



**Council on  
the Arts**

## **Arts for Sullivan Decentralization Grants Program for Sullivan County 2021 Application Guidelines**

Application Deadline:  
**Friday, November 13, 2020**  
**11:59 PM EST**

Administered by Delaware Valley Arts Alliance,  
the Arts Council of Sullivan County  
with funds provided by the New York State Council on the Arts

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# Arts for Sullivan: 2021 Decentralization Grants Program

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## Overview and Goals

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### Overview

In accordance with its mandate from the State Legislature to encourage participation in the grants decision-making process at the county and regional level, the New York State Council on the Arts (NYSCA) inaugurated the Decentralization (DEC) 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 and cultural development in their communities.

Since 1984, Delaware Valley Arts Alliance (DVAA) has worked with NYSCA as the DEC Grants Program site in Sullivan County, for the purpose of administering Arts for Sullivan funding to artists, art organizations, cultural and heritage groups. The Arts for Sullivan DEC Grants Program is largely credited for establishing Sullivan County's cultural life as we know it today—relevant, vibrant and healthy.

DVAA's mission is to advance the arts in the region through the support and encouragement of artists, innovative programs, advocacy, and alliances with arts organizations, business, and government.

### Goals of the program

The goals of **Arts for Sullivan** are to:

- support artists in the creation of new work, and enhance artistic visibility and impact;
- support non-profit cultural groups in providing year-round, quality programming in all areas of the county, including the recruitment of new artists and groups from underserved areas;
- promote communication and understanding between the different facets of the Sullivan County community through arts and culture, and educate community leaders on the grant process and resources available;
- and support the arts that encourage multi-disciplinary expression and collaboration with other community sectors, such as environmental and heritage groups.

## Eligibility

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### Who IS eligible for funding?

Sullivan County **non-profit cultural and artistic groups**, such as choral groups, orchestras, theaters, historical societies, libraries, heritage groups, museums, literary groups, galleries, and municipalities, may be eligible for funding.

### **Individual artists or arts groups that are not incorporated non-profits** may apply:

- directly under this program by partnering with an eligible Sullivan County non-profit organization as a Fiscal Sponsor (See “Fiscal Sponsorship” on page 7);
- with an eligible Sullivan County community-based Arts Partner organization.

### ***The applicant must:***

- intend to produce work or present cultural programming in Sullivan County between January 1 and December 31, 2021;
- be legally located in Sullivan County and all activities must take place within Sullivan County;
- have a board of directors or volunteers who perform board functions;
- 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:
  - an IRS letter
  - a receipt from the Department of State’s Office of Charities Registration
  - a charter issued by the Board of Regents of New York State
  - an authorization as an arm of local government
- conduct all activities in a way that does not discriminate on the basis of race, color, national origin, religious belief, gender, sexual identity, or disability.

## Who is NOT eligible for funding?

- Organizations that have applied directly to the New York State Council on the Arts for the 2020 funding cycle.
- New York State agencies and departments, including SUNY schools.
- Public universities and colleges.
- Public, private and/or religiously affiliated primary and secondary schools.

## Funding

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### What CAN be funded?

- Artists' fees.
- Planning and preparation for an event.
- Materials and expendable equipment up to \$1,000.
- Equipment, including software, and training related to the creation and promotion of virtual programming.
- Marketing and publicity costs directly associated with the requested project.
- Administrative costs directly associated with the requested project.
- Supplies and materials needed for the execution of the project.
- Activities and programming of local arts and cultural organizations.

### What CANNOT be funded?

- Capital expenditures, permanent equipment costs, routine operating expenses, or past debts.
- Scholarships, fellowships, cash prizes, juried shows and other awards to students.

- Programs in which children are used as artists (i.e. paid a fee)
- Lobbying expenses.
- Acquisition of works of art.
- Activities that have taken place prior to the funding cycle or activities unrelated to the project.
- Non-arts-related activities including galas, benefits, or fundraisers, including food costs and entertainment such as clowns, balloons, magicians, or bands hired as background music for an event.
- Projects for which the purpose is recreational, therapeutic, rehabilitative, or religious in nature, including at-risk and social service programs.
- Events taking place in private homes or projects not open to the general public.
- Start-up or seed funding for the establishment of a new organization.
- Requests greater than an applicant's project minus total project income.
- Creation of textbooks or classroom material.
- Activities that include a presentation of the applicant's own artistic work, even in conjunction with other artists, except where the applicant is acting as producer of the event.

