HUNTINGTON ARTS COUNCIL
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LONG ISLAND GRANTS FOR THE ARTS
ARTS EDUCATION GRANT

Formerly Creative Learning In School and After School/Community Organizations

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

APPLICATION DEADLINE: Tuesday, 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.

AWARD AMOUNT: $5000*

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

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 counties. Tribal organizations in New York State.

Arts Education grants will be awarded at 100% of the $5000 funding amount.

The Arts Education grant is designed to support arts education projects that bring teaching artists into dedicated learning spaces for students of all ages.
Funds support arts education projects for closed groups of learners.
All Arts Education projects must be carried out in partnership with a public school or in partnership with an existing closed group of learners *including but not limited to* a club, residents of a senior living facility, individuals receiving social services, or a camp.

In all AE projects, emphasis is placed on the depth and quality of the creative process by which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process.

Statewide Community Regrants (SCR) 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.

If you are awarded an Arts Education Grant for 2026 programming, you ***are*** eligible to apply for a $1,000 Micro Grant for programming that takes place in 2026 and is open to the public.

Individual artists and organizations that have applied directly to the New York State Council for the Arts (NYSCA), regardless of funding status, for 2027 funding OR have received multi-year funding that includes FY2027 are ineligible to apply for Statewide Community Regrant (SCR) opportunities.

All Arts Education projects must provide:

- Sequential, skills-based study that incorporates one or more art forms and includes a *minimum* of 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 by the dedicated learners.
- Stated learning goals, methodologies, and outcomes
- Means for evaluation
- Support materials that include a lesson outline and participant evaluation forms.

Additional Required Documentation:
A letter of commitment from the school or organization partner must be included with the application to be eligible for funding. The letter must detail the partner(s) support of the project (monetarily and/or otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal of the school or director of the partner organization.

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

Eligible Applicants

Individual artists, groups or collectives with a designated lead artist, and unincorporated entities that are proposing:

Programming with a partner K-12 Public School taking place during the school day or in an after-school program on school grounds.
Community based learning with an eligible community partner. These projects take place in a community-based setting such as a library, community center, care facilities, or community organization.
Artists, collectives and unincorporated groups must apply with a non-profit organization partner.
All applicants must be 18 years of age at the time of submission

All applicants must be current New York State residents and must be residing 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.

Acceptable proof of residency 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 applicant' name and NYS 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 Regrants 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 or 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 stationary, 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 or 990 do not qualify as proof of nonprofit status.

*Organizations **MUST** comply with Section 504 of the Rehabilitation Act, ensuring accessibility for disabled Persons.*

INELIGIBLE APPLICANTS:

- Students enrolled in a full-time degree program.
- Public universities, colleges; and public, private, or parochial secondary and elementary schools. New York State agencies and departments including SUNY schools and 402 foundations.
- 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.
- Non-Profit organizations and community partners that do not have a Nassau or Suffolk county address registered with the IRS.
- Past re-grantees that have failed to submit final reports.
- 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.

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

REVIEW APPENDIX A. ATTACHED FOR COMPARISON OF IN SCHOOL VS. COMMUNITY BASED PROGRAMMING

Eligible Expenses

SCR grant support should be primarily directed toward artist fees but may include administrative support and the cost of materials, such as:

- Artist Fees - Payment to the teaching artist to facilitate the classes.
- Administrative Fees - Fee for organizing the implementation of the program e.g. buying materials, organizing teaching artist schedule, liaise with school or partner organization.
- Supplies and Materials - Consumable supplies and materials required to complete the proposed program.

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, 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
- Entertainment and food /refreshments costs
- Start-up or seed funding for the establishment of a new organization

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Program Criteria:

Applications are evaluated on the following criteria:

- **Program Description** - Depth and quality of the creative process by which participants learn through or about the arts. Exploring art and the artistic process in all disciplines.
- **Goals, Strategies and Outcomes** - Stated learning goals, methodologies and outcomes.
- **Support Materials** - Lesson Plans or Lesson Outline, means of participant evaluation
- **Budget** - *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.

The criteria are weighted according to these percentages:

- Program Description: 40%
- Goals, Strategies and Outcomes 30%
- Support Materials: 20%
- Budget: 10%

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

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 $5,000 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.

