

GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL
SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



Council on
the Arts

DECENTRALIZATION PROGRAM | GUIDELINES 2020

Theresa Kehl, DEC Grant Program Coordinator: tkehl@goart.org | (585) 343-9313

CONTENTS

Purpose	1
Program Goals and Priorities.....	2
Applicant Eligibility	3
Eligible Expenses.....	3
Responsibilities of Recipients.....	5
Community Arts Grants (Reach Grants) Program Guidelines.....	6
Individual Artist Commissions (Ripple Grants) Program Guidelines.....	9
Arts Education Grants (Spark Grants) Program Guidelines.....	12
Glossary of Terms	16
Appeals Process	17

PURPOSE

The Decentralization Program was developed by the New York State Council on the Arts (a.k.a. NYSCA) in 1977 in response to a mandate by New York’s Legislature that there be a greater local involvement in funding decisions, affecting local non-profit organizations, offering artistic or cultural services and programs, and **to ensure New York State’s cultural funding reached every part of the State**. The program is funded statewide – in all 62 counties, and funds are regranted by local arts agencies through a transparent peer panel funding process. An organization or individual with a fiscal agent that meets NYSCA and GO ART! criteria may request regrant funds. Through the Decentralization Program (also known as the DEC Program), GO ART!, NYSCA and the New York State Legislature hope to extend, upgrade and increase the arts and cultural programming in Genesee and Orleans Counties. **The goal is to make state arts support available to geographically, economically, and ethnically diverse segments of the state’s population.**

PROCESS

Awards are based on a **competitive** peer panel review process. A panel comprised of artists, arts administrators, and community leaders review each project on the basis of its own merits and against others in the application pool. Limited funds are available and priority will be given to applications that meet the specific program criteria published within these guidelines. Preference is given to applications that address the specific, published program priorities.

The panel's funding recommendations are submitted to the GO ART! Board of Directors for review and approval.

Panelists perform evaluation and rating of funding applications made to GO ART!. All panelists must be residents or work in Genesee or Orleans counties. Panelists are appointed by the GO ART! Board of Directors. Panelists are selected in August through September to serve in the fall of 2020. To nominate an individual or yourself to serve on a funding panel, complete the [nomination form](#).

PROGRAM GOALS AND PRIORITIES

DEC grants are designed to support and develop the capacity of individual artists, collectives, and small nonprofit organizations to 1) develop high quality local arts projects and programming and 2) contribute to Genesee and Orleans County communities by providing opportunities for the public to experience and engage with the arts. Emphasis is placed on the quality and artistic merit of proposed projects and the depth and authenticity of audience experience, participation and engagement.

Program Priorities are specific for each program. Please consult the program guidelines to find priorities.

PROGRAM GOALS:

- To reach new and diverse audiences
- Create accessible projects at affordable pricing

GO ART! TIMELINE

GO ART! accepts 2020 applications (July 22 - September 27, 2019)

GO ART! Grant Informational Seminars (July 20 - August 3, 2019)

Funding Panels Meet to Review Applications (October 2019)

GO ART! Board Approves Panel Recommendations (November 2019)

Grant Awards Announced (December 2019)

Contracts Distributed (December 2019)

2020 Funded Projects Begin (January 1 - December 31, 2020)

NYSCA Funding Arrives & Disbursed (*typically* March - July 2020)

GO ART! DEC Awards Ceremony (March 3, 2020) dependent on receipt of NYSCA funds

Final Reports Due (*30 days after last event*)

(January 31, 2020 - January 30, 2021)

APPLICANT ELIGIBILITY

Please note that applicant eligibility can vary slightly from program to program.

ELIGIBLE APPLICANTS

- Must have a permanent address in the same county the project is taking place
- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- Individual artists, groups or collectives, unincorporated entities must have a fiscal sponsor or community partner (see specific program guidelines)
- Must be over the age of 18

INELIGIBLE APPLICANTS

- Public or private schools districts, universities, or colleges
- Departments or agencies of New York State (this includes BOCES)
- Applicants with outstanding final reports from prior year GO ART! grants
- Applicants living outside of the county in which the grant project is taking place without a fiscal sponsor
- Organizations or individuals that have applied directly to the [New York State Council on the Arts](#) for the 2020 grant cycle, regardless of funding status. This includes NYSCA [REDC](#).
- Organizations or individuals that have applied for the exact same project 3 years in a row (starting with 2020's application)

ELIGIBLE EXPENSES

Remember this is a *project support* grant program, all expenses should be related to supporting a specific project

- Artist fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses related to the proposed project
- Expendable project –related supplies and materials
- Project-related travel expenses
- Project-related rental of space and equipment
- Project-related technical fees

INELIGIBLE EXPENSES

Funding will not be provided for the items listed below. By including ineligible expenses in your budget or narrative, you may disqualify your entire application from being considered. If you have questions about expenses, just ask!

