

HUNTINGTON ARTS COUNCIL
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Council on
the Arts



LONG ISLAND GRANTS FOR THE ARTS

COMMUNITY ARTS GRANT GUIDELINES

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

APPLICATION DEADLINE: Monday, 9/1/2026, 5pm

**Applicants are strongly encouraged to submit one week in advance, at minimum, of the deadline. Please note that no late applications will be accepted and no exceptions will be made, including in response to technical difficulties. **

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 in Nassau or Suffolk county. Tribal organizations in NY State.

AWARD AMOUNT: \$7500*

PROJECT PERIOD: JANUARY 1, 2027 - DECEMBER 31, 2027

**Community Arts Grants will be awarded at 100% of the \$7500 funding amount.*

Huntington Arts Council Community Arts grants provide funding for arts & cultural projects and activities that enable Nassau and Suffolk communities to experience and engage with the performing, literary, media, and visual arts.

Statewide Community Re-grants are county based. Community Arts programs must take place in the same county where the applicant resides. Community partners must be located in the same county as the applicant.

*Prior grantees **MAY NOT** apply to the Community Arts grant with the exact same funded program from the previous calendar year. There must be a visible and meaningful change to the program; organizations must **make a clear and demonstrated effort to maximize growth potential.***

All applicants must attend a mandatory Information Session before applying for an SCR grant.

Eligible Programs:

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

Community Arts grants may include, but are not limited to:

- Exhibitions
- Workshop series that are open to the public for participation
- Performances (all disciplines)

- Festivals
- Screenings
- Readings

Eligible Community Arts Programs must include:

- Community engagement and demonstrable public impact
- Must be open to the public. Please contact the grants team if you have questions about programming for a closed group, i.e. camps, classrooms/workshops, professional development etc.

Ineligible Programs:

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

- Projects which do not take place within the same county as the applicant's address.
- Community Arts re-grants may not fund activities that are not open to the general public.
- Public art on private property
- Non-arts related activity including, but not limited to:
 - Galas, benefits or fundraising events
 - Entertainment and food /refreshments costs for receptions.
 - Entertainment such as balloons, clowns, magicians, "sip and paint"
 - Projects that are primarily recreational, therapeutic, rehabilitative or religious in nature including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy/art therapy or worship.

Contact the Grants Team if you need clarification regarding your proposed program's eligibility.

All applicants must be current New York State residents and must reside in the county where their proposed project will take place. Proof of residency is required. All documents must contain the applicant's name and address and documentation must be dated no earlier than two years prior to an application.

List of acceptable proof of residency documents must include one of the following:

- Telephone bill
- Utility bill
- Credit card or bank statement (first page only; social security and financial information should be blocked)
- Current lease or mortgage agreement listing the artist's name and Nassau or Suffolk county address.
- NY State Driver's License or ID card
- Voter Registration Card

NEW FOR 2027 - Required Documentation for Applicant Eligibility:

In addition to the eligibility guidelines listed above with each category, applicants must also meet certain overarching eligibility requirements to be considered for Statewide Community Re-grants funding including:

- **All applicants must provide proof that the applicant's address is located in Nassau or Suffolk county.** Additionally, funded activity must take place within the same county as the applicant's address.
 - PO Boxes may be accepted as a mailing address but a PO Box alone does not necessarily meet the address requirement. An applicant must provide proof of residence in Nassau or Suffolk counties.
- **All non-profit organizations applicants must provide:**
 - Proof of registration with the NYS Charities Bureau (CHAR 500) in the form of a Bureau filing receipt dated within the past 24 months. (Date no earlier than May 15, 2025)

- **All chartered educational institutions must provide:**
 - Documentation of NYS charter by the Board of regents under section 216 of the NY State Education Law.
- **All government or quasi-governmental entities must provide:**
 - Proof of authorization in the form of a formal letter on official stationery, signed by the appropriate county, city, town or village executive, dated within the last 12 months.
- **Tribal Nations are subject to the following eligibility requirements:**
 - Tribal Nations located anywhere in NYS regardless of the county are eligible to apply.
 - Tribal Nations must provide appropriate documentation to show association with the Tribal Nation.
 - Tribal Nations are exempt from the 3 request, \$7500 limit.
 - Individual Tribal organizations *within* Tribal Nations are subject to the 3 request, \$7,500 limit.

***Note: NY State tax exemption certificate, IRS Determination Letter, 990 and/or do not qualify as proof of nonprofit status.**

- *Non Profit Organizations **MUST** comply with Section 504 of the Rehabilitation Act, ensuring accessibility for disabled persons.*

Requirements for Individual Artist and Unincorporated Group Applicant Eligibility:

- Individual Artists/Unincorporated Groups **MUST** apply with a community partner. A Community Partner is only required to provide a letter of commitment confirming the partnership with the applicant and outlining the scope of the partnership and each partner's investment or contribution towards the proposed project. A Community Partner may be a nonprofit or community-based entity such as a business or for profit organization also, that is open to the public The partner must be an active member of the local community and contribute to the vibrancy, improvement, and/or quality of life of its community. **Note: The Community Partner may not benefit financially from SCR funding. Community partners cannot charge a venue rental fee to grant awardees.**
- Individual Artists/Unincorporated Groups applying with a community 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 Arts grant with the exact same funded program from the previous calendar year. There must be a *visible and meaningful* change to the program; applicants must make a demonstrated effort to maximize growth potential.
- **All Individual Artists may only apply under their own name using their own SSN.**

Ineligible Applicants

The following entities and individuals are not eligible to apply for Statewide Community Re-grants funding:

- Public universities, colleges; and public, private, or parochial secondary and elementary schools. New York State agencies and departments including SUNY schools and 402 foundations.
- Students enrolled in a full-time degree program.

