

## **LONG ISLAND GRANTS FOR THE ARTS**

### **Capacity Building Grants for Local Arts Councils Guidelines**

**Capacity Building Grants for Arts Councils are offered by invitation ONLY.**

**Application Deadline: Monday, October 23, 2023 3:00pm**

**The maximum funding request for the Capacity Building Opportunity Fund is \$2,000.**

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In 1977, the New York State Council on the Arts (NYSCA) developed the Decentralization program, which is now called the Statewide Community Regrant 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.

In 2017, the Huntington Arts Council in partnership with the New York State Council on the Arts (NYSCA), convened a gathering of local arts councils based in Nassau and Suffolk Counties. This initial gathering has since developed into the Consortium of Long Island Arts Councils, a network of community-based arts councils, which meet quarterly to network, discuss programming and promote collaboration and to serve as a support network. Additionally this Consortium discusses the successes and struggles they face within their organizations.

Through the NYSCA Decentralization program, now called the Statewide Community Regrant program Huntington Arts Council has launched a new pilot funding initiative to support Long Island's

locally-based arts councils. This grant provides operational support or/and capacity building to help local arts councils sustain their programs, projects and operations. A limited number of grants of up to \$2000 are available through this initiative.

Awards are based on a competitive peer panel review process. Priority is given to applications that meet the specific eligibility criteria published within these guidelines.

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

This grant provides:

- Operational support and/or capacity building to help local arts councils sustain their programs, projects and operations.

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## ELIGIBLE APPLICANTS - Arts Councils defined as:

- A private organization or an agency of local government that promotes, supports, and develops the arts at the local level. The primary mission of the agency should not be discipline specific. Rather, they work to sustain their entire local arts and culture industry.
- The Arts Council **MUST** have a legal address in Nassau or Suffolk Counties.
- All applicants are **required** to attend the mandatory grant seminar in order to apply for the 2024 Long Island Arts Councils Grant.

## INELIGIBLE APPLICANTS

- Long Island Arts Councils who have applied directly to NYSCA for FY2023 regardless of funding status.
- Any applicant incorporated as an LLC is **ineligible** to apply
- Returning grantees are not eligible to be funded if a Final Report, from the previous grant cycle, has not been submitted.

**\*Refer to Appendix A for Appeals Process and FAQ's\***

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## ELIGIBLE EXPENSES

All expenses should be related to supporting the growth and sustainability of a community based Arts Council including:

- Marketing and Outreach
- Supplies and Materials
- Administrative Support
- Website Development
- Utilities and Maintenance
- Virtual Training and Subscription

## INELIGIBLE EXPENSES

Funding will not be provided for the following:

- Artist fees
  - Funds for Program support
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Grant applications must be submitted online through Jotform, an electronic form submission portal via invitation from the SCR Grants Coordinator.

Before beginning the application process, we strongly recommend that you print out 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 Jotform. Once you have submitted your application, you will not be able to make changes or resubmit.

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

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### Documentation Required:

- Proof of Non-Profit Status
  - Current Organization Yearly Budget
  - List of Current Board Members or Advisory Board
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### Grantee Responsibilities:

- Sign and adhere to the terms of the project contract (funding agreement)
  - Conduct all funded activities as described in your grant application.
  - Immediately notify Huntington Arts Council in writing regarding any changes to your project.. All changes to funded projects are subject to approval by Huntington Arts Council
  - Submit a Final Report within 30 days of the completion of the funded project or no later than **December 31, 2024.**
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## APPENDIX

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### Appendix A.

#### APPEALS:

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 or Grants Assistant within five to seven business days of receipt of the denial letter to receive application feedback, by telephone 631-275-8423 x 118 or by email at [edowd@huntingtonarts.org](mailto:edowd@huntingtonarts.org) or [peljaiek@huntingtonarts.org](mailto:peljaiek@huntingtonarts.org)

The Grants Coordinator or Grants Assistant 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 and Grants Assistant, 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. other LI Arts Council senior level personnel, past SCR panelists, former board members, past SCR 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 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 LI Arts Councils regrant funds withheld at the beginning of the cycle.

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## FAQ'S

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

**A.** Long Island Arts Grants are designed to support any Long Island Arts Council that has not directly applied to NYSCA. You can find these requirements above. Applicants are required to attend the mandatory information workshop.

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

**A.** No. Individual artists may not apply directly to the Capacity Building grant opportunity. This grant opportunity is ONLY available to Long Island Arts Councils who have not applied to NYSCA.

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

**A.** Yes, arts councils may reapply providing they do not apply directly to NYSCA.

### **Q. I've applied directly to the New York State Council on the Arts (NYSCA) for another grant. Can I still apply for this Capacity Building 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. I've applied to Huntington Arts Council for another Statewide Community Regrant, can I still apply for this Capacity Building Grant?**

**A.** Yes, arts organizations that have applied to Creative Communities or Creative Learning grants can also apply for the Capacity Building Grant in the same fiscal year; however, **your grant award cannot exceed \$5000 total for all grants received.**

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

**A.** The online application form on Jotform consists of 2 sections that includes narrative. Completion time may vary. Applications can be saved, edited and printed from Jotform. Once an application is submitted electronically you **cannot** go back to edit.

### **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 TBD

If you have additional questions, contact the Huntington Arts Council Grants for the Arts Coordinator:  
[edowd@huntingtonarts.org](mailto:edowd@huntingtonarts.org) (631) 271-8423, ext. 118