultural expression of our area’s diverse communities and support BIPOC, LGBTQ+, and disabled artists; support arts and cultural organizers from these groups who are leading this work.
- Help artists and organizations adapt to social distancing requirements and fund innovative arts and cultural programming.

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 of this program, please do not hesitate to contact us.**

About the Funding

These grants are made possible with funds from the **Decentralization Program**, a regrant program of the **New York State Council on the Arts (NYSCA)** with the support of Governor Andrew M. Cuomo and the New York State Legislature and **administered by Arts Mid-Hudson for Dutchess, Orange, and Ulster Counties**. Founded in 1977, the Decentralization Program (DEC) was developed to ensure that New York State’s cultural funding reaches every part of the state. AMH has administered this funding program for Dutchess County since 1979; Ulster County since 1988, and in 2013, began administration for Orange County.



Council on the Arts

Additional Funding Programs

Arts Mid-Hudson administers three categories of the Decentralization Program: Community Arts Grants, Individual Artist Commission, and Arts Learning Grants. **Applicants may submit up to three grant proposals for funding.** The cumulative amount requested by a single applicant may not exceed \$5,000. For more information visit www.artsmidhudson.org/grants-and-funding

Note: AMH will be accepting proposals for the Arts Learning Grant in early 2021.

Scope of Grant Support

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

Eligible arts and cultural activities include, but are not limited to: exhibitions, workshops, performances, festivals, screenings, virtual programming, and public programming for which the central focus is the arts.

- **Focus:** Funded programs must have an arts activity as the primary focus.
- **Funding Amount:** Grant requests can range from \$500 - \$5,000. **New for 2021: There is no cash match required.**
- **Mediums:** All expressive artistic disciplines are eligible including, but not limited to, visual, performing, written, digital, traditional, and experimental mediums.
- **Timeline and location:** All funded activities must take place between January 1 and December 31, 2021, in Dutchess, Orange, or Ulster Counties and in the same county as the legal applicant.
- **Access:** All activities must be open to the general public for participation (more information below).
- All funded projects must comply with NYS guidance and laws related to COVID-19.

Funding Priorities

- New programming in our region and projects initiated by new applicants.
- Program support for arts organizations, small or grassroots organizations, and artist-initiated projects.
- Support for arts & cultural programming of organizations/ grassroots groups led by Black, Latinx, Indigenous, Asian, People of Color, LGBTQ+, and/or disabled arts workers as well as hiring and paying artists who are part of those groups.
- Programming which engages underserved populations and which demonstrates a strong, well-considered community outreach and promotion plan to reach these constituencies.
- Innovative programming which responds to social-distancing guidelines.
- Dance, film/ video/ media arts, writing, poetry, performance art, or emerging art forms.

Open to the Public

All Community Arts Grant 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, Latinx, 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.

Location/American Disabilities Act (ADA): 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.

Ineligible Programs

- Activities that are recreational, therapeutic, rehabilitative, or religious in nature when the purpose is primarily for rehabilitation, therapy, or worship.
- Activities that are not open to the general public including members' only programs, programs that exclusively serve a student audience, and/or home-school activities and programs.
- Non-arts activities including: fundraising events or programming used as a fundraising event, humanities programs or programs that are primarily academic, martial arts, stand-up comedy, recreational parades, balloons, clowns, magic, and "sip and paint" events.
- **Projects that result in permanent public art including murals, sculpture, and landscape art/architecture.**
- Projects that have not confirmed the artists involved, or have no detailed method of selecting artists.
- 2020 "Project Grant" funded programs that were extended to 2021. 2020 Grantees who received an extension to 2021 may submit a proposal for a new program.

Eligibility for Nonprofits

A single nonprofit organization may submit up to three grant proposals for funding. The cumulative amount requested by a single organization may not exceed \$5,000. The project must take place in the county they are based of residence or virtually.

Nonprofit Organization Eligibility Requirements

- Must be a nonprofit and/or 501(c)(3) incorporated in Dutchess, Orange, or Ulster County in New York State. Private home addresses may not be provided as the legal address of a nonprofit. Proof of nonprofit status will be required.
- 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 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/>
- Libraries, private universities, government entities, and tribal organizations are eligible.

