

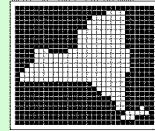


Carnegie Art Center
240 Goundry St.
N. Tonawanda, NY 14120

2010 Arts Niagara DEC Program Guidelines

A program servicing Niagara County arts & cultural projects, administered by the Carnegie Art Center and made possible with funds from the New York State Council on the Arts (NYSCA) State and Local Partnerships Program

State of the Arts



NYSCA

ALL GRANT APPLICATIONS MUST BE RECEIVED AT the Carnegie Art Center by 4 PM, Thursday, October 1, 2009!

If there are any accommodations that the Carnegie Art Center can provide to facilitate & encourage your participation in the Arts Niagara DEC Grant Program, please call (716) 694-4400, ext. 302.

● What is the Arts Niagara DEC Grant Program?

ARTS NIAGARA DEC GRANT is a competitive arts grant program that provides financial and technical assistance for community-based arts activities offered by eligible nonprofit organizations in Niagara County. The grants are awarded for specific projects occurring between January 1, 2010 and December 31, 2010.

The Carnegie Art Center / Tonawandas' Council on the Arts (CAC/TAC) administers the DEC program with public funds from the Decentralization Program of the New York State Council on the Arts (NYSCA) and the New York State Legislature. This grant program exists to support professional fees for artists and technical production services. Since 1980, **\$702,371** has been regranted to support **549** arts projects in Niagara County. The Carnegie Art Center has been administering the Decentralization (DEC) Regrant Program since the 2004-2005 cycle, upon the dissolution of the Niagara Arts Council.

The goals of the Arts Niagara DEC program include: providing quality arts programming to the entire county, assisting emerging arts organizations, supporting cultural expression of our diverse ethnic groups, and making arts programming accessible to under-served and minority audiences. Emphasis in funding is placed on projects and activities geared towards reaching under-served communities.

Arts activities **MUST** be the primary driving force of project requests. **All requests must have a public component – one that is available to the entire community.** Programs must be open to the general public. Applicants are required to make their projects accessible to all individuals and hold their events at accessible sites.

This program is intended to expand, promote, and increase arts and cultural programming at the local level including, but not limited to, projects in the following areas: Dance, Photography, Music, Media (film, video, radio), Opera/Musical Theater, Theater, Literature and Poetry, Folk Arts, Visual Arts, Humanities, Design Arts, Textile Arts, Skilled Crafts, and Multi-Disciplinary programs.

The Arts Niagara DEC Grant is not for every nonprofit and arts organization. It is best suited to small community arts groups and emerging arts groups that can demonstrate professional arts quality and a level of administrative standard. There are other funding resources that may be available for your project needs. The Carnegie Art Center has the staff and resources to assist you in the search for other funding opportunities beyond the DEC Program.

● Are there information meetings that I can attend that will explain the Arts Niagara DEC Grant program?

YES, you must either attend a DEC Application Seminar or meet with the Carnegie Art Center's DEC Coordinator to discuss the DEC program and your proposed application. Application Seminars are held at a minimum of eight locations across Niagara County. These seminars provide an understanding of the Carnegie Art Center's DEC Guidelines and the mechanics of the application form. **Attendance at a seminar is mandatory for all applicants.** Dates, locations, and times for seminars are listed below.

All applicants MUST either:

- Attend an Arts Niagara DEC Application Seminar, and/or
- Meet with the Carnegie Art Center's DEC staff to discuss their project

*****RESERVATIONS ARE REQUIRED***
Space is limited at some locations**

Please call (716) 694-4400, ext. 302, or email artsniagaradec@gmail.com to reserve a space at a seminar listed below or to schedule a meeting to discuss your project & application.

If your organization would like to host an Arts Niagara DEC Application Seminar, please contact us to discuss arrangements.

