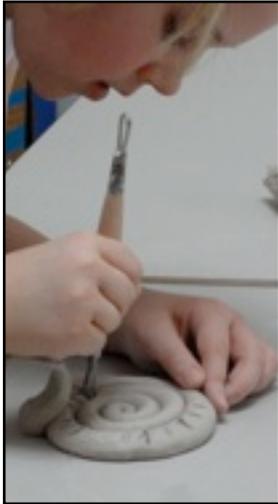


# In-School Arts Education Grants

2018



## In-School Arts Education Grants Fulton, Montgomery, Saratoga Counties 2018 Guidelines

Letter of Intent Deadline: September 15, 2017  
Application Review Deadline: October 12, 2017  
Application Deadline: November 2, 2017

**SARATOGA ARTS**  
experience . discover . create

Funding for arts education projects in public k-12 schools in Fulton, Montgomery, and Saratoga Counties. Eligible artists and non-profit organizations are encouraged to apply.

Saratoga Arts  
320 Broadway, Saratoga Springs, NY 12866  
[www.saratoga-arts.org](http://www.saratoga-arts.org)  
Sharon Wait, Grants Administrator  
[swait@saratoga-arts.org](mailto:swait@saratoga-arts.org)  
518-584-4132

*Saratoga Arts' Community Arts Grants are made possible with funding by the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature.*



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## **History and Overview**

Founded in 1977, the Decentralization Program (DEC), known locally at Saratoga Arts as Community Arts Grants, was developed to ensure New York State's cultural funding reached every part of the state. In 1993, The New York State Council on the Arts (NYSCA) appointed Saratoga Arts to administer the Decentralization (DEC) Grant Program in Saratoga County, and 2011 in Fulton and Montgomery Counties.

A funding category within Saratoga Arts' Community Arts Grants Program, In-School Arts Education Grants regrants public funds to Fulton, Montgomery, or Saratoga County-based individual artists and non-profit organizations in partnership with local public schools to engage prek-12 youth in rich artistic learning experiences.

Over the years, Saratoga Arts has awarded over \$200,000 for Arts Education Residencies in Fulton, Montgomery, Saratoga, and Washington Counties.

## 2018 INFORMATIONAL SEMINARS and TECHNICAL ASSISTANCE

Saratoga Arts offers free in-person and web-based seminars to assist applicants in understanding the grant process. Seminars focus on specifics of the grant application, including writing the narrative, successfully completing the budget, successful project examples, and review panel tips.

New Applicants are required to attend an in-person seminar or live-webinar. Pre-registration is required. Please register online at [www.saratoga-arts.org](http://www.saratoga-arts.org)



Returning Applicants are not required to attend an Informational Seminar. As an alternative, returning applicants will register online to receive the document 2018 Application Overview – For Returning Applicants, outlining new and important updates and changes to the grant application process. Returning applicants can register at: [www.saratoga-arts.org](http://www.saratoga-arts.org).

In addition to the informational seminars, Saratoga Arts offers current applicants grant writing technical assistance. If an applicant would like feedback on their grant proposal, it must be received no later than October 12, 2017.

June 20, 2017

Ndakinna Educational Center  
23 Middle Grove Road  
Greenfield Center  
5:30pm-6:30pm, Community Arts Grants  
6:45pm-7:45pm, Arts Education Grants  
7:45pm-8:45pm, Artist Grant

June 30, 2017

Fonda Public Library,  
28 West Main. St., Fonda  
3:00pm-4:00pm, Artist Grants  
4:30pm-5:30pm, Community Arts Grants  
5:45pm-6:45pm, Arts Education Grants

July 11, 2017

Clifton Park – Halfmoon Library  
475 Moe Road, Clifton Park  
5:30pm-6:30pm, Community Arts Grants  
6:45pm-7:45pm, Arts Education Grants  
7:45pm-8:45pm, Artist Grants

July 20, 2017

Live Webinar  
Registration Required  
4:00pm-5:15pm, Community Arts Grants  
5:30pm-6:45pm, Arts Education Grants  
7:00pm-8:15pm, Artist Grants

