



**GENESEE
VALLEY
ARTS
GRANTS**



2014

Geneesee Valley Council on the Arts Arts Education Grants Guidelines & Application Reference

The New York State Council on the Arts (NYSCA) developed the State Community Regrant Program (SCR), formally known as the Decentralization Regrant Program, in 1977 to ensure that New York State's cultural funding reached every part of the state. The Geneesee Valley Council on the Arts administers the program annually for Livingston and Monroe Counties.

The Arts Education (AE) category can offer two funding strands: **Pre-K-12 In-School or After-School Projects** and **Community-based Learning**. Funds support arts education projects for closed groups of learners. All AE 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.

In all AE projects, 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.

We are providing this document to assist you in applying for the grant. In addition, you are always welcomed to reachout to our grant coordinators and we encourage you to send them an email or give them a call with questions, concerns, or needed support.

Livingston County Grant Coordinator
Valerie Putney
grants@gvartscouncil.org
585-243-6785

Monroe County Grant Coordinator
Anna Kneeland
grants@gvartscouncil.org
585-201-8498

Application deadline

For Round 2 is **Thursday, April 11, 2024 by 4pm**
Project to take place between July 1, 2024 and June 30, 2025

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FUNDING AMOUNTS AND ELIGIBILITY

Applicants may submit up to three applications in any combination of categories (Community Arts, Artists in Education, and Individual Artist) totaling no more than \$5,000. Arts Education Grants are awarded in the amount of \$500- \$5,000. There is no funding match requirement.

The proposed project must take place within the same county as the applicant's legal address.

All Arts Education projects must provide:

- Activities centered on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions. Contact sessions are separated by enough time for reflection and refining.
- 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
- Support materials must include lesson plans, evaluation plans, video/photo work samples of past Arts Education work, participant evaluation forms, and letters of recommendation.
- Documentation and evaluation must be considered from the beginning and integrated into the project plan and budget.

The Arts Education category offers two funding strands:

Pre-K-12: In-School or After-School Projects

- 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.
- 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.

Priority is given to projects that include:

- Participation of the school's certified art, music, dance, and/or theater teachers in addition to the non-arts teacher(s).
- Projects which incorporate professional development activities for school staff (ex: grant

seminar).

- Projects that show strong ongoing district support.
- Projects that make use of community resources, resource persons, and other agencies: profit and non-profit.
- Projects that stress process over product—those that involve students in the creative process are preferred over projects in which adults control a finished product.
- Projects with inter-curricular collaboration.

Community-Based Learning (K-12 through Senior Adults)

- 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.

To be eligible for an Arts Education Grant, applicants must:

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 partner if accepted by your SCR site (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 partner.
- If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school where the project is to take place.

FISCAL SPONSORSHIP AND THE STATEWIDE COMMUNITY REGRANT (SCR)

An individual artist or unincorporated entity may apply in the Arts-in-Education category through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility requirements as an applicant organization and supply all required documents as listed in the Arts and Education Guidelines. The Sponsor may not impose a fee for submitting a sponsored application but may charge an administration fee if the application is funded -- not to exceed 5% of any actual grant amount.

Eligibility:

- The fiscal sponsor must be based in the county where the proposed activity is taking place; however, 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, as the sponsored requests do not count towards the *sponsor's* three-request limit or \$5000 maximum.
- The sponsored applicant is limited to three requests in any combination of categories totaling no more than \$5000 per SCR site.
- Direct NYSCA applicants may not serve as fiscal sponsors for SCR.

- A school partner must be a Pre-K-12 public school located in Livingston or Monroe County. A community-based partner must also be located in Livingston or Monroe County.
- The Individual Artist/Non-Profit Organization, not the school/community partner, must submit the application to GVCA.
- Non-profit organization must demonstrate New York State non-profit status with one of the following documents:
 - Letter of determination from IRS indicating tax-exempt status under section 501(c)(3).
 - Documentation of Charter by the New York State Board of Regents under Section 216 of the New York State Education Law.
 - Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law.
 - Current New York State Bureau of Charities (Office of Attorney General) filing receipt.
 - Official authorization as an arm of local government (i.e., a formal letter of official stationery signed by the appropriate county, city, town, or village executive).