- Unincorporated applicants without an eligible fiscal sponsor or partner organization.
 - An individual or group that is a business corporation, limited liability company (LLC), or limited liability partnership (LLP), or incorporated as a 501c4s and 501c6 including applicant of such type submitted by a fiscal sponsor.
 - Non-incorporated chapters of organizations whose “parent” is incorporated outside of New York State.
 - Past re-grantees that have failed to submit final reports.
 - Non-Profit organizations and community partners that do not have a Nassau or Suffolk county address registered with the IRS.
 - Individual artists or organizations that have applied directly to NYSCA, *regardless of funding status*, for 2027 funding OR have received multi-year funding that includes FY 2027.
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ELIGIBLE EXPENSES FOR COMMUNITY ARTS GRANTS

These are *program support* grant opportunities; all expenses **must** be related to supporting the specific program proposed in your application.

- 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.
- Venue rental.
- Direct administrative expenses and/or planning and preparation expenses for a proposed event.
- **Consumable** supplies and materials needed for the execution of the project. Individual items may not exceed \$1,000. Examples: art supplies, sheet music, hardware, memory cards, and other *consumable* equipment.

*Proposed programs must include a balanced budget. A balanced budget will include the total project income, inclusive of the SCR grant funds that equals or exceeds the total program budget expenses.

The budget cannot be in deficit.

INELIGIBLE EXPENSES FOR COMMUNITY ARTS GRANTS

Funding will **not** be provided for the following:

- Requests greater than an applicant's project expenses minus total project income. *
- Operating expenses of privately owned facilities
- **Permanent equipment** or capital improvements
- Cash prizes, juror fees, scholarships, fellowships or other awards to students.
- 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
- General operating expenses
- Food /refreshment expenses
- Expenses related to any non-arts specific program activities, i.e. wellness, art therapy, social services, yoga etc.
- Start-up or seed funding for the establishment of a new organization

If you have any eligibility related questions for the Statewide Community Regrants Program contact peljaiek@huntingtonarts.org before submitting your application.

Funding Criteria

All applications are evaluated based on the following criteria:

- **Artistic Programming** - Projects in all arts disciplines that engage the community in the creation and/or presentation of arts and cultural programming.
- **Public Impact** - Social, cultural, artistic and/or environmentally conscious activities that benefit the local community. A competitive grant proposal will include a community engagement plan that reflects a demonstrable public impact.
- **Managerial/Marketing** - Detailed, organized marketing plan, including marketing timeline and use of a variety of marketing platforms. *This refers specifically to marketing and promotion of the proposed program, i.e. press releases, social media, print ads, posters, flyers etc.*
- **Budget** - Prioritized expenses include but are not limited to: artist fees, venue rental, consumable supplies and materials and marketing materials for the proposed program. A complete and detailed budget, for the total SCR funding amount, as it relates to the proposed program, is required. *Proposed programs must include a balanced budget. A balanced budget will include the total project income, inclusive of the SCR grant funds that equals or exceeds, total program budget expenses.
The budget cannot be in deficit.

Criteria is weighted according to these percentages:

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

****Applications receiving below a 2 in any individual weighted criterion, are ineligible to be funded. ****

Community Engagement/Public Impact Guidelines -

Public impact is evaluated by the quality and clarity of a project's outcomes, not solely by the number of people reached. Strong impact reflects meaningful engagement, community relevance, and clearly defined benefits. Applicants should clearly articulate who their project serves, why it matters, and the difference it will make.

Budget Guidelines

- Applicants may upload their completed budget in alternative formats if the excel spreadsheet provided is unavailable to them (e.g., PDF or JPEG/PNG image), however all budget files must be fully legible, with text clearly visible across all rows and columns. Submissions that are difficult to read or incomplete may negatively impact application scoring.
- The budget must account for 100% of the requested grant award and include only eligible expenses, as outlined in the guidelines. Applicants should review the list of ineligible costs carefully to ensure compliance.
- While individual expense amounts may change during the project period, the overall budget allocations, i.e. expense categories and distribution of funds, must remain consistent with those proposed in the application.
- If your total budget exceeds the \$7,500 grant award, clearly indicate the appropriate allocations and amounts. Be sure to identify and explain all additional funding sources, as requested in both the budget spreadsheet and the narrative section.
- Applicants are strongly encouraged to label their file clearly (e.g., "FINAL BUDGET") to avoid uploading a blank or draft version. Incomplete budget submissions will result in the application being ineligible for panel review and funding consideration.

