

# LONG ISLAND ARTS GRANTS 2021

## General Guidelines

### CONTENTS

Purpose.....	1
Program Goals.....	2
Project Eligibility.....	3
Responsibilities of Recipients.....	5
Glossary of Terms.....	6
Appeals Process.....	7
Work Samples.....	8
FAQ.....	9

### PURPOSE

In 1977, the New York State Council on the Arts (NYSCA) developed the Decentralization program to ensure New York State’s cultural funding reached every part of the State. This program is funded statewide—in all 62 counties, and funds are regranted 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. The goal is to make state arts support available to geographically, economically, and ethnically diverse segments of the state’s population.

### PROCESS

Awards are based on a competitive peer panel review process. A panel comprised of artists, art administrators, and community leaders review each project on the basis of its own merits and against others in the application pool. Limited funds are available and priority will be given to applications that meet the specific program criteria published within these guidelines. Preference is given to applications that address the specific, published program priorities.

The panel’s funding recommendations are submitted to the Huntington Arts Council Board of Directors for review and approval.

Panelists perform evaluation and rating of funding applications made to Huntington Arts Council. All panelists must be residents or work in Nassau or Suffolk counties. To nominate an individual or yourself, complete this [form](#)

## PROGRAM GOALS & PRIORITIES

DEC grants are designed to support and develop the capacity of individual artists, collectives, and small nonprofit organizations to 1) develop high quality local arts projects and programming and 2) contribute to the Nassau and Suffolk communities by providing opportunities for the public to experience and engage with the arts. Emphasis is placed on the quality and artistic merit of proposed projects and the depth and authenticity of audience experience, participation and engagement.

Program priorities are specific for each program. Please consult the program guidelines to find priorities.

### PROGRAM GOALS:

- To reach new and diverse audiences
- Create accessible projects at affordable pricing to serve the general public

## HUNTINGTON ARTS COUNCIL GRANT CYCLE TIMELINE

Attend Mandatory Grant Workshop (July - August 2020)  
HAC accepts 2021 applications (August - September 2020)

Panels meet to review applications (October - November 2020)  
HAC Board of Director approves panel recommendations (November 2020)

Grant awards announced (November - December 2020)  
Contracts distributed (December 2020 - January 2021)

2021 Funded Projects Begin (January 1 - December 31, 2021)  
NYSCA Funding arrives & disbursed (typically January - March 2021)

HAC Grants Award Ceremony (Spring 2021), pending receipt of NYSCA funds  
Final Reports due within 30 days of project end or by January 10, 2022

## PROJECT ELIGIBILITY

Please note that applicant eligibility can vary slightly from program to program.

### ELIGIBLE APPLICANTS

- Must have a permanent address in the same county as the proposed project
- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (non-State agencies)

- Individual artists, groups, or collectives; unincorporated entities must have a fiscal sponsor or community partner (See specific program guidelines)
- Must be 18 years of age at the time of application

### **ELIGIBLE EXPENSES**

This is a *project support* grant program; all expenses should be related to supporting a specific project.

- Artist fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses related to the proposed projects
- Supplies and materials needed for the execution of the project up to \$1000
- Project-related travel expenses
- Project-related rental of space and equipment
  - Now includes software, subscription, training related to virtual programming
- Project-related technical fees

### **INELIGIBLE APPLICANTS**

- Public universities or colleges
- Private, parochial, charter, or home schools
- Public school districts and their affiliates or components (PTAs may apply only if they have their own nonprofit status and provide cultural services for the community at large unrelated to the regular school program.)
- New York State agencies, departments, and municipalities for local townships or Nassau and Suffolk Counties (this includes BOCES)
- Applicants living outside the county in which the grant project is taking place without a fiscal sponsor
- Organizations or Individuals that have applied directly to the New York State Council on the Arts for the 2021 grant cycle, regardless of funding status. This includes NYSCA REDC
- Unincorporated applicants without an eligible sponsor or partner organization (exception: Individual Artist category)
- Projects involving partners that apply directly to NYSCA
- Applicants with outstanding final reports for a previous grant cycle

### **INELIGIBLE EXPENSES**

Funding will not be provided for the following:

- General operating expenses
- Operating expenses of privately owned facilities
- Permanent equipment or capital improvements
- Cash prizes, juried shows, scholarships, or fellowships
- Activities of closed groups, such camps and clubs, that are not open to the general public
- Events that take place in private homes or studios
- Creation of textbooks or classroom materials
- Programs in which children are used as professional artists (paid a fee)
- Regrants by applicants to fund other activities
- Acquisition of works of art, art restoration, or art preservation
- Contingency funds
- Lobby expenses

