

HUNTINGTON ARTS COUNCIL  
213 MAIN STREET  
HUNTINGTON, NY 11743  
(631) 271-8423  
[www.huntingtonarts.org](http://www.huntingtonarts.org)



## LONG ISLAND GRANTS FOR THE ARTS CREATIVE INDIVIDUAL GRANT GUIDELINES

*Supporting artists in the creation of new work.*

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

WHO MAY APPLY: Individual Artists ONLY

AWARD AMOUNT: \$2500

PROJECT PERIOD: January 1 – December 31, 2024

---

Huntington Arts Council Creative Individual Grant supports local, artist-initiated activity, and highlights the role of artists as important members of the community. The grant is targeted toward supporting artists in projects of outstanding artistic merit that are open and accessible to the public. The regrant opportunity represents a “live and work” investment in local artists.

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 fiscal managerial component of their project.

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

- 
- Engage artists of all disciplines in creating new, original work (composers, musicians, writers, visual artists, etc.).
- Inclusive to artists at various career stages.
- Quality & authenticity of the creative process.

- The project enriches the cultural life and fulfills a cultural need on Long Island.
  - Potential to nurture personal artistic growth and development.
  - The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public.
- 

### **Applicant Eligibility:**

***Creative Individual Grants are not intended for interpretive work or artists presenting existing work.***

- Applicants **MUST** live, own or rent a studio in Nassau or Suffolk Counties at the time of application and for the duration of the project. Proof of residence is required to apply in the form of a utility bill or driver's license.
- Artists must be 18 years of age at the time of application
- Open to all disciplines
  - o Visual Arts: Painter, Sculptor, Installation Artist, Photographer, Printmaker
  - o Literary Arts: Poet, Novelist, Playwright
  - o Music: Composer, Musician
  - o Performance Arts: Choreographer
  - o Media: Filmmaker, Video Artist
- Projects **MUST** be new – previous, continuous, or incomplete work is not eligible.
- Any applicant incorporated as an LLC is **ineligible** to apply

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

---

### **Program Criteria:**

All community arts grant applications are reviewed for completeness and then sent to the respective panels.

**Artistic Programming** - Encompassing the visual, performing, media, literary arts. New projects that describe clear concepts, the artist's creative process and artistic growth.

**Public Impact** - A community engagement plan that includes details of the proposed audience and/or community involvement in the creation of the new work.

**Managerial/Marketing** - Professionalism of application, achievable and organized timeline. Project outcome is a tangible finished product and includes a culminating public event.

**Budget** - Sound financials, completed budget worksheet.

**The criteria are weighted according to these percentages:**

- Artistic: 50%
- Public Impact: 30%
- Fiscal/Managerial: 10%
- Budget: 10%

**\*\*Please refer to Appendix B for Rubric and criteria evaluation.\***

---

## APPLICATION REQUIREMENTS:

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers, and proof of residency.
  2. **Project Profile:** Submit important details about your proposed project.
  3. **Public Impact:** Describe in detail the community engagement aspect of your project, the audience (s) you plan to engage and/or any community involvement in the development or creation of your project.
  4. **Managerial/Marketing Profile:** Describe in detail the plan of your project, including how you plan to promote it and carry it out successfully. Be sure to include the anticipated date(s) of your event(s).
  5. **Budget:** List your project income sources and expenses.
  6. **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.
  7. **Certification of Application:** Verify the information in the application form.
- 

## ADDITIONAL DOCUMENTATION REQUIRED:

- ✓ Proof of County residency: current lease or mortgage agreement listing the artist's name and NYS County address, driver's license or ID card, voter registration card, utility bill.
  - ✓ IRS Form W-9
  - ✓ Work Samples
  - ✓ Resume or Curriculum Vitae for Applicant Artist (maximum two pages)
- 

## APPENDIX

---

### 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
- Start-up or seed funding for the establishment of a new organization
- Events that take place in private homes
- 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

- 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.
  - 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.
- Non-incorporated chapters of organizations whose “parent” is incorporated outside of the SCR site’s service area
- Applicants enrolled in undergraduate programs are ineligible
- 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:

- 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
- Re-grants by applicants to fund other activities
- Acquisition of works of art, art restoration, or art preservation
- 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:
  - 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 Reentry Program contact [edowd@huntingtonarts.org](mailto:edowd@huntingtonarts.org).**

