



Supplement Nassau & Suffolk Decentralization 2011 Application



Individual Artists & Sponsored Organizations

Sponsoring Organization Responsibilities:

Must have proof of not-for-profit status in Nassau & Suffolk Counties

- Receive, record, and disburse the grant money to the artist in a timely and fair manner.
- Cannot request funds for a for-profit arts or non-arts organization.
- Sponsoring Organization, Individual Artist and contracted program must have a legal address in either Nassau or Suffolk County.
- Refrain from making and imposing artistic decisions on the project. Artistic control and proprietary rights shall remain exclusively with the artist.
- Assume responsibility for submitting a Final Report on the project, confirming that the grant has been spent on the contracted project. The Final Report includes financial documentation of all expenditures to the project.
- Provide advisory and fiscal services including:
 - a.) use of organization bulk mail permit
 - b.) use of organization tax exempt status in the purchase of supplies and materials for the project
 - c.) reasonable cash advances against pending grant money as the organizations cash flow permits
 - d.) use of the organization office space and equipment

Individual Artist/Sponsored Organizations Responsibilities:

- Use all grant money exclusively for the contracted project.
- Submit to the sponsoring organization a detailed project description and fiscal report.
- Submit final report to organization no later than 7 days after completion of the project.
- Maintain accurate records of all purchases and disbursements and submit copies of disbursements.
- Credit the sponsoring organization on all publicity, advertisements, and acknowledgments related to the project in a form agreed to by both parties.
- 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."

Please Note: The 25% cash match requirement is waived for individual artist projects. However, projects are rarely funded in full by this program. If you have funds from other sources available for your project, please indicate these funds as income on the project budget page.