Additional Fiscal Sponsor Prerequisites and Expectations:

Sponsoring organizations may serve as fiscal sponsors 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/artist they sponsor.

When choosing a sponsor, the group/artist must understand and establish the role of the sponsor organization, which must be fully described in the grant application. A sponsored group/artist is 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. A sponsored party 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 unincorporated entity 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)
 - A sponsored group/artist may submit their application directly but must notify the fiscal sponsor when an application is submitted, should the fiscal sponsor wish to request a copy.
- Executing a letter of agreement with the 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).
 - Note: The application will request 2 contacts. We recommend listing one representative of the fiscal sponsor and one representative for the sponsored group/artist.
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate. 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.
- Ensuring the sponsored group/artist submits a final report on the expenditure of the grant funds after the end of the contract period.

INELIGIBLE APPLICANTS

- Previous GVCA Grant recipients who have failed to provide final reports or other documentation or have failed to comply with previous contracts.
- Organizations applying directly to the New York State Council on the Arts, regardless of the status of the application
- New York State agencies and departments (including SUNY schools), Public universities, colleges, and public, private, or parochial schools are not eligible.

INELIGIBLE PROJECTS

- Projects directly connected to the performance of ordinary duties as an employee; however, a facility, public or private, may be used for projects that go beyond the ordinary duties of the employee.
- The purchase of permanent equipment that exceeds \$1,000 or capital improvements
- Student Projects
- Operating expenses of privately owned facilities (e.g., homes and studios)
- Acquisition of works of art
- Contingency funds
- Creation of textbooks or classroom material
- Lobbying expenses
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, educational scholarships, or other awards to students.
- Fees paid to children
- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions (field trips do not count as one of the three minimum contact sessions).
- Projects that appear to replace the role of certified art, music, dance, or theater teachers.
- Programs in which select students are taken out of regular classes or are self-selected for participation.
- College-level courses, scholarships, contests, or student performing groups.
- Non-arts-related activity, including:
 - Galas, benefits, or fundraising events, including entertainment costs for receptions, food, or fundraising events
 - Entertainment such as balloons, clowns, magicians, and paint nights
 - Projects that are recreational, therapeutic, rehabilitative, or religious in nature, including at-risk/social service programs when the purpose is primarily for rehabilitative, therapeutic, or worship

THE APPLICATION PROCESS

All new applicants must do one or more of the following before applying:

- have a one-on-one consult with the Grant Coordinator before applying
- attend one in person or virtual informational grant seminar
- or watch the recorded seminar by completing the form found at the link below:
https://docs.google.com/forms/d/1bKS4CVU-R2FzfLHj_z-KLxIIASiqYxcz2lrPAnqLxTA/edit

Attendance at a seminar or individual consultation is not required but is highly encouraged for returning applicants, especially those that have previously been denied funding.

For upcoming classes and seminars, please check the grant website or GVCA Facebook page for recent updates.

For grant information seminars and classes [Check here](#)

For 1-on-1 Meetings [Register Here](#)

Online Applications

The most convenient way to apply for a grant is online at the following link.

<https://gvartscouncil.submittable.com/submit>

If you need tech assistance or WIFI, contact the GVCA staff for assistance and to schedule a time to come work on your application!

Paper Applications

If you are not able to apply online, please call the office at 585-243-6785. [Paper applications are available if required.](#) Due to postage times, any grants submitted via mail must be postdated with the date of the deadline or earlier to be eligible. If you wish to have your application reviewed, please call the office to discuss the steps with the Grant Coordinator.

