

# ARTS IN THE COMMUNITY GRANTS

## *FOR BROOME, CHENANGO & OTSEGO COUNTIES*

### 2024 Guidelines

**Deadline: MARCH 14, 2024**

As of 2024, Arts in the Community Grants (ACG) have replaced the grant programs known as Decentralization (DEC) and Statewide Community Re-grants (SCR) previously administered by the Earlville Opera House. Grants will continue to be available for not for profit organizations, municipalities and Tribal Nations, and individual artists or collectives. Please see the Eligible Applicants section in this document for full details.

**This program replaces all previous regrant programs funded by the New York State Council on the Arts (NYSCA)** and recognition of their support is not required.

While much of the process will seem familiar to previous applicants, you will also see changes that reflect what we have heard from you over the last few years. Larger grant amounts, operating and administrative support, more targeted funding, and, where possible, streamlining of the application process are all identified needs we can now begin to address. Earlville Opera House has been strongly rooted in the artistic community since 1892 and we are committed to that legacy of community service established over three different centuries. In 2024 a total of \$165,000 will be granted to projects in Broome, Chenango, and Otsego County.

Funding for Arts in the Community Grants is provided by support from the Office of the Governor, and the New York State Legislature. Additional support for Broome County grantees is provided by the Stewart W. and Willma C. Hoyt Foundation.

## **2024 Arts in the Community Grants** **CATEGORY OVERVIEW**

### **Community Grants**

Community Arts Grants  
Arts Education in the Community

### **Individual Artists**

Individual Artist Commission  
Individual Artist Professional Opportunity

### **Special Assistance Fund for Organizations or Artists**

### **GRANT CYCLE TIMELINE**

- An Intent to apply form is required prior to applying.
- The Grant Portal will open February 7, 2024. The application will be on the Submittable platform.
- Grant Webinars - Throughout February 2024. Dates are listed on the EOH website and workshops/assistance will be offered online in both group and one-on-one formats. Webinar registration is required. Contact the Program Director to receive the Zoom link at [victoria.kappel@earlvilleoperahouse.com](mailto:victoria.kappel@earlvilleoperahouse.com)
  - Friday, February 9, noon
  - Saturday, February 10, 1 pm
  - Wednesday, February 14, 2 pm
  - Saturday, February 17, 1 pm
  - Tuesday, February 20, 4:30 pm
- Applications will be accepted February 7, 2024 through March 14, 2024. NOTE: Technical assistance reviews end March 8, 2024. THIS IS A FIRM DATE.
- Panel meets to review applications April 2024.
- EOH Board of Directors ratifies panel recommendations April 2024. Grant notifications and letters of agreement will be sent shortly after.
- 2024 Funded Projects MUST take place January 1, 2024 – March 31, 2025.
- Grants Award Ceremony date will be announced later in the spring.

- Final Reports are due within 30 days of project end.

#### **PLEASE NOTE**

Maximum funding requests are noted in each category. No match is required. Applicants may only apply in one category.

Previous funding through any Earlville Opera House source does not ensure support in any succeeding year. **Returning requests should include meaningful changes from past proposals to further the impact of the proposed project in this especially competitive year. Refer to funding priorities on Page 10.** The increased funding caps in this program reflect the needs within our cultural communities to receive funding commensurate with some of their bigger dreams.

### **AVAILABLE GRANTS**

#### **Community Grants (CG)**

#### **There are 2 Categories under Community Grants**

##### **1) Community Arts Grants (CA)**

**AMOUNT AVAILABLE \$500 - \$10,000**

CA grants provide support for arts and cultural projects as well as organizational operating support to community-based not for profit organizations and groups and collectives. Individual artists working in partnership with a local not for profit organization may apply for project support only. CA support enables organizations and emerging artists to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and operate. CA grants provide support to develop, foster, promote, enhance, and increase access to community arts that address current cultural needs in Broome, Chenango and Otsego counties. Projects in this category must be community based and open to the general public.

**PLEASE NOTE:** If you have previously successfully applied in the Community Arts category under DEC or SCR, you **MUST** demonstrate meaningful changes from previous applications that will further the impact of the proposed program.

See Funding Priorities on Page 10. We anticipate this will be a very competitive category.

### **Eligible Applicants**

- A 501(c)(3) or New York State non-profit organization with an active board of trustees either incorporated in NY State or registered to do business in NY State
- A government or quasi-governmental entity, or Tribal Nation.
- Individual artists, groups or collectives, and unincorporated entities who are working with a community-based partner are eligible.
- A community-based not for profit partner working with an artist 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 (in-kind and/or cash) towards the proposed project.
- Lead applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program.

### **2) Arts Education in the Community (AE)**

#### **AMOUNT AVAILABLE \$5000**

Previously known as the Arts Education grant, this category is now part of Community Grants.

AE grants offer two funding categories: (1) **Pre-K-12 In-School Projects** and (2) **After-School & Community-Based Learning**. AE projects must be carried out in partnership with a public school or in partnership with a community-based organization or artist residing in Broome, Chenango or Otsego county. Please note: schools may not apply directly to the ACG program. (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.)

