

HUNTINGTON ARTS COUNCIL
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LONG ISLAND GRANTS FOR THE ARTS CREATIVE COMMUNITIES GRANT GUIDELINES

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

APPLICATION DEADLINE: Monday October 23, 2023 3:00pm

WHO MAY APPLY: Individual Artists, Artist Collectives, 501(c)(3) or New York State non-profit organizations with an active board of trustees either incorporated in NY State or registered to do business in NY State. Government or quasi-governmental entity, or tribal organization

AWARD AMOUNT: \$2500 or \$5000

PROJECT PERIOD: January 1 – December 31, 2024

*Creative Communities award MAY BE awarded funding for **100%** of an applicants' total expenses
Creative Communities applicants are NOT required to provide a match of funds, which may be a combination of cash and in-kind contributions*

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.

Creative Communities Grants 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.

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access).

NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in geographically remote areas; disabled communities; LGBTQIA communities; neurodiverse communities; vulnerable aging populations; veterans; low income and unhoused populations; as well as justice-involved juveniles and adults.

Grant Priorities:

Priority will be given to new applicants and applicants not previously funded within the past 3 SCR grants cycles, this includes Restart. These applicants will have 1 point added to the marketing component of their project.

NOTE: 2023 Community Impact Micro Grant awardees are not considered new applicants to the 2024 SCR grant program.

Projects **MUST** be artistic or cultural in nature, encompassing the visual, performing, media or literary arts.

Projects **MUST** take place in the same county as the applicant, and have a public, culminating event.

Prior grantees **MAY NOT** apply to the Creative Communities Grant with the exact same funded program from prior years. There must be a *visible and meaningful* change to the program; organizations must make a clear and demonstrated effort to maximize growth potential.

Refer to Appendix A for a full list of Eligible and Ineligible Expenses.

Program Criteria:

For grant purposes, a series of concerts or performances must be sequential or have a connecting theme in order to qualify as a Program.

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

Artistic Programming - Priorities include: Innovative, unique, multidisciplinary projects, across all art forms. Programs that support equity, inclusion, collaboration and elevate the cultural activity in their community..

Public Impact - Inclusive of under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences. Projects that are intergenerational and meet the needs of a diverse community. Projects that are open to public attendance and/or participation by the community. Outreach to under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences

Managerial/Marketing - Detailed, organized marketing plan that includes a variety of marketing platforms. Includes a public, culminating event.

Budget - Priorities include payment to participating artists, supplies and materials and marketing for the proposed program. Sound financials, a completed budget worksheet.

Criteria is weighted according to these percentages:

- Artistic: 40%
- Public Impact: 40%
- Managerial/Marketing: 10%
- Budget: 10%

****Refer to Appendix B for Rubric and criteria evaluation.***

All Non-Profit Organization Applicants:

- Applicants **MUST** have a legal address in Nassau or Suffolk Counties.
- Non-Profit Organizations applying **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.

- Last financial record submitted to the IRS.
 - Organizations **MUST** comply with Section 504 of the Rehabilitation Act ensuring accessibility for disabled persons.
 - Any applicant incorporated as an LLC is **ineligible** to apply
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All Individual Artist and Unincorporated Group Applicants:

- Individual Artists/Unincorporated Groups **MUST** apply with a nonprofit organization partner; submission of partnership is required with application.
- Individual Artists/Unincorporated Groups applying with a non-profit partner, **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.
- Prior grantees **MAY NOT** apply to the Creative Communities Grant with the exact same funded program from prior years. There must be a *visible and meaningful* change to the program; applicants must make a demonstrated effort to maximize growth potential.

Fiscal Sponsorship: This partnership is only applicable to applicants that do not reside in Nassau or Suffolk counties.

An Individual artist or Unincorporated Group may apply through a fiscal sponsor; the entity serving as a fiscal sponsor must meet the same eligibility requirements as a non-profit applicant organization listed above.

Artists applying with a Fiscal Sponsor:

1. The fiscal sponsor 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. An SCR applicant may serve as a fiscal sponsor for another SCR 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 SCR funds.