- DEC site staff and Board Members that apply for themselves as artists or directors
  - Student projects are not eligible for support
  - Start-up or seed funding for the establishment of a new organization
  - Non-related arts activities such as antiquing, balloons, clowns, dumpster-diving, magic shows, receptions, yoga, gymnastics, aerobics, Jazz exercise, Crossfit, craft brewing, culinary arts, scientific excavations, craft parties, trophies, "sip and paint" activities, etc. (If you are unsure whether your activity is classified as "Art," consult with staff prior to submission.)
  - Martial arts such as Tai Chi, Karate, Kickboxing, Kempo, Jujitsu, cage fighting, etc. or meditation
  - Nonprofit sponsors for for-profit arts or non-arts organizations
  - Requests that are larger than total project expenses minus total project income
  - Creative Learning funds must not replace, or appear to replace, the role of certified arts teachers in schools
  - Non-arts related activity including:
    - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events
    - Entertainment projects or those that are recreational, therapeutic, rehabilitative or religious in nature, including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy, or worship
  - Projects involving partners that apply directly to NYSCA. NYSCA grantees may not serve as fiscal sponsor or community partner for a DEC applicant nor can a NYSCA grantee benefit from ticket sales or revenue from a DEC project.
- Note:** A NYSCA grantee may offer their venue gratis to a DEC-funded project. The DEC grantee may pay for any direct costs related to the use of the venue, such as custodial, however:
- The NYSCA grantee must not handle box office or ticketing
  - The NYSCA grantee must not profit from the DEC program (i.e. ticket sales, donations, etc)
  - The program must not be advertised as part of the NYSCA grantee's season/programming

## APPLICATION INSTRUCTIONS

Grant applications must be submitted online through Submittable, an electronic form submission portal via [www.huntingtonarts.org](http://www.huntingtonarts.org).

Before beginning the application process, we strongly recommend that you view the PDF of the application form and instructions in advance and maintain a backup copy of your responses in a separate document offline. Application drafts are saved on Submittable for 21 days. Please note that Huntington Arts Council cannot see drafts of applications. Once you have submitted your application, you will not be able to make changes or resubmit.

You will receive an e-mail confirmation shortly after your submission. If you do not receive one, your application has **NOT** been received. Please call or e-mail for further assistance if you do not receive a confirmation.

## REQUIRED APPLICATION WORKSHOPS

All applicants are **required** to attend at least one mandatory grant workshop in order to apply for the 2021 Long Island Arts Grants.

## DEADLINES

GRANT PROGRAM	APPLICATION DEADLINE
Creative Communities (CC)	Monday, September 21, 2020 by 3:00 PM
Creative Individual (CI)	Monday, September 21, 2020 by 3:00 PM
Creative Learning (CL)	Monday, September 21, 2020 by 3:00 PM

## FUNDING LEVELS

The maximum funding request in the Creative Communities and Creative Learning categories is \$5,000; the minimum for these two categories is \$500. The Creative Individual grant is fixed at \$1000 and \$2,500.

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

## RESPONSIBILITIES OF GRANT RECIPIENTS

- Sign and adhere to the terms of the project contract (funding agreement)
- Conduct all funded activities as described in your Project Narrative and application
- Immediately notify Huntington Arts Council in writing regarding any changes to your project including: times, dates, locations, admission fees, artists hired, or activities conducted. All changes to funded projects are subject to approval by Huntington Arts Council
- Properly credit grant funding on publicity and press materials. Acknowledgment should include the Huntington Arts Council logo, and be accompanied by thanks to NYSCA using the following text:

*"This (event, project, program) is made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature, and administered by The Huntington Arts Council."*

- Provide Huntington Arts Council with an advance schedule of all funded events through Submittable within 30 days of being notified of funding. If changes, please contact [grants4arts@huntingtonarts.org](mailto:grants4arts@huntingtonarts.org)
- Provide Huntington Arts Council complimentary tickets or invitations to funded programs

- Submit a Final Report within 30 days of the completion of the last funded event of the project or by **January 10, 2022**

## GLOSSARY OF TERMS

**Underserved Communities** are defined as a composition of individuals who have limited access to art programs, services or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, or disability.

The term “**community**” can refer to a group of people who share a common heritage, interest, belief, characteristics, or geography.

A **Fiscal Sponsor** is a New York State nonprofit organization that applies to Huntington Arts Council on behalf of an individual artist or unincorporated arts organization or collective. The fiscal sponsor serves as a fiscal conduit for the funded project, and is responsible for receiving and disbursing grant funds to the sponsored artist as well as taking on administrative requirements throughout the grant process, including final reporting of grant activity, while the sponsored artist or group executes the funded project.

## FISCAL SPONSORSHIP VS. COMMUNITY-BASED PARTNER

An individual or unincorporated entity may apply to the Decentralization Program through one of the following two methods:

### With a FISCAL SPONSOR

The fiscal sponsor must be based in the county of the proposed grant project activity. The sponsored applicant is not required to reside in that county.

