Community Arts Grants

Saratoga Arts offers funding for arts and cultural projects and programs in Fulton, Montgomery, and Saratoga Counties. Eligible artists, non-profits, municipalities, and other government entities are encouraged to apply.

**Letter of Intent Deadline:**
September 25, 2020

**Application Review Deadline:**
October 16, 2020

**Application Deadline:**
November 6, 2020
HISTORY AND 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.

Over the years, Saratoga Arts has awarded nearly $1,400,000 for community-enhancing and life-enriching arts programs in Fulton, Montgomery, and Saratoga Counties. For the 2020 grant cycle, Saratoga Arts awarded $123,010.

Community Arts Grants regrants public funds to artists, non-profit organizations, municipalities and other government entities in Fulton, Montgomery, and Saratoga Counties, in partnership with qualifying organizations and artists, to present arts and cultural programs of high artistic merit in local communities.
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, 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 for review 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.

See full grant information seminar schedule on next page.

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.
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 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 in partnership with a non-profit organization, non-profit organizations, municipalities and government entities in Fulton, Montgomery, and Saratoga Counties.

Applicant artists must be 18 years old.

HOW MUCH CAN WE REQUEST?
Applicants may request $500 - $5,000. Applicants may apply for up to three separate projects (totaling no more than $5,000).

WHERE and WHEN DOES OUR PROJECT NEED TO TAKE PLACE?
The proposed project must take place in the county in which you or your organization reside. January 1, 2021 – December 31, 2021.

HOW IS FUNDING DECIDED?
Two separate and qualified panels, comprised of arts professionals, artists, and community representatives from Fulton/Montgomery Counties, and Saratoga County, 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 COMMUNITY ARTS GRANTS FUND?
The priority of Community Arts Grants is to fund the arts-related aspect for the proposed program:

- Artist fees
- Art-related supplies and materials needed for the execution of the program
- Expenses associated with the arts-related components of the program; i.e.: exhibitions, workshop series, performances, festivals, screenings or readings.
- Marketing/publicity and other outreach costs
- Percentage of Administrative Expenses Related to Arts Project

NEW FOR 2021 -
Other allowable expenses

- Community Arts Grants can now fund up to the total expense of a project.
- 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

NOTE: Due to the impact of the pandemic, a large number of changes in project activity and delivery were necessary for many 2020 funded projects. None of these changes in activity and/or delivery will negatively influence 2021 funding decisions. Returning applicants whose 2020 funded projects were necessarily moved to 2021, cannot apply for that same project, but they can apply for an entirely different additional project to occur in 2021.

The Community Arts Grants grant process is competitive. Applicants must demonstrate a need for funding through updated financial data.
COMMUNITY ARTS GRANTS
FUNDING PRIORITIES AND CRITERIA
FOR 2021

Grant applications for the 2021 grant cycle will be evaluated on the basis of the following funding priorities and criteria:

PRIORITIES

- Encouragement of diverse arts and cultural programming of high artistic quality throughout Fulton, Montgomery, or Saratoga County that promote inclusivity.
- Creative, original and new approaches for bringing the arts to the public
- Participation of rural, minority and economically disadvantaged populations
- Strengthen collaborative efforts between non-profit organizations, between artists and between organizations and artists

CRITERIA

- Quality and artistic merit
  
  An excellent project will involve professional, high caliber artists and personnel. The project itself should demonstrate a skillful practice of a particular artistic discipline and strive to offer a quality art experience with strong cultural ties to the community it serves.

- Originality of project and creation of new works
  
  An excellent project will provide an opportunity for both professional artists and community members to create new works of art and offer a unique interaction with the community. A more competitive project will introduce the Fulton/ Montgomery, or Saratoga County community to cultural arts and/or programs not currently available. Project delivery can be a live event or virtual presentation.