Arts Niagara DEC 2010 Application Seminars:

(On average, seminars are 1.5 hours length)

- **Tuesday, August 4, 2009 – 12:00pm NOON**
Youngstown Free Library
240 Lockport Street, Youngstown, NY 14174
(716)745-3555, www.nioga.org/you.html
- **Tuesday, August 4, 2009, 2:00pm**
Lewiston Public Library
305 South Eighth Street
Lewiston, NY 14092
(716) 754-4720, www.nioga.org/lew.html
- **Thursday, August 6, 2009, 1:00pm**
Wilson Town Hall
375 Lake Street, Wilson, NY 14172
(716) 751-6704, www.wilsonnewyork.com
- **Thursday, August 6, 2009, 3:00pm**
Lockport Library
23 East Ave, Lockport, NY 14094
(716) 433-5935 www.lockportlibrary.org
- **Tuesday, August 11, 2009, 12:00 pm NOON**
Middleport Free Library
9 Vernon Street, Middleport, NY14105
(716) 735-3281, www.nioga.org/mdt.html
- **Tuesday, August 11, 2009, 4:00pm**
North Tonawanda Library
505 Meadow Drive, North Tonawanda, NY 14120
(716) 693-4132 www.ntlibrary.org
- **Tuesday, August 18, 2009, 6:00pm**
Niagara Arts and Cultural Center (NACC)
1201 Pine Avenue, Niagara Falls, NY 14301
(716) 282-7530, www.thenacc.org
- **Tuesday, September 1, 2009 4:00 pm**
Carnegie Art Center
240 Goundry Street, N. Tonawanda, NY 14120
(716)694-4400, ext. 302, www.carnegieartcenter.org

Please call (716) 694-4400, ext. 302 or email: artsniagardec@gmail.com to register for any of these DEC Application Seminars!

Don't wait until the last minute!

In addition to DEC Application Seminars an applicant can make an appointment with the DEC Coordinator for a one-on-one application review prior to deadline. However, no reviews will take place after Thursday, September 24, 2009.

● When is the Application Deadline?

Applications must be received – **not postmarked** – in the Carnegie Art Center office not later than **4 PM on Thursday, October 1, 2009.**

. Early submissions are encouraged. *Applications received after the deadline will not be considered.* Applications **WILL NOT** be accepted late, incomplete, faxed, emailed, or on disc. *Mail or hand deliver materials to:*

Carnegie Art Center
Attention: Lauren Albrecht
DEC Coordinator
240 Goundry Street
North Tonawanda, NY 14120

● May I submit more than one funding request?

YES. A single organization is able to submit up to three (3) project requests within one application package, as long as the total requested is no more than \$5,000. Submit a separate, completed application form for each project. Submit all projects in one complete package to the Carnegie Art Center.

● Is there a maximum funding support?

YES. Maximum funding support to any one organization cannot exceed \$5,000. Grants are not intended to cover the complete cost of the proposed project. In recent years, grant amounts ranged from \$500 to \$4,000. **The average DEC grant per project in 2009 was approximately \$1,631.**

Your project budget must demonstrate other funding sources are being matched to the project.

● Is there a minimum funding support?

NO. Arts Niagara DEC Grants do not have to meet a minimum amount, but generally a minimum request of \$500 is recommended.

● If my organization received a DEC Grant in the past, may I still apply?

YES! If you have received funding in the past, you are eligible to apply again. **However, prior Arts Niagara DEC funding does not guarantee continued support in any succeeding year.** Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria.

The Carnegie Art Center encourages established organizations to use these funds to assist in developing new or expanding existing arts programming. Arts programming should enhance standard offerings while at the same time provide artistic programming to underserved constituencies.

New this year, all organizations requesting funding cannot request more than 80% of the total cost of the proposed project. The project must demonstrate that a minimum of 20% of the proposed project income is raised from some other funding sources.

In funding repeat applicants, priority will be given to those organizations that submit project requests demonstrating growth, artistic expansion, and community support if requested projects are similar to those of previous years.

● Who is eligible to apply?

