



**Council on
the Arts**

**Arts for Sullivan:
Statewide Community Regrants Program
for Sullivan County
2024 Application Guidelines**

**Application Deadline:
Thursday, November 30, 2023
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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Overview and Goals

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 Statewide Community Re grant (SCR) Program (formerly known as Decentralization (DEC)) 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 SCR 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** SCR 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.

FUNDING OPPORTUNITIES

For 2024, DVAA offers funding through three grant opportunities

- **Community Arts Grants**
 - For **Arts for Sullivan**, the minimum grant is \$500 and the maximum is up to \$5,000. An organization can apply for up to three requests that do not exceed \$5,000 combined. (This applies to the Community Arts and Individual Artists grants, not the Mini Grants.)
- **Mini Grants**
 - The **Mini Grants** offer four \$500 grants to first time applicants only and are limited to one request.
- **Arts & Education Grants *NEW FOR 2024**
 - For **Arts & Education Grants**, the minimum grant is \$500 and the maximum is up to \$5,000. An organization can apply for up to three requests that do not exceed \$5,000 combined.

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*For Individual Artist Fellowships see separate guidelines

PROGRAM GOALS

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.

The goals of **Mini Grants** are to:

- Provide access to funding through a simplified application to first-time applicants to encourage access to the arts throughout all of Sullivan County.
- available for first time applicants, with ongoing programs
- simplified application
- If all available funds are not distributed in first round, additional round(s) will be announced.

The goals of **Arts & Education** are to:

- offer two funding strands: **Pre-K-12 In-School or After School Projects** and **Community-based Learning**.
- support arts education projects for closed groups of learners

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Eligibility

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 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, 2024;
- 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 2024 funding cycle.

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- New York State agencies and departments, including SUNY schools.
- Public universities and colleges.
- Public, private and/or religiously affiliated primary and secondary schools.

Funding

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 including both live and virtual.

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.

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- 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, low-income, youth, and the elderly;
- support arts that encourage multi-disciplinary expression and collaboration with other community sectors, such as environmental and heritage groups.

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Funding limitations and deadlines

- An organization can apply for up to three requests that, combined, do not exceed \$5,000.
- The minimum funding request and grant is \$500 and the maximum is up to \$5,000. The average **Arts for Sullivan** grant in 2023 was \$2,160.
- The **Mini Grants** offer four \$500 grants, \$2,000 in total.
- Final Reports will be due on or before December 1, 2024. Project extensions are available but must be approved by the grants manager.

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 SCR 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

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.

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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

2024 Application Cycle Timeline

- Application Opens: Mid October 2023
- Application Deadline: Thursday, November 30, 2023 (11:59 PM EST)
- Awards Announced: February 2024
- Revised Budget Approval: February 2024
- Grant Award Showcase: May 2024

Grant applications will be evaluated based on the following criteria:

- Quality, artistic merit, and originality of the project.
 - Project provides opportunities for the development of the artists or art form involved.
 - Clearly defined objectives and the ability to reach them.
- Organizational identity, structure and management.
 - Organizational and fiscal stability.
 - Feasibility of the project, and a reasonable and appropriate budget.
 - Effective outreach and marketing plan.
- Service to the community.
 - Relevance to the community, as well as community support and accessibility.
 - Demonstrated ability and interest in reaching underserved county residents and regions.

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

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

The DVAA Grants Manager 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 the DVAA Board of Directors for approval.

Grant Seminars

DVAA conducts a series of free online seminars to assist organizations with the application process. **In 2024, all first-time applicants must attend a seminar** or schedule a one-on-one meeting with the Grants Manager. It is advised that all attend a seminar in order to learn about new developments in the granting process and receive assistance in honing ideas and projects. Registration is required for each seminar.

