

# GRANTS FOR THE ARTS



New York State Council on the Arts (NYSCA)  
**LONG ISLAND DECENTRALIZATION**  
**GRANTS FOR THE ARTS PROGRAM 2011**  
NASSAU & SUFFOLK COUNTIES COMMUNITY ARTS GRANT  
APPLICATION & GUIDELINES



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## ADMINISTERED BY:

The Huntington Arts Council, Inc., 213 Main Street, Huntington NY 11743 (631) 271-8423 x16

**DEADLINE:** Applications must be hand-delivered or postmarked by  
**Friday, October 15, 2010, 5:00 p.m.**

**FUNDING OPPORTUNITIES:** Nassau & Suffolk Counties Not-for-Profit organizations or individual artists sponsored by a Not-for-Profit Organization may apply for \$500 to \$5,000 for Community Arts & Cultural Projects. Emphasis placed on projects that meet program priorities and criteria.

**PROJECT PERIOD:** January 1, 2011 - December 31, 2011

**FUNDING NOTIFICATION:** Late January 2011

**ABOUT DECENTRALIZATION:** In 1977, the New York State Council on the Arts (NYSCA) developed the Decentralization program in response to a state legislative mandate that encouraged the administration and awarding of grant money at a local level. Through this program, not-for-profit organizations and individual artists may apply annually for grants to help strengthen the arts and cultural programs in their communities. It is the intention of the New York State Council on the Arts that these funds, regranted through Decentralization, provide developmental support to those organizations exhibiting quality programming, community support, and professionalism.

In Nassau and Suffolk Counties, Decentralization is administered by the Huntington Arts Council. Funding decisions are made by three (7) seven member panels comprised of local artists, community leaders, and individuals from Nassau and Suffolk Counties. All decisions must receive final approval by the Board of Directors of the Huntington Arts Council, Inc.

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## PROGRAM PRIORITIES:

- Innovative and unique projects.
- Multi-disciplinary projects.
- Project collaboration between arts & cultural organizations and/or individual artists including resource sharing and creative partnerships.
- Projects for/by minorities and special interest arts & cultural organizations, which reach underserved communities.
- Demonstrated benefit to the community served by the project.

# 2011 DECENTRALIZATION GUIDELINES

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## ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS:

- Organizations must have a **legal address** in Nassau or Suffolk Counties.
- Organizations must have proof of **Not-for-Profit status** as indicated by one of the following:
  - U.S. Treasury Dept. under Section 501(c) 3 of the U.S. Internal Revenue code
  - Board of Regents Charter of New York State Under Section 216 of the Education Law
  - Registration with New York State Attorney General Division of Charities Registration
  - Certification of Incorporation under Section 402 Of the Not-for-Profit Law
  - Authorization letter from a unit of local government

***NOTE:** A New York State Tax Exemption Certificate from the Department of Taxation and Finance is NOT considered proof of a non-profit status and should not be submitted.*

- The project must be **artistic/cultural in nature**, encompassing the visual, performing, media, literary arts and/or humanities. Decentralization may **fund one phase of a multi-phase project in the media & literary arts only!**
- Funded projects must take place in **Nassau or Suffolk Counties** and **serve the general public.**
- **Funded projects must take place in same County as applicant.**
- Organizations must demonstrate a **need for funding**. Prior receipt of a DEC grant does not guarantee continued support.
- **Decentralization Grants are not intended to be the sole support for any program.** Organizations are required to provide a **cash match representing 25%** of the total project expenses budget.
- **All parties directly involved in the grant application process must attend a technical assistance workshop in the Fall of 2010** before submitting an application. An application workshop schedule is included with this application packet and is also available on our website: [www.huntingtonarts.org](http://www.huntingtonarts.org).
- Organizations must comply with section 504 regulations insuring **accessibility for handicapped persons.**

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## ELIGIBILITY REQUIREMENTS FOR INDIVIDUAL ARTISTS:

- Individual Artists residing in Nassau or Suffolk Counties **must be sponsored by a Not-for-Profit Organization** in same County to apply. (submit letter of sponsorship with application)

- The project must be **artistic/cultural in nature**. Résumés and samples of works for all participating artists must be included with application.
- Funded projects **must take place in Nassau or Suffolk Counties**.
- Must be open to public attendance and/or participation by the community.

