



CULTURAL
RESOURCES
COUNCIL

Mark J. Wright-Grants and Program Director
Main Office- 411 Montgomery St. Civic Center
Syracuse, NY 13202 315-435-2155

2010 Community Arts Decentralization Grant Program

Onondaga, Cortland, and Oswego Counties

Deadline Date: October 09, 2009

Return Applications:

Mark J. Wright
Director of Programs and Service
Cultural Resources Council
411 Montgomery St. Civic Center
Syracuse, NY 13202
315-435-2158

This grant is made possible with funds through the State and Local Partnership department of New York State Council on the Arts, a State Agency.



2010 Decentralization Grant Application and Guidelines

Note: You must attend one of the scheduled seminars or have a face to face meeting with the Director of Programs and Services if you plan on submitting an application.

The Decentralization grant program is one of several granting sources, under the Community Arts Grant Program of the Cultural Resources Council, funded by New York State Council on the Arts, with the expressed intention to provide partial funding for projects which expands promote and increases arts and cultural programming through the regranting of public funds to local and regional organizations and artists.

Projects may include theatre, dance, music, film, video, literary arts, visual arts, folk arts, cultural fairs, and multi-disciplinary projects designed to benefit the community. Following an independent panel review of applications, grants are distributed to eligible area non-profit groups to support cultural and artistic projects throughout the county. All projects must take place between Jan. 1 and Dec. 31, 2010

Priority Considerations

- Artistic and Cultural Merit
- Underserved Populations
- New and Collaborative Projects are encouraged

Awards: \$500-\$5,000. DEC will usually fund 25-50% of the project request on most projects. **This is a competitive grant.**

Eligibility-Non-Profit arts, cultural, and service organizations, associations or institutions, religious institutions, Units of Government (i.e. townships, villages, city and county agencies.) school affiliated organizations and Parent Teacher Associations,(if they have their own non-profit status and provide cultural and artistic services to the community unrelated to their school) located in Onondaga ,Oswego and Cortland Counties

We do not fund capital expenditures, building, construction, mortgage payments, or improvements, administrative costs unrelated to the projects, fundraising programs and entertainment activities restricted to an organizations membership. Programs that are considered strictly recreational, rehabilitative or therapeutic are also ineligible.

Questions should be addressed to:

Mark J. Wright-
Grants and Program Director
Cultural Resources Council
315-435-2158
Programdirector@mycnyarts.org

2010 Decentralization Grant Application

___ Onondaga ___ Cortland ___ Oswego

Legal Applicant Name	
Contact Person	
Mailing Address	
City	State Zip Code
Phone Number	Phone Number
Email Address	Website
Title of Project	

Proof of Non-Profit Status (please check and include one copy with your application.)

Tax ID Number _____

___ Letter of acceptance of Incorporation under 402, Not for Profit Law

___ Bureau of State Charities Filing ___ Letter from NYS Regents Charter Section 216 Education Law

___ IRS Tax Exemption Letter 01C 3 ___ Charter for Arm of Government

Year of Incorporation _____ Fiscal Year End _____

NYS Assembly District _____ NYS Senate _____ US Congressional _____

City District _____

Have you ever applied directly to NYSCA? Yes No , What Years _____

Project Start Date _____ Project End Date _____

Project Total Expense _____ Cash Expense _____ Grant Request _____

Artistic Discipline Codes: Circle one Crafts Dance Design Arts Folk Arts Humanities Literature Media Multidiscipline Music Opera/Musical Theater Photography Theater Visual Arts

For Office Use Only

Non profit Status		Audited Financial		W-9	Granted	
Grants Director		Mission Statement		Project Budget	Denial	

Conduit Page

Sponsored Individual or Organization

Name _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____

Phone Number _____ Phone _____

Email _____

The conduit is usually a legal non-profit under one of several Not for profit law. The conduit agrees to use their non profit status to sponsor an individual artist or an unincorporated organization to pass the Decentralization grant funding through for the sole purpose to assist in the presenting of a cultural event.

The conduit may retain no more than 10% of the grant to defray administrative expenses which may be incurred.

The conduit agrees to sign a contract with the sponsored individual /organization and the Cultural Resources County of Syracuse and Onondaga County which will state " In the event of a conduit situation, the conduit agrees that once funding is received from the Cultural Resources Council they will, within in four weeks, write a check to the sponsored individual/organization for the entire amount minus no more than 10% administrative fee.

The conduit will not be responsible for the completion of the project nor will they be held responsible for the funding once they have written the check to the sponsored individual or organization.

Additional questions should be addressed to Mark J. Wright, Director of Programs and Services, Cultural Resources Council, 411 Montgomery St. Civic Center, Syracuse, NY 13202. 315-435-2158 Email: Programdirector@mycnyarts.org

Narrative Questions and Organizational Information

Please answer the following questions as completely as possible within the space or pages indicated.

(One hundred words or less)

1) Summary of project. Include date(s) time(s) and locations of projects. Communities you expect to serve- (African American, Latino, Caucasian, Caribbean ancestry, Asian Communities, Native American etc).