APPLICATION TIMELINE AND DEADLINES

All applications for Round 2 will be due on **Thursday, April 11, 2024 by 4pm.**

NOTE: This timeline is subject to delays. Any updates and changes will be sent out as they are made apparent. Please make sure you are subscribed to our newsletter and following GVCA on social media to ensure you have the most accurate and up-to-date information.

- o Grant information Seminars take place during January, February, and March 2024.
 - o 1-on-1 Meetings are available at any time to discuss your project idea.
 - o All Applications will be due on Thursday, April 11, 2024 by 4pm.
 - o Applications are sent to Panelists in April
 - o Panel Meetings are held in May/June
 - o Grant Notification sent out in June/July
 - o Funding sent out after receiving a contract
-
- The group award celebration will be held at a date to be determined.

REVIEW AND NOTIFICATION PROCESS

The Grant Coordinator will review all applications for eligibility and completeness. The final responsibility for the completeness of the application is the responsibility of the applicant. Applications will be reviewed by a panel of community representatives from each county. This group of artists, community members, teachers, and more makes the funding decisions. The panel will make its recommendations to the Grant Coordinator, who will, in turn, make their recommendations known to the full Board of Directors at GVCA. All applicants will be notified of the panel's decision within 30 days of the panel's decision.

*Panel feedback is available upon request via a meeting or phone call. It is highly recommended for all to request this feedback, whether you are funded or not.

AWARD CRITERIA

The panel of judges will evaluate your application based on:

Artistic Merit:

- Quality of artistic samples provided
- Credentials of the artist (s) involved in the project
- Innovation and diversity of the arts experiences
- New initiatives, especially from returning applicants

Community Benefit:

- Service to an identified underserved population
- Cooperation with local artists and organizations
- Accessibility of art experience, both financially & **physically**

Cultural Diversity:

- The program aims to serve a broad audience
- Non-duplication of similar existing services or programs
- The organization directly works or engages with a diverse group, be that of age, gender, race, ability, sexuality, economic status, or any combination therein.
-

Feasibility

- Clear, detailed plans for implementation, management, promotion, and evaluation
- Budget Submitted in GVCA provided format with a reasonable and appropriate estimation of expenses

ELIGIBLE EXPENSES

- Activities/projects of local arts organizations, including both in-person and virtual activities.
- Artists' fees
- Marketing/publicity costs
- Direct administrative expenses and/ or planning expenses for the proposed event.
- Travel expenses
- Rentals of space and equipment
- 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 associated with virtual programming, and training to utilize these tools.

INELIGIBLE EXPENSES

Statewide Community Re-grants funds are unable to fund the following expenses:

- Requests greater than an applicant's project expenses minus total project income.
- 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 under the age of 18.

APPEALS

Applicants who are denied Genesee Valley Arts Grants funding are provided with an Appeals Process to ensure the integrity of the program. Dissatisfaction with the amount of an award or a denial of funding is not justification for an appeal. Introduction of information not provided to the Grant Review Panel or Genesee Valley Arts Council Arts staff by the applicant prior to the Panel's decision cannot be used to justify an appeal. The appeals process is not a re-evaluation of the application itself, but a determination of whether there was an error or oversight in the initial review process. The case for appeal must solely be based upon the appeal criteria noted below. Appeal of a decision may be made to an independent three-person appeals panel. Appeals are heard only on the following grounds:

Non-presentation of information:

- o Information known to the Council staff prior to the Panel's decision that was not presented and that might have altered the decision.

Misrepresentation of information:

- o Information known to the Council staff prior to the Panel's decision that was changed in its presentation and that, if presented differently, might have altered the decision.

Improper procedure:

- o Contention by the applicant that: 1) the review of the funding request by the Panel was biased; 2) the decision by the Panel was arbitrary and capricious.

