

# SARATOGA ARTS community arts grants



## 2024 COMMUNITY ARTS REGRANT PROGRAM

Saratoga Arts offers funding for arts and cultural projects and programs in **Fulton**, **Montgomery**, and **Saratoga** Counties. Eligible artists, non-profits, municipalities, and other government entities are encouraged to apply.

**APPLICATION DEADLINE: NOVEMBER 28, 2023**

[saratoga-arts.org/grants](https://saratoga-arts.org/grants)

# History & Overview

Founded in 1977, the **Statewide Community Regrant** program (SCR, formerly known as the Decentralization program) was developed to ensure that New York State's cultural funding reached every part of the state through 40 regrant sites, serving all 62 counties. The program is administered by the **New York State Council on the Art (NYSCA)**.

The mission of Saratoga Arts is to enrich the region by cultivating a vibrant arts community and by ensuring that the arts are accessible to all. Our programs include a full year's calendar of exhibitions; classes and workshops for over 1,200 adults and children each year; a broad range of live music presentations; and grant programs delivered at our centrally located Saratoga Springs location and across our service area.

In 1993, NYSCA appointed Saratoga Arts to administer the regrant program for Saratoga County and in 2011, added Fulton and Montgomery Counties to Saratoga Arts' service area.

Community Arts Grants regrants public funds to artists, non-profit organizations, municipalities and other government entities in Fulton, Montgomery, and Saratoga Counties, in partnership with qualifying organizations and artists, to present arts and cultural programs of high artistic merit in local communities.

Over the years, Saratoga Arts has awarded nearly \$1,500,000 for community-enhancing and life-enriching arts programs in Fulton, Montgomery, and Saratoga Counties.

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**Council on  
the Arts**

Saratoga Arts' Statewide Community Regrant Program is made possible with funding by the New York State Council on the Arts with support of the Governor's Office and the New York State Legislature.

# Calendar of Grant Cycle

## ***Applications Open Sept. 10, 2023***

Application forms will be made available to the public in all funding categories.

## **Letter of Intent Deadline Oct. 13 2023**

All applicants are encouraged (but not required) to submit a letter of intent by this deadline to ensure the Grants Coordinator can track and support their application progress and update them on the Grant process.

## **Application Review Deadline Oct. 31 2023**

The final day that applicants can submit their application (in full, or any portion they would like reviewed) to the Grants Coordinator for written notes. Any further review would occur in a one-on-one session as time allows.

## ***Application Deadline Nov. 28, 2023***

The final day to submit applications.

# Grant Informational Seminars

Saratoga Arts will offer free in-person and online seminars to assist and familiarize applicants with the grant writing process. Seminars focus on specifics of the grant application, including writing the narrative, successfully completing the budget, how to submit the application and support materials via online application. The seminars also explore successful project examples, and review panel tips.

This year there will be two (2) in-person meetings in each county of our service area in addition to two (2) online informational seminars offered at different times to accommodate a variety of schedules.

# Grant Writing & Application Assistance

In addition to the informational seminars, Saratoga Arts offers current applicants grant writing technical assistance. Applicants can submit portions of the application to the Grant Coordinator through Oct. 31, 2023 for review. The Grant Coordinator will then respond with a minimum of 3 notes specific to the application.

Applicants may also schedule one-on-one sessions with the Grant Coordinator digitally or in person at any point in the application process. The Grant Coordinator will set aside at least 4 hours for "Office Hours" during which applicants may book time to discuss the application process. The Grant Coordinator will also allot time after in-person meetings for one on one sessions and alert invitees of this opportunity.

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1	2●	3	4●	5	6	7
8	9	10●	11	12	13★	14
15	16	17	18	19	20●	21
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29	30	31★	1	2	3	4
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19	20	21	22	23	24	25
26	27	28★	29	30		

WINTER 2023/2024

SPRING 2024

## SEPTEMBER 2023

- ★ **September 10, 2023** - 2023 Guidelines Announced, Applications Open
- **September 13, 2023** - Online Info Session @ saratoga-arts.org via Zoom 12:30PM
- **September 19, 2023** - Info Session, 2:00PM *Saratoga Arts*
- **September 28, 2023** - Info Session, 12:00PM *Montgomery County - TBA*

