

GUIDELINES

GRANTS
for
CULTURAL PROGRAMS

Decentralization Program for Sullivan County 2012

Administered by Delaware Valley Arts Alliance
Funded by the New York State Council on the Arts

Deadline: Friday, October 28, 2011

DELAWARE VALLEY ARTS ALLIANCE



ARTS COUNCIL FOR SULLIVAN COUNTY

P.O. Box 170 • 37 Main Street
Narrowsburg, NY 12764

www.ArtsAllianceSite.org

DECENTRALIZATION PROGRAM 2012 GRANT APPLICATION GUIDELINES



DEADLINE: FRIDAY, OCTOBER 28, 2011

HISTORY/PURPOSE

The New York State Council on the Arts, in accordance with its mandate from the State Legislature to encourage participation in the grants decision-making process at the county / regional level, inaugurated a Decentralization Program in 1977 for the redistribution of public funds. This program enables selected local arts councils, county governments or regional advisory boards to regrant state funds for arts events or cultural development in their communities. In Sullivan County the program is administered by the Delaware Valley Arts Alliance (DVAA).

WHO IS ELIGIBLE?

Sullivan County nonprofit arts groups and community organizations, such as literary groups, choral groups, historical societies, orchestras, municipalities, etc., and individual artists whose projects are applied for and sponsored by a nonprofit organization. Organizations may apply if they:

- ✦ Intend to produce work or present cultural programming in Sullivan County during 2012.
- ✦ Have been in existence for at least one year and show evidence of fiscal competence.
- ✦ Supply evidence of nonprofit status with one of the following documents: a) an IRS letter b) a receipt from the Department of State's Office of Charities Registration c) a charter issued by the Board of Regents of NY State or d) an authorization as an arm of local government.
- ✦ Are based in Sullivan County and have a Board of Directors or volunteers who perform board functions.
- ✦ Demonstrate fundraising effort independent of this grant.

WHO IS NOT ELIGIBLE?

Groups or organizations who cannot be funded include:

- ✦ Delaware Valley Arts Alliance, state agencies, public schools, and organizations that applied directly to the New York State Council on the Arts in March 2011 for the 2011-2012 funding cycle.
- ✦ Individuals without nonprofit sponsorship.
- ✦ Past grantee organizations that have failed to submit final reports.

WHAT WE CAN FUND

Quality arts programs, projects or services that do not duplicate existing programs and that focus on one of the following: visual, performing, literary, media or folk arts; local or ethnic culture; architecture or environmental arts.

WHAT WE CANNOT FUND

Capital expenditures (mortgage payments, renovations, etc.); routine operating expenses; scholarships; fellowships; in-school activities and programs; equipment purchases; costumes; arts programs that are recreational, rehabilitative or therapeutic; prizes; entertainment costs for theater parties, museum openings, receptions or fund raising benefits; projects which are not open to the general public; expenditures toward the establishment of new organizations; requests which are larger than the deficit shown in your budget (total expenses minus total income); operating expenses of privately owned facilities (studios, homes, etc.); past debts; non-incorporated chapters of organizations not located in the service area of the DEC site.

NOTE: It is unlikely that you will be funded if you do not pay artists a guaranteed rate (not whatever comes in at the door); if you show no income or substantial in-kind contributions to the project on the budget page; or if, in a previous program, you have been negligent in crediting the Decentralization Program, sending tickets to DVAA or informing DVAA of your program dates. Also note that the public component (recitals, exhibits, etc.) resulting from workshops will not be funded.

FUNDING LIMITATIONS & DEADLINES

- ✦ The minimum funding request and grant is \$300; the maximum is \$5,000. Be aware, however, that the average grant in 2011 was \$1,050.
- ✦ All projects must take place between January 1, 2012 and December 31, 2012.
- ✦ Decentralization applications must be received by October 28, 2011.
- ✦ Hand delivered applications must be at the DVAA office at 37 Main Street by 4 p.m. on October 28, 2011. There will be no extensions.

