



CULTURAL  
RESOURCES  
COUNCIL

# Community Arts Grant for Projects Decentralization Grant Program Onondaga, Cortland & Oswego Counties

**Deadline:** October 15, 2010

**Grant Amount:** \$500 - \$5,000

**Return Application to:** Mark J. Wright  
Director of Programs and Services  
Cultural Resources Council  
John H. Mulroy Civic Center  
411 Montgomery Street  
Syracuse, NY 13202  
315.435.2158 (office)  
[programdirector@mycnyarts.org](mailto:programdirector@mycnyarts.org)

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



**Cultural Resources Council of Syracuse and Onondaga County, Inc.  
Community Arts Decentralization Grant Program Funding Year 2011**

## **Guidelines**

The Cultural Resources Council of Syracuse and Onondaga County, with public funding from the State and Local Partnership Program of the New York State Council on the Arts, is offering grants to nonprofit organizations in Cortland, Onondaga and Oswego counties.

**The purpose:** 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 expand, promote and increase arts and cultural programming through the regranteeing of public funds to local and regional organizations and artists.

**Eligibility:** Non-Profit arts, cultural, and service organizations, associations or institutions located in Onondaga, Oswego and Cortland Counties providing programs or services to residents. Including 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).

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. All projects must take place between Jan. 1 and Dec. 31, 2011

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.

**Note: You must attend one of the scheduled seminars or have a face to face meeting with the Grants and Program Director in order to apply.** Visit [www.cnyculture.com](http://www.cnyculture.com) for schedule of seminars.

**The selection procedure:** Following an independent panel review of applications, grants are distributed to eligible area non-profit groups to support cultural and artistic projects throughout their county.

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.

**Deadline:** Friday October 15, 2010 no later than 5 p.m. This is a firm deadline.

Questions should be addressed to: Mark J. Wright, Grants and Program Director at the Cultural Resources Council, 315-435-2158 (office) [programdirector@mycnyarts.org](mailto:programdirector@mycnyarts.org)

## 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.

Submit application by **Friday October 15, 2010 no later than 5 p.m. This is a firm deadline.**

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## Decentralization Grant Application

Legal Applicant Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Title of Project \_\_\_\_\_

### LEGISLATIVE DISTRICTS:

NYS ASSEMBLY DISTRICT \_\_\_\_\_ NYS SENATE \_\_\_\_\_ US CONGRESSIONAL \_\_\_\_\_

CORTLAND COUNTY \_\_\_\_\_ ONONDAGA COUNTY \_\_\_\_\_ OSWEGO COUNTY \_\_\_\_\_

### 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 501 (c) 3 \_\_\_\_\_ Charter for Arm of Government

Year of Incorporation \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

Have you ever applied directly to NYSCA? Please Circle: Yes or No

If yes, in what years? \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project End Date \_\_\_\_\_

Project Total Expense \_\_\_\_\_ Cash Expense \_\_\_\_\_ Grant Request \_\_\_\_\_

### Artistic Discipline: Circle One

Crafts    Dance    Design Arts    Folk Arts    Humanities    Literature    Media  
Multidiscipline    Music    Opera/Musical Theater    Photography    Theater    Visual Arts

### FOR OFFICE USE ONLY

Nonprofit Status \_\_\_\_\_ Audited Financial \_\_\_\_\_ W-9 \_\_\_\_\_ Grants Director \_\_\_\_\_

Mission Statement \_\_\_\_\_ Project Budget \_\_\_\_\_ Funded Yes  No

## Conduit Page

### Sponsored Individual or Organization

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

The conduit is usually a legal non-profit under one of several Not-for-profit laws. 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 cover administrative expenses which may be incurred.

The conduit agrees to sign a contract with the sponsored individual/organization and the Cultural Resources Council 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 four weeks, write a check to the sponsored individual/organization for the entire amount minus no more than a 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  
Grants and Program Director  
Cultural Resources Council  
John H. Mulroy Civic Center  
411 Montgomery Street  
Syracuse, NY 13202  
315.435.2158 (office) / 607.745.5810 (cell)  
[mwright@cspot.org](mailto:mwright@cspot.org)

## **Narrative Questions and Organizational Information**

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

1. Summary of project. Include date(s), time(s) and location(s) of project along with communities you expect to serve (African American, Latino, Caucasian, Caribbean ancestry, Asian Communities, Native American etc). (One hundred words or less)
2. Describe your organization, history, primary goals and how it approaches diversity. (300 words or less)
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 project as inclusive as possible to reach underserved populations. Detail your goals for this project and how you will accomplish them. (One to Two Pages)
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. (One half page)

### Organizational Information Required:

- One copy of proof of your non-profit status
- Audited financial statement for the last fiscal year
- List of Board of Directors
- Mission Statement

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## Project Budget

**Cash Expense (A)**

Administrative Fee \_\_\_\_\_  
 Artist Fees \_\_\_\_\_  
 Technical Fees \_\_\_\_\_  
 Space Rental \_\_\_\_\_  
 Equipment Rental \_\_\_\_\_  
 Travel \_\_\_\_\_  
 Program Supplies \_\_\_\_\_  
 Adv/Publicity \_\_\_\_\_  
 Other \_\_\_\_\_  
 Total Cash Expenses (A-1) \_\_\_\_\_

**Income (B)**

PROJECTED EARNED INCOME  
 Admissions \_\_\_\_\_  
 Concessions \_\_\_\_\_  
**PROJECTED TOTAL EARNED INCOME (B-1)** \_\_\_\_\_  
UNEARNED INCOME  
(COMMITTED FUNDS)  
 CORPORATE \_\_\_\_\_  
 FOUNDATIONS \_\_\_\_\_  
 GOVERNMENT \_\_\_\_\_  
 PRIVATE DONOR/OTHER \_\_\_\_\_  
**TOTAL UNEARNED INCOME (B-2)** \_\_\_\_\_  
**IN-KIND SUPPORT (ATTACH LIST)**  
**TOTAL IN KIND SUPPORT (C-1)** \_\_\_\_\_

**Total (A-1) Cash Expense Total** \_\_\_\_\_  
**Total (B-1 and B-2) Unearned and Earned** \_\_\_\_\_  
**Total Grant Request** \_\_\_\_\_

**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 \_\_\_\_\_

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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 Grants Director 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 panel's 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.