#### **AE projects must provide except where noted:**

- 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
- Stated learning goals, methodologies and outcomes and a means for evaluation
- It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.

### **In-School Projects**

- These projects must take place in-school during the school day and in partnership with a public school.
- Private and parochial schools are ineligible for partnerships.
- AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.
- Inter-curricular collaboration for in-school projects is encouraged but not required.
- A letter of commitment from the partner school to the arts organization or artist must be included with the application 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 partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.

### **After-School and Community-Based Learning**

- Projects may take place in a community-based setting such as a library, school, community center, or arts organization.
- 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.
- A letter of commitment from the partner arts organization or artist must be included with the application 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 partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

- After-school and Community-Based Learning are not required to provide the 3 sequential studies sessions, learning goals, methodologies, and outcomes.

### **Eligible Applicants**

All applicants must be working with an eligible partner school for in-school programs. Eligible applicants may apply directly for out-of-school programs.

- A 501(c)(3) or New York State non-profit organization with an active board of trustees either incorporated in NY State or registered to do business in NY State
- A government or quasi-governmental entity, or Tribal Nation
- Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school (for in-school programs) or eligible fiscal sponsor or community-based partner if accepted by EOH (for out-of-school programs).
  - Lead applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time undergraduate degree program
  - Projects must take place in the same county as the fiscal sponsor or community-based partner.

### **Individual Artists (IA)**

#### ***There are two Categories under Individual Artists***

- 1) **Individual Artist Commission (IAC)**  
**Amount Available: \$5000**

Individual Artist Commissions (IAC) represent a “live & work” investment in local artists. It is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community.

#### **Community Engagement**

IAC projects must include a form of community engagement to be determined by the artist. The purpose is to impact a segment of the community by exposing the public to the creative process of the artist. This could take the form of an

exhibition, performance, reading, screening, workshop, or artist talk that is open to the general public during the creation of the artist's work, or after.

Artists are not expected to do both a public program and engagement with a segment of the community during the creative process. Rather, they can select the type of engagement that is appropriate for their project.

Alternatively, artists can include community involvement in the development and creative process of the artist's project. This can be in the form of feedback, response, interaction, and/or social process by or with community members. Some examples of this type of community interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

Individual Artist Grants are offered in the amount of \$5,000 per commission. There is no match required.

## **2) Individual Artist Professional Opportunity (IAPO)**

### **Amount Available \$500 - \$2500**

Individual Artist Opportunity grants are designed for artists who have identified a professional development opportunity for themselves and need financial support to accomplish it. This could involve training, study, research, residencies, etc., and should represent a chance to significantly increase the artist's skill and capacity to work as a professional. NOTE: Travel is restricted to New York State.

**A meeting with the Grants Coordinator is required prior to submitting this application.**

### **Eligible applicants for Individual Artist Grants**

Artists apply directly for the Individual Artists Categories.

- Applicants/artists must be at least 18 years of age at the time of application and may not be enrolled in a full-time undergraduate degree program.

## **NYS Residency Requirement**

Individual Artist applicants must be current New York State residents and must be resident in the county where their proposed project will take place. Proof of residency is required. Documents must contain the individual'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
- 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 NYS County address
- Utility Bill
- NY State Drivers License or ID card
- Voter Registration Card

## **SPECIAL ASSISTANCE FUND (SAF) FOR ORGANIZATIONS OR ARTISTS** **AMOUNT AVAILABLE: \$500**

Beginning in May 2024 and available on a first come-first serve basis pending availability of funds and approval of request by Earlville Opera House staff. Organization or artist must contact EOH staff directly for application instructions.

This stipend is designed for unexpected expenses or opportunities that may present themselves during calendar year 2024 that may or may not be related to any current funding through the ACG program. Examples might include an opportunity for a guest artist, assistance with a sudden need in production completion, a travel or study option within New York State to enhance one's career or expertise (CANNOT be combined with the IAPO), training of staff or board in critical administrative areas including board development, artist supplies, etc. This should not be considered an extension of a previous grant, but a sudden or unexpected event that could not have been planned for.



### **Eligible applicants**

Not for profit organizations and artists. Previous grant recipients are eligible to apply.

### **COMPLETE ELIGIBILITY GUIDELINES**

In addition to the guidelines listed for each category, applicants must meet certain requirements to be considered for ACG funding, including:

- **The legal address of an applicant must lie within the service area of Broome, Chenango, or Otsego County. The funded activity must take place within the same county as the applicant's legal address.**
- **All non-profit organizations must provide proof of non for profit status. The following documentation will be accepted:**
  - Letter of Determination from the IRS indicating tax exempt status under section 501(c)(3)
  - Documentation of charter by the NY State Board of Regents under section 216 of the NY State Education Law
  - Documentation of incorporation under Section 402 of the NY State Not-for-Profit Corporation Law
  - Current NY State Bureau of Charities (Office of the Attorney General) filing receipt
  - Official authorization as an arm of local government (i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive)
  - Authorization as a federally recognized Tribal Nation

