

GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL

SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



STATEWIDE COMMUNITY REGRANT PROGRAM 2024 GUIDELINES

Mary Jo Whitman SCR Program Coordinator: mjwhitman@goart.org
Jodi Fisher SCR Program Coordinator: jfisher@goart.org

CONTENTS

- [Purpose.....](#) 1
- [Process.....](#) 2
- [Program Goals and Priorities.....](#) 2
- [Timeline.....](#) 2
- [Deadlines.....](#) 3
- [Applicant Eligibility.....](#) 3
- [Fiscal Sponsorships and Community Partnerships.....](#) 4
- [Expense Eligibility.....](#) 5
- [Responsibilities of Recipients.....](#) 6
- [Application Seminar Requirements.....](#) 6
- [Application Instructions.....](#) 6
- [Community Arts Grants \(Reach Grants\) | Program Guidelines.....](#) 7
- [Individual Artist Commissions \(Ripple Grants\) | Program Guidelines.....](#) 10
- [Arts Education Grants \(Spark Grants\) | Program Guidelines.....](#) 13
- [Glossary of Terms.....](#) 16
- [Appeals Process.....](#) 17

PURPOSE

The Statewide Community Regrant Program was developed by the New York State Council on the Arts (a.k.a. NYSCA) in 1977 in response to a mandate by New York’s Legislature that there be a greater local involvement in funding decisions, affecting local non-profit organizations, offering artistic or cultural services and programs, and **to ensure New York State’s cultural funding reached every part of the State**. The program is funded statewide – in all 62 counties, and funds are regranted by local arts agencies through a transparent peer panel funding process. An organization or individual with a fiscal agent that meets NYSCA and GO ART! criteria may request regrant funds. Through the Statewide Community Regrant Program (also known as the SCR Program), GO ART!, NYSCA and the New York State Legislature hope to extend, upgrade and increase the arts and cultural programming in Genesee and Orleans Counties. **The goal is to make state arts support available to geographically, economically, and ethnically diverse segments of the state’s population.**

PROCESS

Awards are based on a **competitive** peer panel review process. A panel composed of artists, arts administrators, and community leaders review each project on the basis of its own merits and against others in the application pool. Limited funds are available, and priority will be given to applications that meet the specific program criteria published within these guidelines. Preference is given to applications that address the specific, published program priorities.

Panelists perform evaluation and rating of funding applications made to GO ART!. All panelists must be residents or work in Genesee or Orleans counties. Panelists are selected in August through September to serve in the fall of 2023. To nominate an individual or yourself to serve on a funding panel, complete the [nomination form](#).

PROGRAM GOALS AND PRIORITIES

SCR grants are designed to support and develop the capacity of individual artists, collectives, and small nonprofit organizations to 1) develop high quality local arts projects and programming and 2) contribute to Genesee and Orleans County communities by providing opportunities for the public to experience and engage with the arts. Emphasis is placed on the quality and artistic merit of proposed projects and the depth and authenticity of audience experience, participation and engagement.

Program Priorities are specific for each grant. Please consult the individual program guidelines.

PROGRAM GOALS:

- Sustaining a vital network of individual artists and cultural organizations that supports the creation, presentation, critical review, and distribution of the arts and culture
- Celebrating our rich range of artistic and cultural resources inclusive of diverse cultures and aesthetics
- Encouraging artistic and discipline field advancement
- Broadening public access, appreciation, participation, and education in the arts and culture throughout the state
- Providing recognition and professional advancement for artists and arts administrators

TIMELINE

- GO ART! Grant Informational Seminars (Aug 12 – Sept 9, 2023)
- GO ART! accepts 2024 applications (Sept 15 – Nov 1, 2023)
- Funding Panel meets to review application (Nov 2023)
- GO ART! Board of Directors approves panel recommendations (Dec 2023)
- Grant Awards Announced (Dec 2023)
- Contracts distributed (Dec 2023)
- 2024 Funded Projects begin (Jan 2024 – Dec 2024)
- NYSCA Funding Arrives (Typically March – July 2024)
- GO ART! SCR Recipient Awards Ceremony (April 2024)
- Final Reports Due (30 after event, Jan 31, 2024 – Jan 31, 2025)

DEADLINES

All applications must be completed and submitted in their entirety by Wed, Nov 1 at 11:59pm. Changes cannot be made to applications after they have been submitted. **No exceptions will be made.**

If you would like your application reviewed by the SCR Program Coordinator it must be emailed to mjwhitman@goart.org or jfisher@goart.org by October 15, 2023.