*****FULL CRITERIA EVALUATION USED BY PANELISTS TO SCORE APPLICATIONS IS PROVIDED IN APPENDIX B, ATTACHED. PLEASE REVIEW. *****

Post Award Responsibilities

All funded Arts Education 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, if applicable
- Submission of marketing and promotional materials for community engagement, if applicable
- Final Report completed and submitted no later than 30 days after the completion of the funded program.

Optional

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

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 is not an eligible ground 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.
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APPENDIX A.
IN SCHOOL PROGRAMMING VS. COMMUNITY BASED PROGRAMMING

	Pre-K-12 In-School or After-School Projects	**Community-Based Learning**
LOCATION	These projects must take place in a Pre-K-12 public school building during the school day or After-School. Inter-curricular collaboration for in-school projects is encouraged but not required.	These projects take place in a community-based setting such as a library, community center, care facilities, or arts organization.
WHO ARE THE STUDENTS?	Students in a Pre-K-12 public school.	Projects are provided to a closed group of learners, meaning they are not open to the general public. AE projects should be done in partnership with an existing closed group of learners such as a club, residents of a senior living

		facility, individuals receiving social services, or a camp. These groups may be composed of a particular age group (including adult learners), or for participants of all ages.
LETTER OF COMMITMENT	The letter of commitment must outline in detail the partner(s) support of the project (monetarily and/or otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.	Nonprofits applying directly are not required to submit a letter of agreement/ commitment. Applications submitted with a Community Partner must include a Letter of Commitment which details the partner's support of the project and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

APPENDIX B.

CRITERIA	4	3	2	1
Program Description **Arts Based Sequential** **40%**	• Narrative includes key details to best understand the program • Program is focused on an artistic discipline(s) • 3 or more sequential classes are specified in the guidelines	• Narrative is clear and includes details • Artistic discipline is clearly stated • 3 sequential classes are specified • Hands-on participatory creation or learning opportunities are included	• Narrative lacks enough details to fully understand the program • The focus is not solely artistic • The classes lack a deliberate sequence • There is little evidence of hands-on creation or learning	• Narrative is not detailed and/or not easy to understand • The artistic discipline (s) is not the focus of the program • There are less than 3 classes and/or they are not sequential • There is no hands-on creation or learning opportunities for the participants • Skills-based learning is not evident • Program is not age appropriate

	• Hands -on participatory creation and/or learning opportunities are clearly detailed • Program is skills-based and age appropriate	• There is some skills - based learning • Program is age appropriate	• Program is lacking skills-based learning and/or may not be age appropriate	
Goals, Strategies and Outcomes 30%	• Learning goals are clearly stated • Explanation of teaching methods are clear and detailed • Learning strategies include a variety of different learning activities and instructional materials • Expected outcomes stated are realistic and attainable in the time proposed	• Learning goals are stated • Teaching methods are explained with some detail • Learning strategies include some different learning activities and materials • Expected outcomes are realistic and the majority may be attainable in the time proposed	• Learning goals are not clearly stated or not relevant to the program proposed • Teaching methods are not explained in detail • There are few learning strategies mentioned • The expected outcome is not clear or may not be attainable in the time proposed	• Learning goals are not realistic or relevant to the proposed program • Teaching methods are not clearly explained • Learning strategies are not evident • Expected outcome is not attainable or appropriate for the time proposed

Support Materials 20%	• Lesson Outline is detailed and structured including objectives, content, materials and resources and activities for lessons • Timeline of program is realistic and attainable • There is a means for participant evaluation that provides assessment of the success of the program	• Lesson outline include objectives, content, materials and resources and activities for lessons • Timeline is appropriate and attainable • The participant evaluation method is present and provides some assessment of the program	• Lesson outline is is not detailed or is missing key details to achieve learning goals • Timeline is not realistic or may not be attainable in the proposed time • Participant evaluation does not provide a clear assessment of the program	• Lesson outline does not include one or more of the following: objectives, learning content, materials and resources activities for all lessons • Timeline is not realistic or attainable • The participant evaluation is not enough to provide an assessment of the program
Budget **10%**	• Budget is clear and balanced • Clearly relates to the proposed project as stated in the narrative • Fund allocations are specific to all eligible project income and expenses	• Budget is clear and balanced • Fund allocations include eligible project income and expenses. • Budget relates to proposed project as stated in the narrative	• The budget is balanced. • Budget is missing critical details related to funds allocations as stated in the narrative	• Budget is balanced and complete but: ○ No details included ○ Lack of a revenue plan above SCR grant funding ○ OR budget is illegible or details cannot be viewed for scoring purposes.