****Incomplete applications will NOT move forward to panel review for funding consideration****

Panel Review Process:

Funding decisions will be made by a review panel administered by the Huntington Arts Council. They will evaluate and score submissions giving recommendations for funding. Panelists include community leaders and arts and culture professionals who have a vested interest in the arts and culture sector on Long Island.

*****Refer to Appendix Attached for Rubric and Criteria Evaluation. ****

Post Award Responsibilities

All funded Community Arts grantees must complete the following steps:

- Submission of completed, signed Contract and W9
- Submission of completed Initial Project Schedule
- Display of LI Grants for the Arts logo and credit line on all marketing and promotional materials
- Submission of marketing and promotional materials for community engagement
- Final Report completed and submitted no later than 30 days after the completion of the funded program.

Optional

- Attendance at HAC Share & Tell events to encourage connections and collaborations between SCR grantees.
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Appeals

As part of the funding process, an applicant may appeal the funding decision. The following are valid grounds for appeal:

- Non-presentation of information:
Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision.
- Misrepresentation of information:
Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision.
- Improper procedure:
Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious.

NOTE: Dissatisfaction with the denial of an award or with the grant amount are not eligible grounds for appeal.

Appeals Process for Applicants:

- Denied applicants have 10 business days from the funding notification date to appeal the funding decision.
- To begin the appeals process, the applicant must first speak with the SCR Coordinator to receive application feedback.

- Once the applicant has received application feedback, a formal letter to the Executive Director of the SCR site must be submitted, citing the specific ground(s) for the appeal, and requesting that the decision be appealed.

APPENDIX

Community Arts Rubric - Panelist resource used to score grant applications

CRITERIA	4	3	2	1
ARTISTIC Program Description 40%	<ul style="list-style-type: none"> The proposal is a program as defined in the Community Arts grant guidelines. The program proposed is described clearly with key details included. The program has a clearly defined artistic focus. For returning grantees ONLY - It is obvious from the narrative how the program differs from previous years. Detailed comparisons are included. 	<ul style="list-style-type: none"> The program fits the definition as found in the guidelines. Program description is easy to understand The artistic focus is present. For returning grantees ONLY - the narrative gives examples of how the program differs from previous years 	<ul style="list-style-type: none"> The program does not meet all the criteria as defined in the guidelines Program description is not clear or is missing key details The artistic focus is not defined. For returning grantees ONLY - there is no clear example that reflects a difference in the program from previous years 	<ul style="list-style-type: none"> The program does not fit the definition criteria as defined in the guidelines .Program description is missing details or is confusing There is no clear artistic focus For returning grantees ONLY - The proposed program is not demonstrably different from previous years

<p>PUBLIC IMPACT Community Outreach 40%</p>	<ul style="list-style-type: none"> Community outreach strategies and engagement are detailed and easy to understand The applicant demonstrates a clear understanding of the community they wish to engage The public impact of the proposed program is immediately evident from the applicant's narrative. 	<ul style="list-style-type: none"> Community outreach strategies and engagement are present but need more details. The applicant demonstrates an understanding of the community they wish to engage Public impact of the proposed program is explained in the narrative 	<ul style="list-style-type: none"> Community outreach strategies and engagement are not clear or detailed. The applicant demonstrates some understanding of the community they wish to engage Public impact of the program is not clear or not relevant to the project proposed 	<ul style="list-style-type: none"> Community outreach strategies and engagement do not meet the criteria The applicant does not demonstrate an understanding of the community they wish to engage Public impact of the program is not evident
<p>MANAGERIAL/MARKETING Promotion/Publicity Timeline and platforms 10%</p>	<ul style="list-style-type: none"> Timeline is detailed and organized Timeline is realistic with the schedule provided Publicity includes a wide variety of marketing platforms 	<ul style="list-style-type: none"> Timeline includes relevant details Timeline is viable with the schedule provided Publicity includes a few different platforms 	<ul style="list-style-type: none"> Timeline is missing key details Timeline may be difficult to achieve with the schedule provided Publicity includes only one or two different marketing platforms 	<ul style="list-style-type: none"> Timeline is incomplete or missing too many key details Timeline is not attainable with the schedule provided Publicity includes only one marketing platform
<p>Budget 10%</p>	<ul style="list-style-type: none"> Budget is clear, legible and balanced Clearly relates to the proposed project as stated in the narrative Fund allocations are 	<ul style="list-style-type: none"> Budget is legible and balanced Fund allocations include eligible project income and expenses. Budget 	<ul style="list-style-type: none"> The budget is balanced but not easily legible. Budget is missing critical details related to funds allocations as stated in 	<ul style="list-style-type: none"> Budget is balanced but: <ul style="list-style-type: none"> No details are included Lack of a revenue plan above SCR grant funding OR budget

	specific and detailed according to all eligible project income and expenses	relates to proposed project as stated in the narrative	the narrative	is illegible or details cannot be viewed for scoring purposes.
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