



CREATIVE COMMUNITIES PROGRAM GUIDELINES

Supporting accessible arts projects that enhance the cultural climate in our neighborhoods and communities.

APPLICATION DEADLINE: Friday, September 20, 2019 by 4:00PM

WHO MAY APPLY: Non-profit organizations, individual artists with an eligible community partner or fiscal sponsor

AWARD AMOUNT: \$500 – \$5,000

PROJECT PERIOD: January 1 – December 31, 2020

- *Creative Communities award will not fund more than **70%** of an applicants' total expenses.*
- *Creative Communities applicants are required to provide a match of funds, which may be a combination of cash and in-kind contributions, representing **30%** of the total project expenses budget.*
- *Creative Communities Grants cannot be the sole support for any project.*

ABOUT THE PROGRAM

Huntington Arts Council Creative Communities Grant provides grants to non-profit organizations, or an individual artist partnering with a non-profit organization, for arts & cultural projects and activities that enable Nassau and Suffolk communities to experience and engage with the performing, literary, media, and visual arts.

PROGRAM GOALS

Creative Communities Grant support arts & cultural projects and activities of non-profit organizations, or an individual artist partnering with a non-profit organization, in their county, to service local residents and visitors of the area.

PROPOSAL EVALUATION CRITERIA

All Creative Communities grant applications are reviewed for completeness and then sent to the respective panels. Applications are evaluated on the following criteria:

- Merit of artistic programming: **50%**
- Benefit to the community (community involvement & support): **30%**
- Professionalism of overall application (attachments, materials): **20%**
 - Fiscal and managerial competence

PROGRAM PRIORITIES

- Innovative / Unique / Multi-disciplinary projects
- Project collaboration between arts + cultural organizations or individual artists
- Growth + Development for resource sharing / creative partnerships
- Projects that address underserved communities
- Projects that include payment to artists for work

ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS

**For more details on eligibility, refer to the project eligibility section in the General Guidelines*

- **MUST** have a legal address in Nassau or Suffolk Counties.
- **MUST** provide proof of nonprofit status through one of the following:
 1. U.S. Treasury Dept. under Section 501(c) 3 of the US Internal Revenue Code
 2. Board of Regents Charter of New York State Under Section 216 of the Education Law
 3. Registration with New York State Attorney General Division of Charities Registration
 4. Certification of Incorporation under Section 402 of the Not-for-Profit Law
 5. Authorization letter from a unit of local government

*Note: NY State tax exemption certificate from the Department of Taxation and Finance does not qualify as proof of nonprofit status.

- Projects **MUST** be artistic or cultural in nature, encompassing the visual, performing, media, literary arts or humanities.
- Projects **MUST** take place in the same county as the applicant, and serve the general public.
- Prior grantees **MAY NOT** apply to the Creative Communities Grant with the exact same funded program from prior years. There must be a visible change to the program; organizations must make a demonstrated effort to maximize growth potential.
- Creative Communities Grants **CANNOT** be the sole support for any program. Organizations are required to provide a match of funds representing 30% of the total project expenses budget.
- Organizations **MUST** comply with Section 504 of the Rehabilitation Act ensuring accessibility for disabled persons.

ELIGIBILITY REQUIREMENTS FOR INDIVIDUAL ARTISTS

- Individual Artists **MUST** reside in Nassau or Suffolk Counties (please note that a studio space in Nassau or Suffolk Counties is not considered a legal residence).
- Individual Artists **MUST** be 18 years of age at the time of application.

- Individual Artists **MUST** be sponsored by a nonprofit organization; submission of sponsorship is required with application.
 - An individual artist or collective may apply through a fiscal sponsor; the entity serving as a fiscal sponsor must meet the same eligibility requirements as an applicant organization listed above.
- PLEASE NOTE:**
1. The fiscal sponsor organization must be based in the county in which the proposed activity is taking place. However, the sponsored applicant is not required to reside in that county.
 2. A DEC applicant may serve as a fiscal sponsor for another DEC applicant. A fiscal sponsor 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 DEC funds.
 3. The sponsored applicant is limited to 3 REQUESTS in any combination of categories totaling no more than \$5,000.
- Projects **MUST** be artistic or cultural in nature. Résumés and samples of work for all participating artists must be included with application.
 - Projects **MUST** be open to public attendance and/or participation by the community.
 - Prior grantees **MAY NOT** apply to the Creative Communities Grant with the exact same funded program from prior years. There must be a visible change to the program; artists must make a demonstrated effort to maximize growth potential.

CREATIVE COMMUNITIES APPLICATION COMPONENTS

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers, funding history, organizational mission. Applicants with **fiscal sponsors** or **community partners** should also provide the organization's information.
2. **Project Overview:** Submit important details about your proposed project including location and venue, project summary, artistic discipline, audience information.
3. **Project Narrative:** Describe in detail the essentials of your project, including how you plan to promote it and carry it out successfully. Include activities, goals, mission, public component, relevant experience, audiences, and biographies of key artistic personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date/s of your public event/s.
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Support Material:** Upload a limited number (up to three items) of supplemental materials, such as: newspaper clippings, brochures, PR materials, Letters of Support.
7. **Work Sample:** Upload or provide web links to samples of past or current work.
8. **Certification of Application:** Verify the information in the application form.

REQUIRED DOCUMENTS

- ✓ Proof of nonprofit status: you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law

- Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ Board member list
 - ✓ Financial statement for your most recent fiscal year signed by the treasurer and/or 990
 - ✓ Biography/resume of key artist(s)
 - ✓ Work sample
 - ✓ IRS Form W-9

FOR INDIVIDUALS PARTNERING WITH A NON-PROFIT ORGANIZATION:

Please provide the materials for that nonprofit organization **AND**

- ✓ Partner Organization Agreement/Letter of Commitment

FOR INDIVIDUALS FISCALLY SPONSORED BY A NON-PROFIT ORGANIZATION:

Please provide the materials for that nonprofit organization **AND**

- ✓ Fiscal Sponsorship Agreement/Letter of Commitment