*****Fiscal Sponsorship is not the same as a non-profit partner. Please consult with the grants team if you are unsure which option best applies to you*****

Application Requirements:

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers. Non-Profit organizations ONLY; funding history, and organizational mission.
2. **Partner Organization Profile:** Submit general information including contact information for partnering organization **(for applicants with fiscal sponsors or community partners)**

3. **Program Profile:** Submit important details about your proposed project including title, project description, artistic discipline, and biographies of key artistic personnel.
 4. **Public Impact:** Describe in detail the public component, audiences you plan to engage and your strategy for community outreach.
 5. **Managerial/Marketing Profile:** Describe in detail your project marketing plan, including how you plan to promote it and carry it out successfully. Submit a timeline for planning and carrying out your project; be sure to include the anticipated date(s) of your event(s).
 6. **Budget** - Sound financials, completed budget worksheet.
 7. **Work Samples and Support Material:** Upload or provide web links to samples of past or current work. Upload a limited number (up to three items) of supplemental materials, such as: newspaper clippings, brochures, PR materials, Letters of Support.
 8. **Certification of Application:** Verify the information in the application form.
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Additional Documentation Required:

For Non-Profit Organizations:

- ✓ You must provide **one** of the following forms as proof of non-profit status:
 - 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
- ✓ Financial statement for your most recent fiscal year
- ✓ Biography/resume of key artist(s)
- ✓ Work sample

FOR INDIVIDUALS AND UNINCORPORATED GROUPS PARTNERING WITH A NON-PROFIT ORGANIZATION:

Please provide the following documentation for the partnering organization

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- ✓ Partner Organization Agreement/Letter of Commitment
- ✓ Proof of nonprofit status (see above for accepted forms)
- ✓ Last financial record submitted to the IRS by the organization

For Fiscal Sponsors ONLY:

An individual artist or Unincorporated Group may apply through a fiscal sponsor. See above for criteria.

Fiscal Sponsor:

- ✓ Partner Organization Agreement/Letter of Commitment
 - ✓ You must provide **one** of the following forms as proof of non-profit status:
 - 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
 - ✓ Financial statement for your most recent fiscal year signed by the treasurer and/or 990
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Appendix A.

Project Eligibility

Statewide Community Re-grants funds are **unable** to support the following types of programs:

- Projects which do not take place within the same county as the applicant's legal address (exception: artists applying with a fiscal sponsor)
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Events that take place in private homes
- Community Arts re-grants may not fund activities that are not opened to the general public such as camps, clubs or college associations
- Non-arts related activity including:
 - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising
 - Entertainment such as balloons, clowns, magicians, "sip and paint"(see General Guidelines for more examples)
 - Projects 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.

ELIGIBLE EXPENSES

These are *program support* grant opportunities; all expenses should be related to supporting a specific program.

- Activities/projects of local arts organizations that include both live and virtual performances/programs
- Artist fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses related to the proposed projects
- Project-related travel expenses within NY state.
- Supplies and materials needed for the execution of the project. Project-related rental of space and equipment. Individual items must not exceed \$1,000.
 - o 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 2024 grant cycle, regardless of funding status. This includes NYSCA REDC
- Unincorporated applicants without an eligible fiscal sponsor or partner no-profit organization (ONLY exception: Individual Artist category)
- Projects involving partners that apply directly to NYSCA
- Applicants who have received funding from any SCR program for projects in 2024 are ineligible to apply to any other SCR grant opportunities for 2024, including Community Impact Micro Grants.
- Applicants enrolled in undergraduate programs are ineligible
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of the SCR site's service area

- Any applicant incorporated as an LLC is ineligible to apply
- **Past grantees that have failed to submit final reports**

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
 - 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
 - SCR 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 antiques, 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
 - Requests that are larger than total project expenses minus total project income
 - Non-arts related activity including:
 - o Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events
 - o 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 SCR applicant nor can a NYSCA grantee benefit from ticket sales or revenue from a SCR project.
- Note:** A NYSCA grantee may offer their venue gratis to a SCR-funded project. The SCR grantee may pay for any direct costs related to the use of the venue, such as custodial, however:
- o The NYSCA grantee must not handle box office or ticketing
 - o The NYSCA grantee must not profit from the SCR program (i.e. ticket sales, donations, etc)
 - o The program must not be advertised as part of the NYSCA grantee's season/programming

If you have any eligibility related questions for the Statewide Community Regrants Program contact edowd@huntingtonarts.org.

Appendix B.

