

2023 Community Arts Regrant Application Form

*** Required** *PDF copies of the 2023 Saratoga Arts Grant applications are provided as a courtesy to applicants to review before applying. Applications that are not submitted through the official application portal will not be honored.

1. Name of Applicant Non-Profit Organization or Fiscal Sponsor *

2. Will this application utilize a Fiscal Sponsor? *

A Fiscal Sponsor is utilized when a project manager or their organization would be otherwise ineligible for this grant.

Mark only one oval.

Yes *Skip to question 29*

No *Skip to question 3*

Organization Information

3. Organization Address *

Location applicant organization operates from, not a P.O. Box

4. Organization Mailing Address

If the same as address above, leave blank

5. Organization County *

Please choose the county associated with the organization's registered address.

Mark only one oval.

- Fulton
- Montgomery
- Saratoga

6. NYS Senate District #, NYS Senator *

Unsure? Visit: <https://www.nysenate.gov/find-my-senator>

7. NYS Assembly District #, NYS Member of Assembly *

Unsure? Visit: <https://assembly.state.ny.us/mem/search/>

8. Artistic Discipline of Organization *

Please select the main artistic discipline of the lead applicant from the following options.

Mark only one oval.

- Non-Arts/Non-Humanities
- Crafts
- Dance
- Design Arts
- Folk-Traditional Arts
- Humanities
- Interdisciplinary
- Literature
- Media Arts
- Multi-disciplinary
- Music
- Opera/Music Theatre
- Photography
- Theatre
- Theatre – Storytelling
- Visual Arts

9. Non-Profit Organization Type (Select one of the following) *

Mark only one oval.

- NP Dept of Education
- NP Dept of State
- Other
- Unit of Government/Indigenous Tribe

10. Organization Composition *

Please select the composition that most accurately describes that of your organization.

Mark only one oval.

- No Single Group
- Native America/Alaska Native
- Asian
- Black/African-American
- Hawaiian/Pacific Islander
- Hispanic/Latino
- White, not Hispanic

11. Organization's EIN number or Tax ID number *

12. Organization's Mission Statement *

Original, as stated on tax exempt documentation.

13. Organization Activities *

Please highlight your organization's main activities, you may include a brief description of each activity.

14. Organization Goals *

What are your organization's goals for the next five years?

15. Organizations Fiscal Year *

Please indicate from when to when your organization's fiscal year runs. (i.e. January 1-December 31 or July 1-June 30, etc.)

16. Date of Incorporation *

Example: January 7, 2019

17. Did your organization directly apply to NYSCA or REDC for the 2023 Grant Cycle? *

Direct NYSCA applicants are ineligible to apply or act as fiscal sponsors to this grant program.

Mark only one oval.

Yes

No

18. Executive Director *

Or equivalent Organization Executive

19. List of Board of Directors *

Include titles, occupation affiliations, addresses and telephone numbers

Files submitted:

20. Organization Financial Statement *

Submit the financial statement form for your organization's most recently completed fiscal year. Audited figures preferred. Other acceptable documents include accountant prepared and signed statements or a complete fiscal year report signed by your board treasurer.

Files submitted:

21. Project Manager/Lead Contact Name *

Can be the same as the Organization Executive

22. Project Manager Email Address *

23. Project Manager Telephone Number *

24. Website *

25. Has your organization applied for Saratoga Arts' Community Arts Regrant funding *
in previous years?

Mark only one oval.

Yes

No

26. Please list all previous Community Arts Regrants (formerly "DEC" or Decentralization) received. Please write "N/A" if your organization has not received funding in the past. *

Please include only Years and Amounts

27. Proof of applicant's Non-Profit or Government Entity Status *

Please select which eligible document you will upload as proof of your organizations non-profit status or status as a government entity.

Mark only one oval.

- Letter of determination from the IRS granting tax-exempt status (NYS "Sales Tax Certificate" is not eligible as proof of non-profit status)
- Documentation of charter by the NYS 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 filing receipt (from the Office of the Attorney General)
- Local Government Entity: Official authorization as an arm of local government on official letterhead signed by the appropriate county, city, town, or village executive

28. Proof of Non-Profit or Government Entity Status *

Upload a PDF file of the document you selected above.

Files submitted:

Skip to question 47

**Fiscal
Sponsorship
Information**

If your application utilizes a fiscal sponsor, please complete this section, if not return to the previous section.

29. Fiscal Sponsor Address *

Location fiscal sponsor organization operates from, not a P.O. Box

30. Fiscal Sponsor Mailing Address

If the same as address above, leave blank

31. Fiscal Sponsor's County *

Please choose the county associated with the fiscal sponsor's registered address.

Mark only one oval.

- Fulton
- Montgomery
- Saratoga

32. NYS Senate District #, NYS Senator for Fiscal Sponsor *

Unsure? Visit: <https://www.nysenate.gov/find-my-senator>

33. NYS Assembly District #, NYS Member of Assembly for Fiscal Sponsor *

Unsure? Visit: <https://assembly.state.ny.us/mem/search/>

34. Fiscal Sponsor's EIN number or Tax ID number *

35. Fiscal Sponsor's Executive Director *

Or equivalent Organization Executive

36. Fiscal Sponsor's List of Board of Directors *

Include titles, occupation affiliations, addresses and telephone numbers

Files submitted:

37. Sponsored Organization Name or Sponsored Individual *

38. Project Lead Contact Name (if an organization)

39. Sponsored Applicant Mailing Address *

40. Website

Social media links are acceptable if they are accessible to the public via a web browser.

41. Lead Contact Email Address *

42. Lead Contact Telephone Number *

43. Fiscal Sponsor Non-Profit Type (Select one of the following) *

Mark only one oval.

- NP Dept of Education
- NP Dept of State
- Other
- Unit of Government/Indigenous Tribe

44. Proof of Fiscal Sponsor's Non-Profit or Government Entity Status *

Please select which eligible document you will upload as proof of non-profit status or status as a government entity.

Mark only one oval.

- Letter of determination from the IRS granting tax-exempt status (NYS "Sales Tax Certificate" is not eligible as proof of non-profit status)
- Documentation of charter by the NYS 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 filing receipt (from the Office of the Attorney General)
- Local Government Entity: Official authorization as an arm of local government on official letterhead signed by the appropriate county, city, town, or village executive

45. Proof of Non-Profit or Government Entity Status *

Upload a PDF file of the document you selected above.

Files submitted:

46. Fiscal Sponsorship Memo of Understanding *

Please submit a written memorandum of understanding outlining the services provided by the fiscal sponsor to the sponsored applicant as agreed to by both parties.

Files submitted:

Project
Information

In this section you will outline information related to the Community Arts Project for which you are applying.

47. Project Title *

48. Project Request Amount *

Project requests must range between 500 and 5,000 dollars.

49. Brief Project Overview (70 words or less) *

50. Are you applying for more than one project? *

This would include applications as a fiscal sponsor. If "Yes", be sure your project titles are clear and distinguishable from one another.

Mark only one oval.

Yes

No

51. Project Location Address(es) *

Please indicate your project's location address(es). If your project has any virtual programming, include links to the online locations where that programming would be accessible.

52. Project Timeline *

Please list the proposed dates for project implementation.

53. Primary Artistic Discipline of Project *

Please select the primary discipline of your project

Mark only one oval.

- Crafts
- Dance
- Design Arts
- Folk-Traditional Arts
- Humanities
- Interdisciplinary
- Literature
- Media Arts
- Multi-disciplinary
- Music
- Opera/Music Theatre
- Photography
- Theatre
- Theatre – Storytelling
- Visual Arts

54. Type of Project *

Select one of the following that best describes the type of event associated with your project.

Mark only one oval.

- Acquisition
- Arts instruction
- Audience Services
- Broadcasting
- Concert/performance/reading
- Creation of a work of art
- Demonstration class/ lecture
- Exhibition
- Fair/festival
- Fellowship
- None of the above
- Public Art
- Publication
- Recording/filming/taping
- Repair/restoration/conservation

55. Project Focus *

Does the project specifically focus on incorporating any of the following? (Select any that apply)

Check all that apply.

- Accessibility
- International Access
- Presentation/Touring
- Technology
- Youth at Risk
- Not Applicable

- 56. Provide an overview of your project. Please explain how the requested funds would be used and how your project addresses the 2023 funding priorities. *

Be sure to reference the Funding Criteria and Priorities outlined in our guidelines (saratoga-arts.org/grants). Be specific as you can about project activities.

- 57. How will artists engaged by your organization participate in this project? Be sure to list titles or roles of these artists and names of artists, whenever possible.

- 58. How will this project impact the community and/or address community needs? *

59. How will you assess the success of your project? *

i.e. virtual registrations, online surveys, attendance tabulation, community involvement numbers, etc.

60. Describe your publicity plan to promote this project. *

Be detailed, include the names of publications, websites, social media, location of physical advertisement and verbal announcements, and a timeline of your outreach activities

61. What does your organization hope to accomplish with this project? *

62. What is the most critical element of your project and what is the estimated cost/dollar value? *

63. How would your project change, maintaining artistic integrity, if you receive less than the amount requested? *

64. Could you change project delivery if necessary, due to venue closure, social distancing or other impact of the ongoing COVID-19 pandemic? Describe. *

Project Audience

Please estimate the size and type of audience/participation who will benefit from this project through your active engagement.

65. How many artists will be participating? (Please list an approximate number) *

66. How many youth participants do you anticipate? (Please list an approximate number) *

67. How many participants do you anticipate that belong to an ethnic minority? (Please list an approximate number)

68. Other special constituencies

Include descriptions and approximate numbers

69. How many total individuals will benefit from this project? (Please list an approximate number) *

List a combined figure that includes both participants and audience members.

70. Audience Composition *

Select a composition. If no specific composition is anticipated, please select "No Single Group".

Mark only one oval.

- No Single Group
- Native America/Alaska Native
- Asian
- Black/African-American
- Hawaiian/Pacific Islander
- Hispanic/Latino
- White, not Hispanic

71. Project Budget Form *

To access our budget template visit saratoga-arts.org/grants/forms

Files submitted:

72. Supplementary budget information

Artistic Information

73. Artistic Support Materials *

Submit up to five (5) artistic samples that represent your organizations work from the last three years in the medium appropriate to this project. In addition you may upload one (1) pdf document outlining what the samples are. Be descriptive in your file names and supplemental PDF for clarity.

Files submitted:

74. Memo(s) of Understanding

Upload a single PDF containing all executed memorandums of understanding between your organization and participating artists proposed in the project. Memo can be in the form of an email or formal letter.

Files submitted:

75. List of All Artistic & Administrative Personnel *

Submit a list of names and organizations overseeing the project; provide mailing addresses, email addresses and telephone numbers and specify their role(s) in the project

Files submitted:

76. Artist Resume(s) *

Submit resumes for all artist involved in the project outlining their artistic career and qualifications. Select biographies of two (2) paragraphs are acceptable in place of formal resumes.

Files submitted:

Certification
and
Release

This section of the form serves as the Certification and Release form. You will have the option to upload a PDF signed form (found at saratoga-arts.org/grants/forms) or digitally accept the terms of certification and release. Please note that digital acceptance may result in additional paperwork later in the process.

77. How will you complete Certification and Release?

Mark only one oval.

- Uploading an executed PDF of the form *Skip to question 78*
- Completing an online acceptance of terms which may result in additional paperwork *Skip to question 79*

Certification and Release (continued, upload)

78. Certification and Release Upload *

Please upload an executed Certification and Release form (found at saratoga-arts.org/grants/forms) in PDF format.

Files submitted:

Certification and Release (continued, digital acceptance)

This Signee certifies that he or she:

1. is a principal officer of the applicant organization with authority to obligate it;
2. has knowledge of the information presented herein;
3. has read the guidelines of the Saratoga Arts Community Arts Regrant Program, incorporated herein by reference, that his/her application complies with and is made subject to said guidelines;
4. is aware of Federal Regulation 504 relating to accessibility of the handicapped to programs and facilities
5. on behalf of the applicant also releases Saratoga Arts, which is the administrative unit of the Community Arts Regrant Program, its employees and agents with respect to damages to property or materials submitted in connection herewith. The applicant further agrees that in the event the applicant commences litigation against Saratoga Arts and or the New York State Council on the Arts, then, in that event, the applicant shall be fully liable for any and all costs, including attorneys' fees incurred by Saratoga Arts and/or the New York State Council on the Arts, their employees and agents in defense of the subject litigation.
6. declares that all statements contains in this application are true and correct; understands that false or incorrect information in the application may lead Saratoga Arts to demand the immediate return of funds awarded through this application and may disqualify the applicant and applying organization from this and future grant opportunities.

79. I agree to the above certification language. *

Signee must be the Executive Director (or equivalent organization executive) or Board President of the applying organization, or the head of the applying municipality or government entity

Mark only one oval.

Yes

No

80. Name of Signee *

Optional Survey

The following survey questions are optional. Completing the survey helps Saratoga Arts improve the services we offer to Fulton, Montgomery, and Saratoga Counties. If you do not wish to complete the survey, please click the submit button after reviewing your application.

81. Where do you go to look for information about community arts resources? (select all that apply)

Check all that apply.

Community Centers

Facebook

Flyers

Google

Instagram

Local Galleries

Mailers

Newspapers

Online Forums

Other: _____

82. How did you hear about Saratoga Arts' Community Regrant Program?

83. Would you be interested in attending artist mixers or professional development meetings aimed at artists and arts organizations?

Mark only one oval.

Yes

No

Possibly

84. Would you be interested in joining a community advisory board designed to improve local community arts programming?

Mark only one oval.

Yes

No

Possibly

This content is neither created nor endorsed by Google.

Google Forms