August 10, 2017

Paul Nigra Center for Creative Arts  
2736 NY-30, Gloversville, NY 12078  
5:00pm-6:00pm, Community Arts Grants  
6:15pm-7:15pm, Arts Education Grants  
7:30pm-8:30pm, Artist Grants

August 17, 2017

Saratoga Arts  
320 Broadway, Saratoga Springs  
5:30pm-6:30pm, Community Arts Grants  
6:45pm-7:45pm, Arts Education Grants  
7:45pm-8:45pm, Artist Grants (Special presentation by 2016 Artist Grant Recipient, Ben Schwab)

August 24, 2017

Live Webinar  
Registration Required  
4:00pm-5:15pm, Community Arts Grants  
5:30pm-6:45pm, Arts Education Grants  
7:00pm-8:15pm, Artist Grants

August 31, 2017

Saratoga Arts  
320 Broadway, Saratoga Springs  
Arts Education Grants  
In-School Residencies & In-the-Community Residencies  
6:30pm-8pm

September 7, 2017

Schuylerville Public Library  
52 Ferry St, Schuylerville, NY 12871  
5:30pm-6:30pm, Community Arts Grants  
6:45pm-7:45pm, Arts Education Grants  
7:45pm-8:45pm, Artist Grants

Applicants may attend any one of the listed seminars.

Please register online at [www.saratoga-arts.org](http://www.saratoga-arts.org)

## **LETTER OF INTENT AND APPLICATION DEADLINES**

Letter of Intent Deadline: September 15, 2017

Application Review Deadline: October 12, 2017

Application Deadline: November 2, 2017

Please submit the above items to Sharon Wait, [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org)

## **WHO CAN APPLY?**

Artists and organizations whose primary residence is in Fulton, Montgomery, or Saratoga County, or an out-of-county individual artist or organization who is fiscally sponsored by an in-county non-profit.

### **New for 2018**

School Arts Education Grants support arts education projects that take place in prek-12 public schools during or after-school hours.

Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process.

## **HOW MUCH TO REQUEST**

School Arts Education Grants range from \$500 - \$3,000 and partnerships involve at least three contact sessions.

A School Arts Education Grant can fund up to 75% of the residency's total expense; the remaining 25% must be in the form of cash and in-kind and can be contributed from the individual artist, non-profit, partnering school, or other group.

## **WHEN DOES THE RESIDENCY NEED TO TAKE PLACE?**

January 1, 2018 – December 31, 2018

## **HOW IS FUNDING DECIDED?**

Through a deliberation process, a qualified panel of arts educators, 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 immediately following disbursement from New York State. Grant Awards may not be until late spring. If your organization is dependent on receiving funding in order to implement the event please plan your budget and cash flow needs accordingly.

## **WHAT DOES THE SCHOOL ARTS EDUCATION GRANT FUND?**

- Artist Stipends/Fees Associated with Residency
- Arts-related Materials needed to implement the residency
- Promotional Expenses
- Other arts-related expenses

## **AM I ELIGIBLE TO APPLY?**

- Individual artists residing in Fulton, Montgomery, or Saratoga County
- Non-profit organizations with a legal address in Fulton, Montgomery, or Saratoga County
- NYS individual artists and organizations residing outside of Fulton, Montgomery, or Saratoga County may apply for Arts Education funding through the fiscal sponsorship of a qualified non-profit that meets the above criteria.
- For in-school residencies, individual artist and/or np organization must partner with a public or BOCES-related school in Fulton, Montgomery, or Saratoga County; for out-of-school residencies, an artist will partner with a non-profit organization.
- Partnerships must serve students in grades pre-K through 12
- For residencies taking place in a school setting during regular school hours, partnerships must include a certified arts teacher
- For residencies taking place during afterschool hours, partnerships must include a certified school teacher
- If applicant is an organization they must submit proof of their non-profit status
- If applicant is an individual artist he/she must submit proof of residency
- The application must demonstrate a need for funding through updated financial data.
- 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.
- Artists must be over 21 years of age
- Saratoga Arts' Arts Education Grants are funded by the New York State Council on the Arts, 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 best governance and fiscal practices.