## OCTOBER 2023

- **October 2, 2023** - Info Session, 1:30PM *Paul Nigra Center*
- **October 4, 2023** - Info Session, 1:00PM *Ballston Spa Public Library*
- **October 10, 2023** - Online Info Session @ saratoga-arts.org via Zoom, 6:30PM
- ★ **October 13, 2023** - Letter of Intent Deadline
- **October 20, 2023** - Info Session, 11:30AM *Arnell Museum*
- **October 23, 2023** - Info Session, 1:30PM *Fulton-Montgomery Chamber of Commerce*
- ★ **October 31, 2023** - End of Application Review Period

## NOVEMBER 2023

- ★ **November 28, 2023** - Application Deadline

**February 2024** - Panel Convened to review applications and advise funding.

**April 2024** - Grant Reception for funded projects in all categories

# 2024 Priorities and Criteria

## Who Can Apply:

- 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 located in Fulton, Montgomery, or Saratoga County.
- A government or quasi-governmental entity, or tribal organization located in Fulton Montgomery, or Saratoga County.
- Individual artists, groups or collectives, and unincorporated entities who are working with an eligible fiscal sponsor or community-based partner located in Fulton, Montgomery, or Saratoga County

## 2024 Priorities

- Encouragement of diverse arts and cultural programming of high artistic quality throughout Fulton, Montgomery, or Saratoga County that promote inclusivity.
- Creative, original and new approaches for bringing the arts to the public.
- Participation of rural, minority and economically disadvantaged populations.
- Strengthen collaborative efforts between non-profit organizations, between artists and between organizations and artists.

## 2024 Criteria

- *Quality and artistic merit*
  - An excellent project will involve professional, high caliber artists and personnel. The project itself should demonstrate a skillful practice of a particular artistic discipline or genre and strive to offer a quality art experience with strong cultural ties to the community it serves.
- *Originality of project and creation of new works*
  - An excellent project will provide an opportunity for both professional artists and community members to create new works of art and offer a unique interaction with the community.
  - A more competitive project will introduce the Fulton, Montgomery, or Saratoga County community to cultural arts and/or programs not currently available.
- *Community benefit and accessibility*
  - An excellent project will offer a significant artistic or cultural experience for its intended audience and should strive to meet a need expressed by the community (as evidenced by community support for the project shown through submitted artist support materials).
  - Project quality will be prioritized over viewer quantity. A more competitive project will also address underserved constituencies – rural, minority and economically disadvantaged – and aim to expose these populations to the arts in a meaningful way.
  - The project must be available to the general public and have a public, culminating event. If presented as a live event, project location must be handicap accessible.

- *Feasibility of the project & Appropriate budget*
  - An excellent proposal will demonstrate that the project is well planned and the applicant organization is financially sound. The applicant should provide information that shows the project can be carried out successfully.
  - An excellent project will include a well-planned and thorough outreach and marketing plan, one that includes details on the who, when, where, and how of marketing the project.

# Funding and Eligibility

## Funding

- Applicants can apply for a grant of \$1,000, \$2,500 or \$5,000.
- 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.

## How is funding decided?

- Through a deliberation process, a qualified panel of arts professionals, artists, and community representatives from Fulton, Montgomery, and Saratoga Counties, review applications and decide on funding based on specific funding criteria and priorities adapted from NYSCA.
- Saratoga Arts distributes funding to grant recipients following disbursement from New York State. Grant Awards may not be until late spring. If you are dependent on receiving funding in order to implement the event please plan your budget and cash flow needs accordingly.

## Eligibility Requirements for Applicants and Projects

- The following entities are *Eligible Applicants*:
  - 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 located in Fulton, Montgomery, or Saratoga County.
  - A government or quasi-governmental entity, or tribal organization located in Fulton Montgomery, or Saratoga County.
  - Individual artists, groups or collectives, and unincorporated entities who are working with an eligible fiscal sponsor or community-based partner located in Fulton, Montgomery, or Saratoga County
- All project activities must take place between January 1, 2024 and December 31, 2024.
- All Community Arts projects must have a public, culminating event
- All projects must take place in Saratoga, Fulton, and Montgomery Counties. Furthermore, because Saratoga Arts is a multi-county site, all projects must take place within the same county as the applicant's legal address.
  - If using a fiscal sponsor, the fiscal sponsor must be located in the same county as where the project will take place.
- Applicants must not exclude persons with disabilities, according to the 1991 Americans with Disabilities Act, and the proposed arts event must take place in a handicap accessible location.