PROGRAM PRIORITY

Priority is given to :

- ✦ Groups who are dedicated to year-round local cultural development
- ✦ Projects which are initiated by individual artists.

REVIEW CRITERIA

Funding recommendations are based on the following criteria:

- ✦ Clearly defined objectives and the ability to achieve them.
- ✦ Artistic merit of the project and commitment to pay artists salaries or fees.
- ✦ Organizational and fiscal stability.
- ✦ Demonstrated need for funding.
- ✦ Demonstrated ability to reach under-served county residents.
- ✦ Community support for and participation in the project.
- ✦ Demonstrated effort to meet the Americans with Disabilities Act requirements.

REVIEW PROCEDURES

The applications are read for completeness and accuracy by the Decentralization Coordinator who will notify applicants of omissions, and, upon request, make suggestions as to content and presentation. A panel of citizens approved by DVAA's Board of Directors reviews the applications and recommends funding levels. Panel discussions rely solely on information provided by the applicant. Funding recommendations are based on the above Program Priorities and Review Criteria. The recommendations are then presented to the DVAA Board of Directors for final approval.

RESPONSIBILITIES OF ORGANIZATIONS AWARDED DECENTRALIZATION FUNDS

All grant recipients are required to:

- ✦ Sign a contract for the funded project.
- ✦ Send DVAA the dates, times and locations of funded project. Two complimentary tickets must be supplied in advance.
- ✦ Acknowledge the DEC Program specifically. A regrantee must not state or imply that it received funds directly from the New York State Council on the Arts (NYSCA). Use the following statement in all printed materials:

This project is made possible in part with funds from the Decentralization Program for Sullivan County, a regrant program of the New York State Council on the Arts, administered by Delaware Valley Arts Alliance.

- ✦ File a Final Report Form, including a detailed budget and copies of printed materials showing the funding credit, no later than six weeks after the activity funded by this regrant program is completed. Failure to complete the Final Report will render the organization ineligible for funding in the future.

APPLICATION SEMINARS

Attendance at one of the application (grant writing) seminars is mandatory for first time applicants, although all potential applicants are strongly urged to attend one of the three seminars. The dates and locations are listed in the cover letter if this application was mailed to you, or may be obtained by calling the DVAA office at 845-252-7576. The Decentralization Coordinator is available by appointment for individual consultations. These consultations are not meant to take the place of the application seminar. They are a next step. You must bring a draft of your application to the consultation and be ready for in-depth discussion.

FILLING OUT THE APPLICATION

Instructions will be reviewed and explained at the application seminars. Information is also available by calling the the Delaware Valley Arts Alliance at 845-252-7576 and speaking with the Decentralization Coordinator. The application must be:

- ♦ Typed, printed in ink, or printed from a computer.
- ♦ Signed by an appropriate officer of the organization.
- ♦ Complete.

REQUIRED ATTACHMENTS

This application is considered incomplete without:

- ♦ Proof of nonprofit status.
- ♦ A financial statement for the last completed fiscal year.

RECOMMENDED ATTACHMENTS

Support materials reinforce the application and may include:

- ♦ Résumés of key artistic and/or administrative personnel.
- ♦ Press clippings or reviews (only two or three, please).
- ♦ Programs, handouts, or brochures (two or three examples).

GROUND FOR APPEALS

Details of the appeals process are sent with the funding recommendation notification. Funding recommendations may be appealed only on the grounds that one of the following conditions existed during the review:

- ♦ Non-presentation of information, wherein information about the applicant was known, but not presented to the panel.
- ♦ Misrepresentation of information.
- ♦ Improper procedure.

Delaware Valley Arts Alliance invites you to submit résumés of potential Decentralization Panel members. Panelists should have a working knowledge of arts activities in Sullivan County and be willing to attend a day-long Decentralization meeting. Send résumés to:

Delaware Valley Arts Alliance, P.O. Box 170, 37 Main Street, Narrowsburg, NY 12764.

**Applicants will be notified of funding recommendations
by January 2012**