In the course of reviewing applications before submitting them to the selection panel, Saratoga Arts' staff may identify what, in its judgment, appear to be problems in organizational practices and require that they be addressed; failure to do so may render an application ineligible for further review or funding consideration.

Please visit our website: <http://www.saratoga-arts.org/grants/othergrants> to download a checklist for nonprofit compliance with links to sample documents and work-tools (The document can be found under "Additional Resources".)

**NOTE:**

School partners may not apply directly for Arts Education funding but are encouraged to co-write and plan the grant application.

Projects with school partners involved in any Arts Education projects currently receiving direct NYSCA funding are not eligible for an Arts Education Grant in the same year.

Organizations that applied directly to NYSCA for 2018 funding may NOT apply for Arts Education funding, regardless of the status of the NYSCA application.

An organization can apply for an Arts Education Grant and a Community Arts Grants. The total number of projects can be three and the funding request can not exceed \$5,000

## **WHAT THE ARTS EDUCATION GRANT CANNOT FUND**

- General operating expenses, Capital improvements, Lobbying expenses, Contingency funds
- Operating expenses of privately owned facilities (e.g. homes and studios)
- Requests that are greater than an applicant organization's project expenses minus total project income
- 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
- Entertainment costs including receptions, food, or fundraising events
- Activities that are not arts-related including balloons, clowns, magic-art
- At-risk/social service programs
- Acquisition of works of art, Permanent equipment
- Creation of textbooks or classroom material
- Programs in which children are used as professional artists (paid a fee)
- Re-grants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, scholarships and other awards to students
- Past sub-grantees that have failed to submit final reports
- Home schools, Private, Parochial, or Charter Schools
- Stand-alone assembly programs, single performances, or one-time visits to cultural organizations
- Projects that appear to replace the role of certified art, music, dance or theater teachers
- Projects that do not focus on arts education
- Programs where select students are taken out of regular classes or are self-selected for participation
- College courses, scholarships, contests, or student performing groups
- New York State agencies and departments (including SUNY schools)
- Out-of-county individual artists or organizations that do not have an eligible fiscal sponsor or partner organization
- Organizations that have applied directly to NYSCA in the most recent cycle
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of the Decentralization service area
- Start-up or seed funding for the establishment of a new organization

## IS MY PROJECT ELIGIBLE?

- The artist and students may meet during regular school or after school hours
- Project must involve at least three in-depth contact sessions with the same artist and core group of students (a final assembly or performance does not constitute as one of the three in-depth learning sessions)
- Project activities and outcomes must be collaboratively designed, planned, taught and evaluated by the teacher and artist or non-profit cultural organization
- The project must address the New York State Learning Standards in the Arts

## PLUS FACTORS:

- Artist is a Fulton, Montgomery, or Saratoga County resident
- The school's non-arts teachers participate in the project
- Planning team seeks collaborative professional development
- The expertise of the proposed artist or cultural professionals is clearly exhibited
- Clarity and relevance, concerning grade level, of proposed project activities, shared educational and artistic goals, expected student outcomes
- Degree to which the project strengthens the learning of arts curricular
- Comprehensiveness of the planning and implementation team
- Degree to which the timeline allows for reflection, further investigation and fine tuning between work sessions
- Clarity and feasibility of reflection and student assessment plans
- Cost-effectiveness of the proposed budget
- Project must include and accommodate individuals with disabilities

### Example School Arts Education Residency:

*Fulton County-based Individual Artist, Georgia O'Keefe, would like to work with a class of Fourth Grade Students at an Elementary School in her town. She has contacted the Visual Art Teacher, Ellen Murphy, who is interested in working with Ms. O'Keefe and having her come into her classroom to teach her students painting techniques and landscapes of the American West. Ms. Murphy is very excited because the students will have an in-depth arts experience working with talented artist, Ms. O'Keefe and also learn more about the American West, which combines Fourth Grade NYS Arts and Social Studies Learning Standards. Together, Ms. O'Keefe and Ms. Murphy have agreed to co-write the Arts Education Grant.*

## **APPEALS PROCESS**

School Arts Education Grant 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 Arts Education Review Panel or Saratoga Arts staff by the applicant prior to the Panel's decision cannot be used to justify an appeal.