(300 words or less)

2) Describe your organization, history, and primary goals and how it approaches diversity.

(One-two pages)

3) Please describe the project and how it will be accomplished: Specify parts of the project to be funded. Please detail your outreach and marketing plan to make your event as inclusive as possible to reach underserved populations. Detail your goals for this project and how you will accomplish the goals.

(One half page)

4) Explain how this project meets the need of the community without duplicating existing services. If there is duplication, what attempts have been made to collaborate with other organizations?

(One half page)

5) Name key personnel, artists, and their specific roles. Attach resumes or biographies.

(One half page)

6) Evaluation: Describe the method you will use to evaluate the success of the project which should include quantifiable evidence.

(One half page)

7) Organizations will receive only partial funding for most projects. Describe your fundraising plan to defray the other expenses. This can be monetary and in-kind.

Organizational Information Required:

- Provide one copy as proof of your non-profit status,
- Audited financial statement for the last fiscal year,
- Board of directors list
- Mission statement.

Project Budget

Cash Expense (A)	Income
Administrative Fee	<i>EARNED INCOME (A2)</i>
Artist Fees	Admissions
Technical Fees	Concessions
Space Rental	<i>TOTAL EARNED INCOME</i>
Equipment Rental	<i>UNEARNED INCOME (B-1)</i>
Travel	CORPORATE
Program Supplies	FOUNDATIONS
Adv/Publicity	GOVERNMENT
Other	PRIVATE DONOR/OTHER
Total Cash Expenses (A-1)	<i>TOTAL UNEARNED INCOME (B-1)</i>
	<i>IN-KIND SUPPORT (ATTACH LIST)</i>
	<i>TOTAL IN KIND SUPPORT (C 1)</i>
	Total (A-1) Cash Expense Total
	Total (A-2 and B-1) Unearned and Earned
	<u>Total Grant Request</u>

Certification and Release:

The undersigned certifies that he or she: (1) is a principal officer (CEO or President of the Board) of the applicant organization with authority to obligate it; (2) has knowledge of the information present herein; (3) has read the guidelines of the Onondaga County Decentralization Grant Program and certifies that this applicant complies with and is made subject to said guidelines. (4) On behalf of the applicant releases the Cultural Resources Council and New York State Council on the Arts, their employees and agents, with respect to damages to property or materials submitted in connection herewith.

Applicant
Signature _____ Date _____

Print Name _____ Title _____

Sponsored Ind. Artist or Organization Rep _____
Print Name _____

Application Order

1. Information Page
2. Conduit Page(If Applicable)
3. Budget Page
4. Narrative Pages answering questions 1-7
5. Bios/Resume of Key Artist
6. Non-Profit Status-(Original Packet Only)
7. Board List-(Original Packet Only)
8. Mission Statement-(Original Packet Only)
9. Audited Financial-(Original Packet Only)
10. W-9 Signed and dated-(Original Packet Only)

You will submit one original and nine copies of the completed application. The original pack must include the requested organizational information.

PLEASE DO NOT ADD A TITLE PAGE. THE FIRST PAGE WE SEE MUST BE THE INFORMATION PAGE.

Submission of Grant Applications

Deadline Date: Friday October 09, 2009
No later than 5:00 pm
This is a firm deadline

Mark J. Wright
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APPEALS PROCESS-

ALL REQUESTS FOR APPEALS MUST BE MADE WITHIN FIVE BUSINESS DAYS AFTER FUNDING NOTIFICATION. PLEASE READ CAREFULLY

1. Grounds for Appeals:

- Non-presentation of Material information by staff or panelist
- Misrepresentation of material information by staff or panelist
- Improper procedure(bias or arbitrary/capricious)

Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.

Multiple Requests: Funding one request over two or three submitted requests is not grounds for appeal.

2. Process:

- The applicant organization must contact the Director of Programs and Services within Five business days following the receipt of the denial letter, by telephone.
- 315-435-2158
- The Grants Director will have a conversation regarding the decision by the panel. If the applicant decides to pursue the appeal, following the conversation, the applicant will move to the next step.
- The Grants Director will then instruct the applicant to mail a letter addressed to the Executive Director of Cultural Resources Council, with a copy going to the Grants Director, citing specific reasons for their request to appeal the panels decision. This must happen within five days following the phone or in person conversation.
- A special panel of at least three people will be formed. These panelists should have knowledge of the arts and the regrant process e.g. past DEC panelists, former board members, past DEC recipients are all appropriate panelists. Current panelists are prohibited from serving.
- 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, the appeal is then sent to the Cultural Resources Board of Directors for re-evaluation.
- If the appeal is successful, and the Board of Directors determines the original request deserves support under the evaluative criteria in place, it is funded with DEC regrant funds withheld at the beginning of the cycle.
- This entire process must be completed no later than January 15, of the funding year. However, the timeline of a verbal conversation must take place within five days of receiving the letter of denial.