**Funding priorities** will be given to artists and groups that:

- pay a minimum guaranteed artist fee; artist fees paid solely by a share of admissions are not acceptable though a percentage of the admission revenue may supplement the guaranteed;
- are dedicated to the development of a wide variety of culturally diverse programming throughout the year;
- support new and emerging artists, cultural organizations, and fresh and original works;

- support quality programming that enhances underserved constituents and regions of the county, including racial, cultural, and ethnic diversity, rural areas, the poor, youth, and the elderly;
- support arts that encourage multi-disciplinary expression and collaboration with other community sectors, such as environmental and heritage groups.

### **Funding limitations and deadlines**

- An organization can apply for up to three requests that, combined, do not exceed \$3,500.
- The minimum funding request and grant is \$500 and the maximum is \$3,500. The average **Arts for Sullivan** grant in 2020 was \$1,063.
- Final Reports will be due on or before December 1, 2021. Project extensions are available but must be approved by the grants coordinator.

### **Fiscal Sponsorship**

A Fiscal Sponsor is a Sullivan County non-profit group that offers legal and tax-exempt status to artists or unincorporated groups that wish to apply for Arts in Sullivan DEC funding. The Fiscal Sponsor agrees to serve as a fiscal conduit, accepts responsibility for submitting a complete and signed grant application, and receives, records, and disburses the grant money to the artist or group. The year-end Final Report is the responsibility of the grantee.

### **Arts Partner**

An Arts Partner is a Sullivan County non-profit group that agrees to provide support and assistance, monetary or in-kind, to the applicant group or artist. A letter of commitment from the partner organization 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. When working with an Arts Partner the applicant receives funding directly.

## Submission Policy

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All applications and required documents must be submitted using our online application system. Hardcopies that are received outside of this system will not be accepted and will be returned to the sender.

For technical assistance in using Submittable or uploading forms, please contact Submittable directly. For other assistance, contact our office during our normal business hours Tuesday – Saturday 10 am – 5 pm.

## Review Criteria & Process

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### 2021 Application Cycle Timeline

- Application Opens: Thursday, October 1, 2020
- Application Deadline: Friday, November 13, 2020 (11:59 PM EST)
- Awards Announced: December 2020
- Revised Budget Approval: January 2021
- Grant Award Showcase: May 2021

Grant applications will be evaluated based on the following criteria:

- Commitment to pay artists' fees and salaries.
- Quality, artistic merit, and originality of the project.
- Demonstrated ability and interest in reaching underserved county residents and regions.
- Feasibility of the project, and a reasonable and appropriate budget.
- Clearly defined objectives and the ability to reach them.



- Relevance to the community, as well as community support and accessibility.
- Effective outreach and marketing plan.
- Organizational and fiscal stability.

A panel of artists, educators, business, and community members representing a range of artistic disciplines and geographic areas are chosen to review the applications.

Before the panel convening, each application is read for accuracy and completeness by the DVAA Grants Coordinator and will notify applicant of omissions or errors as well as provide support with constructing a successful grant throughout the application process.

The DVAA Grants Coordinator facilitates the panel formation and discussion. Panel discussions rely on material provided in the applications, as well as knowledge of funding priorities and criteria. Panel members are solely responsible for the funding recommendations that are made.

Funding recommendations are then presented to DVAA Board of Directors for approval.

## Grant Seminars

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DVAA conducts a series of free online seminars to assist organizations with the application process. **In 2021, ALL applicants must attend a seminar** or schedule a one-on-one meeting with the Grants Coordinator via Zoom in order to learn about new developments in the granting process due to Covid-19 and receive assistance in honing ideas and projects. Registration is required for each seminar.

Seminars for 2021 applications will be held via Zoom:

#1 Wednesday, September 30, 2020 at 12-1pm

Registration:

[https://us02web.zoom.us/join/tZMkcO6srj8oH9ZMyXH\\_7NsDMeltEMenz-ba](https://us02web.zoom.us/join/tZMkcO6srj8oH9ZMyXH_7NsDMeltEMenz-ba)

#2 Saturday, October 3, 2020 4-5pm

(Focus on Individual Artist Fellowships: Visual and Literary)

Registration:

[https://us02web.zoom.us/join/tZAqc-ytrz0vHtGNUZiq5UD6x28s4HNESC\\_NV](https://us02web.zoom.us/join/tZAqc-ytrz0vHtGNUZiq5UD6x28s4HNESC_NV)

#3 Wednesday, October 14, 2020 at 7-8pm

(Guest Artist/Successful Grantee in Visual Arts TBD)

Registration:

<https://us02web.zoom.us/join/tZ0udOqqrTgsHtcXaDKXL7024poNslpsv19T>

#4 Saturday, October 24, 2020 4-5pm

Registration:

<https://us02web.zoom.us/meeting/register/tZUkc-yupzgrGNYQcs7XKC2e1sG2obnA2Mu>