

# Community Arts Grants 2009 Cattaraugus & Allegany Counties

Administered by the Cattaraugus County Arts Council | Funded by the New York State Council on the Arts

**NEW! Download the Community Arts Grants 2009 application and guidelines from our website! [www.myartscouncil.net](http://www.myartscouncil.net)**

## Guidelines

The Decentralization grant program was developed by the New York State Council on the Arts (NYSCA) in 1977 in response to the New York State Legislative mandate that there be greater local involvement in funding decisions affecting local non-profit organizations that offer artistic or cultural services and programs. The purpose of the Decentralization Program is to foster the continued development of local artistic and cultural resources responsive to the needs of each community. The Cattaraugus County Arts Council administers the program locally as Community Arts Grants. Funds are granted annually to qualified Cattaraugus & Allegany County nonprofit organizations and artists through a grant application and peer panel review process. Decentralization funding provides support for community-based arts and cultural activities through a local decision making grant process that reflects the unique character of each of the state's communities. The Decentralization Program is intended to expand, upgrade, and increase quality and innovative arts and cultural programming on the local & rural levels. The Decentralization Program helps to ensure access to arts and culture to the citizens in all New York State counties, especially to areas that are geographically isolated, economically disadvantaged or ethnically diverse. The Cattaraugus County Arts Council can assist in all aspects of the grant application preparation as well as offering technical and developmental assistance.

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## Application Assistance Workshop Schedule 2008

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The following free workshops offer assistance in understanding the grant process, grant application, and grant writing tips, and are required for all applicants:

- August 12 David Howe Library, Wellsville
- August 13 Ellicottville Memorial Library
- August 14 Wide Awake Club Library, Fillmore
- August 18 The Main Center, 71 West Main Street, Angelica
- August 26 Olean Public Library
- August 27 Cuba Circulating Library
- August 28 King Memorial Library, Machias
- September 4 Gowanda Free Library

**All application workshops start at 6 pm | No pre-registration required**

**Application submission deadline is Friday October 10, 2008 at 5:00 pm.  
This is NOT a postmark deadline.**

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### Contact Information:

Kimberly LaMendola Driscoll, Programs and Grants Manager  
Cattaraugus County Arts Council  
PO Box 406 | Olean, NY 14760  
716.372.7455 | [kim.ccac@verizon.net](mailto:kim.ccac@verizon.net)



# Guidelines

## **Eligibility**

These funds are available to organizations that:

1. Are based in Cattaraugus County or Allegany County
2. Demonstrate not-for-profit status with one of the following documents:
  - a) Determination letter from the U.S. Treasury Department under Section 501 (c) (3) of the Internal Revenue Code
  - b) Acceptance by the New York State Board of Regents under Section 216 of the Education Law
  - c) Acceptance of Charities Registration under Section 172 of the NYS Executive Law
  - d) Official authorization as an arm of a local government through a formal letter on official stationery signed by an appropriate officer
  - e) Acceptance of incorporation under Section 402 of the Not-for-profit Law
  - f) Or any means of proving not-for-profit status that is acceptable to the Community Arts Grant coordinator
3. Have an active Board of Directors or Trustees or volunteer group that meets on a regular basis
4. Demonstrate a need for funding
5. Attend one CCAC grant application workshop or meet with the Community Arts Grant Coordinator.
6. Each year comply with Section No. 504 regulations insuring accessibility for handicapped persons

## **Funding Restrictions**

An organization may NOT apply to both the New York State Council on the Arts and the Cattaraugus County Arts Council's Community Arts Grant Program during the same fiscal year. Funding cannot be provided for:

- Public colleges
- New York State agencies or departments
- Public schools and school-day activities
- Requests that are greater than an organization's total operating expense minus total operating income
- Capital expenditures
- Equipment purchases
- Expenditures for the establishment of a new organization
- Cultural activities restricted to an organization's membership. Funded activities must be open to the general public and advertised as such.
- Programs that are essentially recreational, rehabilitative, social, or therapeutic. **Decentralization funds are not appropriate for magic shows, clowns, balloon or bubble demonstrations, recreational or therapeutic programs, or nature and animal presenters.**
- Commissions or installations of pieces of art. Community Arts Grants are provided to support the artistic and cultural programs of nonprofit organizations.
- Operational expense of privately-owned facilities (e.g. home and studios)
- Entertainment costs (e.g. theatre parties, museum openings, receptions, and fund raising benefits)
- Accumulated operating deficits or debt reductions
- Awards and prizes or competitions and contests
- Programs or projects outside the county of legal address of the applicant
- Past grantees that have failed to submit final reports of other projects

## **Funding Amounts**

Community Arts Grants funding has been made available for distribution in Cattaraugus and Allegany Counties through the New York State Council on the Arts' Decentralization Program. Awards are to be made by the Cattaraugus County Arts Council in any amount ranging between a minimum of \$300 up to a maximum of \$5,000 to any one organization. Grant requests cannot be less than \$300 or more than \$5,000. Organizations may submit up to three (3) separate grant applications but may not exceed a combined total request of more than \$5,000. All proposals must show income that is equal to or greater than 10% of the total project expenses. Any application that does not demonstrate income will not be eligible for funding consideration.