- Projects that have as their core an arts based or cultural activity that take place between January 1 and December 31, 2010
- A nonprofit organization or local government unit based in Niagara County

Additionally, your organization MUST fulfill all of the following conditions:

- Have a Board of Directors or governing body that meets to determine and review policy
- Conducts all activities using non-discriminating practices of any kind (race, color, national origin, sex, or disability) relating to programming, administration, and board participation
- Proposed project demonstrates need for funding

How does my organization demonstrate nonprofit status?

Your organization must have **ONE** of the following documents that applies to your organization:

- IRS Tax Exempt Letter 501 (c)(3)
- Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- Bureau of Charities filing receipt
- Letter of Acceptance of Incorporation under Section 402, Not-for-Profit Law

The address on the document **MUST BE FROM WITHIN NIAGARA COUNTY--NO EXCEPTIONS.**

Religious institutions must provide eligible documentation listing a Niagara County address. We cannot accept a 501(c)(3) letter of determination listing an address outside of Niagara County.

● What is a conduit organization?

A conduit organization is a nonprofit organization that meets all eligibility requirements and is willing to sponsor an application to the Arts Niagara DEC program. All arts programs must take place within Niagara County. This may be done on behalf of:

- An emerging organization
- An organization whose "parent" is outside of Niagara County
- A collaborative effort between organizations

● What types of organizations are ineligible to apply?

The following are **NOT** eligible to apply:

- ***An organization that does not attend a DEC Application Seminar or meet one-on-one with the Carnegie Art Center's DEC Staff***
- Organizations that applied directly to NYSCA for funding in the 2009-2010 grant cycle, regardless of funding status
- Public school districts, private and parochial schools, their components (PTA's, etc.), or activities which primarily or exclusively serve a student audience
- New York State agencies and departments, including SUNY colleges and universities
- Previously DEC funded organizations who have failed to: provide interim and/or final reports, use proper acknowledgement or have failed to comply with previous contract terms
- Non-incorporated chapters of organizations whose "parent" organization is not located in Niagara County
- Municipalities, towns, and villages with a population OVER 8,000 and/or served by a local arts council or center (ie: the Cities of Niagara Falls, NY & Lockport, NY)
- The Carnegie Art Center organization and its employees or board members, and groups for whom the Carnegie Art Center serves as a fiscal sponsor

● What types of activities are not eligible for support?

- Programs taking place outside of Niagara County
- Programs not in handicap accessible locations
- Requests that are less than \$500, or exceed \$5,000
- Operating expenses and contingency funds
- Budget requests that are greater than an applicant's project expenses minus the total project income
- Project requests for deficit funding and capital expenditures, including property or equipment purchases
- Operating expenses of privately owned facilities (i.e. homes and studios)
- Administrative costs unrelated to the proposed project
- Programs in which the primary benefit is the financial gain by an individual
- Expenditures for the establishment of new organizations

- Art programs that are recreational, rehabilitative, or therapeutic (e.g. magic shows, bubble blowing, balloon art, juggling, clowns, art therapy)
- Projects taking place primarily or exclusively in school. Arts Niagara DEC funds cannot be used for arts/artists-in-school programs. Core components of programming may not take place in schools, during school hours, or directly following the school day as part of an after-school program. Programs may take place on school property, as long as they are open to the public and not designed in conjunction with school-based activities.
- Projects that are targeted for home school participants
- Projects that are directed exclusively at at-risk populations and are not open to the public
- Cultural activities restricted to an organization's membership
- University faculty and staff are not eligible to receive DEC artistic funding within projects that are affiliated with their institutions
- Fellowships and scholarships
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or use children as professional artists
- Cash prizes or awards to students
- Purchase of equipment
- Lobbying expenses
- Acquisitions of works of art
- Entertainment costs such as theater parties, gallery/museum openings, receptions, and fund raisers
- Non arts related activities
- Activities and programs which cannot be completed between January 1 and December 31, 2010

FURTHER, applications will NOT be accepted if the:

- Applicant has not attended an application seminar or met with Carnegie Art Center DEC staff to discuss their project
- Applicant submits an application using the form from prior cycles - applicants **MUST** submit their requests on the **2010 application** form included with these guidelines
- Applicant does not adhere to Arts Niagara DEC guidelines and policies
- Applicants did not follow reporting guidelines for previous DEC Grants

- Applicant does not include the requested supplemental materials with the application
- If the application arrives after the **Thursday, October 1, 2009 at 4:00 PM** deadline – **NO EXCEPTIONS!**

● **How are grants determined?**

All applications are reviewed for eligibility, completeness, and accuracy by the Carnegie Art Center DEC staff. As part of the evaluation process, the Carnegie Art Center DEC Staff may contact you by telephone or e-mail to clarify certain information.