- General operating expenses
- Operating expenses of privately owned facilities
- Permanent equipment or capital improvements

- Cash prizes, juried shows, scholarships, fellowships, awards to students
- Activities to not open to the general public such as camps or clubs
- Events that take place in private homes or studios
- Entertainment costs including food/drink or receptions/parties/fundraisers
- Creation of textbooks or classroom materials
- Programs in which children are used as professional artists (paid a fee)
- Re-grants by applicants to fund other activities
- Activities that are non-arts related including balloons, clowns, magic
- Projects that are recreational, liturgical (for the purpose of worship), therapeutic, or rehabilitative in nature
- At-risk social service programs when the focus is primarily for rehabilitative or therapeutic purposes
- Acquisition of works of art, art restoration, or art preservation
- Contingency funds
- Lobbying expenses

APPLICATION INSTRUCTIONS

Applications must be completed and submitted online through **Submittable** via goart.org/grants. For assistance, with Submittable please go to help.submittable.com.

We strongly recommend that you view the Online Application Form and instructions in advance and maintain a backup copy of your responses in a separate document off line. Once you have submitted the form you will not be able to make changes or resubmit.

You will receive an email confirmation shortly after submittal. If you do not receive one, your application has NOT been successfully received and may not be considered for funding.

Please note that receipts may be required with submission of final report if a question has been asked. You must have the rights/licenses for everything, such as, but not limited to ASCAP, scripts and copies. Insurance is not provided by GO ART!, you must acquire your own.

REQUIRED APPLICATION SEMINARS

Applicants (new or those who have not applied since 2016) are required to attend an [informational seminar](#).

DEADLINES

All applications must be completed and submitted in their entirety by the deadlines listed below. **No exceptions can be made whatsoever.** If you would like your application reviewed by the DEC Coordinator it must be emailed to tkehl@goart.org by September 13th, 2019.

Program	Application Deadline
Individual Artist Commission (Ripple)	Friday, September 27, 2019 by 11:59 PM
Community Arts Grant (Reach)	Friday, September 27, 2019 by 11:59 PM
Arts Education Grant (Spark)	Friday, September 27, 2019 by 11:59 PM

FUNDING LEVELS

Funding amounts differ from program to program, but the maximum allowable project request from each applicant is \$5,000. Applicants may submit up to THREE separate project requests in any grant cycle, with the total of all requests not to exceed \$5,000.

RESPONSIBILITIES OF RECIPIENTS

- Sign and adhere to the terms of the project contract (funding agreement).
- Supply digital copies of signed contracts with artists/performers, if applicable.
- Distribute program evaluation surveys (approved by GO ART!).
- Conduct all funded activities as described in your Project Narrative and application.
 - Immediately notify GO ART! in writing regarding any changes to your project including: times, dates, locations, admission fees, artists hired, or activities conducted. All changes to funded projects are subject to approval by GO ART!.
- Prominently and **correctly** credit the grant funding: *“This project 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 GO ART!”*
 - Credit language should be accompanied by the GO ART! logo. Please **DO NOT** use the NYSCA logo.
- Provide GO ART! with an advance schedule of all funded events and digital copies of promotional materials.
- Provide GO ART!, for auditing purposes, with 4 complimentary tickets for all funded events that require tickets.
- If there is a charge for admission, distribute complimentary tickets to underserved communities (quantity and communities to be mutually agreed upon).
- Submit a final report within 30 days of the completion of the last funded event of the project.
- Attend the 2020 GO ART! Awards Ceremony (March 3, 2020).

GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL
SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



**Council on
the Arts**

Theresa Kehl DEC Grant Program Coordinator: tkehl@goart.org | (585) 343-9313

REACH GRANT | PROGRAM GUIDELINES 2019

Supporting accessible arts projects that enhance the cultural climate in our neighborhoods and communities

APPLICATION DEADLINE: Friday, September 27, 2019 by 11:59 PM

WHO MAY APPLY: Nonprofit organizations, individual artists with an eligible fiscal sponsor or community partner*. Also see [Applicant Eligibility](#) (p. 3)

AWARD AMOUNT: \$0 - \$5000

The Community Arts Grant award will not fund more than 50% of an applicants' total expenses.