- Community benefit and accessibility
  
  An excellent project will offer a significant artistic or cultural experience for its intended audience and should strive to meet a need expressed by the community (as evidenced by community support for the project shown through submitted artist support materials). Project quality will be prioritized over viewer quantity. A more competitive project will also address underserved constituencies — rural, minority and economically disadvantaged — and aim to expose these populations to the arts in a meaningful way. Whether project delivery is live or virtual, the project must be available to the general public. If presented as a live event, project location must be handicap accessible.

- Feasibility of the project & reasonable and appropriate budget
  
  An excellent proposal will demonstrate that the project is well planned and the applicant organization is financially sound. The applicant should provide information that shows the project can be carried out successfully. An excellent project will include a well-planned and thorough outreach and marketing plan, one that includes details on the who, when, where, and how of marketing the project.
IS OUR ORGANIZATION ELIGIBLE?

Applicants must meet certain eligibility requirements in order to be considered for Community Arts Grants funds.

- Applicant MUST be a non-profit or local government entity or a sponsored individual artist in partnership with a non-profit located in Fulton, Montgomery, or Saratoga County.

- If Applicant is an organization they must submit proof of their non-profit status. (A NYSTax Exempt Certificate is not a form of proof for non-profit status and can not be accepted.) Please see pages 15 of the Guidelines for a list of acceptable forms of proof.

- If Applicant is a local government municipality or other entity, they must provide proof through submitting a letter of intent on official letterhead.

- Applicant must have an active Board of Directors/Trustees or other volunteer advisory group that meets regularly.

- Applicant must demonstrate a need for funding through updated financial data.

- Applicant must not exclude persons with disabilities, according to the 1991 Americans with Disabilities Act, and the proposed arts event must take place in a handicap accessible location, if its a live event.

- 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.

- Individual artists and non-incorporated organizations residing or legally located in Fulton, Montgomery, or Saratoga County may apply for Community Arts Grants funding through the fiscal sponsorship of a qualified non-profit that meets the above criteria. (Please see pages 9 & 10).

Note:

Current direct NYSCA applicants may not apply to Community Arts Grants nor serve as a fiscal sponsor or partner organization, regardless of the status of the NYSCA application.

An individual artist cannot submit the same project proposal to the Community Arts Grants and Individual Artist Grant.

An organization can apply for a Community Arts Grant and Arts Education Grant within the same year. The total number of projects can be three and the total funding request cannot exceed $5,000.

Saratoga Arts’ Community Arts Grants are funded by the New York State Council on the Arts, a state agency, 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.
WHO'S BEEN FUNDED IN THE PAST?

A wide variety of arts and cultural organizations, and their public projects, have been funded in the close to 25 years Community Arts Grants has been available in Fulton, Montgomery, and Saratoga Counties. For a complete list please visit www.saratoga-arts.org.