A peer panel of artists, arts administrators, and community leaders appointed by the Carnegie Art Center DEC staff evaluates each application and recommends a level of funding based on the evaluation criteria and the funding priorities.

Upon request, panelists will be furnished with final and interim reports as well as audit information and correspondence when considering organizations/individuals who have been funded in prior years.

Suggestions and comments regarding applicants by previous panel deliberations are also available to the panel.

The panel's recommendations are reviewed by the Carnegie Art Center's Board of Directors, which has the final authority for all decisions.

● **What are the evaluative criteria that the Panel will use?**

The panel will make funding recommendations based primarily on the following criteria:

- Artistic merit and quality of ongoing arts based programs with year round activities, multiple workshops, and participant programs are high funding priorities
- Caliber and credentials of artists and other project personnel supported by resumes and work samples
- Public arts programs which build an arts foundation by addressing community needs and interests
- Non-duplication of existing programs or services
- Clearly defined plan for implementation, management, and promotion of the project
- Organizational history and stability
- Evidence of responsibility and compliance with past grant guidelines and procedures
- Clarity and conciseness of written application and supporting materials

● What are the 2010 Funding Priorities?

Priority for funding will be given to the following types of projects:

- Projects for first time applicants or new initiatives from past applicants
- Projects that request funds for the payment of artist fees and technical production services
- Projects which employ quality artists
- Projects that contain a strong outreach and promotion plan to a diverse audience
- Projects that reflect cultural traditions or contemporary creative expression of a particular ethnic group
- Collaborative projects that support ongoing arts and cultural development
- Organizations that utilize under-served and/or minority individuals as participants or artists in their projects
- Individual artist-driven projects sponsored by an eligible organization
- Projects that provide free participation or admission to individuals who are economically in-need
- Organizations that are bringing their project to audiences that are otherwise unable to access artistic or cultural programming
- Organizations developing new projects specifically geared towards reaching new and under-served audiences

Additionally, the following are LOW funding priorities for 2009:

- Administrative, travel, space rental, equipment costs associated with the project

● Is technical assistance available?

YES, technical assistance is provided at the Application Seminars and through Professional Development workshops offered through the Carnegie Art Center. In addition the Carnegie Art Center DEC staff can work with you individually to develop and fine-tune your request.

The Carnegie Art Center DEC staff can review and comment on draft applications if the draft is received before **Thursday, September 24, 2009**. This is optional and it should not be viewed as a commitment for either the applicant or the Carnegie Art Center DEC staff.

● How will I know if my project is funded?

The Carnegie Art Center notifies all applicants by mail regarding the status of their applications after Board approval. This usually occurs by the end of November.

Grant checks are issued at an Awards Ceremony to be held in **January 2010**. Checks are issued only after a review of panel feedback with the Carnegie Art Center DEC staff and receipt of the signed contract and all other requested information. *Previously funded organizations for which there have been administrative lapses and/or lack of compliance with their project contract on prior projects will receive their award after all required paperwork is received.*

● If I receive an Arts Niagara DEC Grant, what will my responsibilities include?

If you receive a grant you will be required to:

- Sign and adhere to the terms of a project contract
- Attend the DEC Awards Ceremony, January 2010
- Credit the Carnegie Art Center, NYSCA and the New York State Legislature for funding on all materials according to language used in the project contract as well as including both logos on all printed material relative to your funded project. Grant awardees must use authorized language in acknowledging funding.
- Send copies of promotional and advertising material regarding the project or event to the Arts & Cultural Council **at least one month prior to the event**
- Provide Carnegie Art Center with two complimentary tickets 4 to 6 weeks in advance of a funded event
- File a revised budget, if request is not fully funded
- File a final report within 30 days of project completion and no later than January 31, 2011
- Provide Carnegie Art Center DEC staff with an advance schedule of funded events
- **The Carnegie Art Center DEC staff must approve any changes to your project including dates, times, and places where events are to be held. Changes must be proposed as a written request.**

● Is there an Appeals Process?

The Carnegie Art Center's Board of Directors approves grants made under the Arts Niagara DEC Grant Program. Dissatisfaction with the funding decision is not justification for an appeal. An organization may appeal when any of the following grounds apply:

- Misrepresentation of information by staff / panelist
- Non-representation of information by staff/ panelists
- Improper procedures, including conflict of interest

Organizations not recommended for funding and wishing to appeal must initiate a formal appeal to the Executive Director within five (5) business days of receiving a letter of decline. A separate Appeals Panel will meet to examine the appeal and make any recommendations.

The Carnegie Art Center reserves the right not to expend all available grant funds.

● **How do I get another copy of the 2010 Arts Niagara DEC Application Form?**

Additional copies may be downloaded in PDF format online at the Carnegie Art Center website www.carnegieartcenter.org/grants.

The budget form is available for download in Microsoft Excel Spreadsheet format. Please review the sample documents for more information.

You may call the Arts Niagara DEC staff at (716) 694-4400, ext. 302 and request one to be mailed or e-mailed to you. **Please remember that completed applications will not be accepted from organizations that have not attended a DEC Application Seminar, and that all applications must be typed or computer generated. Handwritten applications will not be accepted.**

● **How do I fill out the Application Form?**

Typed or computer printed applications are required. Handwritten applications will not be accepted.

To obtain a computer version of this application form for your personal computer, simply download the document online at the Carnegie Art Center website www.carnegieartcenter.org. You may also request that Arts Niagara DEC Staff e-mail you a version by calling (716) 694-4400, ext. 302.

Use the form provided with these guidelines. Fill in all the blanks. **Do not use a font type smaller than 12 pt., please COLLATE and STAPLE your applications!**

ORGANIZATIONAL PROFILE - Complete the basic information requested about the nonprofit organization. **Do not leave any blanks.** If you do not know your NYS District information, it can be found on the following web site: <http://nymap.elections.state.ny.us/nysboe/>.

PROJECT INFORMATION - Provide the basic information requested about the Project Manager and 2nd Contact Person. Remember to include all resumes.

Arts Discipline: Please choose one of the following categories that best describes your project. Write the category in the space provided on the form.

- Craft (Sculpture, Pottery, Fiber Arts),
- Dance
- Design Art
- Folk Arts
- Humanities
- Literature (poetry, creative writing)
- Media (film, radio, video)
- Music
- Opera/Music Theater
- Multi-Disciplinary Arts
- Photography
- Theatre
- Visual Arts

PROJECT INFORMATION - Complete this section carefully. It is a crucial element of the application form. Answer the four basic questions, paying attention to the outline information. Be very clear and specific. **Do not make assumptions**

about what you are asking the panel to understand - tell them. Include in this section a complete list of activities/events, dates, locations, times, etc.

PROJECT IMPLEMENTATION AND MANAGEMENT - Provide the information requested. It is important that the Panel understand who will make your project happen as well as all the steps. Presenting this information clearly and concisely demonstrates the ability of your organization to successfully complete the program. Use concrete examples of how you will measure the success of your project. Explain how you will publicize and promote your program. Describe your plans to generate matching income. Don't generalize.

CERTIFICATION - Have the person **legally authorized** by the nonprofit organization sign the application. This may differ between organizations (Executive Director, Board President, etc.).

PROJECT BUDGET - DOWNLOAD THE EXCEL BUDGET FORM from the website www.carnegieartcenter.org/grants. Hard copies available upon request.

