

SARATOGA
ARTS

arts education grants



2023 COMMUNITY ARTS REGRANT PROGRAM

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

APPLICATION DEADLINE: DECEMBER 15, 2022

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. \$300,000 of that funding has gone directly to arts education efforts in our service area.

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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 Governor Andrew M. Cuomo and the New York State Legislature.

Calendar of Grant Cycle

Applications Open Oct. 3, 2022

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

Letter of Intent Deadline Nov. 15, 2022

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 Dec. 1, 2022

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 Dec. 15, 2022

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 Dec 1, 2022 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.

SAT	SUN	MON	TUE	WED	THU	FRI
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	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	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
31						

WINTER 2022/2023

SPRING 2023

OCTOBER 2022

- ★ **October 3, 2022** - 2023 Guidelines Announced, Applications Open
- **October 7, 2022** - Online Info Session @ saratoga-arts.org via Zoom 5:30PM
- **October 12, 2022** - Info Session, 2PM *Saratoga Arts*
- **October 18, 2022** - Info Session, 2PM *Fulton County - TBA*
- **October 24, 2022** - Info Session, 12PM *Montgomery County - TBA*

NOVEMBER 2022

- **November 1, 2022** - Online Info Session @ saratoga-arts.org via Zoom, 6PM
- **November 5, 2022** - Info Session, 10AM *Town of Ballston Library*
- **November 9, 2022** - Info Session, 12PM *Arnell Museum*
- ★ **November 15, 2022** - Letter of Intent Deadline
- **November 18, 2022** - Info Session, 2PM *Paul Nigra Center for Creative Arts*

DECEMBER 2022

- ★ **December 1, 2022** - End of Application Review Period
- ★ **December 15, 2022** - Application Deadline

February 2023 - Panel Convenes to review applications and advise funding.

April 2023 - Grant Reception for funded projects in all categories

2023 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

Grant applications for the 2023 grant cycle will be evaluated on the basis of the following funding priorities and criteria:

All Arts Education Projects

- **Funding Priorities:**
 - Funding Arts Related expenses such as:
 - Artist Stipends/Fees Associated with Residency
 - Arts-related Materials needed to implement the residency
 - Promotional Expenses
 - Other arts-related expenses
 - Funding participating and lead artists that are residents of Fulton, Montgomery, or Saratoga County.
 - Project activities and outcomes that are collaboratively designed, planned, taught and evaluated by the teacher and artist or non-profit cultural organization
 - Project timelines that allow for reflection, further investigation and fine tuning between work sessions
 - Comprehensive planning and implementation team
 - Clarity and feasibility of reflection and student assessment plans
 - Cost-effective proposed budget
 - Applications in which the expertise of the proposed artist or cultural professionals is clearly exhibited
 - Planning team seeks collaborative professional development
- **Project Criteria:**
 - Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions
 - In-depth, age and skills appropriate learning opportunities
 - Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
 - Stated learning goals, methodologies and outcomes and a means for evaluation
 - It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.

2023 Priorities and Criteria

(continued)

In-School Projects

- **Additional Funding Priorities:**

- Projects that address the [New York State Learning Standards in the Arts](#)
- Projects which allow the school's non-arts teachers to participate
- Clarity and relevance, concerning grade level, of proposed project activities, shared educational and artistic goals, expected student outcomes
- Clarity and relevance concerning grade level of proposed project activities, shared educational and artistic goals, expected student outcomes
- Projects which strengthen the learning of arts curriculum.

- **Additional Project Criteria:**

- These projects must take place in-school during the school day.
- All applicants must be working with an eligible partner school for in-school programs.
 - A letter of commitment from the partner school to the arts organization or artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.
- Private, charter, and parochial schools are ineligible for partnerships.
- School partners involved in any Arts Education projects currently receiving direct NYSCA funding are not eligible for a SCR Arts Education regrant.
- Arts Education regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.
- Inter-curricular collaboration for in-school projects is encouraged but not required.

After-School and Community Based Learning Projects

- **Additional Funding Priorities:**

- Projects may take place in a community-based setting such as a library, school, community center, or arts organization.
- Projects are provided to a closed group of learners, meaning they are not open to the general public. These groups may be composed of a particular age group (including adult learners), or for participants of all ages.

- **Additional Criteria:**

- A letter of commitment from the partner arts organization or artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

Funding and Eligibility

Funding

- Arts Education Grants may be offered in the amount of \$500 and up to \$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 immediately 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.

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.
- A government or quasi-governmental entity, or tribal organization
- Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school (for in-school programs) or eligible fiscal sponsor or community-based partner if accepted by your SCR site (for out-of-school programs).

Additional Eligibility Requirements:

- Applications for the same project can not be submitted in multiple categories (Individual Artist, Arts Education, Community Arts).
- All applicants must be working with an eligible partner school for in-school programs.
- Eligible applicants may apply directly for community-based programs.
- All applicants must reside/be located in Fulton, Montgomery or Saratoga County.
 - Projects must take place in the same county as the applicant's legal address. If the project is to occur in a county other than that of the applicants legal address, the applicant must utilize a fiscal sponsor or community-based partner located in the same county as the project.
- Lead applicants must be 18 years of age at the time of submission and must not be enrolled in a full-time undergraduate degree program

Funding and Eligibility

(continued)

- Funded Projects must occur between January 1, 2023 – December 31, 2023
- Project must include and accommodate individuals with disabilities

Ineligible Applicants:

- Home schools, Private, Parochial, or Charter Schools
- 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
- Past grantees that have failed to submit final reports.

Ineligible Projects or Programs

- 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
- Start-up or seed funding for the establishment of a new organization
- 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
- 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

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

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.

Required Support Documents

- **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** (Only for applicants who are non-profit organizations or have a fiscal sponsor)
 - 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.
- **Proof of Applicant Organization's Non-Profit Status** (Only for applicants who are non-profit organizations or have a fiscal sponsor)
- **Individual Artists: Proof of Residency**
 - Individual Artists are required to submit proof of residency if they are not applying through a fiscal sponsor. 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

Application Instructions

(continued)

- **Fiscal Sponsor Memo of Understanding** (if using a fiscal sponsor): A written memo outlining the agreed upon services provided by the fiscal sponsor to the sponsored organization.
- **Letter of Support From the Partnering School** (Required for in-school projects, occurring during the school day): 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).

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)

Artistic Support Materials

Applicants are asked to submit artistic samples that represent their/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 online application form.

- **Sample Arts Education Lesson Plan/s**
- **Digital Images** – Color images or BW,, max of 2500 pixels on 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 up to two urls of websites.
- **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.

Fiscal Sponsorship

To be eligible to apply to Arts Education 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) or an individual artist residing in our service area; however, a sponsored applicant is not required to be located or reside in one of these counties.

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

A direct Arts Education 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.

What are the basic responsibilities for the sponsored organization?

- 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 required Saratoga Arts credit language on all publicity, advertisements, and acknowledgments related to the project in a form agreed to by both parties.

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 the 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 submitting a completed and signed grant application, and if funded, a signed contract and 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.

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.



Arts Education Grant Brainstorm

What NYS Learning Standards in the Arts will be addressed?

Who will collaborate on this project?

When will the project take place?

Project Title:

Budget

What school or community based partner will you be working with?

What will occur during each session?

Session 1:

Session 2:

Session 3:

Grant Request Amount:

Non-profit contribution:

School Contribution:

What expenses will the grant go toward?

In-Kind Contributions:

Other Resources: