ARTIST GRANT 2021

ARTIST GRANTS

Funding for individual artists to create new work and share their creative process with the community in Fulton, Montgomery, and Saratoga Counties.

Eligible artists from all artistic disciplines are encouraged to apply.

Letter of Intent Deadline:
September 25, 2020

Application Review Deadline:
October 16, 2020

Application Deadline:
November 6, 2020
HISTORY & OVERVIEW

Founded in 1977, the Decentralization Program (DEC) 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, then in 2011 added Fulton and Montgomery Counties to Saratoga Arts’ service area.

A funding category within Saratoga Arts’ Decentralization Grants Program, Artist Grants provide awards of $1000 - $2,500 to directly support individual artists in creating new work, giving them the means to devote time solely to develop their craft, improve technical skills, grow their artistic career, and broaden their exposure, inspiring their community with their creativity and resourcefulness.

Over the years, Saratoga Arts has awarded over 153,000 to individual artists. In 2020 seven grants were awarded for a total of $17,500.

Saratoga Arts’ Decentralization Grants are made possible with funding by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.
2021 Grant Cycle Informational Seminars

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, and how to submit the application and support materials on Submittable, the online grants management system new for this year. The seminars also explore successful project examples and review panel tips.

New for the 2021 Grant Cycle: Saratoga Arts will be implementing a new online submission format using Submittable, a cloud-based grants management system. Grant Seminars will provide instruction on how to submit your grant application through this new format.

Grant Writing Technical Assistance

In addition to the informational seminars, Saratoga Arts offers current applicants grant writing technical assistance. Do you have questions about your application or would like helpful feedback on your current draft? We are happy to help! All drafts must be submitted no later than October 16, 2020 to dswanson@saratoga-arts.org. Applicants can submit a portion of the application or the entire piece. Up to five points of feedback will be provided to the applicant.

Helping Out with the Details:

Two Technical Assistance Seminars have been scheduled on specific topics such as how to apply via Submittable, tips on filling out the budget form, using social media to promote your project and other grant application tips. These are designed for one-on-one or group assistance.

We strongly recommend that all applicants, returning and new, attend our grant seminars as there have been many changes made to guidelines and submission process for the 2021 grant cycle.

NOTES:

• The application process through our submission site in Submittable requires users to create their own account prior to accessing the grant application forms.

• If you have any questions about the online submission process, please contact Grants Coordinator Diane Swanson at dswanson@saratoga-arts.org. Additional support can be accessed directly through the Submittable support team, if you experience any issues during your process.

• A helpful video about getting started as an applicant in the Submittable online submission software is available at this link: https://submittable.help/en/articles/4058469-getting-started-as-a-submitter

• Learn more about using our new online submission process by attending our Helping out with the Details seminars: Two seminars specifically designed to help applicants with certain details of our process will be scheduled for late September/early October. The Q & A sessions will cover topics such as how to fill out budget forms, how to apply through Submittable, the online submission platform that SA has implemented for the new grant cycle, how to promote through social media and other tips.
2021 Grant Informational Seminars Dates and Time

GRANT WEBINARS
Due to public safety concerns, the following seminars are scheduled to be run as webinars. All webinars will be recorded for sharing with potential applicants. You may also opt to schedule a one-on-one grant info session via phone call or zoom meeting with Grants Coordinator Diane Swanson instead of attending a group webinar. Contact Diane at dswanson@saratoga-arts.org or 518-240-4240 to schedule a meeting.

Thursday, July 23, 2020
4:00-5:15pm - Community Arts Grants
5:30-6:45pm - Artist Grants
7:00-8:15pm - Arts Education In-School, In-Community

Thursday, August 6, 2020
1:30-2:45pm - Arts Education In-School, In-Community
3:00-4:15pm - Community Arts Grants
4:30-5:45pm - Artist Grants, “Meet the Artist” presentation by 2020 grant recipient, Jen Wojtowicz

Wednesday, August 19, 2020
9:00-10:00am - Arts Education In-School, In-Community
10:30-11:30am - Artist Grants
1:00-2:00pm - Community Arts Grants

Thursday, September 10, 2020
4:30 to 5:45pm - Artist Grants
6:00-7:15pm - Community Arts Grants
7:30-8:45pm - Arts Education In-School, In-Community

GRANT SEMINARS LIVE ON-LOCATION
These are tentatively scheduled and will only take place if it is safe to do so at that point. If we cannot run live on-site seminars due to ongoing social distancing needs, additional webinars will be scheduled instead.

