

2012 Arts & Cultural Council for Greater Rochester Decentralization (DEC) Community Arts Grant Program

A program of the Arts & Cultural Council for Greater Rochester, made possible with funds from the New York State Council on the Arts, for nonprofits and sponsored individual artists in Monroe County

COMPLETE GUIDELINES FOR 2012

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

Grants due by 5 p.m. Thursday, November 3, 2011

If there are any accommodations that the Arts & Cultural Council can provide to facilitate your participation in the DEC Community Arts Grant Program, please call Jennifer Hale at (585) 473-4000, ext. 208.

● **The Decentralization Grant** is a competitive grant program that provides financial and technical assistance to eligible nonprofit organization for cultural programming in Monroe County. Projects must be open to the public and take place between January 1, 2012 and December 31, 2012.

This program is intended to expand, promote, and increase arts and cultural programming at the local level including, but not limited to, projects in the following areas: dance, photography, music, media (film, video, and radio), opera/musical theater, literature, folk arts, visual arts, humanities, design arts, fiber arts, skilled crafts, and multi-disciplinary programs.

The Arts & Cultural Council for Greater Rochester (ACCGR) administers the DEC program with public funds from the Decentralization Program of the New York State Council on the Arts (NYSCA) and the New York State Legislature.

● **The application deadline is Thursday, November 3, 2011 by 5PM.** Applications must be submitting in hardcopy. Any application that is incomplete or received after the deadline will not be considered or accepted. Early submissions are encouraged.

Mail or hand-deliver materials to:

**Arts & Cultural Council for Greater Rochester
Attention: Jennifer Hale
277 N. Goodman Street
Rochester, NY 14607**

● **Funding requests must be between \$500 and \$5,000.** The average grant in 2011 was approximately \$3,500.

Decentralization grants are not intended to cover the complete cost of the proposed project, and your project budget must demonstrate that other funds will also support to the project.

● **Multiple funding requests from a single organization maybe submitted.** However, the total request for all applications cannot exceed \$5,000.

Submit a separate, completed application for each project in one package to the Arts & Cultural Council for Greater Rochester.

● **Past DEC funding does not guarantee continued support.** Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria.

● **Basic eligibility requirements:**

- Proposed arts or cultural activity occurs between January 1 and December 31, 2012
- Nonprofit organization or local government unit based in Monroe County

Nonprofit status may be demonstrated with one of the following:

- ✓ IRS Tax Exempt Letter 501 (c)(3)
- ✓ Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- ✓ Bureau of Charities filing receipt
- ✓ Letter of Acceptance of Incorporation under Section 402, Not-for-Profit Law

Note: We cannot accept a 501(c) (3) letter of determination with an address outside of Monroe County.

NOTE: A New York State Tax Exemption Certificate from the Department of Taxation and Finance is **not** proof of nonprofit status. The **ST-119** Form is also not acceptable as proof of nonprofit status.

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● **Organizations that do not meet the nonprofit eligibility requirements may apply through a conduit.**

A conduit is a nonprofit organization that meets all eligibility requirements and is willing to sponsor an application to the Arts & Cultural Council DEC program.

● **Individual artists may apply for funding through an eligible organization if the following requirements are met:**

- Must have resided in New York State for one full year prior to the deadline (November 3, 2011) and currently reside in Monroe County
- Must be 21 years of age or older at the time of application
- Must apply through an eligible nonprofit organization meeting the criteria listed above
- May only be sponsored by one eligible organization
(Artists may participate in the projects of multiple organizations but can only request funding for an artist-initiated project through the sponsorship of a single organization)
- Must submit a letter from the sponsoring organization on organization letterhead stating its willingness to fulfill the obligations and duties of fiscal and administrative agent for a grant award. The letter should specify both the role of the organization and the role of the artist in the project
- Must submit a letter of recommendation from someone outside of the proposed project