THE GROUNDS FOR AN APPEAL ARE:

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 decision by the Panel, given the information available to it and in its discretionary authority, was arbitrary or inconsistent.

An applicant considering an appeal must call the Grants Administrator at Saratoga Arts upon receipt of their grant rejection notification to learn why the decision was made.

If, after an initial consultation with the Grants Administrator, the applicant wishes to pursue the appeal, a letter citing the specific evidence which constitutes the grounds for appeal must be received by the Saratoga Arts Grants Administrator or Executive Director within five 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 Administrator will convene the Appeals Panel.

The Appeals Panel will review the materials and vote to uphold or to dismiss the appeal. The applicant will receive written notification of the decision.

## **APPLYING THROUGH A FISCAL SPONSOR**

### **What is a fiscal sponsor?**

A fiscal sponsor is a non-profit organization that offers their legal and tax-exempt status to unincorporated groups engaged in activities related to the organization's mission.

### **How does fiscal sponsorship relate to Saratoga Arts' Grants Program?**

To be eligible to apply to the School Arts Education Grant Program at Saratoga Arts, an organization must be incorporated as a New York State non-profit with an address in Fulton, Montgomery, or Saratoga County.

Organizations located in Fulton, Montgomery, or Saratoga County that are not incorporated as a NYS non-profit and are interested in applying to the Arts Education Grant Program have the option of seeking fiscal sponsorship from a designated NYS non-profit located within Fulton, Montgomery, or Saratoga County.

An individual artist who would like to apply to the program must either live in Fulton or Montgomery County, or if they reside outside of Fulton or Montgomery County must obtain fiscal sponsorship by an eligible non-profit in Fulton, Montgomery, or Saratoga County.

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

- A fiscal sponsor must adhere to the non-profit eligibility requirements listed in the Arts Education Grant Guidelines.
- The sponsoring organization must be incorporated as a New York State non-profit with an address in Fulton, Montgomery, or Saratoga County.
- A fiscal sponsor applies to one of Saratoga Arts' Grant Programs on behalf of an individual artist or unincorporated arts organization or group.
- 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 submitting a completed and signed grant application, and if funded, a signed contract and program schedule form
- Receive, record, and disburse the grant money directly to the sponsored artist in a timely and fair manner
- Complete 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 Sponsor 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. To view example letters please visit: <http://tinyurl.com/kky5h6r>

- 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 Artist/Non-Incorporated Organization?**

- Use all grant money exclusively for the contracted project.
- Complete project activity as described in 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 residency)
- Maintain accurate records of all project-related expenses and submit copies of expense receipts.
- Credit the sponsoring organization and Saratoga Arts on all publicity, advertisements, and acknowledgments related to the project in a form agreed to by both parties.

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.

Please refer to: <http://tinyurl.com/7rmlsjz> for more information on fiscal sponsorship.

## GRANT RECIPIENT RESPONSIBILITIES

Grant recipients are required to do the following:

- Sign and return a Cultural Services Agreement stating the terms of the funded project
- Directly applying Individual Artists must submit a Form W-9 to Saratoga Arts
- Attend the Annual Grant Awards Ceremony to receive award
- Keep the Grants Administrator informed regarding project progress, any changes in the project as proposed in the original application must be pre-approved by the Grants Administrator or difficulties in fulfilling obligations of the agreement must be reported to the Grants Administrator immediately
- Make the public aware of your project, following through on the exact terms of 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 (specific credit language is available at [www.saratoga-arts.org](http://www.saratoga-arts.org) and in the Cultural Services Agreement Packet). Failure to do so will affect future funding eligibility!