A DEC applicant may serve as a fiscal sponsor and may sponsor more than one applicant if the sponsored requests are unrelated to any programs or projects of the sponsoring organization. Sponsored requests do not count towards the THREE request limit or \$5,000 maximum. Direct NYSCA applicants however, may not serve as a fiscal sponsor.

The entity serving as a fiscal sponsor must meet the same eligibility requirements as an applicant organization.

A sponsored applicant must provide a Fiscal Sponsorship Agreement (sample template [here](#)) from the sponsor to include with their application. Typically this document outlines who is responsible for the elements of the project and whether the sponsoring organization is taking an administrative fee of up to 15% of the award.

### With a COMMUNITY-BASED PARTNER

The individual, or one of the members of a collective, will apply through their name and social security number, and funding will be addressed and awarded to that individual.

The community-based partner organization must meet the same eligibility requirements as an applicant organization and provide all the required documentation.

A letter of commitment (sample template [here](#)) from the partner organization is required confirming the partnership with the applicant artist. The commitment letter must outline the scope of partnership and both the partner and applicant's investment or contribution (in-kind and/or cash) toward the proposed project. The applicant and the partner organization must **both** be based in the county of the funded project activity.

## APPEAL PROCESS

Where grounds exist, an appeal must be filed within ten days of funding notification.

### Grounds for Appeal

- (1) Non-presentation of *significant and pertinent* information by staff or panelist
- (2) Misrepresentation of *significant and pertinent* information by staff or panelist
- (3) Improper procedure

**Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.**

### Process

The applicant organization must contact the Grants Coordinator within five to seven business days of receipt of the denial letter to receive application feedback, by telephone 631-275-8423 x 18 or by email at [grants4arts@huntingtonarts.org](mailto:grants4arts@huntingtonarts.org).

The Grants Coordinator will have a conversation regarding the decision by the panel. If the applicant decides to pursue an appeal following the conversation, s/he will submit a letter addressed to the Executive Director of Huntington Arts Council, copied to the Grants Coordinator, citing the specific reason/s for appealing the panel's decision. This must take place within five days of the initial phone call or in-person conversation.

A special panel of at least three new panelists will be formed. These panelists will have knowledge of the arts and the regrant process (e.g. past DEC panelists, former board members, past DEC recipients would be appropriate panelists.) Panelists who served for the grant cycle in question will not be allowed to sit on an appeals panel.

The Executive Director will then schedule a meeting to examine the appeal. If the appeal has merit based on the stated grounds, not the quality of project, it is then sent to a sub-committee comprised of the Huntington Arts Council Board of Directors for reevaluation. The appeals process is not a reevaluation of the project. Decisions are made based on the basis of appeal.

If the appeal is successful, and the Board of Directors determines that the request deserves support under the evaluative criteria, it is funded with DEC regrant funds withheld at the beginning of the cycle.

## WORK SAMPLES

Work samples are an important component of your application. Prepare a well-organized presentation that showcases your proposed project. **Submit samples of work created and/or presented within the past three years.** Do not submit edited promotional or interview materials.

Work Samples will be uploaded and submitted through the online application form. **There are no exceptions to the deadline.**

### WORK SAMPLE FORMATS

Submit samples of past and current work through the online application form in ONE (1) of the following formats, based on the discipline or form of your projects.

#### Performing Arts, Film, Media, and Other Time-Based Projects

Upload recordings: 2 maximum

Submit up to two (2) recordings of past/current works or projects in performing / media / music / film / other time-based art forms.

- Submit one (1) recording. Either mp3 or URL. Maximum file size: 15MB.
- Video and audio clips uploaded or included as a web-links hosted on external sites should be no more than 2.5 minutes, and time stamped to the correct chapter or time (up to 250MB)
- If work samples are in the form of URLs, please create a separate text document titled "URL Work Sample," including a description of the work sample/content and the URL (link) embedded in the text document. Huntington Arts Council reserves the right to review any/all of the on-line sources.

**Note:** The selection panel will view each recording for up to 2.5 minutes. However, we encourage you to submit full-length work, if possible. Provide a cue point for any work sample that is longer than three (3) minutes total. Theater artists without video documentation should consult the staff about alternative work sample formats.

#### Literary Projects

Upload manuscripts: 10 pages maximum

- Submit samples no longer than ten (10) pages of scripts, poetry or prose.
- Submit one (1) document in PDF, Microsoft Word or JPEG format. Maximum file size: 15MB.
- The manuscript must be typed, double-spaced on standard 8 1/2" x 11" page formatting.