PROJECT PERIOD: January 1 – December 31, 2020

ABOUT THE PROGRAM

The GO ART! Community Arts Grants (Reach Grants) provide seed grants to individual artists, collectives and arts organizations for projects and activities that enable Genesee and Orleans counties communities to experience and engage with the performing, literary, media, and visual arts. Each year the program awards over \$40,000 to support over 25 arts projects, including concerts, performances, public art, exhibitions, screenings, festivals, workshops, readings, and more.

PROGRAM GOALS & REQUIREMENTS

The Reach Grants support activities of artists, collectives, and community nonprofit organizations in their service to local residents and visitors.

EVALUATION

All Reach Grant applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel criteria.

ARTISTIC MERIT (5 points)

BENEFIT TO THE COMMUNITY (5 points)

COMMUNITY INVOLVEMENT & SUPPORT (5 points)

OVERALL PROJECT FEASIBILITY (5 points)

PROGRAM PRORITIES

- First time applicants
- Applicants that have applied and not received funding consecutively in the past two years
- Collaborative projects
- Projects that include payment to artists for work
- Projects that are accessible or targeted at underserved communities
- New Projects
- Outreach into diverse populations (please refer to the Cultural Regrant Plan)

TO COMPLETE AN APPLICATION

All applications must all be completed through the GO ART! Online Grants Management system – [Submittable](#). You may access this directly through: goart.org/grants.

INFORMATIONAL SEMINAR REQUIREMENTS

Applicants (new or those who have not applied since 2016) are required to attend an [informational seminar](#).

REACH GRANT QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, organizational mission. Applicants with **fiscal sponsors** or **community partners** should also provide the information. Verify your knowledge of and compliance with the guidelines and attendance at an informational seminar.
2. **Project Overview:** Submit important details about your proposed project including: project venue/location, project summary, artistic discipline, audience information
3. **Project Narrative:** describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include activities, goals, mission, public component, relevant experience, audiences, and biographies of key artistic personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date(s) of your public event(s).
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Work Samples:** Upload or provide web links to samples of past or current work. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the GO ART! office. Include written details for each sample. Please limit each sample to 8-10 images or 3-5 minutes depending on media.
7. **Certification of Application:** verify the information in the application form

REQUIRED DOCUMENTS

- ✓ **Proof of Nonprofit Status:** you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ **Board Member Affiliation List**
- ✓ **Financial Statement** for your most recent fiscal year
- ✓ **Bio/Resume of Key Artist(s)**
- ✓ **IRS Form W-9** ([download here](#))

FOR INDIVIDUALS PARTNERING WITH A NONPROFIT ORGANIZATION:

Please provide the materials for that nonprofit organization **AND**

- ✓ **Letter of Support:**

FOR INDIVIDUALS FISCALLY SPONSORED BY A NONPROFIT ORGANIZATION:

Please provide the materials for that nonprofit organization **AND**

- ✓ **Fiscal Sponsorship Agreement**

GO ART!

GENESSEE-ORLEANS REGIONAL ARTS COUNCIL
SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



**Council on
the Arts**

Theresa Kehl, DEC Grant Program Coordinator: tkehl@goart.org | (585) 343-9313

RIPPLE GRANT | PROGRAM GUIDELINES 2019

Supporting the creation of new work with exceptional community engagement in the creative process

APPLICATION DEADLINE: Friday, September 27, 2019 by 11:59 PM

WHO MAY APPLY: Individuals ONLY. See [Applicant Eligibility](#) (p. 3)

AWARD AMOUNT: \$2500

PROJECT PERIOD: January 1 – December 31, 2020

ABOUT THE PROGRAM

The GO ART! Individual Artist Commission (RIPPLE Grant) supports local, artist-initiated activity, and highlights the role of artists as important members of the community. The Commission is for artistic projects with outstanding artistic merit that work within a community setting.

Up to **four** grants will be awarded per County. The project must take place in the same county the applicant artist permanently resides.

PROGRAM GOALS & REQUIREMENTS

These grants are intended to engage artists creating new, original work, like composers, writers, and visual artists. Artists at various career stages are welcome to apply.