Adirondack Center Stage, Inc.
Amsterdam Free Library
Amsterdam Waterfront Foundation
Asian Culture Inc.
Ballet Regent School
Ballston Area Community Center
Ballston Area Recreation Commission
Ballston Spa Film Festival
Ballston Spa Library
Burnt Hills Oratorio Society
Burnt Hills United Methodist Church
Caffe Lena
Cap. Dist. Assoc. for Education of Young Children
Caproga Historical Association and Museum
Catholic Charities/Saratoga Mentoring Program
Citizens Advisory Committee for Arts & Culture
Clifton Park-Halfmoon Library
Colonial Little Theater
Community Human Services
Corinth Free Library
Corinth Theatre Guild
Cornell Cooperative Extension in Fulton and Montgomery Counties
Colonial Little Theater
Dance Alliance
Domestic Violence Services
Edinburg Historical Society
Elizabeth Cady Stanton Hometown Association
Foothills Family Productions
Franklin Community Center
Friends of Port Plain
Friends of Grant Cottage
Friends of Music of Shenendehowa
Friends of Saratoga Battlefield
Friends of Saratoga Library
Friends of Schoharie Crossing
Friends of the Visual and Performing Arts
Frothingham Free Library
Foundation for Fulton Montgomery Community College
Galway Lions Club
Galway Public Library
Gloversville Public Library
Greater Galway Community Services Association
Greenfield Review Literary Center, Inc.
Historical Society of Moreau/South Glens Falls
Historical Society of Saratoga Springs
Hudson Crossing Park
Hudson Mohawk Country Dancers of Saratoga
Frederick Allen Elks Lodge #609
Johnstown Public Library
Kidsnet
Jill Kovachick
Land Trust of the Saratoga Region
Literacy Volunteers of Saratoga
Malta Youth Commission
Mechanicville Area Community Center
Mechanicville District Public Library
Mental Health Association of Fulton & Montgomery Counties, Inc.
Mohawk Valley Chorus
Music on Mainstreet
National Museum of Dance
New Century Ensemble
Northeast String Orchestra
Northeast Woodworkers
Not So Common Players
Odyssey School of Fine Arts
Old Saratoga Historical Association
Opera Excelsior
Original Works Repertory Theater
Racing City Chorus
Round Lake Auditorium
Round Lake Library – Malta Branch
Sacandaga Valley Arts Network
Saratoga Automobile Museum
Saratoga Bridges
Saratoga Center for the Family
Saratoga Chamber Players
Saratoga Chamber Singers (formerly FMA)
Saratoga Choral Festival
Saratoga Children’s Theatre
Saratoga City Ballet
Saratoga County Options for Independent Living
Saratoga Economic Opportunity Council, Inc.
Saratoga Film Forum
Saratoga Shakespeare Co.
Saratoga Soundtrack Chorus
Saratoga Springs Arts District
Saratoga Springs Heritage Area Program
Saratoga Springs Mayor’s Office
Saratoga Springs Public Library
Saratoga Springs United Methodist Church
Saratoga Springsstreet Gallery (Saratoga Institute)
Saratoga Springs Youth Orchestra
Schoyerville (Old Saratoga) Area Chamber of Commerce
Schoyerville Public Library
Schoyerville United Methodist Church
Springstreet Gallery
Senior Citizen’s Center of Saratoga Springs
Southern Adirondack Library System
Southern Saratoga Art Society
SPAHA
Spring Hill Waldorf School
St. Timothy’s Episcopal Church
Stillwater Area Community Center
Stillwater Players Among Others
Julie Takacs
The Creative Place International
Town of Ballston Community Library
Town of Corinth Youth Commission
Town of Day
Town of Edinburg
Town of Hadley
Town of Malta
Town of Moreau
Town of Stratford
Ulysses S. Grant Cottage Historic Site
Van Alstyne Homestead Society
Village of Ballston Spa
Village of Canajoharie
Village of Corinth Parklands Committee
Village of Fort Plain
Village of Northville
Village of South Glens Falls
Village of St. Johnsville
W.B. Reed Fnd’n/Alcohol & Substance Abuse Council
Waterford Historical Museum & Cultural Center
West Side Neighborhood Association
Wilton Wildlife Preserve & Park
Youth Ballet & Dance Eclectic

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**WHAT COMMUNITY ARTS CAN NOT FUND**

- New York State agencies and departments
- Public universities, colleges; and public, private, or parochial schools
- Individuals that do not have an eligible 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 Fulton, Montgomery, or Saratoga Counties
- Start-up or seed funding for the establishment of a new organization
- General operating expenses and administrative expenses not specific to the proposed project
- The acquisition, improvement, or repair of facilities, property, or works of art
- Requests for funding that would result in a project financial surplus
- Entertainment costs including receptions, food, and fundraising events
- Activities that are not arts-related including balloons, clowns, magic, “sip & paint”
- Projects whose purpose is primarily rehabilitative, therapeutic, or worship-focused
- Activities not opened to the general public (camps, clubs, college associations)
- Programs in locations that are not handicap accessible
- Activities held in private homes
- Creation of textbooks or classroom material
- Programs in which children are used as professional artists (paid a fee)
- Lobbying Expenses
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, scholarships, and awards to students
- Past grantees that have failed to submit final reports (exception: 2020 projects impacted by the COVID Pause that have yet to take place due to changes in project activity/delivery)
- A proposed project taking place outside of the county in which the applicant resides.