Seminars for 2024 applications will be held in-person

Wednesday, October 11, 2023

5 – 6 pm

Sullivan Public

16 Proctor Road, Eldred, NY 12732

Friday, October 20, 2023

6 – 7 pm

The Black Library

418 Broadway, Monticello, 12701

Thursday, October 26, 2023

6 – 7 pm

Livingston Manor Free Library

92 Main Street, Livingston Manor, NY 12758

Thursday, November 2, 2023

6 – 7 pm

Zoom session:

https://us02web.zoom.us/meeting/register/tZ0lcOutqjkiH9ekvV_tQh07itQ5R93zbRJJ#/registration

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For workshop registration, grant assistance, or further information, contact DVAA's Grants Manager, Signe Ballew, at grants@delawarevalleyartsalliance.org or (845) 252-7576. Signe is available on Tuesdays-Saturdays (10am – 5pm) or by appointment.

What to Expect if Awarded a Grant?

Recognition of Support: The following information shall appear on all print and/electronic press releases, publications, programs, videotape, exhibition, or visual materials produced as a result of this Statewide Community Re grant Program grant:

This project is made possible with funds from the Statewide Community Re grant Program, a program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by Delaware Valley Arts Alliance.

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Frequently Asked Questions

Arts Education Grants:

The Arts Education category can offer two funding strands: **Pre-K-12 In-School or After-School Projects** and **Community-based Learning**. Funds can support arts education projects for closed groups of learners. All AE projects must be carried out in partnership with a public school or in partnership with an existing closed group of learners such as a club, residents of a senior living facility, individuals receiving social services, or a camp.

In all AE projects, emphasis is placed on the depth and quality of the creative process through which participants learn about the arts. Projects must focus on the exploration of art and the artistic process.

All AE projects must provide:

- Sequential, skills-based study that incorporates one or more art forms and includes 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.
- It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.

	Pre-K-12 In-School or After-School Projects	Community-Based Learning
Location	<p>These projects must take place in-school during the school day or After-School. In-School and After-School projects must be done in partnership with a public school.</p> <p>AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.</p> <p>Inter-curricular collaboration for in-school projects is encouraged but not required.</p>	<p>These projects take place in a community-based setting such as a library, community center, care facilities, or arts organization.</p> <p>Projects must take place in the same county as the nonprofit if they are applying directly or serving as a fiscal sponsor. If an individual, collective or group, or unincorporated entity is applying with a Community Partner, it must take place in the same county as the individual/ unincorporated group.</p>

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<p>Eligible Applicants</p>	<p>Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school.</p> <p>Teaching artists or nonprofits applying must partner with an eligible public school.</p> <p>Private and parochial schools are ineligible for partnerships.</p> <p>School partners involved in any AE projects currently receiving direct NYSCA funding are <u>not</u> eligible for a SCR Arts Education regrant.</p>	<p>Eligible nonprofit organizations and Individual artists, groups or collectives, and unincorporated entities who are working with an eligible fiscal sponsor or community partner, if accepted by your SCR site.</p>
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<p>Who are the students?</p>	<p>Students in a Pre-K-12 public school.</p>	<p>Projects are provided to a closed group of learners, meaning they are not open to the general public. AE projects should be done in partnership with an existing closed group of learners such as a club, residents of a senior living facility, individuals receiving social services, or a camp.</p> <p>These groups may be composed of a particular age group (including adult learners), or for participants of all ages.</p>
<p>Required Letter</p>	<p>A letter of commitment from the partner school to the arts organization or artist must be included with the application 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.</p>	<p>Nonprofits applying directly are not required to submit a letter of agreement/ commitment.</p> <p>Applications submitted by a Fiscal Sponsor must include a Letter of Agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.</p> <p>Applications submitted with a Community Partner must include a Letter of Commitment which details the partner’s support of the project 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.</p>

Funding Level

Applicants may submit up to three requests in any combination of categories (Community Arts, Individual Artist, and/or Arts Education) totaling no more than \$5,000. Fiscally sponsored requests are exempt from the sponsor’s three-request limit.

Additional AE considerations:

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- SCR support should be primarily directed toward artist fees but may include administrative support and the cost of materials.

Eligible Applicants

All applicants must be working with an eligible partner school for in-school programs. Eligible applicants may apply directly for out-of-school programs.