The work must be artist initiated and reflect community life, culture, and/or engage local communities. The project should involve a segment of the community through some sort of feedback, response, interaction (such as a showing, exhibition, public performance, etc.), and/or social practice.

ELIGIBLE APPLICANTS

Must be at least 18 years and permanently reside in the same county the proposed activity will take place.

EVALUATION

All Ripple Grant applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel criteria.

QUALITY & ARTISTIC MERIT OF PROPOSED WORK (5 points)

QUALITY OF PROPOSED COMMUNITY ENGAGEMENT & IMPACT (5 points)

MERIT OF APPLICANT'S PAST ARTISTIC & COMMUNITY PROJECTS (5 points)

OVERALL PROJECT FEASIBILITY (5 points)

PROGRAM PRIORITIES

- Projects that are targeted at communities with limited access to the arts
- Projects that highlight the diverse array of arts and cultural offerings
- Projects that are collaborative among artists and/or organizations

TO COMPLETE AN APPLICATION

All applications must all be completed through the GO ART! Online Grants Management system – [Submittable](#). You may access this directly through: goart.org/grants.

INFORMATIONAL SEMINAR REQUIREMENTS

Applicants (new or those who have not applied since 2016) are required to attend an [informational seminar](#).

RIPPLE GRANT QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, artist statement, confirming your compliance with the program requirements such as attending an [informational seminar](#).
2. **Project Overview:** Submit important details about your proposed project including: project venue/location, project summary, artistic discipline, audience information.
3. **Project Narrative:** describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include activities, goals, mission, public component, relevant experience, audiences, and biographies of key artistic personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date(s) of your public event(s).
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Work Samples:** Upload or provide web links to samples of past or current work. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the GO ART! office. Include written details for each sample. Please limit each sample to 8-10 images or 3-5 minutes depending on media.
7. **Certification of Application:** Verify the information in the application form and confirm you have completed the application requirements.

REQUIRED DOCUMENTS

- ✓ Resume or Curriculum Vitae for Applicant Artist(s) (maximum two pages)
- ✓ Proof of County/NYS Residency
 - This can be demonstrated through a driver's license, utility bill, tax return, etc.
- ✓ IRS Form W-9 ([download here](#))
- ✓ Artistic Work Samples

GO ART!

GENESSEE-ORLEANS REGIONAL ARTS COUNCIL
SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



Council on
the Arts

Theresa Kehl, DEC Grant Program Coordinator: tkehl@goart.org | (585) 343-9313

SPARK GRANT | PROGRAM GUIDELINES 2018

Supporting the role the arts play in engaging K-12 public school students and community-based learning.

APPLICATION DEADLINE: Friday, September 27 by 11:59 PM

WHO MAY APPLY: Nonprofit organizations and individual artists partnering with eligible public schools or community based organizations. Also see [Applicant Eligibility](#) (p. 3).

AWARD AMOUNT: \$0 - \$5000

The Arts Education Grant award will not fund more than 75% of an applicant's total expenses.

PROJECT PERIOD: January 1 – December 31, 2020

ABOUT THE PROGRAM

The Arts Education Program (Spark Grant) is offered in two funding strands: K-12 In-School Projects and After-School and Community-based Learning. Funds can support arts education projects that take place in-school during the school day and/or in after-school and community-based settings for youth and/or senior learners and must be carried out in partnership with a public school or a community-based organization. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration for in-school projects is encouraged but not required.

PROGRAM GOALS & REQUIREMENTS

Spark Grants strive to build the capacity of local teaching artists and nonprofit arts organizations while providing K-12 public school students and/or adult learners high-quality artistic learning experiences.

- K-12 projects that address the [Common Core Learning Standards](#) will be reviewed favorably.

PROJECT REQUIREMENTS

- Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions.
- In-depth, age and skills appropriate learning opportunities.
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations.

- Stated learning goals, methodologies and outcomes and a means for evaluation.
- Spark Grant funds must not replace, or appear to replace, the role of certified arts teachers in schools.
- Support should be primarily directed toward artist fees but may include scholarship support, administrative support and the cost of materials.
- For ALL applicants working in partnership with a Public School:
A letter of commitment from the partner school to the arts organization or artist must be included with the application in order to be eligible for funding. 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. The partnership letter should be on the partner(s) letterhead and signed by the principal.
- For artists or unincorporated entities working in partnership with a Community-based Organization:
A letter of commitment from the community-based partner to the artist arts organization or unincorporated entity must be included with the application in order to be eligible for funding. 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. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.
- It is recommended that support materials include lesson plans, evaluation plan, video/photo work.