**APPEALS PROCESS**

Applicants who are denied Community Arts Grants 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 Community Arts Grants 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:**

- 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.

  **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.

  **Improper procedure.** Contention by the applicant that: 1) the review of the funding request by the
panel was biased; 2) the decision by the panel was arbitrary or capricious.
An applicant considering an appeal must call or email the Grants Coordinator 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 Coordinator, the applicant wishes to pursue the appeal, a letter citing the specific grounds for the appeal must be received by the Saratoga Arts Grants Coordinator 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 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 Community Arts Grant Review Panel for reconsideration. The sole function of the Appeals Panel will be to insure 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 Community Arts Grant Review Panel concerning the quality of a particular application or project.

If the Appeal is upheld, the Community Arts Grant Review Panel will meet to review the appellant’s request in light of the determination by the Appeals Panel. The subsequent determination by the Community Arts Grant 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.

APPLYING THROUGH FISCAL SPONSORSHIP

To be eligible to apply to Community Arts Grants at Saratoga Arts, an organization must be incorporated as a New York State non-profit in Fulton, Montgomery, or Saratoga County; however, the sponsored applicant is not required to reside in one of these counties.

In or out of Fulton, Montgomery, or Saratoga County organizations that are not incorporated as a NYS non-profit and are interested in applying to Community Arts Grants have the option of seeking fiscal sponsorship from an eligible organization in Fulton, Montgomery, or Saratoga County.

A project taking place outside of an applicant’s county requires an in-county fiscal sponsor.

A direct Community Arts Grants applicant may serve as a fiscal sponsor and may sponsor more than one applicant, as the 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 of a fiscal sponsor?**

- A fiscal sponsor must adhere to the non-profit eligibility requirements listed in the Community Arts Grants Guidelines.

- The sponsoring organization must be incorporated as a New York State non-profit in Fulton, Montgomery, or Saratoga County.

- A fiscal sponsor applies to one of Saratoga Arts’ Grant Programs on behalf of an 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.

- 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.

• Completion 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.

What are the basic responsibilities for the sponsored 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 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. The Saratoga Arts required credit language can be found at www.saratoga-arts.org

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.
GRANT RECIPIENT RESPONSIBILITIES

Grant recipients are required to do the following:

○ Sign a Cultural Services Agreement (contract) stating the terms of the funded project.

○ Attend the Annual Grants Awards Reception 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 a Community Arts 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 at www.saratoga-arts.org/grants-programs/

**Failure to 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 which you will complete and return.

○ 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.

○ 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 cannot 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. (exception: 2020 projects impacted by the COVID Pause that have yet to take place due to changes in project activity/delivery)

A final report form is available on Saratoga Arts website.
All applications will be submitted to Saratoga Arts through Submittable via this link: https://saratogaarts.submittable.com/submit

Please note: If your organization is applying for funding for more than one project, a separate application and all accompanying support material must be submitted for each project.

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 on our website at https://www.saratoga-arts.org/grant-programs/community-arts-grants/.

II. Support Documents
All of the following items will either be required fields on the online application form or be requested as pdfs to be uploaded into the online application form.

• Written Memo between applicant organization and participating artists involved in proposed project.
The memo will include a brief explanation of the project, tentative dates for the project, and outline artist fees (which mirror the expenses listed in the project budget). The agreement can be in the form of an email or formal letter between the applying organization and artist/s.

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

• List of all Artistic & Administrative Personnel
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
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 Community Arts 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 government departments, submit the following documents:

○ Official authorization as an arm of local government (i.e., a formal letter on official stationary 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.

**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. All artistic support materials are to be uploaded directly into appropriate field in Submittable application form.

- 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 of up to two websites.

- News Articles - Maximum of 3

**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](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.
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