Creative Communities Rubric - Panelist resource used to score grant applications

CRITERIA	4	3	2	1
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ARTISTIC Program Description 40%	<ul style="list-style-type: none"> • The application clearly states what will be done. • Program description includes innovative, unique approaches to presenting the proposed program and states why the project should be supported with public funds. • Proposal includes more than one artistic discipline or collaboration with another creative partner. • Application speaks to how the proposed project will enable the applicant to take on new challenges, build capacity, or develop professionally /artistically. • For returning grantees, the application specifies meaningful changes to previously proposed programming. 	<ul style="list-style-type: none"> • The application describes what will be done. • Project description includes some innovative, unique approaches to presenting the proposed program. Applicant provides compelling reasons for public funding • For returning grantees, the application specifies some changes to previously proposed programming. 	<ul style="list-style-type: none"> • The application does not clearly state what the project is. • There is no compelling reason for the project to be supported by public funds • There is a minimal change from previously funded programming. 	<ul style="list-style-type: none"> • The project does not include a major artistic discipline. • There is no evidence that the project should be supported by public funds • There is no change from previously funded programming.
PUBLIC IMPACT Community Outreach Under-resourced neighborhoods or cultural groups Differently abled or linguistically diverse audiences. Representative of groups prioritized in the guidelines 40%	<ul style="list-style-type: none"> • Application references one or two under-resourced neighborhoods or cultural communities that it seeks to serve. • Specifies ways in which the proposed program has been developed through dialogue and with the support of community members/organizations from under-resourced neighborhoods or cultural groups or how the program is relevant to those communities. • Application details how the project will be open to public attendance and/or participation by the community. • The project is geared toward reaching new and diverse audiences. • Pricing is affordable to the general public or free. 	<ul style="list-style-type: none"> • Application references at least one under-resourced neighborhood or cultural community that it seeks to serve. • Specifies ways in which the proposed program is relevant to the communities prioritized in the criteria. • Application details how the project will be open to public attendance and/or participation by the community. • Pricing is affordable to the general public or free of charge. • Programs can be adapted for access by the public in their own communities to include traveling 	<ul style="list-style-type: none"> • No mention of the community project seeks to serve. • Little evidence of consulting or consideration or relevance to any underserved-community cultural groups or differently-abled, linguistically diverse community. • Pricing is not affordable to the general public. • There is no plan for adapting to access for the community or ability for virtual presentations. 	<ul style="list-style-type: none"> • There is no evidence of community outreach or integration. • No evidence of intent to include or provide relevance to community members/org anizations from under-resourced neighborhoods or cultural groups.

	<ul style="list-style-type: none"> • Programs can be accessed by the public in their own communities by traveling performances or virtual presentations. 	performances or virtual presentations.		
MANAGERIAL/MARKETING Program Timeline Promotion/Publicity 10%	<ul style="list-style-type: none"> • Timeline includes all required information. • The application clearly states how the applicant will go about organizing and managing the project. Includes planning and organization of program, exhibit, performance, event and/or interactive component. • Application addresses how residents from underserved neighborhoods or cultural groups and differently abled or linguistically diverse audiences are considered in the marketing of the project. • Marketing details a variety of marketing platform campaigns such as print, social media etc. 	<ul style="list-style-type: none"> • Timeline includes all required information. • The application states how the applicant will go about organizing and managing the project. • Application addresses how residents from underserved neighborhoods or cultural groups/ audiences are considered in the marketing of the project. • Includes description of exhibit, performance or event. • Marketing includes at least 1 marketing platform besides print. 	<ul style="list-style-type: none"> • There is minimal explanation of how the applicant will organize and manage the project. • Marketing does not include plan to reach underserved or differently abled, linguistically diverse communities. • Details missing from the public engagement plan. • Only single source marketing is used. 	<ul style="list-style-type: none"> • No explanation of how the applicant will organize and manage the program. • No specific marketing plans. • No inclusion of underserved or differently abled, linguistically diverse communities. • No public access or final public event/performance.
Budget Viability of Proposed Project 10%	<ul style="list-style-type: none"> • The budget worksheet is complete with all required information. • The budget is clear, detailed and accurate. • Application supports funding of all support staff for the project (artists/performers etc.) and/or administrator of grant. • The total funds requested do not exceed the grant funds available and specified in their proposal. 	<ul style="list-style-type: none"> • The budget is clear, detailed and accurate. • Application supports funding of a majority of the support staff for the project (artists/performers etc.) and/or administrator of grant. • The total funds requested do not exceed the grant funds available and specified in their proposal. 	<ul style="list-style-type: none"> • Budget is missing details. Application does not support staff and/or administrator of grant. • The total funds request is different than initially stated on application. 	<ul style="list-style-type: none"> • The budget is incomplete, incorrect or missing.

Appendix C.

Appeals Process

Where grounds exist, an appeal must be filed within 10 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 118 or by email at edowd@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, they 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. 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 SCR regrant funds withheld at the beginning of the cycle.