Tuesday, September 8, 2020 at Saratoga Arts
5:00-6:00pm - Artist Grants
6:15-7:30pm - Community Arts Grants, “Meet the Artist/Organization” presentation by Mark Blech, project manager of Ballston Spa’s 2020 funded projects
7:30-8:30pm - Arts Education In-School, In-Community

TECHNICAL ASSISTANCE SEMINARS - HELPING OUT WITH THE DETAILS

Tuesday, September 22, 2020, 4:30-7:30pm
NOTE: This may be rescheduled as a Zoom webinar; please check schedule on website for any updates: https://www.saratoga-arts.org/grant-programs/free-seminars/
Q&A Session on location at Saratoga Arts on how to apply via Submittable, how to fill out budget form, using social media to promote projects and other helpful tips.

Early October, date/times/venue to be announced
One-on-one Q&A sessions on-location in Fulton/Montgomery Counties area.
LETTER OF INTENT & APPLICATION DEADLINES

Letter of Intent Deadline: September 25, 2020

Application Review Deadline: October 16, 2020

Application Deadline: November 6, 2020

All applications will be submitted through Submittable via this link: https://saratogaarts.submittable.com/submit

WHO CAN APPLY?

Eligible artists residing in Fulton, Montgomery, or Saratoga County.

- ALL arts disciplines are eligible.
- Applicant artists must be 18 years old.
- Student projects are not eligible for support.

HOW MUCH TO REQUEST

Applicants may request from $1000 to $2,500 for their proposed project.

WHEN DOES THE PROJECT NEED TO OCCUR?

January 1, 2021 – December 31, 2021

FUNDING CRITERIA

Grant applications are evaluated on the basis of:

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

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.

Please note: separate funds are allocated for Fulton and Montgomery County-based applications and Saratoga County-based applications.

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.

WHAT DOES THE ARTIST GRANT FUND?

The Artist Grant focuses on an individual artist’s work, with the goal of enhancing artistic career development, technical skills, broaden exposure, while fostering creative, resourceful and inspiring connections between artists and a community.

Funding priority is given to the arts-related aspect for the proposed project:

- Artist fees
- Art-related supplies and materials needed for the execution of the program
- Marketing/publicity and other outreach costs (postcards, fliers, online marketing, etc.)

NEW FOR 2021 -

Other allowable expenses

- Planning and preparation expenses for a proposed event
- Materials and expendable equipment not in excess of $1000.
- Equipment, including software, subscriptions, and training related to the creation and promotion of virtual programming
**AM I ELIGIBLE?**

Artists must meet certain eligibility requirements in order to be considered for Artist Grant funds.

- The artist’s primary residence must be in Fulton, Montgomery, or Saratoga County.
- Artists must be 18 years of age. Full time students enrolled in a degree program are not eligible.
- The artist may not apply directly to NYSCA and Saratoga Arts within the same year.
- Previous Artist Grant recipients are not eligible to re-apply for three years following the receipt of their grant award.
- ALL Applicants must attend a 2021 Artist Grant Informational Seminar or meet individually with the Grants Coordinator for orientation.

**Note:**

Artists that applied directly to NYSCA for 2021 funding may NOT apply for Artist Grant funding, regardless of the status of the NYSCA application.

An individual artist can not submit the same project proposal to the Community Arts Grants and Individual Artist Grant Categories at Saratoga Arts.

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**WHAT AN ARTIST GRANT CANNOT FUND**

Artist Grant funds may not be used for the following:

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

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Jen Wojtowicz - 2020 Artist Grant 
The City of Dreams, Population: Everyone
IF I'M FUNDED WHAT ARE MY RESPONSIBILITIES?

- Sign a Cultural Services Agreement (contract) stating the terms of the funded project.
- Attend the Annual Grant Awards Ceremony to receive grant award check.
- 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 logo is required:

  Saratoga Arts made this program possible with an Artist 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.

  The above credit language and logo can be found by visiting www.saratoga-arts.org.

  **Failure to provide proper credit will affect future funding eligibility!**

- Provide timely notification of your program to the Grants Coordinator for outreach purposes. Once funded the Grants Coordinator will provide you with a Program Schedule Form and due date.
- If project is to be presented live, ensure that events/venues associated with the project are fully accessible to all abilities.
- If 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. Provide timely notification of your program to the Grants Coordinator.
- 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.

  A final report form is available at: www.saratoga-arts.org/grants-programs/

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.
APPLICATION PROCESS

All applications will be submitted to Saratoga Arts through Submittable via this link:
https://saratogaarts.submittable.com/submit

I. Application and Budget Forms

All application fields must be filled in completely; required fields left empty may result in incomplete application submission. Blank budget form fields are included within the online application and completed directly in the application. Budget form instructions are available to download from our website at https://www.saratoga-arts.org/grant-programs/artist-grants/.

