

HUNTINGTON ARTS COUNCIL
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LONG ISLAND GRANTS FOR THE ARTS CREATIVE LEARNING AFTER- SCHOOL AND COMMUNITY BASED CENTERS GRANT GUIDELINES

*Supporting the role the arts play in engaging students and participants of all ages
through sequential, hands-on art instruction.*

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

The Creative Learning grant is designed to support arts education projects in after-school settings; and partnerships with community based organizations (ex: youth organizations, senior centers, etc.).

This funding is designed to support effective and innovative approaches to artist-led instruction outside the school setting. These grants are meant to build the capacity of local artists and non-profit arts organizations while providing public school-aged students, adults, and seniors with high-quality artistic learning experiences. Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age- and skill-based, and focused on the exploration of art and the artistic process. Emphasis is placed on the depth and quality of the creative process through which participants learn through, or about, the arts.

The grant funds partnerships (applicants and their partners): The official applicant to the grant must be a Suffolk or Nassau County nonprofit arts & cultural organization, or an individual artist (or groups of artists). The project can take place at a Suffolk or Nassau County after-school program, or at a community center. The school or community center is referred to as the "Partner."

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.

Requirements for After-School and Community-Based Learning Programs:

- Projects may take place in a community-based setting such as a library, school, community center, or arts organization. The library, school, community center or arts organizations will serve as the non-profit organization partner for the artist or unincorporated group applying.
- Projects are provided to a closed group of learners, meaning they are not open to the general public. These groups may be composed of a particular age group (including adult learners), or for participants of all ages.
- If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must apply with a nonprofit Fiscal Sponsor in the county of the public school where the project is to take place.
- Project must involve at least three (3) hands-on learning sessions with the teaching artist and the same group of students (called the “core group”). Each session should be at least 30 minutes long. (Each block of time a teaching artist connects with a group of students, separated by time, can be considered one contact session.) It is recommended that contact sessions are separated by enough time for reflection and refining.
- A letter of commitment from the Partner to the Applicant must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the Partner’s support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each team member involved. The Executive Director must sign this letter of agreement and it must appear on the Partner’s letterhead.

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.

- After-school programs or community centers in low-income areas
- Collaborative and intergenerational projects
- Projects involving students or adults with special needs
- Underserved/Underrepresented populations

All Creative Learning programs must provide:

- Sequential, skills-based study that incorporates one or more art forms
- A minimum of **three (3)** sequential, **hands-on** learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations

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

Program Criteria:

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

- Clarity and appropriateness of proposed goals.
- Depth of interaction, as indicated by plans for contact time between the core group of students, artist/s.

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 schools in under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse populations. Projects that are intergenerational and meet the needs of a diverse community.

Managerial/Marketing - 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). Provide a completed, proposed budget of your project expenses.

Budget - Payment to participating artists is a priority. Sound financials, completed budget worksheet.

The criteria are weighted according to these percentages:

- Artistic: 40%
- Community Engagement: 40%
- Managerial/Marketing: 10%
- Budget: 10%

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

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Programs **MUST** take place in the same county as the applicant, and serve the general public.

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Prior grantees **MAY NOT** apply to the Creative Learning 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 demonstrated effort to maximize growth potential.

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

Application Requirements:

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers. Non-Profit organizations ONLY; funding history, and organizational mission.
2. **Project Profile:** Submit important details about your proposed project including title, project description, artistic discipline, and biographies of key artistic personnel.
3. **Public Impact:** Describe in detail the public component and audiences you plan to engage.
4. **Fiscal Profile:** Uploads of your nonprofit organization
5. **Marketing and Outreach:** Describe your marketing and outreach efforts. Please include your timeline, dates and venue information
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. Past examples of arts education work are preferred.
- Upload a limited number (up to three items) of supplemental materials, such as: newspaper clippings, brochures, PR materials, Letters of Support. **Certification of Application:** Verify the information in the application form.
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Additional Documentation Required:

FOR NONPROFIT ORGANIZATION APPLICANTS:

- ✓ Letter of support from the public school or community organization
- ✓ 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 affiliation list
- ✓ Financial Statement for your most recent fiscal year signed by the Treasurer and/or 990
- ✓ Bio/Resume of Key Artist(s)
- ✓ Work samples (past examples of arts education work are preferred)
- ✓ IRS Form W-9

