



**HUNTINGTON ARTS GRANTS PROGRAM
 CATEGORY: JPMORGAN CHASE ARTISTS REACH OUT GRANT
 2010 GRANT FAQs, GUIDELINES AND CHECKLIST**

APPLICATION DUE DATE: March 19, 2010

FUNDING OPPORTUNITY: Nassau & Suffolk County Individual Artists of all disciplines may apply for \$2,000 for Community Arts and Cultural Projects. This grant provides support for individual artist projects within a community context.

INFORMATIONAL WORKSHOPS:

DATE	TIME	PLACE	ADDRESS
Monday, Feb. 1, 2010	6:30 – 8:00 p.m.	Jericho Public Library	1 Merry Ln. Jericho, NY (516) 935-6790
Thursday Feb. 4, 2010	6:00 – 7:30 p.m.	Freeport Public Library	144 W. Merrick Rd Freeport, NY (516) 379-3274
Tuesday, Feb. 9, 2010	6:30 – 8:00 p.m.	East End Arts Council	133 East Main St. Riverhead, NY (631) 727-0900
Thursday, Feb.11, 2010	6:30 – 8:00 p.m.	Brentwood Public Library	34 Second Ave. Brentwood, NY (631) 273-7883
Tuesday, Feb. 16, 2010	10:00 – 11:30 a.m.	Huntington Arts Council	213 Main St. Huntington, NY (631) 271-8423x16

To register for one of the seminars please contact Melissa Mickens at (631) 271-8423, ext. 16 or grants4arts@huntingtonarts.org.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- The proposal must clearly explain the artist’s vision and how it relates to the community.
- The project, which includes programs, classes and/or events must directly involve the community as part of the art-making process.
- The following credit line must be added to all promotional and print materials about the funded project:

“[PROJECT TITLE] is made possible with funds from The JPMorgan Chase Regrant Program administered by the Huntington Arts Council, Inc.”



- The Final Report must be submitted no later than 60 days after the completion of the funded project.

PLEASE NOTE THE FOLLOWING RESTRICTIONS:

- No activities that are primarily commercial or promotional in nature.
- No fellowships.
- No capital expenditures
- Applicants may not have received funding from The JPMorgan Chase Bank, The JPMorgan Chase Foundation, or any other JPMorgan Chase Regrant Program in their current fiscal year.
- No incomplete applications will be reviewed.

APPLICATION CHECKLIST:

- ✓ *****Artist Resume and Examples of Artist Work Must Be Included*****
- ✓ Project Budget
- ✓ In Kind Contributions (If Applicable)
- ✓ 8 Copies of the Completed Application
Application must be typed, limit answers to the space provided
- ✓ **Postmarked or hand delivered only** to Melissa Mickens, Grants for the Arts Coordinator,
Huntington Arts Council, Inc. 213 Main Street, Huntington, NY 11743 by **March 19, 2010.**

What is a JPMorgan Chase Artist Reach Out Grant?

The Artist Reach Out Grant provides opportunities for individual artists of all disciplines to create projects, programs and/or events that support community involvement as part of the art-making process. Community involvement and artistic quality are essential to this funding opportunity.

When is the Application Deadline?

Applications must be postmarked by **Friday, March 19, 2010**. Hand-delivered applications must be delivered to and received by the Arts Council no later than **5:00 p.m.** Late applications will not be accepted. Early submissions are encouraged to ensure timely staff reviews of your proposal.

What Is the Maximum Award?

Artists Reach Out Grants provide grant awards of up to \$2,000. This funding opportunity does not require a monetary match or additional income.

Are there Eligibility Requirements?

- All applicants must be residents of either Nassau County or Suffolk County.
- The proposed project must take place in Nassau County or Suffolk County.
- Applications must provide details about public accessibility.

If I Received a JPMorgan Chase Regrant Program for Capacity Grant in the Past, May I Still Apply?

Yes. If you received a Capacity Building Grant previously, you **are** eligible to apply again. Since the awards are competitive, receiving a grant one year does not guarantee funding in subsequent years. The panel will consider compliance with the previous grant contract and reporting requirements.

What Types of Projects Are Eligible?

This grant provides support for individual artist projects within a community context. The proposed activities must take place between April 1, 2010 and March 31, 2011.

What Types of Projects Are Not Eligible?

The following are not eligible for a Capacity Building grant and will not be considered:

- Requests for support of openings or receptions, etc.
- Fellowships or projects that are primarily commercial or promotional.
- School systems, college or university departments, libraries, and social service agencies.
- Religious institutions
- Government agencies
- Individuals that receive direct support from JPMorgan Chase
- Prize money or awards
- Benefits, projects, and staff primarily used for fundraising purposes
- Refreshment costs
- Capital Expenditures, such as equipment purchases, costumes, etc.
- Previous grantees of Capacity Building or other Huntington Arts Council Grants who have failed to comply with grant contracts

What Do I Need to Submit With My Application?