ELIGIBLE APPLICANTS

There are three types of applicants who may apply for the Spark Grant:

Nonprofit Organization

An eligible nonprofit organization with a permanent address in the same county as the public school may apply for funds. A letter of support from the public school is required.

Individual Partnering with the School

Individual artists or unincorporated entities may apply directly to this program by partnering with the school. The applicant artist must reside in the same county as the partnering school. If awarded, funds will be disbursed to the individual directly.

Fiscal Sponsor

For individuals or groups that do not reside in the same county as the partnering school, an eligible nonprofit organization with a permanent address in the school's county may agree to receive funds for the project and pass them on to the individual. A fiscal sponsorship letter from the sponsoring organization is required in the application. If awarded, funds will be disbursed to the fiscal sponsor to be passed on to the Individual Artist.

EVALUATION

All arts education applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel criteria.

CLARITY AND APPROPRIATENESS OF THE PROPOSED GOALS, WITH SPECIFIC REFERENCE TO THE [NYS LEARNING STANDARDS FOR THE ARTS](#) (4 points)

ADEQUACY OF PLANS TO ASSESS OR EVALUATE STUDENT LEARNING (4 points)

DEPTH OF INTERACTION AS INDICATED BY PLANS FOR CONTACT TIME BETWEEN THE CORE GROUP OF STUDENTS, TEACHER(S) AND ARTIST(S) (4 points)

RELEVANT EXPERTISE OR BACKGROUND OF THE PROPOSED ARTIST(S) AND TEACHER(S) (4 points)

OVERALL PROJECT FEASIBILITY (4 points)

PROGRAM PRIORITIES

- First time applicants
- Applicants that have applied and not received funding consecutively in the past two years
- School districts in geographically isolated areas
- School districts in low-income areas
- Collaborative projects
- Projects that include payment to artists for work
- New projects

TO COMPLETE AN APPLICATION

All applications must all be completed through the GO ART! Online Grants Management system – [Submittable](#). You may access this directly through: goart.org/grants.

INFORMATIONAL SEMINAR REQUIREMENTS

Applicants (new or those who have not applied since 2016) are required to attend an [informational seminar](#).

SPARK GRANT QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, organizational mission/artist statement. Applicants with **fiscal sponsors** or **community partners** should also provide the information. Verify your compliance with guidelines and attendance at an [informational seminar](#).
2. **Project Overview:** Submit important details about your proposed project including: project summary, artistic discipline, contact session information, venue/location, student, teacher, and audience information.
3. **Project Narrative:** describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include activities, goals, mission, artist statement, artistic vision, relevant experience, learning goals, evaluation methods, audiences, and biographies of key artistic and administrative personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date(s) of your event(s) and contact sessions.
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.

6. **Work Samples:** Upload or provide web links to samples of past or current work. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the GO ART! office. Include written details for each sample. Please limit each sample to 8-10 images or 3-5 minutes depending on media.
7. **Certification of Application:** verify the information in the application form

REQUIRED DOCUMENTS

There are multiple ways applicants can apply for a SPARK Grant and different required documents per each applicant type:

NONPROFIT ORGANIZATIONS:

- ✓ **Letter of Support from the Public School**
- ✓ **Proof of Nonprofit Status:** you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ **Board Member Affiliation List**
- ✓ **Financial Statement for your most recent fiscal year**
- ✓ **Bio/Resume of Key Artist(s)**
- ✓ **IRS Form W-9 ([download here](#))**

FOR INDIVIDUALS THAT ARE FISCALLY SPONSORED BY A NONPROFIT ORGANIZATION:

Please provide the materials required of the nonprofit organization (including the **School Letter of Support**), **AND**

- ✓ **Fiscal Sponsorship Agreement from the Nonprofit Organization**

FOR INDIVIDUALS PARTNERING WITH A PUBLIC SCHOOL:

- ✓ **Letter of Support from the Public School**
- ✓ **Artist Proof of Residency**
- ✓ **Bio/Resume of Key Artist(s)**
- ✓ **Proof of County/NYS Residency**
 - This can be demonstrated through a driver's license, utility bill, tax return, etc.
- ✓ **IRS Form W-9 ([download here](#))**

GLOSSARY OF TERMS

Underserved Communities – are defined as a composition of individuals who have limited access to art programs, services or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, or disability.