**RESTRICTIONS:** Decentralization money will **not** be awarded to/for the following:

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- **Organizations who applied directly to the New York State Council on the Arts in March 2010.**
- Individuals applying for community project grants without sponsorship from a Not-for-Profit organization.
- Previous Decentralization recipients who have failed to submit final reports.
- Public school districts and their affiliates or components. (PTA's may apply only if they have their own not-for-profit status and provide cultural services for the community at large unrelated to the regular school program.)
- Public Universities and Colleges.
- New York State agencies, departments and municipalities for either local townships or Nassau and Suffolk Counties.
- Capital expenditures, i.e.; purchasing equipment - computers, copiers, etc.
- Major expenditures for the establishment of new organizations.
- General Operating expenses.
- Fellowships at professional training schools that are not open to the public.
- Activities restricted to an organization's membership.
- Programs that are social service in nature, even those containing an artistic component – i.e. mental health programs; projects where counselors are engaged for the purpose of discussions about personal/emotional family issues, etc.
- Operating expenses of privately owned facilities.
- Homeschool art activities.
- Requests that are larger than total project expenses minus total project income.
- Entertainment costs including theater parties, galas, openings, receptions, and fund-raising benefits.
- Scholarship programs.
- Board Members that apply for themselves as artists or directors.
- Cash prizes, juried shows, awards to students or stipends.
- Non-related arts activities such as balloons, clowns, magic, receptions, food, trophies, etc.
- Not-For-Profit Sponsors for for-profit arts or non-arts organizations

## **ADDITIONAL FUNDING GUIDELINES:**

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**ORGANIZATIONS MAY APPLY FOR UP TO 3 PROJECTS USING ONE APPLICATION; HOWEVER, THE SUM TOTAL OF THE REQUESTS CANNOT EXCEED \$5,000.** Organizations may apply for a community project grant and also serve as a sponsor for an individual artist, but the sum total requests cannot exceed \$5,000.

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### **REVIEW CRITERIA:**

- Artistic Quality of the Project
- Community interest and benefit from the project, demonstrated by the estimated size of the audience and appeal to broad, unique or under served constituency
- Organizational history and stability
- Feasibility of the project
- Evidence of financial need
- Quality of the overall application

**RESPONSIBILITIES:** Organizations and Individual Artists must meet the following requirements:

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- 2011 Suffolk Decentralization grant applications must be received or postmarked no later than **Friday, October 15, 2010, 5:00 p.m.** Only complete applications received by the deadline will be considered for funding.
  - a.) Read and follow the instructions carefully!
  - b.) **Handwritten applications will not be accepted.** All applications must be typed and must be done in 10 pt Font (minimum).
  - c.) **Applicants are required to submit, BIND & COLLATE WITH A PAPER CLIP the following: 11 copies of the application (includes original) & supplemental materials.** For supplemental materials you can include two original & nine copies (press clippings, programs, photos, and letters of commendation or support). See the end of the application for all required items to submit.
  - d.) Slides, cassette tapes, CDs, videos or DVDs may be submitted, but only one copy is required. **Mail to: Huntington Arts Council, Inc., Attn: Grants for the Arts Coordinator, 213 Main Street, Huntington, NY 11743**
- Send a written schedule of the funded project, including dates and locations, within 30 days of award notification.
- Print the following credit line in all programs or printed materials describing the funded project.

**“This (choose one: event, project, program) is made possible in part with public funds from the New York State Council on the Arts. In Nassau and Suffolk Counties the Long Island Decentralization Grants for the Arts Program is administered by The Huntington Arts Council, Inc.”**
- Make complimentary tickets or invitations to funded programs available so that the Decentralization Panel may review the program.
- Submit a Final Report no later than 30 days after completion of the funded project or by **Friday, January 13, 2012**, whichever comes first.

- **Note:** Individual Artists please refer to the enclosed guideline supplement.

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**APPEALS PROCESS:**

The Appeals Process of the Decentralization Regrant Program in Nassau & Suffolk Counties exists to ensure that organizations have been provided with full and fair consideration during the competitive funding review procedure. The three grounds for appeal are: **Non-representation of Information, Misrepresentation of Information and Improper Procedure.**

Information about the appeals process will be sent upon request to applicants who have not been awarded funding. The applicant requesting an appeal must telephone the Huntington Arts Council to inform the DEC Coordinator of this intention no later than 7 working days after the postmark date of the funding decision letter. If after the initial phone conversation the applicant decides to appeal, a letter stating the grounds for which the appeal is based must be sent to the Executive Director of the Huntington Arts Council. This letter must be postmarked no later than five days from the telephone conversation with the DEC Coordinator.

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**CONTACT:**

Grants for the Arts Coordinator at 631.271.8423 ext.16 or  
[Grants4Arts@huntingtonarts.org](mailto:Grants4Arts@huntingtonarts.org) for more information or assistance.