Please see the “Application Checklist” at the back of the appropriate application for a detailed list.

What Is the Review Process?

It is your responsibility to submit a complete and accurate application. However, as part of the technical assistance process, Arts Council staff will review your application and may contact you to clarify and review information.

An independent panel, composed of arts management professionals from Nassau and Suffolk Counties as well as representatives from JPMorgan Chase, will review all applications then make recommendations for funding and award amounts. The Grants Committee of the Arts Council’s Board of Directors then reviews the comments and recommendations made by the panel and either votes for or against each decision.

What Criteria Will the Panel Use?

The panel will consider the merits of your project based on the following criteria. Be sure that your application addresses each of the following points:

- 1) Artistic Quality of the Project:
 - a. What is the artist merit of the project?
 - b. Are the artistic personnel qualified for the project?
- 2) Community Participation
 - a. How does the artist involve the community and at which point in the creative process?
- 3) Feasibility of the Project
 - a. Can the project be completed as proposed? (Consider cost, location, time frame, etc.)
- 4) Evidence of Financial Need
 - a. Is the proposed budget appropriate?
 - b. Do the projected income and expense figures clearly relate to the project description?
 - c. Are the projected costs reasonable?
- 5) Quality of the Application
 - a. Is the application complete and signed?

Are there funding priorities?

Funding is limited, making the awards process competitive. Each project is reviewed on the basis of its own merits and against others in the application pool. Priority will be given to projects with a demonstrated history in under-served Long Island Communities due to geographic location, economic level, and / or ethnicity.

Is Application Assistance Available?

Yes. You can schedule an appointment with the Grants for the Arts Coordinator, Melissa Mickens at (631) 271-8423, ext. 16 or grants4arts@huntingtonarts.org for technical assistance.

Is Attendance at the JPMorgan Chase Regrant Workshops Mandatory?

Yes. We require all prospective applicants to attend the grant seminars, which are free.

Are Applications Available On-Line or via Email?

You may download the application from the Arts Council website at www.huntingtonarts.org. You may also request copies in an MSWord format be sent via email by contacting Melissa Mickens at grants4arts@huntingtonarts.org. Please note, completed applications cannot be submitted by fax or email.

How Will I Know if My Project Has Been Funded?

The Arts Council notifies all applicants, by mail, regarding the status of their application by May 2010. The Huntington Arts Council will not provide notification via phone or e-mail.

If I Receive a JPMorgan Chase Regrant Program for Artist Reach Out Grant, What Will My Responsibilities Include?

Organizations receiving grants must sign a contract for services with the Huntington Arts Council. The contract states the responsibilities of the applicant, as well as the amount of funding and the approved use of funds. A final report will be due 60 days after the completion of the project.

Artist Reach Out grantees must acknowledge support by JPMorgan Chase and the Huntington Arts Council in all publications, printed and electronic media materials, releases, and announcements regarding activities supported by an Artist Reach Out grant by including the JPMorgan Chase and Huntington Arts Council logos and the appropriate credit. Specific language and requirements for the credit will be included in your contract.

Submitting an Application

1. Read through the guidelines and application form carefully.
2. Attend an application assistance workshop and/or make an appointment to meet with the Arts Council staff.
3. Type your application or generate it on a computer, following the same format as the enclosed application. Applicants are encouraged to download the application from the Arts Council website at www.huntingtonarts.org. You may request copies in an MSWord format be sent via email by contacting Melissa Mickens (631) 271-8423, x16 or grants4arts@huntingtonarts.org.
4. Review the application checklist provided with the application to make sure that you have included all of the support materials required.
5. Make sure the application form is signed.
6. Complete and submit a typed application along with supplementary materials by **March 19, 2010**. Your application must be postmarked or delivered by this date. There will be no extensions. If you are delivering your application, we must receive it by 5:00 p.m. on March 19, 2010. The Arts Council will not accept applications via email or fax. We encourage you to use certified mail and keep a copy of your receipt and completed application. If applications are lost in the mail or not delivered for any reason, the Arts Council will not accept a replacement without a receipt from the post office indicating the mail date. Please note that these standards are maintained as a matter of fairness to all applicants.

Deliver to:
Huntington Arts Council
JPMorgan Chase Regrant Program
Attn: Melissa Mickens
213 Main St.
Huntington, NY 11743