● **The Decentralization grant cannot fund:**

- Programs taking place outside of Monroe County
- New York State agencies and departments (including SUNY schools)
- Four-year public universities and colleges
- Organizations that have applied to NYSCA in the most recent cycle
- The establishment of a new organization
- General operating expenses, contingency funds, Capital improvements, or purchase of permanent equipment
- In-school activities and programs
- Projects that are recreational, therapeutic, or rehabilitative in nature
- Entertainment costs (i.e. receptions and food)
- Activities that are not arts-related including balloons, clowns, magic, at-risk/social programs, etc.
- Activities not opened to the general public (camps, clubs, college associations, etc.)
- Acquisition of works of art
- Private and parochial schools
- Creation of textbooks or classroom material
- Lobbying expenses
- Programs in which children are paid as professional artists
- Cash prizes, juried shows, fellowships, scholarships and other awards or regrants

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● **Grants are made through** a highly competitive grant review process. A panel of artists, arts administrators, and community leaders evaluates each application and recommends to the Arts & Cultural Council Board of Directors a level of funding based on the evaluation criteria, the funding priorities, and the amount of funding available.

● **The panel will make funding recommendations based primarily on the following criteria:**

- Artistic merit and quality of proposed program
- Caliber and credentials of artists and other project personnel supported by resumes and work samples
- Feasible plan for implementation, management, and promotion of the project
- Organizational history and stability
- Compliance with past grant guidelines and procedures

● **Notification of funding usually occurs by the end of December.**

This grant program is offered contingent on the Arts & Cultural Council for Greater Rochester's receipt of funding. The Arts & Cultural Council reserves the right to cancel grant programs at any time.

● **Appeals Process**

An organization may appeal when any of the following grounds apply:

- Misrepresentation of information
- Non-representation of information
- Improper procedures

Organizations wishing to appeal must file a formal written appeal with the President and CEO within five (5) business days of receiving a letter of decline.

● **Technical assistance** is provided at application seminars. In addition, staff can work with you individually to answer questions and provide general guidance related to your request.

● **DEC Application seminars** provide an understanding of the DEC Guidelines and the mechanics of the application form. Attendance at a seminar is strongly recommended but not required.

Dates, locations, and times for seminars are listed below. Please call Jennifer Hale at (585) 473-4000, extension 208, or email jhale@artsrochester.org to register.

Call Jennifer Hale at (585) 473-4000, extension 208, or email jhale@artsrochester.org to register for one of the following seminars.

- **Friday, September 23, 2011, 3:00 p.m.**
- **Monday, September 26, 2011, 12:00 p.m.**
- **Tuesday, October 4, 2011, 4:00 p.m.**
- **Friday, October 7, 2011, 11:00 a.m.**

All seminars located at 277 N. Goodman Street, Rochester, NY 14607

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● ACCGR DEC CHECKLIST:

Complete application package consists of:

- 1 original signed complete application
- 9 photocopies of complete application

Attachments: (include 10 collated copies of all attachments, except artistic sample)

- A Proof of Organization's Non Profit Status**
- B Current Board of Director's List**
(Include names, affiliations and contact information)
- C Previous Year Financial Statements**
(Most recent completed fiscal year audit, accountant prepared statement or signed treasurer's report)
- D Current Budget**
(Current financial year not yet completed)
- E Resumes**
(Project Managers, Artists, Technical Positions)
- F Support Documentation**
(Provide copies of letters of financial commitment or contracts from artists, other organizations, or agencies that are necessary for a successful project)
- G Fliers or Marketing Samples**
(Choose 2 examples of posters, brochures, press clippings, programs etc.)
- H Artistic Sample:** optional, strongly recommended
(1 copy, unless submitting literary artistic sample, then 10 copies)

Artist initiated projects should also include:

- I Letter of Support**
(from sponsoring nonprofit, see guidelines)
- J Letter of Recommendation**
(from individual or company outside of project)

Mail or hand-deliver materials to:

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the Arts & Cultural Council
BY 5 PM, Thursday November 3, 2011
Please call Jennifer Hale at
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with any questions regarding the
DEC Grant Program.**