## **Criteria for Evaluating Applications**

The review panel will consider many aspects of each proposal. The first part of the review process consists of evaluating the proposals to determine the presence of basic criteria. All applications must meet the following basic standards:

- Artistic merit of proposed project is easily identifiable
- Project fills a community need or offers a community benefit
- There are clearly defined objectives and the organization has demonstrated the ability to achieve them
- Sound organizational structure and fiscal accountability of applicant
- Application is complete and accurate

## **Award Priorities**

After the panel has determined that the grant application has met the basic criteria, proposals will be evaluated against the following criteria. Community Arts Grants awards will be prioritized based on the extent and degree that the proposal meets or exceeds this criteria. Each proposal should demonstrate that it:

- Contains innovative, creative, artistic, diverse, and original programming
- Offers artistic or creative opportunities and experiences to communities and people in Cattaraugus or Allegany County that are underserved by the arts
- Has strong community support
- Encourages greater cooperation and sharing of resources and services among existing local organizations. Collaborations are strongly encouraged.
- Features local artists/performers or offers employment opportunity for such group
- Is well planned and appears to be feasible
- Does not duplicate services in the same locale
- Demonstrates a need for funding and has income that is equal to or greater than 10% of the total project expenses

## **Application Review**

All applications will be checked for eligibility, completeness, and accuracy. The applicant's contact person may be asked to meet with the Community Arts Grants Coordinator to review the application and to answer questions proposed by the panel members. The contact people listed on the application should be the people most knowledgeable about the project. Failure to complete this part of the process will result in no funding. Following a thorough collective review and discussion, the panel will make recommendations to fund a proposed project at a certain level of funding or to deny funding. The program coordinator will then send notification to all applicants as to the status of their application. Community Arts Grants will be awarded to successful recipients in the form of a check at an awards ceremony that will take place in early 2009.

## **Appeals**

Appeal of a decision may be made to an independent three-person appeals panel. Appeals are heard only on the following grounds:

1. Non-presentation of information by Council staff or panelist.
2. Misrepresentation of information by Council staff or panelist.
3. Improper procedure.

## **Application Process**

Completed application forms and all supporting materials must be submitted to the Cattaraugus County Arts Council, POB 406, Olean, NY 14760. Applications may also be hand delivered to CCAC's office located at 80 North 4<sup>th</sup> Street, Second Floor, Allegany, NY 14706. DO NOT send mail to the Allegany address; this is for hand delivery only. All grant applications must, without exception, be received by **5:00 pm, Friday, October 10, 2008. This is NOT a postmark date/time.**

## **Grantee Responsibilities**

Successful applicants are responsible for administering and executing funded projects in a professional and business-like manner. Receipts and other evidence of expenditures should be maintained and available to CCAC. All Community Arts Grants funded activities must take place between January 1, 2009 and December 31, 2009. Grantee responsibilities include, but are not limited to the following:

- Grantees will sign a Cultural Services Contract outlining responsibilities and expectations
- Unspent funds must be returned to CCAC for redistribution
- All final reports must be made to CCAC within 30 days of the completion of the project
- Please add CCAC to your email/snail mail lists so that we can promote your event
- Publications, promotional materials, etc. must give proper credit to the New York State Council on the Arts and the Cattaraugus County Arts Council. Required language will be included in the Cultural Services Contract.
- Grantees must provide two tickets to CCAC to every funded event in which admission is required
- Grantees are expected to send a thank you letter to their New York State elected Assembly and Senate officials citing the value of the availability of the Community Arts Grants funded by the New York State Council on the Arts.
- A representative from the funded organization must attend the annual grants award ceremony

Complete grantee responsibilities will be detailed in the Cultural Services Agreement that will be sent to all grant recipients.

# Application Instructions

## **This application must be:**

1. Typed or legibly printed. Narrative must be type written.
2. Complete! Please see checklist on page 3 of the application for submission materials requirements.
3. Signed by the appropriate officer of the organization.
4. Received by October 10, 2008 at 5:00 pm.
5. Submitted with **10 copies** and the original application (**total 11 sets**). Copies need only to include application, narrative pages, and support materials.
6. Please collate your grant application packets in the following order, listed in 1, 2, 3 order: application form (3 pages), project budget form, project narrative, optional attachments. Each set may be stapled.