Geographic Isolation – separation of populations by a physical barrier such as a mountain, body of water, lack of access to public transportation, roads, etc.

The term **“Community”** can often refer to a group of people with a common heritage or characteristics, whether or not living in the same place. Age alone (i.e. youth, seniors) does not qualify a group as being underserved.

Fiscal Sponsor – is a New York State nonprofit organization that applies to GO ART! on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a GO ART!-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the GO ART! grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

Sponsoring organizations may serve as fiscal agents for grants being applied to and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and other services to the group/artists they sponsor. When choosing a sponsor, the group/artists must understand and establish the role of the sponsor organization, which must be fully described in the grant application. Sponsored group/artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored party to comply with the DEC program’s requirements and procedures. Sponsored party may consult with DEC staff if they have questions about their relationship with their sponsor.

Fiscal Sponsors are responsible for:

- Knowledge and understanding of grant opportunity criteria and relevant guidelines.
- Ensure work for which funding is sought will occur within the appropriate contract period and required service area.
- Consulting with the artist or collective regarding project eligibility and conveying all relevant grant application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including an Organizational Budget and Events Schedule (where applicable).
- Execute a letter of agreement with sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing sponsored group/artist of funding decisions in a timely manner (prior to the expiration of the appeals period).

- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.

FISCAL SPONSORSHIP VS. COMMUNITY BASED PARTNER

An individual or unincorporated entity may apply to the Decentralization Program through one of the two methods below:

FISCAL SPONSOR

The fiscal sponsor must be based in the county of the proposed activity. The sponsored applicant is not required to reside in that county.

A DEC applicant may serve as a fiscal sponsor and may sponsor more than one applicant if the sponsored requests are unrelated to any programs or projects of the sponsoring organization. Sponsored requests do not count towards the THREE request limit or \$5,000 maximum. Direct NYSCA applicants however, may not serve as a fiscal sponsor.

The entity serving as a fiscal sponsor must meet the same eligibility requirements as an applicant organization.

A sponsored applicant must provide a Fiscal Sponsorship Agreement from the sponsor to include with their application. Typically this will outline who is responsible for the elements of the project and if the sponsoring organization is taking an administrative fee of up to 15% of the award.

COMMUNITY BASED PARTNER

The individual, or one of the members of a collective, will apply through their name and social security number upon registration. The funding would be addressed and awarded to that individual.

The Community Based Partner organization must meet the same eligibility requirements as an applicant organization and provide all the required documentation.

A letter of commitment from the partner organization is required confirming the partnership with the applicant artist. The commitment letter must outline the scope of partnership and both the partner and applicant's investment or contribution (in-kind and/or cash) towards the proposed project. The applicant and the partner organization must **both** be based in the county the proposed activity is taking place.

APPEALS PROCESS

Where grounds exist, an appeal must be filed within ten days after funding notification. PLEASE READ CAREFULLY.

Grounds for Appeal:

- (1) Non-presentation of *significant and pertinent* information by staff or panelist
- (2) Misrepresentation of *significant and pertinent* information by staff or panelist
- (3) Improper procedure

Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.

Process: The applicant organization must contact Jodi Fisher, DEC Grant Program Coordinator within 10 business days following the receipt of the denial letter, by telephone 585-343-9313, or by email at jfisher@goart.org.

The Grants Coordinator will have a conversation regarding the decision by the panel. If the applicant decides to pursue the appeal, following the conversation, the applicant will move to the next step.

The Grants Coordinator will then instruct the applicant to mail a letter addressed to the Executive Director of GO ART! with a copy going to the Grants Coordinator, citing specific reasons for their request to appeal the panel's decision. This must happen within five days following the phone or in-person conversation.

A special panel of at least three people will be formed. These panelists should have knowledge of the arts and the re-grant process (e.g. past DEC panelists, former board members, past DEC recipients are all appropriate panelists.) Current panelists are prohibited from serving.

The Executive Director will then schedule a meeting to examine the appeal. If the appeal has merit based on the stated grounds, not the quality of project, the appeal is then sent to the GO ART! Board of Directors for re-evaluation.

If the appeal is successful, and the Board of Directors determines the original request deserves support under the evaluative criteria in place, it is funded with DEC regrant funds withheld at the beginning of the cycle. This entire process must be completed no later than December 13, 2019.