

SARATOGA ARTS individual artist grants



2024 COMMUNITY ARTS REGRANT PROGRAM

Funding for individual artists to create new work and share their creative process with their community. Artists of all disciplines and genres who reside in **Fulton, Montgomery** or **Saratoga** counties are eligible and encouraged to apply.

APPLICATION DEADLINE: NOVEMBER 28, 2023

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.

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 accommodate the need for time after in-person information sessions for one on one sessions and alert invitees of this opportunity.

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15	16	17	18	19	20●	21
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29	30	31★	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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 *Arkell 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 Convenes to review applications and advise funding.

April 2024 - Grant Reception for funded projects in all categories

2024 Priorities and Criteria

Who can apply?

- Individual artists living in Fulton, Montgomery, or Saratoga County working in any artistic discipline who have not been granted an Artist Grant in the previous three cycles.

Grant applications for the 2024 grant cycle will be evaluated on the basis of the following funding priorities and criteria:

2024 Priorities

- An essential element of this funding is a community engagement component. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of community involvement in the development and creative process of the artists' project.
- Participation of rural, minority and economically disadvantaged populations.

2024 Criteria

- Artistic merit of the applying artist's work and the proposed project (based on the artist's resume and artistic support materials)
- Engagement and type of interaction of the community in the artist's work (creativity and resourcefulness of the planned interaction will be considered)
- Benefit to the applicant artist; career development or growth expected from the proposed project
- Feasibility of the proposed project

Funding and Eligibility

Funding

- Individual Artist Grants are offered in the amount of \$1,000 or \$2,500. 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.

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.

Funding and Eligibility

(continued)

Eligibility

- Eligible artists must reside in Fulton, Montgomery, or Saratoga County. Proof of residency is required. All documents must contain the individual's name and address and documentation must be dated no earlier than two years prior to an application. List of acceptable proof of residency documents must include one of the following:
 - Telephone Bill
 - Credit card or bank statement (first page only; social security and financial information should be blocked)
 - Current lease or mortgage agreement listing the artist's name and NYS County address
 - NY State Drivers License or ID card
 - Voter Registration Card
- All projects must take place in the same county as that of the applicant's legal address.
- All arts disciplines are eligible.
- Applicant artists must be 18 years old and may not be enrolled in a full-time degree program.
- Funded Projects must occur between January 1, 2024 – December 31, 2024.
- Current direct NYSCA applicants may not apply for any SCR regrants.

Note: Applications for the same project can not be submitted in multiple categories (Individual Artist, Arts Education, Community Arts).

Ineligible applicants, projects or programs:

- Previous Artist Grant recipients are not eligible to re-apply for three years following the receipt of their grant award.
- Student projects are not eligible for support.
- Costs not directly associated with the proposed project
- Capital expenditures
- Projects that are recreational, therapeutic, rehabilitative, or religious in nature, including at risk / social service programs and other types of programs when the purpose is primarily rehabilitative, therapeutic, or worship-focused
- Operating expenses of privately owned facilities (e.g. homes, studios, etc.)
- Entertainment or reception costs, (refreshments, parties, gallery receptions, fundraisers, etc.)
- Space rental at Saratoga Arts (applicants wishing to rent space at the Arts Center must use separate funding and show a clear distinguish in their submitted budget)

Application Instructions

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

***Note:** If you are applying for funding for more than one project, a separate application and all accompanying support material must be submitted for each project.*

Application and Budget Forms

All application fields must be filled in completely; required fields left empty may result in incomplete application submission. Blank budget form fields are included within the online application and completed directly in the 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.

- **Proof of Residency:** Within the application, you will be asked to provide pdfs of two forms of proof of residency. See page 5 for acceptable forms of proof include:
- **Artist Resume(s)**, for all artists involved in the project describing their artistic career and qualifications

Artistic Support Materials

Applicants are asked to submit artistic samples that represent their 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

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:

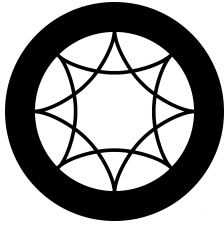
1. Non-presentation of material information: Information known to Saratoga Arts Staff or Panelists prior to the Panel's decision which was not presented and which might have altered the decision.
2. Misrepresentation of material information: Information known to Saratoga Arts Staff or Panelists prior 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:
 - o the review of the funding request by the panel was biased;
 - o 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.