### **The following entities and individuals are not eligible to apply for funding:**

- New York State agencies and departments (including SUNY schools)
- Public universities, colleges; and public, private, or parochial secondary and elementary schools
- ACG site Staff or Board members (see Conflict of Interest section)
- Student projects
- Unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category)
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of the service area
- Past re-grantees that have failed to submit final reports

### **Funding Priorities (in no specific order)**

- Artist fee support
- Operating and administrative costs for not for profits
- Production/technical costs
- Project materials
- Marketing costs
- Virtual/hybrid programming costs
- Low or no cost programming, with an emphasis on family events
- Accessible projects that promote and celebrate diversity, equity, and inclusion
- Historically significant projects
- Pooling of resources and collaborative initiatives
- Public Art
- Projects that encourage lifelong learning

### **Non-fundable expenses and limited expenses**

ACG funds are unable to fund the following expenses:

- Operating expenses of privately-owned facilities (e.g. homes and studios)
- Acquisition of works of art
- Contingency funds
- The purchase of permanent equipment that exceeds \$1,000 or capital improvements
- Creation of textbooks or classroom material
- Lobbying expenses
- Re-grants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, educational scholarships or other awards to students
- Fees paid to children

### **REVIEW CRITERIA**

Review panels consist of community representatives reflecting the artistic, geographic and demographic ranges of Broome, Chenango and Otsego counties. The panel will evaluate applications according to the following criteria (in no specific order):

- Benefit to the general public
- Organization capacity growth and sustainability

- Benefit to the artist
- Clearly defined, planned objectives and the demonstrated ability to achieve those objectives through an assessment component (for Arts Education only)

### **APPLICATION INSTRUCTIONS**

- ***All applicants intending to apply for 2024 funding must notify the Earlville Opera House by submitting an intent to apply form.***
- All applicants are **encouraged** to attend an applicant seminar prior to applying. Dates will be posted on the Earlville Opera House website. Application seminars will be offered on Zoom. Individual assistance is also available. Registration for Zoom webinars can be made by emailing the Program Director at [victoria.kappel@earlvilleoperahouse.com](mailto:victoria.kappel@earlvilleoperahouse.com)
- Grant seminar dates: Additional dates may be added due to volume of requests.
  - Friday, February 9, noon
  - Saturday, February 10, 1 pm
  - Wednesday, February 14, 2 pm
  - Saturday, February 17, 1 pm
  - Tuesday, February 20, 4:30 pm
- A voluntary pre-submission technical review of applications is also strongly recommended and available through ***March 8, 2024. After this date, applicants may no longer request technical help.***
- **All applications must be submitted through the Submittable online platform.** Instructions on access and use will be available on the EOH website and during the information seminars.
- Applications must be submitted by Thursday, March 14, 2024 at 11:59 p.m. No exceptions will be allowed.

### **WORK SAMPLES**

An artistic work sample is a critical component of your application. Prepare a well-organized presentation that showcases your proposed project. **Submit samples of work created and/or presented within the past three years.** Do not submit edited promotional or interview materials. Work Samples must be uploaded and submitted through the online application portal. **There are no exceptions to the deadline.**

## **WORK SAMPLE FORMATS**

Submit samples of past and current work through the online application form in ONE (1) of the following formats, based on the discipline or form of your projects.

### **Performing Arts, Film, Media, and Other Time-Based Projects**

Upload recordings: 2 maximum

Submit up to two (2) recordings of past/current works or projects in performing / media / music / film / other time-based art forms.

- Submit up to (2) recording. MP4 video files, MP3 audio files or weblinks to clips hosted on external sites.

**Note:** The selection panel will view each recording for up to 2.5 minutes. However, we encourage you to submit full-length work, if possible. Provide a cue point for any work sample that is longer than three (3) minutes total.

### **Literary Projects**

Upload manuscripts: 10 pages maximum

- Submit samples no longer than ten (10) pages of scripts, poetry or prose.
- Submit one (1) document in PDF.

### **Visual Arts Projects**

Upload images: 10 maximum

- Submit a maximum of ten (10) digital images in PDF or JPEG

## **RESPONSIBILITIES OF GRANT RECIPIENTS**

- Sign a letter of agreement and, if necessary, submit a W-9.
- Properly credit grant funding on publicity and press materials. Acknowledgment should include the Earlville Opera House logo:

***"This (event, project, program) is made possible with the support of the Office of the Governor and the New York State Legislature, and administered by The Earlville Opera House "***

- Broome County recipients only, if applicable, must use both the previous credit line as well as crediting the Hoyt Foundation in the following manner:

***“Additional support for the Broome Arts in the Community Grants  
Program provided by the  
Stewart W. and Willma C. Hoyt Foundation, Inc.”***

- Proper credit line information and logos are available on our website at [www.earlvilleoperahouse.com](http://www.earlvilleoperahouse.com).
- Submit a Final Report due 30 days after the completion of the funded project, including copies of promotional and advertising materials regarding the project.

UPDATED: 1/31/24