Project Expenses and In-Kind Contributions - this is where you monetarily outline each expense of the project, you may type in detailed explanations for each expense. For the In-Kind column list all the non-cash items and services in this section. Give an explanation of each contribution and value as it relates to your proposed project at the end of the budget. **Do NOT ask Arts Niagara DEC to pay for low or non-priority expenses.**

Project Income: Earned and Unearned. Provide written examples of how you are generating this income (i.e. 'X' amt tickets x Ticket Price, tuition fees x # of students, city grant, or fundraising event proceeds, etc.). **Do NOT show your Arts Niagara DEC request anywhere under project income.**

DEC Amount Requested: This amount is calculated by subtracting your total expenses from your total income, essentially the project deficit. Please note the project budget must have at least 10% of the proposed project income be raised from other funding sources. The DEC grant must not pay for the entire project; the grant amount requested must be 90% or less of the total budget.

SUPPORTING MATERIALS - Provide a detailed list of all the supporting materials that you are including with this application. Artists' support materials must be included as well as resumes of all artists and project managers. All materials must be current, from within the last 3 years.

● **Do I have to submit any other materials with my completed Application Form?**

YES, you are required to submit one (1) typed, signed and completed application form marked as original WITH YOUR PROOF OF NONPROFIT STATUS. Your original will also include a copy of all required attachments (**see checklist**).

Additionally, you will submit ten (10), typed, collated and stapled copies of your application, budget form and all

attachments. The following Checklist was created for you to use as a guide to insure that all the materials are properly submitted with the Grant Application.

Quality artist support materials are important. If you are submitting CD's, videos, slides, photographs, etc., please label the attachments with your organization's name and the project title. Make sure all video's and CD's are queued to the play spot and are not longer than 3 minutes.

● **Arts Niagara DEC CHECKLIST:**

Label all attachments with your organization's name, address, and phone number. Incomplete or late applications will not be accepted.

Complete Application Package Consists of:

- 1 original Signed Application Form including the Budget Form, Proof of Organization's Non Profit Status and ALL ATTACHMENTS**

ATTACHMENTS:

- Organization's Mission Statement**
- Current Board of Director's List**
(Must include names, addresses, and phone numbers)
- Current Budget**
(Current financial year, understandably incomplete)
- Resumes**
(Project Managers, Artists, Technical Positions)
- Support Documentation-Tentative Agreements**
(Provide copies of letters of commitment or contracts from artists, other organizations, or agencies that are necessary for a successful project)
- Fliers or Marketing Samples**
(Choose examples of posters, brochures, press clippings, programs, newsletters, marketing samples, sample evaluative tools, etc. – 8.5 X 11 IN SIZE & none more than 3 years old)
- Previous Year Financial Statements**
(Most recent completed fiscal year: audit statement from accountant; signed treasurer's report (**will not be accepted without signature**). Recommended: Statement of Cash Flows; Income Statement; and Balance Statement. **IRS form 990 will not be accepted.**)
- Letter from Conduit Organization on organizational letterhead (if applicable)**
- Artistic Samples - Optional**
ONE of the following artistic samples: CD, video, photographs, writing samples (up to 3 pages) etc., labeled with your organization's name and the project title. Make sure all video's are queued to the play spot and are not longer than 3 minutes. Ensure that selected CD tracks are labeled

- Seven (7), typed, collated and stapled COPIES of your application, budget form and all attachments.**

8 APPLICATIONS TOTAL (1 ORIGINAL AND 7 COPIES)

ALL GRANT APPLICATIONS MUST BE RECEIVED BY the Carnegie Art Center BY 4 PM on October 1, 2009

Please call Lauren Albrecht at (716) 694-4400, ext. 302 or email: artsniagaraDEC@gmail.com with any questions regarding the Arts Niagara DEC Grant Program.

In an effort to represent the needs of constituents in Niagara County, the Carnegie Art Center is continually seeking individuals to serve as panelists for the Arts Niagara DEC program. Please submit the names and contact information for all Niagara County residents interested in serving as a panelist to the Carnegie Art Center, (716) 694-4400 ext. 302, email: artsniagaradec@gmail.com