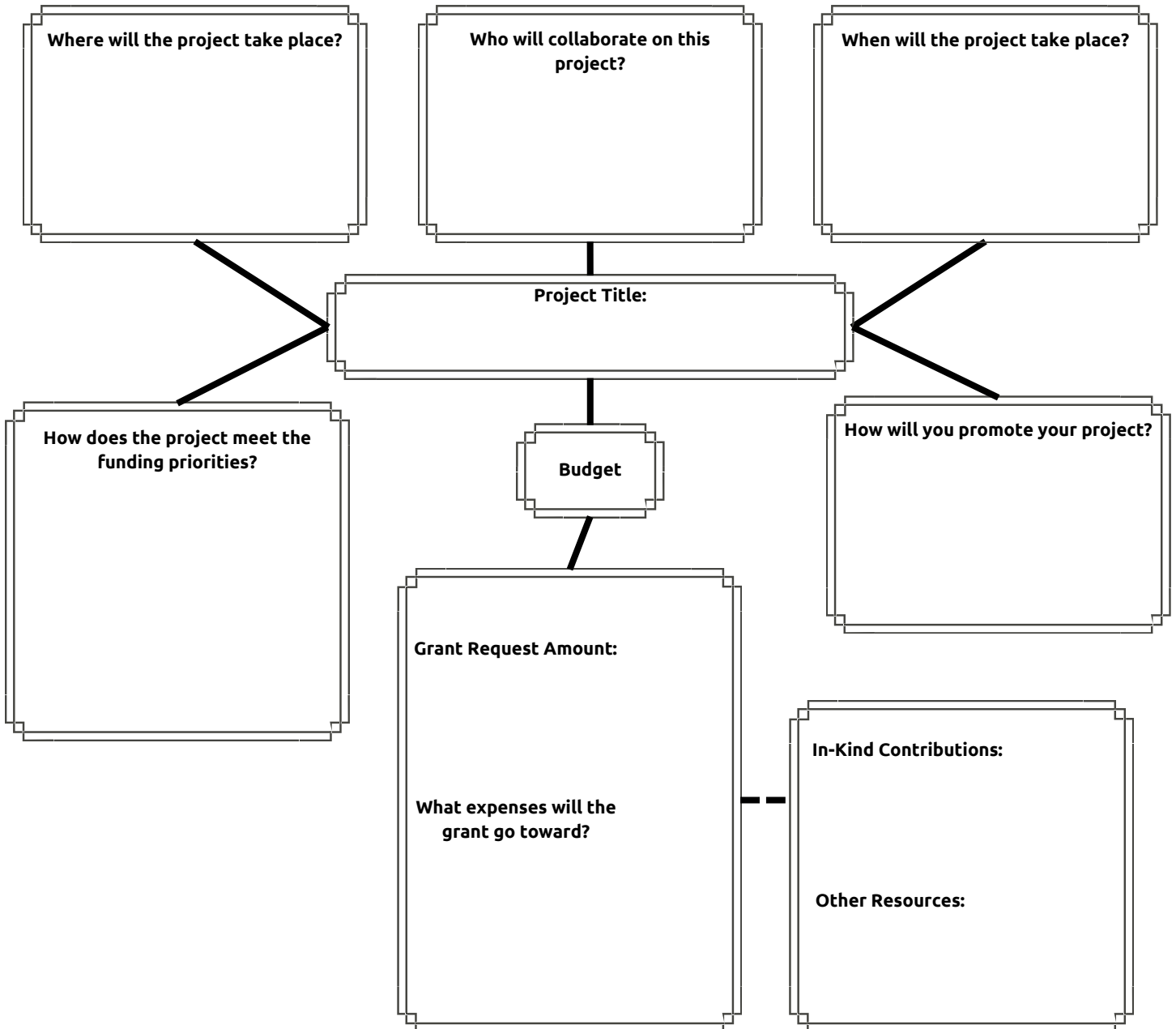
Upon receipt of a letter of appeal, the Grants Coordinator will convene the Appeals Panel. The Appeals Panel examines *only* the grounds of the appeal and not the quality of the project or proposal. If the appeal is upheld, all materials will be returned to the Review Panel for reconsideration. The sole 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.



SARATOGA ARTS individual artist grants

Individual Artist Grant Brainstorm



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