- Chapters of national organizations must have their own non-profit status in Fulton, Montgomery, or Saratoga County and may not use the non-profit status of group-ruling parent organizations.

**Note:**

- Lead applicants must be 18 years of age at the time of submission and must not be enrolled in a full-time degree program
- NYSCA or RED-C applicants may not apply directly for SCR funding, or serve as fiscal sponsors or community-based partners.
- Applications for the same project can not be submitted in multiple categories (Individual Artist, Arts Education, Community Arts).

**Ineligible Applicants:**

- New York State agencies and departments
- Public universities, colleges; and public, private, or parochial schools
- Unincorporated applicants without an eligible sponsor or partner organization
- Past re-grantees that have failed to submit final reports

**Ineligible Projects or Programs:**

- Start-up or seed funding for the establishment of a new organization
- General operating expenses and administrative expenses not specific to the proposed project
- The acquisition, improvement, or repair of facilities, property, or works of art
- Requests for funding that would result in a project financial surplus
- Entertainment costs including receptions, food, and fundraising events
- Activities that are not arts-related including balloons, clowns, magic, “sip & paint”
- Projects whose purpose is primarily rehabilitative, therapeutic, or worship-focused
- Activities not opened to the general public (camps, clubs, college associations)
- Programs in locations that are not handicap accessible
- Activities held in private homes
- Creation of textbooks or classroom material
- Programs in which children are used as professional artists (paid a fee)
- Lobbying Expenses
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, scholarships, and awards to students
- Student Projects

Community Arts Grants are funded through the New York State Council on the Arts (NYSCA), a state agency, which requires Saratoga Arts to determine to the best of its ability that organizations receiving these public funds are capable of carrying out their proposals and will be ethical and effective stewards of public funds in compliance with nonprofit law and fiscal practices.

In the course of reviewing applications before submitting to the selection panel, Saratoga Arts may identify what, in its best judgement, appear to be problems in organizational practices and require they be addressed. Failure to do so may render an applicant ineligible for further review or funding consideration.

# Application Instructions

Applications will be accepted exclusively online. Applications are made available at [saratoga-arts.org/grants](https://saratoga-arts.org/grants). New applicants must attend an Information Session or meet individually with the Grants Administrator for orientation.

***Note:** If your organization is applying for funding for more than one project, a separate application and all accompanying support material must be submitted for each project. This includes organizations acting as a fiscal sponsor.*

## Application and Budget Forms

All application fields must be filled in completely; required fields left empty may result in incomplete application submission. A link to budget templates are included within the online application.

## Support Documents

All of the following items will either be required fields on the online application form or be requested as pdfs to be uploaded into the online application form.

- **Written Memo between applicant organization and participating artists** involved in proposed project.
  - The memo will include a brief explanation of the project, tentative dates for the project, and outline artist fees (which mirror the expenses listed in the project budget). The agreement can be in the form of an email or formal letter between the applying organization and artist/s.
- **Board of Directors List**, include occupation affiliations, address and phone numbers (Only applicants who are non-profit organizations or have a fiscal sponsor)
- **List of all Artistic & Administrative Personnel**, include the names of individuals and organizations overseeing the arts project; provide mailing addresses and phone numbers, and specify their roles in the project
- **Artist Resume(s)**, for all artists involved in the project describing their artistic career and qualifications
- **Organization Financial Statement**
  - Submit one copy of the financial statement from your organization's most recently completed fiscal year. Use updated audited figures if available; other acceptable documents include accountant prepared and signed statements or a complete fiscal year report signed by board treasurer.



# Application Instructions

(continued)

## Support Documents (continued)

- **Fiscal Sponsor Memo of Understanding** (if applicable)
  - A written memo outlining the agreed upon services provided by the fiscal sponsor to the sponsored organization.

- **Proof of Applicant Organization's Non-Profit Status**

In addition to the guidelines above, applicants must meet certain eligibility requirements in order to be considered for Community Arts Grants funds. The applicant must be incorporated as a New York State non-profit, municipality or government entity with a mailing address in Fulton, Montgomery, or Saratoga County. Please note that the address on the documentation must show a Fulton, Montgomery, or Saratoga County address.

Please remember: chapters of national organizations must have their own non-profit status in Fulton, Montgomery, or Saratoga County and may not use the non-profit status of group ruling parent organizations.

