



# **SULLIVAN COUNTY ARTS & HERITAGE GRANTS 2022 GRANT APPLICATION GUIDELINES**

**DEADLINE: TUESDAY, MAY 24, 2022, MIDNIGHT EST**

**Administered by the Delaware Valley Arts Alliance, the Arts Council of Sullivan County  
with funds provided by the Sullivan County Legislature.**

**P.O. Box 170 • 37 Main Street Narrowsburg, NY 12764  
[delawarevalleyartsalliance.org](http://delawarevalleyartsalliance.org)**

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# Introduction & Goals

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## Introduction

The Sullivan County Legislature provides funding in the 2021 budget to assist nonprofit organizations to present or produce cultural programming in Sullivan County from July 2022 – June 2023. Administered by the Delaware Valley Arts Alliance, the Sullivan County Arts & Heritage Grants Program (SCAHG) is accepting applications to be reviewed by a panel of citizens.

Since 2000, Delaware Valley Arts Alliance (DVAA) has provided re-grant funds through SCAHG, for the purpose of ensuring the County's cultural life to be relevant, vibrant, and healthy. To date, over \$244,000 have funded cultural and heritage projects in the County.

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 the **Sullivan County Arts & Heritage Grant** program 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, cultural, and heritage activities, and educate community leaders on the grant process and resources available;

- support the arts that encourage multi-disciplinary expression and collaboration with other community sectors, such as environmental and social service groups.

## Eligibility

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### Who ***IS*** eligible?

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” descriptions on page 5);
- with an eligible Sullivan County community-based Arts Partner organization. (See “Arts Partner” description on page 5);

### Who is ***NOT*** eligible?

Groups or organizations who cannot be funded include:

- State agencies
- Public schools
- Individuals, without fiscal sponsorship or fiscal partner
- Organizations already receiving line item funding from the county

***The applicant must:***

- intend to produce work or present cultural programming in Sullivan County between July 1, 2022 and June 30, 2023;
- 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 New York 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.

**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 Sullivan County Arts and Heritage Grant. 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.

## Funding Guidelines

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The minimum funding request and grant is \$300; the maximum is \$1,500. For the 2022 Grant Cycle, matching funds no less than 35 % of the overall project budget must be attained. E.g. if requesting \$1,500 in SCAHG support, the applicant must show at least \$808 in matching project revenue in a balanced budget.

There will be no extensions. Faxes and emails are not accepted.

\*\*\*Applicants who received funding in 2021-22 must have submitted a Final Report or at least an Interim Report to the Grants Manager in order to be eligible for funding in 2022-23.

### What **CAN** be funded?

Quality arts programs, projects, and services that focus on visual, performing, literary, media or folk arts; local and ethnic culture; history and heritage; architecture or environmental arts; and multimedia or multi-disciplinary projects.

### 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 that are 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.

## Program Priorities

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Priority is given to 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 and heritage activities that encourage multi-disciplinary expression and collaboration with other community sectors, such as environmental and social service groups.

## Submission Policy

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All applications and required documents must be submitted using Submittable.com, an 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 office hours Tuesday – Saturday, 10am – 6pm.

### **Required Attachments**

This application is considered incomplete without:

- copy of verification of nonprofit status (necessary for returning applicants, as well as new);
- a financial statement for the last completed fiscal year; AND
- a list of the organization’s Board of Directors or volunteers.

### **Recommended Attachments**

Support materials reinforce the application and may include:

- résumés of key artistic and/or administrative personnel;
- press clippings or reviews (no more than three); AND/OR
- programs, handouts, or brochures (no more than two examples).

# Grant Informational Workshops

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All applicants, even those who have received funding in the past, are encouraged to attend grant writing workshops to stay afresh on new developments and receive assistance in honing ideas and projects. Registration is required for each workshop.

Two Informational Workshops for 2022 will be held in person and one via Zoom:

**Saturday April 30, 2022, 11 AM – 12 PM**

Jeffersonville Bake Shop, 4906 NY-52, Jeffersonville, NY 12748

Register to attend by [clicking here](#).

**Sunday, May 1, 2022, 11 AM – 12 PM**

Wurtsboro Art Alliance, 73 Sullivan St. Wurtsboro, NY 12790

Register to attend by [clicking here](#).

**Thursday, May 5, 2022, 6 PM – 7 PM**

Webinar, register online by [clicking here](#).

Applicants may also meet with DVAA’s Grants Manager. To schedule an appointment, please email [grants@delawarevalleyartsalliance.org](mailto:grants@delawarevalleyartsalliance.org).

# Review Schedule and Criteria

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**2022 Application Cycle Timeline**

- Application Opens: Tues. April 12, 2022
- Application Deadline: Tues, May 24, 2022 (midnight)
- Preliminary Award Notifications: Friday, June 10, 2022

- Revised Budget Approval if required: Friday, June 24, 2022
- Award Presentation: Saturday, July 9, 2022 (TBC)

### **Review Criteria**

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 DVAA staff and will notify applicant of omissions or errors as well as provide support with constructing a successful grant throughout the application process.

DVAA's staff 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.

## SCAHG Grantee Responsibilities

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### **Responsibilities of Grantees Awarded Sullivan County Arts & Heritage Funds**

All grant recipients are required to:

- sign a contract for the funded project
- send DVAA the dates, times, and locations of funded project
- provide DVAA with up to two complimentary tickets when applicable to allow DVAA representative to audit project
- acknowledge the SCAHG program publicly in remarks at events and performances relating to the funded project and by including DVAA's logo in funder/sponsor credits accompanied by the following statement in all printed and electronic formats:

***This project is made possible in part with support from a Sullivan County Arts & Heritage Grant funded by the Sullivan County Legislature and administered by the Delaware Valley Arts Alliance.***

- file a Final Report form, including a detailed budget and copies of printed materials showing the funding credit, within 30 days of project completion, but no later than June 30, 2023.

Please note failure to complete a Final Report may render the organization ineligible for funding from any DVAA regrant programs in the future.

## **QUESTIONS?**

Don't hesitate to contact us with questions or to discuss your project. DVAA's office hours are Tuesdays – Saturdays, 10 am – 6 pm.

e. [grants@delawarevalleyartsalliance.org](mailto:grants@delawarevalleyartsalliance.org)

t. (845) 252-7576

***WE CAN'T WAIT TO HEAR FROM YOU!***