Ineligible Organizations

- 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.
- Arts Mid-Hudson, AMH staff and board members.
- **NYSCA or RED-C Applicants:** Organizations that have applied directly to the New York State Council on the Arts (NYSCA) for funding for the FY2021, **ARE NOT ELIGIBLE** to apply to the Community Arts Grant.
 - ❖ NYSCA or RED- C applicants 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 a Community Arts funded program. The funded activities must not be advertised as part of the NYSCA applicants season/programming.

Checklist of Attachments for Nonprofit Organizations

- 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. Towns/cities will not need to submit a board list.
- Financial statement** – Financial statement showing both income and expenses for the applicant's most recent fiscal year or a signed treasurer's report on organizational letterhead that lists expenses and income for a full fiscal year. Towns/cities will not need to submit a financial statement.
- Proof of nonprofit status** – 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.

Fiscal Sponsorship and Community Partnership

Nonprofits that meet the above eligibility criteria are eligible to serve as a fiscal sponsor or community partner for an individual or unincorporated group. **Nonprofits serving in those roles may do so for unlimited grant proposals in addition to submitting direct applications according to the restrictions listed above.**

Note: We will only accept one grant proposal per project. Projects may not be submitted in separate grant proposals or submitted by multiple applicants.

Eligibility for Individuals and Unincorporated Groups

Individuals and unincorporated groups are encouraged to apply to this grant opportunity. A single applicant may submit up to three grant proposals for funding. The cumulative amount requested by a single applicant may not exceed \$5,000.

- Individuals or contact persons for the unincorporated groups must be at least 18 years of age at the time of submission and may not be enrolled in a full-time degree program.
- Must live in and have a legal address in Dutchess, Orange, or Ulster County in New York State. The project must take place in the applicant's county of residence or virtually.

Applicants may apply directly or with an eligible nonprofit fiscal sponsor (more information on page 5). Both options are offered to accommodate a variety of situations. It is up to the discretion of the applicant to choose which option works best for them.

Applying Directly

- **The individual or contact person for the unincorporated group is the legal applicant.** If awarded a grant, the contract will be executed by the individual or group, and funds will be paid directly to them.
- The individual or unincorporated group must identify an eligible nonprofit organization to serve as their **community partner**. The community partner does not need to provide financial support, manage funds, or help execute the program, however they may. The community partner's role is to lend appropriate support to the program. The level of support is to be determined by the applicant and the community partner. **The community partner must be incorporated in the applicant's county of residence.**
 - Nonprofit organizations may submit directly (more information see page 3) and serve as a community partner for unlimited projects.

Nonprofits serving as community partners must meet all of the eligibility requirements on page 3 of these guidelines. Organizations who have applied directly to NYSCA or RED-C for funding in FY2021 may not serve as community partners. Contact the AMH Grants Team for information on which organizations are ineligible.

Checklist of Attachments for Individuals and Unincorporated Groups

- Proof of Residency** – Applicants must provide proof of residency which contains the individual's name and address. Documentation must be dated no earlier than 2020. 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 individual's name and NYS address, NY State Driver's License or ID card, **or** voter registration card.
- Letter of commitment** provide a letter signed by the community partner showing their commitment to the project. A template of this letter can be found at www.artsmidhudson.org/grants-and-funding

Note: We will only accept one grant proposal per project. Projects may not be submitted in separate grant proposals or submitted by multiple applicants.

Submitting a proposal to the Individual Artist Commission too?

The Community Arts Grant is part of AMH's Decentralization Program. There are three categories: Community Arts Grants, Individual Artist Commission, and Arts Learning Grants. **Applicants may submit up to three grant proposals for funding.** The cumulative amount requested by a single applicant may not exceed \$5,000. For more information visit www.artsmidhudson.org/grants-and-funding

Note: AMH will be accepting proposals for the Arts Learning Grant in early 2021.

Fiscal Sponsorship

Applying with a Fiscal Sponsor

A fiscal sponsor is a nonprofit organization that agrees to extend its nonprofit status to an individual artist or unincorporated group. Applicants may select this option if they do not wish for grant funds to be paid directly to them, or if they require greater administrative support from a nonprofit organization.

Nonprofits serving as fiscal sponsors must meet all of the eligibility requirements on page 3 of these guidelines. Organizations who have applied directly to NYSCA or RED-C for funding in FY2021 may not serve as fiscal sponsors. Contact the AMH Grants Team for information on which organizations are ineligible.