II. Artistic Support Materials

You will be asked to provide artistic support materials within the Submittable application process. Choose the medium appropriate for the project and artistic discipline. There will also be an area where you can provide descriptions of your support materials.

Examples of artistic support materials:

- 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 urls to up to two websites

- News Articles - Maximum of 3

III. Submit Proof of Residency

Within the application, you will be asked to provide pdfs of two forms of proof of residency.

Acceptable forms of proof include:

- Drivers License
- Voter Registration Card
- Copy of current Federal or NY State tax return (please black-out figures)
- Copy of dated Lease or Mortgage

- Websites – provide urls to up to two websites
SARATOGA ARTS
ARTS CENTER | ARTS COUNCIL

COMMUNITY ARTS GRANTS
SAMPLE LETTER OF INTENT
To: dswanson@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 Diane Swanson,

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 20XX 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
<table>
<thead>
<tr>
<th>Artist</th>
<th>Year</th>
<th>Field</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Caitlin Sheldon</td>
<td>2019</td>
<td>Textiles</td>
<td>Creation of Victorian gown based on historical image of women in Saratoga Springs using period-accurate materials and construction, followed by presentations to the community detailing the research process, construction techniques and materials used, and allowing ample opportunity for first hand examination of the finished garment.</td>
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<tr>
<td>Jay Towne</td>
<td>2016</td>
<td>Radio Production</td>
<td>To cover expenses for script writing, casting, and recording for a pilot radio drama titled &quot;Minutiae&quot;. This story, to be set and produced in Amsterdam, NY, depicts a mixed religious family whose only son, and main character, is being buried as the story begins.</td>
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<tr>
<td>Nancy Walker</td>
<td>2010</td>
<td>Singer/Songwriter</td>
<td>True Colors: Walker will create, record and distribute a collection of 6 original new songs that will lyrically, and musically, tell the stories of various residents for the Greenfield community. The new work will provide a historical perspective of how our lives today are both similar and different from our recent past.</td>
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<tr>
<td>Tania Halko-Susi</td>
<td>2006</td>
<td>Violist</td>
<td>Presentation of an interactive, educational viola concert to enhance people’s understanding and awareness of the expressive qualities of the viola. Ongoing discussion between artist and audience during the concert about the instrument, the music, the composers, etc. Targeted to families, school-age children, and viola students.</td>
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<td>Katie Bowen</td>
<td>2007</td>
<td>Recording Artist</td>
<td>Creation of a CD recording of 2 original songs featuring the speaking voices of approximately 50 cancer survivors of all ages from Saratoga County. The resulting CD will be distributed throughout the community and the artist will hold a listening party.</td>
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<tr>
<td>Stanley McGaughey</td>
<td>2000</td>
<td>Composer</td>
<td>A 3-part proposal designed to help people understand basic music compositional techniques: Part I - Creation/completion, performance and live recording of two musical compositions for multiple instruments, including piano, double bass, tabla, egg shaker and harpsichord; Part II – Stan worked with students and seniors to compose new original songs, recorded them singing and playing those songs, then assembled the recordings into an integrated electronic composition; Part III – Performances of Stan’s compositions along with the work created with the student/seniors, using the collaborative piece as a demonstration of Stan’s primary compositional technique.</td>
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<tr>
<td>Tom Ryan</td>
<td>2000</td>
<td>Painter</td>
<td>Creation of 6 new watercolors of the unique and historic 1885 Bow Bridge across the Sacandaga River in Hadley, reflecting different moods or seasons, including one view based on historic photos and one donated to the Town of Hadley for permanent display. Tom held several full-day outdoor painting demonstrations at the bridge for artists and non-artists, demonstrating watercolor techniques and offering personal guidance and instruction. Area residents of all ages were invited to submit original Bow Bridge artwork in any medium for a juried competition and exhibition with Tom’s work at the Town Hall. The selected entries were compiled into a book featuring a brief history of the bridge along with essays from the winning artists in hopes of inspiring the bridge’s preservation.</td>
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<tr>
<td>Marilyn McCabe</td>
<td>2003</td>
<td>Writer</td>
<td>Exploration of the concept of “home” in a series of poems with inspiration from a series of discussions about “home” and its personal meaning with 7-9 artists from all different media. Final works were presented at a public reading at the Saratoga Library, along with discussion of the artistic creative process.</td>
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<tr>
<td>Ceres Zabel</td>
<td>2003</td>
<td>Mosaic Artist</td>
<td>Creation of Venetian glass tile mosaic - an earth/moon-scape reflecting both man’s view of his deteriorating environment and rays of hope for the future. Zabel worked with a select group of artistically talented high school students at BOCES. Mosaic was exhibited at several locations then installed in the Arts Center elevator Lobby for the community.</td>
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