**SARATOGA ARTS**  
experience . discover . create

Legislature.

*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 Cuomo and the New York State*

The above logo and credit language can be downloaded from [www.saratoga-arts.org](http://www.saratoga-arts.org)

- Submit a Program Schedule Form. Once funded the Grants Administrator will provide you with a form and due date
- Ensure the project includes and accommodates individuals with disabilities
- Submit a Final Report with copies of original receipts 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.

A final report form is available at [www.saratoga-arts.org/grants](http://www.saratoga-arts.org/grants).

## **APPLICATION INSTRUCTIONS FOR ORGANIZATIONS**

**A completed application includes an application form, budget form, and all support and artistic documents.**

**All materials will be submitted electronically, via email, to Grants Administrator, at [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org).**

### **I. Application and Budget Forms**

The application and budget forms must be typed and submitted as PDF Files. Only one copy of the application, with original signatures in the certification page, and budget need to be submitted.

### **II. Support Documents**

#### **Board of Directors List**

Submit a list of current Board Members, include occupation affiliations, address and phone numbers

#### **List of all Artistic & Administrative Personnel**

(If your organization is requesting funds for more than one project, please submit a separate list for each project.)

Submit a list of names and organizations overseeing the arts project; provide mailing addresses and phone numbers, and specify their roles in the project

#### **Artist Resume/s**

(If your organization is requesting funds for more than one project, please submit a separate list for each project.)

Submit resumes 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 recent 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.

#### **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 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 municipalities and government entities the following documents can be submitted:

- Official authorization as an arm of local government (i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive)

### **Fiscal Sponsor Memo of Understanding (if applicable)**

A written memo outlining the agreed upon services provided by the fiscal sponsor to the sponsored organization. To view example letters please visit: <http://tinyurl.com/kky5h6r>.

### **Letter of Support From the Partnering School**

A written letter of support from the school partner to the arts organization or artist is required. The letter must outline the school's support of the project (monetarily and otherwise).

### **III. 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.

- Digital Images – Color images or BW, maximum of 5 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. Label with Artist Name, Title and Date of Work.
- Websites – Maximum 2 websites may be listed on a single piece of paper, each with a description of what is displayed
- New Articles - Maximum of 3

## **APPLICATION INSTRUCTIONS FOR AN ARTIST**

**A completed application includes an application form, budget form, and all support and artistic documents.**

**All materials will be submitted electronically, via email, to Grants Administrator, at [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org).**

### **I. Application and Budget Forms**

The application and budget forms must be typed and submitted as PDF Files. Only one copy of the application, with original signatures in the certification page, and budget need to be submitted.

### **II. Support Documents**

#### **Artistic & Administrative Personnel**

Include all names of those involved, provide mailing addresses and phone numbers, and specify their roles in the project. (Must include school administrator contact information.)

#### **Artist Resume**

#### **Proof of Residency (2 forms of proof, 1 copy each)**

Acceptable forms of proof include:

- Drivers License
- Recent Phone or Utilities Bill
- Voter Registration Card
- Copy of Current Federal or NY State tax return (please black-out figures)
- Copy of dated Lease or Mortgage

#### **Letter of Support From the Partnering School**

A written letter of support from the school partner to the individual artist is required. The letter must outline the schools' support of the project (monetarily or otherwise). The principal should sign this letter of agreement and it should appear on school(s) letterhead.

### **III. Artistic Support Materials**

Choose the medium appropriate for the project and artistic discipline of the involved artists. Submit the highest quality items and make sure they are relevant to the proposed project.