- **The nonprofit fiscal sponsor is the legal applicant.** If awarded a grant, the contract will be executed by the nonprofit fiscal sponsor, who will receive funds and pass them on to the sponsored individual or unincorporated group.
- The project must take place in the county where the fiscal sponsor is located or virtually. The sponsored individual/group must be located in Dutchess, Orange, or Ulster County, but does not need to reside in the same county as the fiscal sponsor.
- The fiscal sponsor is not required to make a financial contribution to the project.
- The grant proposal must include a letter of agreement between the sponsored individual/group and nonprofit organization.
 - **Note:** It is the responsibility of the fiscal sponsor to provide the sponsored individual/group with the necessary tax documents regarding “earned income” should the individual/group be awarded a grant (Form 1099).
- Nonprofit organizations may submit directly according to the limits per applicant (more information on page 3) **and** serve as a fiscal sponsor for unlimited projects.

Checklist of Attachments - Sponsored Individual Artists and Unincorporated Groups

- All documents required of nonprofit applicants are required for nonprofit fiscal sponsors (list on page 3).** The fiscal sponsor is responsible for providing these documents to the sponsored individual/group so they can be provided on the grant proposal. Please provide the fiscal sponsor at least a month to compile these documents.
- Letter of agreement** - Provide a letter signed by the nonprofit fiscal sponsor stating their agreement to fiscally sponsor the project. A template of this letter can be found at www.artsmidhudson.org/grants-and-funding

Submitting a proposal to the Individual Artist Commission too?

The Community Arts Grant is part of AMH’s Decentralization Program. There are three categories: Community Arts Grants, Individual Artist Commission, and Arts Learning Grants. **Applicants may submit up to three grant proposals for funding.** The cumulative amount requested by a single applicant may not exceed \$5,000. For more information visit www.artsmidhudson.org/grants-and-funding

Note: AMH will be accepting proposals for the Arts Learning Grant in early 2021.

Note: We will only accept one grant proposal per project. Projects may not be submitted in separate grant proposals or submitted by multiple applicants.

Budget

A complete budget must accompany all grant proposals, showing both income and expenses for the proposed project. **Applicants must use the budget form provided by Arts Mid-Hudson. The budget form and instructions can be found at www.artsmidhudson.org/grants-and-funding and on the Community Arts Grant online submission form.**

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 – Projected Income = Grant Request Amount**. Contact the AMH Grant Team with questions regarding project budgets.

Grant request amounts range from \$500 - \$5,000. Grant amounts above \$2,500 are rare but may be considered for exceptional proposals that directly address one or more of the funding priorities for 2021.

New in 2021: There is no cash match required for the Community Arts Grant.

Allowable Expenses

Expenses that directly relate to the proposed project are generally eligible (note non-fundable expenses below). The peer review panel may elect to prioritize projects in which the requested funds are allocated to:

- Artists fees
- Community outreach, advertising, and marketing efforts
- Direct administrative expenses and/or planning and preparation expenses for a proposed event.
- Supplies and materials needed to execute the proposed project. Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment. Individual items may not exceed \$1,000.
- Equipment, software, subscriptions, and training needed to execute the proposed project. Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools. Individual items may not exceed \$1,000.
- Efforts to increase accessibility to arts programming

Non-fundable Expenses

Community Arts Grant funds are unable to fund the following expenses:

- Operating expenses of privately-owned facilities (e.g. homes and studios)
- Acquisition of works of art
- Contingency funds
- The purchase of permanent equipment items that exceed \$1,000 or capital improvements
- Creation of textbooks or classroom material
- Lobbying expenses
- Re-grants by applicants to fund other activities
- Awards, trophies, certificates, stipends for students, scholarships, fellowships, contests, competitions, cash prizes, and juror fees.
- Fees paid to children under the age of 18
- Fees paid to board members of the applicant nonprofit or nonprofit fiscal sponsor
- Entertainment costs including receptions, food, and fundraising events.
- Out-of-state travel costs.

Review Procedure

Peer Panel Review

All submitted grant proposals are reviewed using a peer panel evaluation process. A panel of artists, arts workers, and community members evaluate grant proposals and recommend a level of funding based on the overall Community Arts Grant goals, evaluation criteria, funding priorities, and adherence to these guidelines. Each county will have a separate peer panel composed of individuals who live in that county. 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 final and interim reports as well as audit information, prior panel comments, and correspondence when considering organizations or individuals who were funded previously. Prior grant funding does not guarantee continued support.