- A 501(c)(3) or New York State non-profit organization with an active board of trustees either incorporated in NY State or registered to do business in NY State
- A government or quasi-governmental entity, or Tribal Nation
- Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school (for in-school programs) or eligible fiscal sponsor or community partner if accepted by your SCR site (for out-of-school programs).
 - Lead applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time undergraduate degree program.
 - Projects must take place in the same county as the fiscal sponsor or community partner.
- If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school where the project is to take place.

Fiscal Sponsorship

Fiscal Sponsors must meet all the eligibility criteria of nonprofit organizations applying directly.

- The fiscal sponsor must have an address in the county where the proposed activity is taking place; however, the sponsored applicant is not required to reside in that county.
- A SCR applicant may serve as a fiscal sponsor and may sponsor more than one applicant as the sponsored requests do not count towards the three-request limit or \$5,000 maximum.
- The sponsored applicant is limited to three requests in any combination of categories totaling no more than \$5,000, per SCR site.
- Direct NYSCA applicants may not serve as a fiscal sponsor for a SCR applicant.

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.

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- 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 the 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. Fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, with grants greater than \$600 prior to issuing the grant award check and a 1099 tax form must be issued for the grantees' tax purposes.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.

Additional Fiscal Sponsor Prerequisites and Expectations:

- 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 groups/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 grant program's requirements and procedures. Sponsored parties may consult with DVAA staff if they have questions about their relationship with their sponsor.

Community Partnership

Individual artists or collectives may apply directly for grant funds if they have identified a community-based organization to serve as their Community Partner.

- A letter of commitment from the Community Partner, confirming the partnership with the applicant artist is required. 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

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- partner organization.
- The applicant must reside in the county in which the proposed activity is taking place. The partner organization or school must have an address in the same county.
 - Partner schools for In-School Arts Education projects are also considered partners. A letter of commitment from the partner school to the arts organization or artist must be included with the application 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.

Fiscal Sponsorship vs Community Partnership

The table below details common questions and key differences between Fiscal Sponsorship and Community Partnership. It is at the discretion of the applicant to determine which option is appropriate for their project.

Common Questions:	Fiscal Sponsorship	Community Partnership
Who is the Applicant of Record?	The eligible nonprofit organization serving as the Fiscal Sponsor.	The individual, collective or group, or unincorporated entity.
Where are they located?	The Fiscal Sponsor must have an address in the county in which the SCR project will take place. The sponsored artist does not need to reside in that county.	The Community Partner must have an address in the same county as the individual, collective or group, or unincorporated entity.
What role do they serve in the project?	Fiscal Sponsors act as the Applicant of Record applicant and are responsible for disbursing grant funds to the sponsored artist or unincorporated group. See full list of Fiscal Sponsor Responsibilities in the Fiscal Sponsorship section.	The community partner’s role is to lend appropriate support to the program. The level of support is to be determined by the applicant and the community partner. The community partner may provide financial support or help execute the project.

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Who signs the contract and where is the check sent?	The Fiscal Sponsor.	The individual, collective or group, or unincorporated entity.
Who is responsible for reporting?	The Fiscal Sponsor	The individual, collective or group, or unincorporated entity.
Who is responsible for administering tax documents?	Fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, with grants greater than \$600 prior to issuing the grant award check and a 1099 tax form must be issued for the grantees' tax purposes.	When allowing an applicant to apply with a community partner, the SCR Site assumes many of the responsibilities of the fiscal sponsor including issuing of 1099s.
Can direct NYSCA applicants serve in this role?	No	No
Are there limits on the number of requests?	No. Eligible nonprofits serving as Fiscal Sponsors may sponsor unlimited projects.	No. Community-based organizations serving as Community Partners may partner with unlimited projects.

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<p>What attachments will the applicant need to include?</p>	<p>Fiscal sponsors will need to provide all attachments required of nonprofits applying directly. See acceptable proof of nonprofit status in the Eligibility section.</p> <p>Applications submitted by a Fiscal Sponsor must include a Letter of Agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.</p>	<p>Individuals, groups and collectives, and unincorporated entities must submit proof of residency. See acceptable proof of residency in the Eligibility section.</p> <p>Applications submitted with a Community Partner must include a Letter of Commitment which details the partner’s support of the project 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.</p>
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