INDIVIDUAL ARTIST and UNINCORPORATED GROUPS:

Please provide the following documentation for the partner organization:

- ✓ Partner Organization Agreement/Letter of Commitment
- ✓ Proof of nonprofit status
- ✓ Last financial record submitted to the IRS
- ✓

AND the following for artist/unincorporated group applicant:

- ✓ Bio/resume of key artist/s
- ✓ Proof of county residency (this can be fulfilled through a telephone bill, credit card or bank statement {first page only; social security and financial information should be blocked}, current lease or mortgage agreement listing the artists name and NYS County address, driver's license or ID card, voter registration card)
- ✓ IRS Form W-9
- ✓ Work samples (past examples of arts education work are preferred)

Fiscal Sponsor:

An individual artist or Unincorporated Group may apply through a fiscal sponsor.

- ✓ Fiscal Sponsor Agreement/Letter of Commitment
- ✓ 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

*****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*****

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 (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
- 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.
- Undergraduate college-level courses, scholarships, fellowships, contests, or student performing groups.

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**

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.
 - Now includes software, subscription, training related to virtual programming
- Project-related technical fees

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
- 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
- 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 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
- 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
 - 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:

- The NYSCA grantee must not handle box office or ticketing
- The NYSCA grantee must not profit from the SCR program (i.e. ticket sales, donations, etc)
- 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 Re-grants Program contact edowd@huntingtonarts.org.

Appendix B.

Creative Learning After School and Community Centers Rubric - Panelist resource used to score grant applications.

CRITERIA	4	3	2	1
PROJECT PROFILE Arts centered Sequential Open to the public 40%	Project focus incorporates more than 1 artistic discipline There are more than 3 hands-on, sequential, skills based sessions Project is inclusive and ages/skills appropriate for its intended audience. Lessons/workshops have a hands on learning focus	Project focus incorporates 1 artistic discipline There are 3 hands-on, sequential, skills based sessions. Lessons/workshops have a hands on learning focus Project is inclusive and ages/skills appropriate for its intended participants	Artistic discipline is not well defined Sessions are not sequential and/or there are less than 3 sessions. Lessons/workshops have limited hands on students participation Project lacks inclusivity for ages/skills of its intended participants	The focus is not an artistic discipline The proposal lacks clear details and organization Lessons/Workshops do not have a hands on learning focus There are no sequential lessons/workshops offered.

PUBLIC IMPACT Low-income areas Collaborative and intergenerational projects Students or adults with special needs Underserved/Underrepresented populations 40%	<p>Project references more than one under-resourced neighborhoods or cultural communities, prioritized in the criteria</p> <p>The project includes collaborations with more than one artist and/or community partner</p> <p>The project has a clear plan for prioritizing inclusivity and accessibility</p>	<p>The project serves a community prioritized in the criteria</p> <p>The project includes collaboration with one artist and/or community partner</p> <p>There are some plans for prioritizing inclusivity and accessibility</p>	<p>There is little effort to include a prioritized community</p> <p>There is no detailed plan for access and inclusion</p>	<p>There is no evidence of community outreach or integration.</p> <p>No evidence of intent to include community prioritized in the criteria</p>
MANAGERIAL/MARKETING Marketing Timeline 10%	<p>The marketing plan is detailed and includes a variety of marketing platforms such as FB ads, print, social media etc</p> <p>The project timeline is organized and realistic</p> <p>The application clearly states how the applicant will go about organizing and managing the project.</p>	<p>The marketing plan includes more than one platform and specifies how they will be used</p> <p>The project timeline is realistic.</p> <p>The application includes details about how the applicant is organizing and managing the project</p>	<p>The marketing plan is not clear and includes only one platform.</p> <p>Project timeline is unrealistic</p> <p>Details regarding organization and managing the project are incomplete or not clear</p>	<p>Marketing plan is not detailed and/or clear</p> <p>Project timeline is not clear and/or unrealistic</p>

Budget 10%	The budget is complete, clear and detailed The budget does not exceed the amount requested. Teaching artists and grant admin are paid	The budget is complete and does not exceed the amount requested Teaching artists are paid	The budget is incomplete or is missing key details Teaching artists are not paid	The budget is incomplete, incorrect or missing.
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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.