- **For non-profit organizations** any one of the documents below may serve as proof of non-profit status.
  - **IRS Determination Letter** (A NYS Sales Tax Exemption Certificate will not be accepted)
  - **Documentation of Charter by the New York State Board of Regents** under section 216 of the New York State Education Law
  - **Documentation of Incorporation under Section 402** of the New York State Not-for-Profit Corporation Law
  - **Current New York State Bureau of Charities** (Office of the Attorney General) filing receipt
- **For government departments**, submit the following documents:
  - **Official authorization as an arm of local government** (i.e., a formal letter on official stationary signed by the appropriate county, city, town or village executive)

NOTE : Our online application requires users to create their own account prior to filling out the grant application forms.

# Application Instructions

(continued)

## Artistic Support Materials

Applicants are asked to submit artistic samples that represent their organization's work from the last three years. Choose the medium appropriate for the project and artistic discipline of the involved artists. All artistic support materials are to be uploaded directly into the appropriate field in the application form.

- Color images or BW,, max of 2500 pixels on the longest side, 150 dpi or higher. Submit up to five images, each labeled with Number, Title & Date of Work. Include a numbered Image List with Number, Title, Artist, Date of Work, Medium and Dimensions. Note: 3-D artists may submit two views of each piece for a max. of 10 images.
- Literary Work – Maximum 10 pages, typed, double-spaced. Include a Title Page labeled with Artist Name, Title and Date of Work. Poetry may be single-spaced, each poem on a separate page.
- Audio MP3 Tracks, or audio links found on Vimeo or YouTube– Maximum 10 minutes. Specify which tracks to be played. Label with Artist Name, Title and Date of Work.
- Video links to Vimeo or Youtube – Maximum 10 minutes. Specify which segment to view. Label with Artist Name, Title and Date of Work.
- Websites – provide “clickable” urls of up to two websites in a PDF or Microsoft Word document.
- News Articles - Maximum of 3

## Fiscal Sponsorship

To be eligible to apply to Community Arts Grants at Saratoga Arts, an organization must be incorporated as a New York State non-profit in the Saratoga Arts service area (Fulton, Montgomery, or Saratoga County); however, the sponsored applicant is not required to be located or reside in one of these counties.

Organizations or individual artists may apply for funding for a community arts project through an eligible organization who will function as a Fiscal Sponsor for the project.

A direct Community Arts Grants applicant may serve as a fiscal sponsor and may sponsor more than one applicant. Sponsored requests do not count towards the three-request limit or \$5,000 maximum. Direct NYSCA applicants may not serve as a fiscal sponsor for Community Arts Grants.

*NOTE: Saratoga Arts encourages sponsoring organizations to check with their accountant or financial personnel regarding tax liabilities and IRS reporting relevant to sponsoring projects that may or may not directly relate to the mission of their organization, and if necessary, to establish internal control policies relating to fiscal sponsorship. Sponsoring organizations are responsible for all IRS required reporting, including the creation and distribution of 1099 and W9 forms where applicable.*

# Fiscal Sponsorship

*(continued)*

## **What are the basic responsibilities of a fiscal sponsor?**

- A fiscal sponsor must adhere to the non-profit eligibility requirements listed in the Community Arts Grants Guidelines.
- A fiscally sponsored project must be located in the same county as the fiscal sponsor.
- The sponsoring organization must be incorporated as a New York State non-profit in Fulton, Montgomery, or Saratoga County.
- A fiscal sponsor provides the documentation necessary for the applicant to complete the application process (ex. proof of non-profit status, board of directors list, etc.).
- A fiscal sponsor agrees to serve as a fiscal conduit and accepts responsibility for fulfilling all grant requirements for the grant-funded project, which includes if funded completing a signed contract and submitting a program schedule form.
- Fiscal sponsor is responsible for receiving, recording, and disbursing the grant money directly to the sponsored artist or unincorporated organization in a timely and fair manner. Fiscal Sponsors are responsible for issuing W-9s before releasing funds to individual or unincorporated grantees for grants over \$600 and a 1099 tax form must be issued for grantee tax purposes.
- Submission of a final report (the final report includes financial documentation of all expenses to the project and is due within 30 days of the last completed project date).
- A copy of a Fiscal Sponsor Memo of Understanding between the two parties must be submitted with the application, stating the willingness of the conduit to fulfill obligations and duties relating to serving as a fiscal and administrative agent for a grant award. In addition the letter of agreement should specify the responsibilities and roles of each party.
- Refrain from making and imposing artistic decisions on the project. Artistic control and proprietary rights shall remain exclusively with the sponsored arts organization or artist.