Grant proposals are reviewed for eligibility, completeness, and accuracy by AMH staff. It is the applicant's responsibility to submit a complete and accurate grant proposal. As part of the review process, AMH staff may contact the applicant by telephone or email to clarify and review information.

Evaluation Criteria

The peer panel will review grant 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** – Taking into consideration the project design, proposed artists, audience experience, and artist/organization's past activities.
- **Project Feasibility** – The project has clearly defined activities, a realistic timeline and budget, and the applicant demonstrates the ability to successfully complete the project. Applicant demonstrates the ability to make an alternate plan if required by social-distancing guidelines.
 - **Note:** The impact on 2020 grantee projects or changes in project delivery will not negatively influence 2021 funding decisions.
- **Impact of the Project** – Project is likely to make a positive impact on the arts and cultural scene in Dutchess, Orange, or Ulster Counties. The degree to which the project 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. The project responds to community needs.
- **For previously funded projects** – Evidence of the project's growth, and/or a move to self-sustainability, evidence of need for a project in the community and continued Decentralization Grant Program support
- **Addresses one or more priorities for 2021 funding (see page 2).**

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. The Appeal Panel is made up of community members who did not serve on the original peer review panel.

Responsibilities of Grantees

- Sign and adhere to the terms of the project contract.
- Adhere to a Publicity Agreement that includes the use of AMH's logo and language that credits both AMH and NYSCA for funding on all publicity materials. NYSCA's logo may not be used on promotional materials.
- File short reports as specified in the project contract including interim and final reports.
- Provide copies of publications and promotional materials related to the funded project.
- Provide up to two (2) complimentary tickets (if applicable) for AMH auditors upon request.
- Notify AMH by email ASAP of major changes to the funded project.

How to Submit a Grant Proposal

Submitting a Grant Proposal

All Grant Proposals must be submitted online by **Wednesday, October 28, 2020, at 11:59 PM (EST)** to <https://artsmidhudson.submittable.com>. If you require assistance in completing the online submission form, contact us in advance of the deadline.

Applicants are encouraged to seek assistance listed below and submit a draft of their grant proposal to the AMH Grants Team so we may provide specific feedback.

Additional Supplemental Documents

In addition to the documents required by the applicant (listed on pages 3-5), a budget, artist information, and optional supplemental materials and work samples will also need to be uploaded to the submission form. These documents must have digital versions so they may be submitted online. If you have difficulty converting paper documents into digital formats, contact AMH for assistance.

Checklist of additional documents required for Community Arts Grants:

- Community Arts Budget Form:** available for download at www.artsmidhudson.org/grants-and-funding
- Primary artist's resume or bio** (limit of 2 pages)
- Supplemental materials** (optional but highly recommended, up to 10 files): image files, videos, audio files, and literary samples (limit of 8 pages). Acceptable file types: .jpg, .mp4, .mov, .wav, .mp3, and .pdf. There is no limit on file sizes, but we recommend image/doc files not exceed 5 mb and audio/video files not exceed 10 mb. The smaller the better without harming work sample quality. **Three additional document(s)** may also be included (letters of support, press articles, marketing samples, etc.)

Free Assistance Before Submitting A Proposal

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 Community Arts 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 grant 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:** <https://tinyurl.com/DEC2021-Info-Videos>
- **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://tinyurl.com/QA-RSVP>
 - **Note:** Prospective applicants must RSVP to receive the Zoom Access Information. After sign up, you will be added to the list to receive the access information weekly. Applicants may attend multiple Q&A sessions.
- **Complete the Proposal Eligibility Form:** It is highly recommended for all applicants to complete this short form to alert us of your intent to submit a proposal. AMH staff will review key details of the project to check for eligibility and make recommendations. Proposal Eligibility Forms received prior to October 14, 2020, are guaranteed a response from the AMH Grants Team with feedback. **Proposal Eligibility Form:** <https://tinyurl.com/2021-Proposal-Eligibility-Form>
- **Make one-on-one Grant Assistance 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:** Grant Assistance 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. **Grant Assistance Appointment Form:** <https://artsmidhudson.youcanbook.me/>