#### Visual Arts Projects

Upload images: 10 maximum

- Submit a maximum of ten (10) digital images. Images must be in JPEG format, no larger than 800 x 800 pixels
- 72dpi. File size for each image should not exceed 2MB
- Each filename should be saved as "ApplicantName#" (e.g. ArtsOrg01.jpg, ArtsOrg02.jpg, etc.)



**Q. What makes me eligible for your grants?**

A. Long Island Arts Grants are designed to support art projects for Long Island communities. Each program has its own eligibility requirements for applicants and for projects. You can find these requirements in each of their guidelines. Please be sure to read the guidelines carefully to make sure that you are eligible to apply. Applicants are required to attend a mandatory information workshop.

**Q. I'm not based in Huntington, can I apply?**

A. Yes. The Long Island Arts Grants support Long Island-based artists and arts organizations with projects taking place anywhere within Nassau and Suffolk Counties.

**Q. I'm an individual artist, can I apply?**

A. Yes. Individual artists can apply directly to the Creative Individual grant opportunity. Artists can also apply to the Creative Communities Grant program (CCG.) CCG will consider applications from individual artists who reside on Long Island. The CCG program will consider applications from individual artists who reside on Long Island working in partnership with a Long Island-based nonprofit organization, either as a community-based project partner or a fiscal sponsor. **Note: The community partner and the fiscal sponsor cannot be a direct applicant to NYSCA in the current funding cycle.** For full details and requirements for applying to CCG program as an individual artist, please refer to the program guidelines.

**Q. My church is a qualified non-profit headquartered in Ohio, are we eligible to apply?**

A. No. The church must be registered in the county of the application.

**Q. Can I apply to both Creative Communities Grant and Creative Individuals Grant?**

A. Yes. You can apply for both the Creative Communities Grant and the Creative Individuals Grant, provided that you meet the applicant and project eligibility requirements for both programs. The total request from both grants cannot exceed the total grant request of \$5,000.

**Q. I've applied for this grant before. Can I apply again?**

A. Yes. However, if reapplying with the same program, there should be a significant change in your project (e.g. new audience, performers, participants, etc.).

**Q. I've applied to New York State Council on the Arts (NYSCA) for another grant. Can I still apply for this Decentralized Grant program?**

A. No. If you have applied to NYSCA directly for another grant opportunity in the same fiscal year, you are ineligible for this grant, regardless of your application status (i.e. even if you were not awarded the other grant).

**Q. How long will the application take to complete online?**

A. The online application form on Submittable consists of 7-8 sections that includes narrative. Completion time may vary. We encourage you to view the preview of the application before beginning. Applications can be saved for 21 days once you begin. Once an application is submitted electronically you **cannot** go back to edit.

**Q. I do not have reliable Internet access and I am having trouble filling out the online application form. What should I do?**

**A.** Contact the Grants Coordinator ([grants4arts@huntingtonarts.org](mailto:grants4arts@huntingtonarts.org) or 631.271.8423 x18) to discuss alternatives. Appointments are available with our staff to use one of HAC's computers to fill out the online application form. Our staff can help guide you through the form and assist you with technical difficulties.

**Q. What are in-kind contributions?**

**A.** In-kind contributions are donations of goods or services, instead of cash. Examples of in-kind contributions: a graphic designer's donated time and services, donated materials, etc.

**Q. How do I value in-kind contributions in my budget?**

**A.** In-kind contributions should be valued at their market rate. Account for in-kind services and goods that have a clear basis for determining their market value. Example: professional labor may be valued as an hourly wage rate per day or according to a standard fee scale, materials can be estimated at current selling prices, etc. Track in-kind contributions separately from cash income & expenses in your project budget, using the box provided at the end of the budget form.

**Q. I'm a filmmaker, can I use this grant for my film's production costs?**

**A.** Creative Communities and Creative Individual grant funds are open to all artistic disciplines, including film. Please keep in mind that these are grants for the presentation of work, not solely for the creation of the work, meaning that all projects must include a public component (film screenings, panel discussions, etc.). Your project budget should reflect the presentation costs for the public component of your project. You may include relevant film production/post-production costs that are related to the public component (including artist fees). The grant period is one year, and as such, we usually recommend that film projects be in the post-production stage, so that they can be presented to an audience within the grant period.

**Q. Where do I find information about my elected officials required in the application?**

**A.** You may refer to the following websites.

- For State Senate district number: <https://www.nysenate.gov/find-my-senator>
- For State Assembly district number: <http://nyassembly.gov/mem/search/>

**Q. Are there any extensions on the grant deadline?**

**A.** No. All applications must be received by 3PM Monday, September 21, 2020.

If you have additional questions, contact the Huntington Arts Council Grants for the Arts Coordinator: [grants4arts@huntingtonarts.org](mailto:grants4arts@huntingtonarts.org) (631) 271-8423, ext. 18