

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>
Eligible Applicants	Individual artists, groups or collectives, and unincorporated	Eligible nonprofit organizations and Individual artists, groups or collectives,

	<p>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>and unincorporated entities who are working with an eligible fiscal sponsor or community partner, if accepted by your SCR site.</p>
Eligible Applicants	<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>
Who are the students?	<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>

Required Letter	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.	Nonprofits applying directly are not required to submit a letter of agreement/ commitment. 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. 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.

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:

- 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.
- 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 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.
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	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.

	and a 1099 tax form must be issued for the grantees' tax purposes.	
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.
What attachments will the applicant need to include?	<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>