## Appendix B.

### Creative Individual Rubric - Panelist resource used to score grant applications

CRITERIA	4	3	2	1
<b>ARTISTIC</b> <b>New work</b> <b>Creative process</b> <b>Artistic growth</b> <b>Clear concept</b> <b>50%</b>	<p>The proposed work is new and has not been created yet</p> <p>Applicant clearly articulates how the project is authentic to their vision</p> <p>The artist's concept is clearly described and connects to their artistic discipline or a new discipline</p> <p>The applicant provides concrete examples of how their proposed project speaks to their artistic growth</p> <p>The applicant's creative process is reflected in the new work proposed.</p>	<p>The work is new</p> <p>Applicant successfully describes the new work proposed</p> <p>The focus of the project is an artistic discipline</p> <p>The artist's concept is described clearly and relates to the proposed project</p> <p>The applicant describes how the proposed project speaks to their artistic growth</p>	<p>The work proposed is not new or is a continuation of previously created work</p> <p>The focus of the project is not an artistic discipline</p> <p>Applicant's project description is not clear</p> <p>The artist's concept is not clear</p> <p>The applicant does not provide a compelling description of how this project speaks to their artistic growth</p>	<p>The proposed work is not new</p> <p>The focus of the project is not an artistic discipline</p> <p>The project description lacks detail</p> <p>The artist's concept is not aligned with the proposed project</p> <p>The project does not reflect growth or development of the artist's creative process</p>

<b>Public Impact Community Engagement Plan</b> <b>30%</b>	<p>Applicant describes in detail the community engagement aspect of their project, the audience (s) they plan to engage and any community involvement in the development or creation of their project.</p> <p>Applicant provides detailed, attainable examples of additional measures they will take to address audience accessibility and inclusion</p>	<p>There is a community engagement aspect described in their project or an audience they plan to engage</p> <p>Additional measures to address audience accessibility are clearly stated</p>	<p>Community outreach plan is not clear or detailed</p> <p>Additional measures to address audience accessibility and inclusion are not clearly stated or missing</p>	<p>Community outreach plan is not clear or missing vital information</p> <p>The applicant does not have any additional measures in place to address audience accessibility or inclusion</p>
<b>Managerial/Marketing Professional application Timeline Outcome Public event</b> <b>10%</b>	<p>Marketing plan is clear, detailed and includes a variety of promotional platforms</p> <p>The application is professional, clearly written and well-thought out including key details</p> <p>Timeline is realistic, organized and attainable</p> <p>There is a tangible, artistic outcome/product that reflects the concepts proposed</p> <p>The public event is well organized and includes details of final presentation</p>	<p>There is a clear and detailed marketing plan that engages more than one marketing platform</p> <p>The application is clearly written and detailed</p> <p>The timeline is organized and attainable</p> <p>There is a tangible, artistic product created as a result of the proposed project</p> <p>The public event is organized</p>	<p>Marketing plan is not clear or is missing key details</p> <p>The application lacks details relevant to the proposed project</p> <p>The timeline is incomplete or lacks details</p> <p>The final, tangible product does not reflect the proposed project or is not a complete project</p> <p>The public event is not detailed or organized</p>	<p>Marketing plan is not clearly explained</p> <p>The application is not professional and/or lacks key details</p> <p>The timeline is not realistic</p> <p>There is no final tangible product</p> <p>There is no public event, or the proposed public event is lacking key details</p>
<b>Budget Soundness of budget Overall program feasibility</b> <b>10%</b>	<p>The budget includes key details required such as payment to artist, marketing expenses and supplies</p> <p>Budget is realistic, well-thought out and makes sense for the proposed project</p>	<p>The budget is clear and complete</p> <p>Expenses reflect the proposal and make sense</p> <p>The budget is enough to support the project</p>	<p>The budget lacks key details</p> <p>Expenses do not reflect what is described in the proposal</p> <p>The budget may not support the project with</p>	<p>The budget is incomplete, incorrect or missing.</p>

	The budget is fiscally responsible and is enough to complete the project with the amount requested	for the amount requested	the amount requested	
--	--	--------------------------	----------------------	--

## 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](mailto: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.