## **Applicant Organization Information**

- Legal name of organization, address, contact person, phone, and electronic addresses if available. Legal mailing address must be in either Cattaraugus or Allegany County.
- Provide a very brief summary of this project including the amount being requested.
- Fiscal year & year your organization was formed/incorporated.
- NYS Assembly & US Congressional information. Check the suggested link if assistance is needed to find this information.
- Prior NYSCA applications (not Decentralization), if any. Have you ever applied directly to NYSCA? You cannot apply directly to NYSCA and to the local Decentralization program for same year funding.
- Non-profit status proof and documentation. Please confer with the grant coordinator to assure that your organization is eligible to apply for funding. Documentation will need to be presented.

## **Project Information**

- **Project Title:** A title which best describes the proposed project or activity (example: publication, workshop, performance).
- **Project Venue/Address:** The building and/or location where the project will take place. It is strongly recommended that your facility and event be accessible to persons with disabilities.
- **Starting/Ending Dates:** All projects must be completed during the 12-month calendar year. It is advisable to budget as much time as may be necessary for preparation and follow up.
- **Target Audience:** The general composition of the expected target audience (example: general, youth, seniors, ethnic group).
- **Total People Served:** The estimated number of adults and youth that will be served with this project. You can count individuals more than once if they attend or participate in separate and distinctly different components of your project. For example, an individual who attends the three theater productions presented during one season can be counted three times.
- **Total Estimated Expenses:** The total estimated expenses of this project. This number is taken from the budget form.
- **Amount Being Requested:** Total estimated expenses minus total estimated income equals the amount being requested for a Community Arts Grant. The request amount may not be less than \$300 or exceed \$5,000 for a single project or \$5,000 total for up to three separate projects.

## Narrative

Using up to two 8 ½" x 11" single-sided sheets of paper, give a complete description of the project for which Community Arts Grants funding is being requested. Please do not use a font smaller than 10 pt. Attach the narrative to the application. You may arrange your narrative in any format that you choose but all of the required information must be included.

**Your proposal will be evaluated primarily on the basis of this narrative. The following information MUST be included:**

- A) **Summary** statement. This is a one sentence statement that clearly states how much funding is being requested and for what specific purpose.
- B) Complete, but concise **project description** including information about the artistic personnel as well as the organizational administrative personnel.
- C) Clearly define the **goals and objectives** of this project and how they will be achieved.
- D) Clearly describe the **community interest and community benefit** of this project.
- E) Describe the **marketing and publicity plan** that will be designed for this project.
- F) Describe the **logistics** of the project such as the venue, site capacity, and accessibility.
- G) Clearly describe how you will **evaluate and assess** this project at its completion to determine the degree to which the goals and objectives were achieved.
- H) State what **adjustments** you will have to make to this project if partial grant funding is awarded.
- I) Provide a brief **history** of your organization.

**Tips:** CCAC staff will gladly review and critique a draft of your narrative up to one week prior to the deadline date. When preparing to describe your project, please refer to the "Criteria for Evaluating Applications" and "Award Priorities" in the guidelines to make sure your project reflects these necessary standards. It is best to avoid self-praise; rather focus on the overall need, benefit, quality, and distinction of your project. Narrative writing will be discussed at the application workshops. Additional assistance will be provided by the Community Arts Grant Coordinator as requested.

## Major artists and performers

If relevant to your project, please list all **major** artistic personnel involved with the project.

Optional: attach resumes or promotional brochures for artistic personnel. Resumes should be no longer than two pages. Please be selective and include only those attachments which directly support/relate to your proposal. For additional listings, attach a page to page 2 of the application that lists the remaining major artists and performers. If there are multiple performers as associated with large-scale community productions, give a general description of how they will be chosen (auditions, applications, etc.) and how many you will expect to participate in this particular event.

## Checklist

Please review your entire Community Arts Grant application packet before submitting it to the Cattaraugus County Arts Council. Review the checklist to assure that all required components, documentation, and copies are properly collated and included with your proposal. Once again, check your math! Please collate your grant application packets in the following order, listed in 1, 2, 3 order: application form (3 pages), project budget form, project narrative, optional attachments. Each set may be stapled.

## Contact People

List two contact people for the project. These people should be the key individuals involved in the project and should be knowledgeable about all aspects of the grant request. We may need to contact someone during the day as well in the evening so please include both phone numbers.

## Certification and Release

An administrative officer of the applicant organization must sign the application. Failure to do so will void the organization's grant request.

## Project Budget Sheet

The budget that you are reporting should refer **ONLY** to the project for which you are seeking funding, not your total arts programming budget for the year. If your proposed project is part of a larger project or event, please pro-rate your expenses and income to reflect the portion that is relevant to your grant application. Below are brief descriptions of the various line items on the budget form. If you have any questions at any time about the budget portion of the application, please contact CCAC as soon as possible.