## **What are the basic responsibilities for the sponsored applicant?**

- The Sponsored Applicant is responsible for completing and submitting the application.
- Use all grant money exclusively for the contracted project.
- Complete project activity as described in the original grant application.
- Submit to the sponsoring organization a detailed project description and fiscal report.
- Submit all required project and expense information to the fiscal sponsor for the completion of the final report (this included all expense receipts associated with the project)
- Maintain accurate records of all project-related expenses and submit copies of expense receipts.
- Credit the sponsoring organization and utilize required Saratoga Arts credit language on all publicity, advertisements, and acknowledgments related to the project in a form agreed to by both parties.

# Responsibilities of Grant Recipients

- Sign a Cultural Services Agreement (contract) stating the terms of the funded project.
- Attend the Annual Grants Awards Reception to receive a grant award check.
- Complete a Program Schedule Form and return it by the due date listed on the form
- Keep the Grants Coordinator informed regarding project progress, any changes in the project as proposed in the original application must be pre-approved by the Grants Coordinator or difficulties in fulfilling obligations of the agreement must be reported to the Grants Coordinator immediately
- Make the public aware of your project, following through on your approved marketing strategy.
- Credit Saratoga Arts for receipt of funds on all publicity and printed and e-media materials and websites associated with the funded project. The following credit language and an approved Saratoga Arts logo is required (Failure to credit will affect future funding eligibility):

*Saratoga Arts made this program possible with an Arts Education Grant funded by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.*

- If a project is to be presented live, ensure that events/venues associated with the project are fully accessible to all abilities.
- If a project is to be presented as a virtual event, ensure that links are accessible, and that content is shareable.
- Provide 2 complimentary tickets to any funded event for the purpose of conducting NYSCA-required audits.
- Submit a Final Report with required attachments within 30 days of completion of the funded project. An applicant that fails to provide required reporting paperwork can not apply again until that paperwork has been properly submitted and approved. Once the requirements are met, an organization/individual can apply in the next available funding cycle.

**Saratoga Arts takes its stewardship of public funds seriously and expects funded artists to do the same. Violating contract terms may require a return of funds and will affect subsequent requests for support.**

# Appeals

Applicants who are denied funding are provided with an Appeals Process to ensure the integrity of the program. Dissatisfaction with the amount of an award or a situation of no funding is not justification for an appeal. Introduction of information not provided to the Review Panel or Saratoga Arts staff by the applicant prior to the Panel's decision cannot be used to justify an appeal.

## Grounds for appeal:

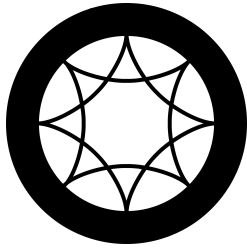
1. Non-presentation of material information: Information known to Saratoga Arts Staff or Panelists prior to the Panel's decision which was not presented and which might have altered the decision.
2. Misrepresentation of material information: Information known to Saratoga Arts Staff or Panelists prior to the Panel's decision, which was distorted in its presentation and which, if presented differently, might have altered the decision.
3. Improper procedure: Contention by the applicant that:
  - the review of the funding request by the panel was biased;
  - the decision by the panel was arbitrary or capricious.

An applicant considering an appeal must call or email the Grants Coordinator at Saratoga Arts within 10 days of receipt of their grant rejection notification to learn why the decision was made.

If, after an initial consultation with the Grants Coordinator, the applicant wishes to pursue the appeal, a letter citing the specific grounds for the appeal must be received by the Executive Director within ten days of receipt of the denial letter. Failure to meet this deadline will result in the loss of the right to appeal.

Upon receipt of a letter of appeal, the Grants Coordinator will convene the Appeals Panel. The Appeals Panel examines *only* the grounds of the appeal and not the quality of the project or proposal. If the appeal is upheld, all materials will be returned to the Review Panel for reconsideration. The sole function of the Appeals Panel will be to ensure the appellant has been given full and fair consideration by the process. The Appeals Panel will not be empowered to override the judgment of the Review Panel concerning the quality of a particular application or project.

If the Appeal is upheld, the Review Panel will meet to review the appellant's request in light of the determination by the Appeals Panel. The subsequent determination by the Review Panel shall be submitted to the Saratoga Arts Board of Directors for approval. The decision of the Saratoga Arts Board will be final and binding.



# Community Arts Grant Brainstorm