APPLICANT ELIGIBILITY

Please note that applicant eligibility can vary slightly from program to program.

ELIGIBLE APPLICANTS

- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- Individual artists, groups or collectives, unincorporated entities applying for the Reach (Community) and Spark (Education) grants must have a **Fiscal Sponsor** or **Community Partner** (Fiscal Sponsorships and Community Partnerships p 4.)
- Applicant, Community Partner, or Fiscal Sponsor must have a permanent address in the same county the project is taking place
- Applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program

INELIGIBLE APPLICANTS

- **Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal sponsors or community partners.**
- New York State agencies and departments including SUNY schools and 402 foundations.
- Public universities, colleges; and public, private, or parochial secondary and elementary schools.
- SCR site Staff or Board members.
- Students enrolled in a full-time degree program.
- Unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category)
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in New York State.
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in another state and registered to do business in New York State.
- A group in either of the two types above that is seeking to apply with an eligible fiscal sponsor.
- A group that is seeking to apply as an individual or group of individuals, but the project also publicly functions in a limited liability company (LLC), business corporation, or limited liability partnership (LLP).
- Non-incorporated chapters of organizations whose “parent” is incorporated outside of NYS
- Past re-grantees that have failed to submit final reports.

FISCAL SPONSORSHIPS AND COMMUNITY PARTNERSHIPS

The table below details common questions and key differences between Fiscal Sponsorship and Community Partnership. It is at the discretion of the applicant to determine which option is appropriate for their project.

Common Questions:	Fiscal Sponsorship	Community Partnership
Who requires a Fiscal Sponsor or Community Partner?	Any artist or organization operating outside of the county where the programming is taking place.	Individual artists applying for the Reach (Community) grant or Spark (Education).
Who is the Applicant of Record?	The eligible nonprofit organization serving as the Fiscal Sponsor.	The individual, collective or group, or unincorporated entity.

Common Questions:	Fiscal Sponsorship	Community Partnership
Where are they located?	The Fiscal Sponsor must have an address in the county in which the SCR project will take place. The sponsored artist does not need to reside in that county.	The Community Partner must have an address in the same county as the individual, collective or group, or unincorporated entity.
What role do they serve in the project?	Fiscal Sponsors act as the Applicant of Record applicant and are responsible for disbursing grant funds to the sponsored artist or unincorporated group.	The community partner's role is to lend appropriate support to the program. The level of support is to be determined by the applicant and the community partner.
Who signs the contract and where is the check sent?	The Fiscal Sponsor	The individual, collective or group, or unincorporated entity.
Who is responsible for reporting?	The Fiscal Sponsor	The individual, collective or group, or unincorporated entity.
Who is responsible for administering tax documents?	Fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, with grants greater than \$600 prior to issuing the grant award check and a 1099 tax form must be issued for the grantees' tax purposes.	When allowing an applicant to apply with a community partner, the SCR Site assumes many of the responsibilities of the fiscal sponsor including issuing of 1099s.
Are there limits on the number of requests?	No. Eligible nonprofits serving as Fiscal Sponsors may sponsor unlimited projects.	No. Community-based organizations serving as Community Partners may partner with unlimited projects.
What attachments will the applicant need to include?	<p>Fiscal sponsors will need to provide all attachments required of nonprofits applying directly.</p> <p>Applications submitted by a Fiscal Sponsor must include a Letter of Agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.</p>	<p>Individuals, groups and collectives, and unincorporated entities must submit proof of residency.</p> <p>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.</p>

EXPENSE ELIGIBILITY

This is a *project support* grant program. ALL expenses should be related to supporting a specific project

ELIGIBLE EXPENSES

- Activities/Projects of local arts organizations including both live and virtual activities.
- Artist fees
- Marketing/publicity costs
- Direct administrative expenses and/or planning and preparation expenses for a proposed event.
- Supplies and materials needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment.
- Equipment, software, subscriptions, and training needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: cameras, lighting equipment, subscriptions, and training tools.

INELIGIBLE EXPENSES

- Projects which do not take place within the same county as the applicant's address.
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Student projects
- Events that take place in private residences and are not open to the public.
- Community Arts re grants may not fund activities that are not opened to the general public such as camps, clubs or college associations.
- Non-arts related activity including:
- Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising.
- 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 for rehabilitation, therapy or worship.

RESPONSIBILITIES OF RECIPIENTS

- Sign and adhere to the terms of the project contract (funding agreement).
- Supply digital copies of signed contracts with artists/performers, if applicable.
- Distribute program evaluation surveys (approved by GO ART!).
- Conduct all funded activities as described in your Project Narrative and application. Immediately notify GO ART! in writing regarding any changes to your project including: times, dates, locations, admission fees, artists hired, or activities conducted. All changes are subject to approval by GO ART!.
- Refer to goart.org/grants for all grant related updates and resources.
- Prominently and **correctly** credit the grant funding on ALL marketing materials, including but not limited to print and digital advertisements, posters, postcards, banners, program literature, press releases, social media posts and event pages. The accreditation is as follows:

"This project is made possible with funds from the Statewide Community Re grant Program, a re grant program of the New York State Council on the Arts with the support of the office of the Governor and the New York State Legislature and administered by GO ART!"

The GO ART! logo must accompany the accreditation. Please **DO NOT** use the NYSCA logo.

- Provide GO ART! with an advance schedule of all funded events and digital copies of promotional materials. Events can be submitted at goart.org/events/community/add/
- Provide GO ART!, for auditing purposes, with 4 complimentary tickets for all funded events that require tickets, or the link to virtual performances and events.
- If there is a charge for admission, distribute complimentary tickets to underserved communities (quantity and communities to be mutually agreed upon).
- Attend the 2023 GO ART! Awards Ceremony (TBA, April 2024)
- Submit a final report within 30 days of the completion of the last funded event of the project. (Failure to submit a final report may result in ineligibility for future funding.)

APPLICATION SEMINARS REQUIREMENTS

First time applicants and applicants who did not apply for the 2023 SCR grant cycle are required to attend an **information seminar**. **All** applicants are encouraged to attend. Both in person and virtual seminars will be available. Individual meetings may be arranged through the SCR Program Coordinators, Mary Jo Whitman (mjwhitman@goart.org) or Jodi Fisher, (jfisher@goart.org)

APPLICATION INSTRUCTIONS

Applications must be completed and submitted online through **Submittable** via goart.org/grants. For assistance, with Submittable please go to help.submittable.com.

We strongly recommend that you view the Online Application Form and instructions in advance and maintain a backup copy of your responses in a separate document offline. Once you have submitted the form you will not be able to make changes or resubmit.

You will receive an email confirmation shortly after submission. If you do not receive one, your application has NOT been successfully received and may not be considered for funding.

Please note that receipts may be required with submission of the final report if a question has been asked. You must have the rights/licenses for everything, such as, but not limited to ASCAP, scripts and copies. Insurance is not provided by GO ART!, you must acquire your own

GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL

SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



REACH GRANT / COMMUNITY ARTS PROGRAM GUIDELINES 2024

Mary Jo Whitman SCR Program Coordinator: mjwhitman@goart.org

Jodi Fisher SCR Program Assistant: jfisher@goart.org

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

APPLICATION DEADLINE: Wed, November 1, 2023 by 11:59 PM

WHO MAY APPLY: Nonprofit organizations, individual artists with an eligible fiscal sponsor or community partner. (Also see Applicant Eligibility pg 3)

AWARD AMOUNT: \$0 - \$5000 / No matching funds required

PROJECT PERIOD: January 1 – December 31, 2024

ABOUT THE PROGRAM

The GO ART! Community Arts Grants (Reach) provide seed grants to individual artists, collectives and arts organizations for projects and activities that enable Genesee and Orleans County communities to experience and engage with the arts. Community Arts Grants (Reach) may include, but are not limited to exhibitions, public art projects, murals, workshop series, performances (all disciplines), festivals, screenings or readings.

PROGRAM GOALS & REQUIREMENTS

Community Arts Grants (Reach) support activities of artists, collectives, and community nonprofit organizations in their service to local residents and visitors.

ELIGIBLE APPLICANTS

- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- Individual artists, groups, or unincorporated entities with a **Fiscal Sponsor** or **Community Partner**
- Applicant, Community Partner, or Fiscal Sponsor must have a permanent address in the same county the project is taking place
- Applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program

EVALUATION

All Reach Grant applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel criteria.

- **Artistic Merit (5 Points)**

- **Benefit to the Community (5 Points)**
- **Community Involvement & Support (5 Points)**
- **Overall Project Feasibility (5 Points)**

PROGRAM PRIORITIES

- First time applicants
- Applicants that have applied and not received funding consecutively in the past two years
- Collaborative projects
- Projects that include payment to artists for work
- Projects that are accessible to or targeted toward underserved communities
- New Projects
- Outreach into diverse populations (please refer to the Cultural Regrant Plan)

TO COMPLETE AN APPLICATION

All applications must all be completed through the GO ART! Online Grants Management system – Submittable.com. You may access this directly through: goart.org/grants.

There are 3 application options for the Reach grant:

- **2024 Reach Grant for Organizations** – This is for eligible organizations including Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not NYS agencies)
- **2024 Reach Grant for Individual Artists with Community Partner** – This is for individual artists living in the county in which the programming will take place, requiring a community partner.
- **2024 Reach Grant for Individual Artists with Fiscal Sponsor** – This is for individual artists living outside the county in which the programming will take place, requiring a fiscal sponsor.

REACH GRANT QUESTIONS

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers, funding history, organizational mission. Applicants with **fiscal sponsors** or **community partners** should also provide the information for the partnering non-profit. Verify your knowledge of and compliance with the guidelines and attendance at an informational seminar.
2. **Project Overview:** Submit important details about your proposed project including project summary, project dates, venue/location, evaluation methods
3. **Artist/Administrator Overview:** Provide information about key artists and/or administrators, and samples of artists' work
4. **Community Support Overview:** Provide information on the project's benefit to the community and community support for the project
5. **Project Participants & Audiences:** Provide information on target audiences, and outreach strategies for underserved populations
6. **Past Funding:** Submit information on any past SCR funding you have received.
7. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
8. **Certification of Application:** Verify the information in the application form

REQUIRED DOCUMENTS

FOR NONPROFIT ORGANIZATIONS:

- **Proof of Nonprofit Status:** you must provide **one** of the following forms
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt

- Official authorization as an arm of the local government
- Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- **Board Member Affiliation List**
- **Financial Statement for your most recent fiscal year**
- **Bio/Resume of Key Artist(s)**
- **IRS Form W-9 ([download here](#))**

FOR INDIVIDUAL ARTISTS WITH COMMUNITY PARTNER:

- **Letter of Support from Community Partner**
- **Proof of Nonprofit Status of Community Partner**
- **Bio/Resume of Key Artist(s)**
- **IRS Form W-9 ([download here](#))**

FOR INDIVIDUAL ARTISTS WITH FISCALLY SPONSORED:

- **Fiscal Sponsorship Agreement from Fiscal Sponsor**
- **Proof of Nonprofit Status from Fiscal Sponsor**
- **Most Recent Annual Financial Statement from Fiscal Sponsor**
- **Board Member Affiliation List from Fiscal Sponsor**
- **Bio/Resume of Key Artist(s)**
- **IRS Form W-9 ([download here](#))**

GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL

SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



RIPPLE GRANT / INDIVIDUAL ARTIST COMMISSIONS PROGRAM GUIDELINES 2024

Mary Jo Whitman, SCR Program Coordinator: mjwhitman@goart.org

Jodi Fisher, SCR Program Coordinator: jfisher@goart.org

Supporting the creation of new work with exceptional community engagement.

APPLICATION DEADLINE: Wed, November 1, 2023 by 11:59 PM

WHO MAY APPLY: Individual artists, groups or collectives **ONLY**.

AWARD AMOUNT: \$2500 / No matching funds required

PROJECT PERIOD: January 1 – December 31, 2024

ABOUT THE PROGRAM

The GO ART! Individual Artist Commission (RIPPLE Grant) supports local, artist-initiated activity, and highlights the role of artists as important members of the community. The Commission is for artistic projects with outstanding artistic merit that work within a community setting. Up to **four** grants will be awarded per County. The project must take place in the same county the applicant artist permanently resides.

PROGRAM GOALS & REQUIREMENTS

Individual Artist projects must include a form of community engagement, to be determined by the artist. The purpose is to impact a segment of the community, and it could take the form of a public program or engagement with community members during the creation of the artist's work

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.

ELIGIBLE APPLICANTS

- Individual artists, or artist led groups and collectives
- Fiscal Sponsorship is required for applicants whose permanent address is not in the same county the project is taking place
- Applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program

EVALUATION

All Ripple Grant applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel criteria.

- **Quality & Artistic Merit of Proposed Work (5 Points)**
- **Quality of Proposed Community Engagement & Impact (5 Points)**
- **Merit of Applicant's Past Artistic & Community Projects (5 Points)**
- **Overall Project Feasibility (5 Points)**

PROGRAM PRIORITIES

- Projects that are targeted at communities with limited access to the arts
- Projects that highlight the diverse array of arts and cultural offerings
- Projects that are collaborative among artists and/or organizations

TO COMPLETE AN APPLICATION

All applications must all be completed through the GO ART! Online Grants Management system – [Submittable.com](https://www.submittable.com). You may access this directly through: goart.org/grants.

There are 2 application options for the Ripple grant:

- **2024 Ripple Grant for Individual Artists** – This is for individual artists living within the county in which the programming will take place
- **2024 Ripple Grant for Individual Artists with Fiscal Sponsor** – This is for individual artists living outside the county in which the programming will take place, requiring a fiscal sponsor.

RIPPLE GRANT QUESTIONS

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers. Applicants with **fiscal sponsors** should also provide the information for the partnering non-profit. Verify your knowledge of and compliance with the guidelines and attendance at an informational seminar.
2. **Project Overview:** Submit important details about your proposed project including project summary, project dates, venue/location, evaluation methods
3. **Artist/Administrator Overview:** Provide information about key artists and/or administrators, and samples of artists' work
4. **Community Support Overview:** Provide information on the project's benefit to the community and community support for the project
5. **Project Participants & Audiences:** Provide information on target audiences, and outreach strategies for underserved populations
6. **Past Funding:** Submit information on any past SCR funding you have received.
7. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
8. **Certification of Application:** Verify the information in the application form.

REQUIRED DOCUMENTS

- **Resume or Curriculum Vitae for Applicant Artist(s) (maximum two pages)**
- **Proof of County/NYS Residency** (This can be demonstrated through a driver's license, utility bill, tax return, etc.)
- **IRS Form W-9 ([download here](#))**
- **Artistic Work Samples**

GO ART!

GENESEE-ORLEANS REGIONAL ARTS COUNCIL

SEYMOUR PLACE
201 EAST MAIN STREET
BATAVIA, NEW YORK 14020
(585) 343-9313
WWW.GOART.ORG



SPARK GRANT / ARTS EDUCATION GRANT PROGRAM GUIDELINES 2024

Mary Jo Whitman, SCR Program Coordinator: mjwhitman@goart.org
Jodi Fisher, SCR Program Coordinator: jfisher@goart.org

Supporting the role of arts in engaging K-12 public school students and community-based learning.

APPLICATION DEADLINE: Wed, November 1, 2023 by 11:59 PM

WHO MAY APPLY: Nonprofit organizations and individual artists partnering with eligible public schools or community based organizations

AWARD AMOUNT: \$0 - \$5000 / No matching funds required

PROJECT PERIOD: January 1 – December 31, 2024

ABOUT THE PROGRAM

The Arts Education category can offer two funding strands: **Pre-K-12 In-School or After-School Projects** and **Community-based Learning**. Funds can support arts education projects for closed groups of learners. All projects must be carried out in partnership with a public school or 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.

Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration for in-school projects is encouraged but not required.

The following table details the key differences between Pre K-12 In-School or After-School Projects and Community Based Learning Projects

	Pre-K-12 In-School or After-School Projects	Community-Based Learning Projects
Location	These projects must take place in-school during the school day or After-School. In-School and After-School projects must be done in partnership with a public 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.

	Pre-K-12 In-School or After-School Projects	Community-Based Learning Projects
Eligible Applicants	<p>Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school.</p> <p>Teaching artists or nonprofits applying must partner with an eligible public school.</p> <p>Private and parochial schools are ineligible for partnerships.</p> <p>School partners involved in any AE projects currently receiving direct NYSCA funding are <u>not</u> eligible for a SCR Arts Education regrant.</p>	<p>Eligible nonprofit organizations and Individual artists, groups or collectives, and unincorporated entities who are working with an eligible fiscal sponsor or community partner, if accepted by your SCR site.</p>
Who are the students?	<p>Students in a Pre-K-12 public school.</p>	<p>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.</p> <p>These groups may be composed of a particular age group (including adult learners), or for participants of all ages</p>
Required Letter	<p>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.</p>	<p>Nonprofits applying directly are not required to submit a letter of agreement/ commitment.</p> <p>Applications submitted by a Fiscal Sponsor must include a Letter of Agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.</p> <p>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.</p>

PROGRAM GOALS & REQUIREMENTS

Spark Grants strive to build the capacity of local teaching artists and nonprofit arts organizations while providing K-12 public school students and/or adult learners high-quality artistic learning experiences.

K-12 projects that address the [Common Core Learning Standards](#) will be reviewed favorably.

PROJECT REQUIREMENTS

- 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.
- Spark Grant funds must not replace, or appear to replace, the role of certified arts teachers in schools.
- Support should be primarily directed toward artist fees but may include scholarship support, administrative support and the cost of materials.
- It is recommended that support materials include lesson plans, evaluation plan, video/photo work.

ELIGIBLE APPLICANTS

- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- Individual artists, groups, or unincorporated entities with a **Fiscal Sponsor** or **School**
- Applicant, Community Partner, or Fiscal Sponsor must have a permanent address in the same county the project is taking place
- Applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program

EVALUATION

All arts education applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel criteria.

- **Clarity and appropriateness of the proposed goals (4 points)**
- **Adequacy of plans to assess or evaluate student learning (4 points)**
- **Depth of interaction as indicated by plans for contact time between the core group of students, teacher(s) and artist(s) (4 points)**
- **Relevant expertise or background of the proposed artist(s) and teacher(s) (4 points)**
- **Overall project feasibility (4 points)**

PROGRAM PRIORITIES

- First time applicants
- Applicants that have applied and not received funding consecutively in the past two years
- School districts in geographically isolated areas
- School districts in low-income areas
- Collaborative projects
- Projects that include payment to artists for work
- New projects

TO COMPLETE AN APPLICATION

All applications must all be completed through the GO ART! Online Grants Management system – [Submittable.com](https://submittable.com) You may access this directly through: goart.org/grants.

There are 3 application options for the Reach grant:

- **2024 Spark Grant for Organizations** – This is for eligible organizations including Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- **2024 Spark Grant for Individual Artists with Public School or Community Partner** – This is for individual artists living in the county in which the programming will take place, requiring a school partner.
- **2024 Spark Grant for Individual Artists with Fiscal Sponsor** – This is for individual artists living outside the county in which the programming will take place, requiring a fiscal sponsor.

SPARK GRANT QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, organizational mission/artist statement. Applicants with **fiscal sponsors**, **public schools**, or **community partners** should also provide the information. Verify your compliance with guidelines and attendance at an [informational seminar](#).
2. **Project Overview:** Submit important details about your proposed project including project summary, project dates, venue/location, evaluation methods
3. **Artist/Administrator Overview:** Provide information about key artists and/or administrators, and samples of artists' work
4. **Community Support Overview:** Provide information on the project's benefit to the community and community support for the project
5. **Project Participants & Audiences:** Provide information on target audiences, and outreach strategies for underserved populations
6. **Past Funding:** Submit information on any past SCR funding you have received.
7. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
8. **Certification of Application:** Verify the information in the application form.

REQUIRED DOCUMENTS

There are multiple ways applicants can apply for a SPARK Grant and different required documents per each applicant type:

NONPROFIT ORGANIZATIONS:

- **Letter of Support from the Public School**
- **Proof of Nonprofit Status:** you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Sect 402 of the NYS Not-for-Profit Corporation Law
- **Board Member Affiliation List**
- **Financial Statement for your most recent fiscal year**
 - **Bio/Resume of Key Artist(s)**
 - **IRS Form W-9 ([download here](#))**

FOR INDIVIDUALS THAT ARE FISCALLY SPONSORED BY A NONPROFIT ORGANIZATION:

- **Fiscal Sponsorship Agreement from the Nonprofit Organization**
- **Proof of Nonprofit Status, and Board Member Affiliation List for Fiscal Sponsor**
- **Bio/Resume of Key Artist(s)**
- **IRS Form W-9 ([download here](#))**

FOR INDIVIDUALS PARTNERING WITH A PUBLIC SCHOOL OR COMMUNITY PARTNER:

- **Letter of Support from the Public School or Community Partner**
- **Artist Proof of Residency**
- **Bio/Resume of Key Artist(s)**
- **Proof of County/NYS Residency**
 - This can be demonstrated through a driver’s license, utility bill, tax return, etc.
- **IRS Form W-9 ([download here](#))**

GLOSSARY OF TERMS

Underserved Communities – are defined as a composition of individuals who have limited access to art programs, services or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, or disability.

Geographic Isolation – separation of populations by a physical barrier such as a mountain, body of water, lack of access to public transportation, roads, etc.

The term “**Community**” can often refer to a group of people with a common heritage or characteristics, whether or not living in the same place. Age alone (i.e. youth, seniors) does not qualify a group as being underserved.

Fiscal Sponsor – is a New York State nonprofit organization that applies to GO ART! on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a GO ART!-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the GO ART! grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

Sponsoring organizations may serve as fiscal agents for grants being applied to and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and other services to the group/artists they sponsor. When choosing a sponsor, the group/artists must understand and establish the role of the sponsor organization, which must be fully described in the grant application. Sponsored groups/artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored party to comply with the SCR program’s requirements and procedures. Sponsored parties may consult with SCR staff if they have questions about their relationship with their sponsor.

Fiscal Sponsors are responsible for:

- Knowledge and understanding of grant opportunity criteria and relevant guidelines.
- Ensuring work for which funding is sought will occur within the appropriate contract period and required service area.
- Consulting with the artist or collective regarding project eligibility and conveying all relevant grant application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including an Organizational Budget and Events Schedule (where applicable).

- Executing a letter of agreement with a sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing sponsored group/artist of funding decisions in a timely manner (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.

FISCAL SPONSORSHIP VS. COMMUNITY BASED PARTNER

An individual or unincorporated entity may apply to the Statewide Community Regrant Program through one of the two methods below:

FISCAL SPONSOR

The fiscal sponsor must be based in the county of the proposed activity. The sponsored applicant is not required to reside in that county.

A SCR applicant may serve as a fiscal sponsor and may sponsor more than one applicant if the sponsored requests are unrelated to any programs or projects of the sponsoring organization. Sponsored requests do not count towards the THREE request limit or \$5,000 maximum. Direct NYSCA applicants, however, may not serve as a fiscal sponsor.

The entity serving as a fiscal sponsor must meet the same eligibility requirements as an applicant organization.

A sponsored applicant must provide a Fiscal Sponsorship Agreement from the sponsor to include with their application. Typically, this will outline who is responsible for the elements of the project and if the sponsoring organization is taking an administrative fee of up to 15% of the award.

COMMUNITY BASED PARTNER

The individual, or one of the members of a collective, will apply through their name and social security number upon registration. The funding would be addressed and awarded to that individual.

The Community Based Partner organization must meet the same eligibility requirements as an applicant organization and provide all the required documentation.

A letter of commitment from the partner organization is required confirming the partnership with the applicant artist. The commitment letter must outline the scope of partnership and both the partner and applicant's investment or contribution (in-kind and/or cash), if applicable, towards the proposed project. The applicant and the partner organization must **both** be based in the county the proposed activity is taking place.

APPEALS PROCESS

Where grounds exist, an appeal must be filed within ten days after funding notification. PLEASE READ CAREFULLY.

Grounds for Appeal:

- (1) Non-presentation of *significant and pertinent* information by staff or panelist
- (2) Misrepresentation of *significant and pertinent* information by staff or panelist
- (3) Improper procedure

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

Process: The applicant organization must contact Mary Jo Whitman, SCR Program Coordinator within 10 business days following the receipt of the denial letter, by telephone 585-343-9313, or by email at mjwhitman@goart.org.

The Grants Coordinator 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 Coordinator will then instruct the applicant to mail a letter addressed to the Executive Director of GO ART! with a copy going to the Grants Coordinator, 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 re-grant process (e.g. past SCR panelists, former board members, past SCR 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 GO ART! 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 SCR funds withheld at the beginning of the cycle. This process must be completed no later than December 15, 2023.