**Please note:** The project budget sheet has been prepared using an MS Excel spreadsheet and column totals will automatically be figured as data is entered. If you prepare this sheet by manually writing in the numbers, please check and recheck your calculations. Errors may jeopardize your chances for funding.

## Expenses

### 1) Personnel:

- a. *Administrative:* Executive and supervisory administrative staff, program directors, managers, clerical, maintenance, security, ushers, box office personnel, etc. **It is recommended that only if this project falls outside a staff member's regular responsibilities should a percentage of salary be noted as an expense.**
- b. *Technical/Production:* Technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, etc.
- c. *Artistic:* Artistic directors, conductors, curators, dancers, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, singers, teachers, musicians, etc.

2) **Outside Professional Services:** Consultants, design, including graphic designers, guest artists, stipends for non- staff legal or accounting services, choreography, security, and other paid services not regularly available within your organization.

3) **Space Rental:** Include space costs for office, rehearsal, theater, hall, gallery, or other spaces. Be sure your narrative specifies the location(s), audience capacity and rental period, and whether or not the space is accessible to persons with disabilities.

4) **Travel & Transportation:** All costs for travel and transportation directly related to the travel of your project personnel. Include all toll charges, mileage, per diem, etc.

5) **Advertising/Promotion/Postage:** Include costs of printing and mailing brochures, programs, fliers, print or electronic advertising, etc.

6) **Supplies & Materials:** Include costs of supplies and materials directly related to the project. Remember that capital purchases or permanent fixtures or equipment purchases are not to be included.

7) **Royalties:** List the cost of any royalties incurred.

8) **Event Insurance:** If relevant, include cost of event insurance.

9) **Equipment Rental:** All costs directly related to renting equipment only associated with funded event.

10) **Other:** If your project has expenses that do not fit within the above listed categories, please write the lines on the budget form.

## Value of In-Kind Allowances

Please list the value of any in-kind goods or services that have been contributed for this project. In-kind goods and services are considered to be those items that would normally be cash expenses but, because they have been donated or contributed, the organization does not have to budget cash payouts for these items. For example, if theatre rental for your project would normally be \$1,000 but the owner is only charging your group \$600, you would list \$600 in the budget column because this will be the cash expense, and you would list \$400 in the in-kind column because this is the donated or contributed value. Please calculate the total of the In-Kind column but do not deduct this amount from total expenses or add it to total income.

## Total Expenses

Add and total the amount in the budget column. This figure is the estimated total cash expenses for your project. DO NOT factor in the value of any In-Kind allowances. Please be sure to check and recheck your math. Mistakes may jeopardize your chances of being funded.

## Income

- 1) **Earned Income:** Separately identify expected earned income from sources such as admissions, tickets, tours, program patrons, subscriptions, tuition for classes or workshops, performance fees, concessions, gross from fundraising for this particular event, advertising in programs, parking, etc.
- 2) **Unearned Income:** Separately identify each item of expected unearned income from individual contributions, corporations, foundations, federal, state, and local governments, and other (e.g. interest income). Do **NOT** include your Community Arts Grant funding request in this category.

## Total Income

Add and total the amounts in the income budget column. **Very important:** all proposals must show income that is equal to or greater than at least 10% of the total expenses for this project. For example, if the total project expenses are \$2,000, the total income must be at least \$200. **Proposals that exhibit no income at all will not be considered for funding.**

## Community Arts Grants Request

This is the amount of your grant request. This amount should equal Total Expenses minus Total Income. Your Community Arts Grant request for a single project may not be less than \$300 or exceed more than \$5,000. You must also make certain that you are showing a true financial need for this project. **Please check and recheck your math! Mistakes in your accounting may jeopardize or weaken your chances of being funded.**

## Help is Available!

The Cattaraugus County Arts Council is dedicated to assisting all applicants in the preparation of their grant applications. Our outreach mission includes assisting you in presenting a strong, straightforward grant request as well as strengthening your overall grant writing skills. You are encouraged to ask questions at any time during the application process. All applicants are invited to submit a draft of their narrative and budget for advance review and critique by the Community Arts Grant Coordinator up to one week prior to the deadline date. Please contact the staff at the Cattaraugus County Arts Council as soon as you need assistance. Remember that **ALL** applicants are required to attend a Community Arts Grant application assistance workshop. There will be workshops scheduled in areas throughout Cattaraugus and Allegany Counties with the dates and times publicized well in advance. Generally these workshop sessions will take place at various venues during August & September. If your organization would like an individual session, please contact Kimberly LaMendola Driscoll, Programs and Grants Manager, at 716.372.7455 or [kim.ccac@verizon.net](mailto:kim.ccac@verizon.net). The Community Arts Grants application and guidelines can be downloaded from CCAC's website at [www.myartscouncil.net](http://www.myartscouncil.net).