#### **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.

- Digital Images – Color images or BW, maximum of 5 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.
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- Websites – Maximum 2 websites may be listed on a single piece of paper, each with a description of what is displayed
- New Articles - Maximum of 3

# APPLICATION CHECKLIST

All applications, budgets, and support materials will be submitted via email to Grants Administrator at [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org)

## **Non-Profit Organization**

\_\_\_\_\_ **Application Form & Budget – 1 Copy**

\_\_\_\_\_ **Supplementary Materials For NP Organization Only – 1 Copy**

\_\_\_\_\_ Non-Profit Board of Directors List (name/address/phone/occupation/affiliations)

\_\_\_\_\_ Artistic/Administrative Personnel List (name/address/phone/project role)

\_\_\_\_\_ Resumes or Bios of Artistic & Administrative Personnel (on above list)

\_\_\_\_\_ Non-Profit Financial Statement

\_\_\_\_\_ Support Letters from school administrators and teachers

\_\_\_\_\_ Letter of Agreement between non-profit, artist, and school

\_\_\_\_\_ Artistic Support Materials (see guidelines below)

\_\_\_\_\_ **Non-Profit proof – 1 Copy**

\_\_\_\_\_ IRS letter granting tax-exempt status

\_\_\_\_\_ NYS Board of Regents Charter

\_\_\_\_\_ Unit of Local Government

\_\_\_\_\_ NYS Charities Registration

\_\_\_\_\_ Incorporation Certificate under Section 5.402 of NYS Not-for-Profit Law

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## **Individual Artist**

\_\_\_\_\_ **Application Form – 1 Copy** (Original with original signatures)

\_\_\_\_\_ **Supplementary Materials for Individual Artist Only – 1 Copy**

\_\_\_\_\_ Artistic/Administrative Personnel List (name/address/phone/project role)

\_\_\_\_\_ Artist Resume

\_\_\_\_\_ Resumes or Bios of Artistic & Administrative Personnel

\_\_\_\_\_ Support Letters from school administrators and teacher

\_\_\_\_\_ Artistic Support Materials

\_\_\_\_\_ **Proof of Residency (2 of the following - 1 copy each):**

\_\_\_\_\_ Drivers License

\_\_\_\_\_ Copy of current Federal or New York State tax return (block out figures)

\_\_\_\_\_ Voter Registration Card

\_\_\_\_\_ Copy of dated Lease or Mortgage Agreement

## **\_\_\_\_\_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.

- Digital Images – Color images or BW, maximum of 5 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.
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- Websites – Maximum 2 websites may be listed on a single piece of paper; each with a description of what is displayed
- New Articles - Maximum of 3

## **SUBMITTING APPLICATION**

- Type your application and budget
- Gather all artistic support materials electronically
- Submit application, budget, and artistic support materials electronically to Grants Administrator [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org)
- Incomplete applications not accepted
- Keep a copy of your application for your records

Would you like your application reviewed for feedback prior to the application deadline on November 2, 2017? Submit your application to Grants Administrator, by October 12, 2017 at [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org)!

## Letter of Intent Example

# SARATOGA ARTS

ARTS CENTER | ARTS COUNCIL

COMMUNITY ARTS GRANTS

SAMPLE LETTER OF INTENT

Please Submit Electronically By September 15, 2017  
To: [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org)

YOUR ORGANIZATION'S LOGO HERE  
(Please use letterhead if possible)

Your Name  
Organization / Government Department Name (if applicable)  
Organization Address  
Organization City, State Zip  
Organization Phone

Date

Dear Mrs. Wait,

This letter is to announce organization's or artist's name intention to apply for a  
grant type (Name specific grant program and type) for the 2018 grant cycle.

We / I plan to propose a project, tentatively called, tentative program title. Our  
organization's Executive Director supports our decision to apply for funds and will be  
assisting in our fundraising efforts.

Sincerely,

(Signature)

Your Name  
Your Title  
Your Email Address

# Arts Education Grants Brainstorming Worksheet

**Quick Arts Education Grant Brainstrom Tree**

Project Title: \_\_\_\_\_

When will the project take place?

Which school will you be working with?

Who will collaborate on this project?

What NYS Learning Standards in the Arts will be addressed?

How will you accommodate students with disabilities?

Budget

Other Resources: \$

In-Kind:

Grant Request Amount: \$

Non-profit Contribution: \$

School Contribution: \$

What expenses will the grant go toward?

What will occur during each contact session?

Session 1:

Session 2:

Session 3: