

BROOME, CHENANGO & OTSEGO DECENTRALIZATION APPLICATION 2017



CHENANGO ARTS COUNCIL



This application must be typed using no less than a 12-point font.

DEADLINE: Tuesday, January 10, 2017, 5pm

Check Request Category:

Arts Education (AE): K- 12 In-School: ____ After-School & Community-Based Learning: ____

Community Arts (CA) Grant: ____

Applicant Organization/Artist Legal Name:

Organization Contact Person:

Organization Incorporation Year:

Partnering Organization and Contact Person/Title (if applicable):

School and Contact Person/Title (if applicable):

Applicant Mailing Address:

E-mail address:

Website address:

Daytime phone number:

County:

NYS Assembly District:

NYS Senate District:

US Congress District:

Is the applicant applying to or receiving funds directly from the NY State Council on the Arts:

Broome County Applicants: Are you applying to/receiving funds *directly* from the Hoyt Foundation?

If yes, what year? For:

Are you an Organization of Color, or do you serve a community of color:

Total number of artists participating: ____ Total youth served: ____ Total individuals served:

NOT-FOR-PROFIT STATUS- Check/submit proper documentation for applicant or partnering organization:

____ US Internal Revenue Service 501©(3) ____ NYS Board of Regents Charter, Section 216 of the Education Law

____ Bureau of Charities filing receipt ____ Unit of Local Government ____ Certificate of Incorporation- Section 402 NFP Law

Enter the total project cost and requested amount next to the discipline that best describes your project.

DISCIPLINE	TOTAL PROJECT COST	REQUEST AMOUNT
01 Dance	\$	\$
02 Music	\$	\$
03 Opera/Music	\$	\$
04 Theatre	\$	\$
05 Visual Arts	\$	\$
06 Design Arts	\$	\$
07 Crafts	\$	\$
08 Photography	\$	\$
09 Media	\$	\$
10 Literature	\$	\$
11 Folk Art	\$	\$
12 Humanities	\$	\$
13 Multidiscipline	\$	\$
TOTAL:	\$	\$

2017 Decentralization Application Narrative

Answer the following questions using this form and no less than a 12 point font.

You do not need to contain your answers to the space allotted.

Keep pages in the order presented in the application (cover page, narrative, budget).

1.) Project title(s):

2.) Project date(s):

3.) Project location(s):

Attach proof of arrangements to use this space. Your application will be incomplete without this.

For AE grants, the letter of commitment/contract from the school will serve this purpose.

4.) Is your project location accessible to the physically challenged?

5.) For applicant Organizations, list the mission/purpose and activities of your organization:

For applicant Artists, list your medium/media and briefly describe any community arts experience and/or in-school arts education and/or community-arts based teaching experience:

Attach Organizational promotional material/ Artist resume/biography. Your application will be incomplete without it.

6.) How will the proposed project benefit the community and/or students targeted?

7.) How will the proposed project support your Organization's mission, and/or how will it support your work as an Artist?

8.) Who is your target audience, and describe your plan to reach and serve diverse audiences and/or student populations:

9.) What is your plan to market this project to the general public/school community?

10.) Describe the project for which funds are requested, and be as specific as possible. Include the project's goals and objectives, the community/school cultural needs you are meeting and how the public/students will benefit, an evaluative or assessment plan for gauging the success of your project, and your plan to carry through with this project if your application does not receive the full requested amount.

If applying to partner with a school, indicate the planning and time frame of the required five (5) hands-on student learning sessions. *It is necessary to address all of the above listed criteria. Your application will be incomplete without this information. Use as much space as needed.*

11.) Indicate what specifically the requested funds will be used for in the project:

******This program will not fund general operating support.******

You must attach the dollar amount you are requesting to a tangible item i.e.: Artist fees, sheet music... Only list the items you are asking for DEC grant support for.

You must tie your ask to a specific item AND attach documented proof of these expenses.

EXAMPLE: We are requesting a total of \$1500: \$500 for sheet music from ABC Royalties (see estimate attached), and \$1000 for Artist fees (see artist contract and resume attached).

Your application will not be considered for funding without proper documentation supporting your request.

12.) Have you received a previous DEC grant through the CAC:

If yes, please list the most current grant amount received and title of funded project:

13.) Indicate your organization's bottom line number, surplus OR (deficit), for the most recently completed fiscal year, include contact information for the person to reach for financial information:

*****PLEASE NOTE: Applications will not be considered for funding without the below:**

Organizations asking for support for Artist fees through a CA grant must provide a copy of a contract/letter of agreement, including specified fee amount(s) and intended performance date(s), signed by the sponsoring organization and Artist(s). Applicants must attach a resume/biography for each artist.

CHECK HERE IF ATTACHED TO PROPOSAL _____

Artist applying for CA or AE funds working in partnership with a community based non-profit organization or public school must submit a letter of commitment/contract from the community based non-profit or public school partner, confirming the partnership with the applicant Artist is required. The commitment letter/contract must outline the scope of the partnership and each partner's investment or contribution (in-kind and/or cash) towards the proposed project, and must be signed by the Artist, an officer of the partnering organization, and/or school principal. Attach a copy of organization history/promotional information and/or Artist resume/biography.

CHECK HERE IF ATTACHED TO PROPOSAL _____

Organizations applying to work in partnership with a school through an AE grant must submit a letter of commitment/contract from the school, confirming the partnership with the applicant organization. The commitment letter/contract must outline the scope of the partnership and each partner's investment or contribution (in-kind and/or cash) towards the proposed project, and must be signed by an officer of the partnering organization and school principal. Attach a copy of organization history/promotional information.

CHECK HERE IF ATTACHED TO PROPOSAL _____

**SEE THE GUIDELINES (PAGE 4) FOR A CHECKLIST
OF OTHER NECESSARY ENCLOSURES.**

PROJECT BUDGET (Round off to nearest dollar.)

EXPENSES

Project Salaries and Fees:

- 1.) Administrative _____
- 2.) Artistic _____
- 3.) Technical _____

TOTAL (lines 1-3) A. _____

Remaining Expenses:

- 4.) Space rental _____
- 5.) Travel and Transportation _____
- 6.) Advertising and Promotion _____
- 7.) Project Supplies and Materials _____
- 8.) Other (attach itemized list) _____

TOTAL (lines 4-8) B. _____

TOTAL EXPENSES (A+B) C. _____

INCOME – Decentralization funds (CA and AE grants) **should fund no more than 50% of a project's total cash expenses, and never more than 75% of the total cash expense.** The remaining costs can be met with cash or in-kind contributions. Applications indicating cash income support over 25% will receive greater consideration. In-kind support should be kept separate from the cash portion of the budget as shown below.

Earned/Contributed Income: (Please identify separately: Admissions, concessions, sales, tuition, class/workshop fees, interest income, government, school, PTA, business, foundation, fundraising events etc...)

- 9.) _____
- 10.) _____
- 11.) _____
- 12.) _____

TOTAL (lines 9-12) D. _____

In-kind Contributions: (Please identify sources separately)

- 13.) _____
- 14.) _____
- 15.) _____
- 16.) _____

TOTAL (lines 13-16) E. _____

TOTAL PROJECT INCOME (D+E) F. _____

GRANT REQUEST

Request from Decentralization Program (cannot exceed \$5,000)

G. _____

Total Income Plus Grant Request (lines F+G must equal C)

FUNDING PRIORITY

Partial funding is a possibility. Please list the expenses which are critical to the success of the project:

Certification and Release

The undersigned certifies that s/he is the applicant Artist or principal officer of the applicant Organization with authority to obligate it; has knowledge of the information presented herein; has read the application guidelines; and on behalf of herself/himself or the Applicant Organization releases the Chenango County Council of the Arts, its employees and agents with respect to any liability (monetary or other), claims for damages, demands, and any actions resulting from connection with this project if funded. The undersigned further certifies that the Applicant Organization's Board of Directors has been made aware of and approves of this application, and if it is funded, agrees to implement the project as described. The undersigned agrees to save, hold harmless and indemnify the Chenango County Council of the Arts in regards to any and all aspects of this project and/or its participants.

Name _____

Title _____

Signature _____

Date _____