Appeals Process

1. To begin the appeals process, the applicant must first schedule a meeting to speak with the Grant Coordinator to receive application feedback. The Grants Coordinator may be reached by phone at 585-243-6785 or email at Grants@gvartscouncil.org (email preferred).
2. Once the applicant has received application feedback, a formal letter to the Executive Director of the Statewide Community Re-grants site (Genesee Valley Council on the Arts) must be submitted citing the specific ground (s) for the appeal and requesting that the decision be appealed.
3. Once an appeal has been filed, the Grant Coordinator will assemble an appeals panel of at least 3 members. Panelists involved in the original decision are prohibited from serving on the appeals panel. The appeals panel examines only the grounds of the appeal and not the quality of the project or proposal.
4. If the appeal is found to have merit on the stated ground (s), the appeals panel will allocate funding from the 10% held back from the original panel meeting.

GRANTEE RESPONSIBILITIES

Successful applicants are responsible for administering grants in a responsible, timely, and businesslike manner. Receipts and other evidence of expenditures should be maintained and kept available.

- o Grantees must return their signed contracts within 30 days of the funding notification.
- o Projects must take place between July 1, 2024 to June 30th 2025.
- o Press releases, advertising, or printed material generated in connection with the project must include the Genesee Valley Arts Grant logo (provided for you on the grant website) and credit its funder using the following language:
 - o ***“This project is made possible with funds from the Statewide Community Re grants Program, a regrant 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 the Genesee Valley Council on the Arts”***
- o The NYSCA logo is NOT to be used by SCR recipients
- o **Grantees must provide Genesee Valley Council on the Arts with all publications and promotional material related to the funded project.** *Add GVCA to your mailing list! *
- o Grantees must submit to the Community Calendar by using our online events submission form as soon as they know the exact dates of the program or event. **Please submit to: <https://gvartsCouncil.org/calendar-all> For Ticketed events, two complimentary tickets for program auditors must be available at the door. The Grantee must contact GVCA at least 3 weeks prior to the event.**
- o Unspent funds must be returned to the Genesee Valley Council on the Arts for redistribution.
- o Final reports must be completed and sent to the Genesee Valley Council on the Arts within 30 days of the completion of the project.

APPLICATIONS MUST BE SUBMITTED TO:

<https://gvartscouncil.submittable.com/submit>

Or by PAPER APPLICATION
APPLICATIONS MUST BE POSTMARKED BY:

Thursday, April 11, 2024

4 Murray Hill Drive
Mt. Morris, NY 14510

To learn more about GVCA programs and services, please visit our website at gvartscouncil.org and follow us on social media @gvcarts (Facebook, Twitter, Instagram).

HELP IS AVAILABLE!

GVCA is dedicated to assisting all applicants in the preparation of their applications. You are encouraged to ask questions of our Grant Coordinators at any time during the application process. Applicants may also submit a draft of their application to the Grant Coordinators for review, no later than 3 weeks prior to the application deadline. We offer assistance in, but not limited to, the following: idea development, program planning, budgets, professional development, promotion, and marketing.

*Note: Assistance provided by GVCA in the preparation of your grant application is **NOT** a guarantee of funding.*

Ask us about our Spanish program, WIFI, computers, and mentorship program!

For assistance or questions please contact:

Livingston County Grant Coordinator
Valerie Putney
grants@gvartscouncil.org
585-243-6785

Monroe County Grant Coordinator
Anna Kneeland
grants@gvartscouncil.org
585-201-8498

Assistant Director: Katelyn Costello at 585.243.6785 or assistantdirector@gvartscouncil.org
Executive Director, Morgan Hellquist, at 585.243.6785 or director@gvartscouncil.org

The Statewide Community Regrant Program is made possible by the New York State Council on the Arts with support from the Office of the Governor and the New York State Legislature.

APPLICATION CHECKLIST

If the Applicant is an individual artist educator, the Application Must Include:

- Applicant/Organization Information
- Project Information
- Narrative Questions

Supplemental Materials:

- Proof of Livingston or Monroe County Residency
- Letter of Commitment from Partner School/Community Organization
- Artist (s) Resumes
- Artist (s) Work Samples
- Lesson plans
- Evaluations
- Organization logo- where applicable
- Budget
- Signature Page

If the Applicant is a fiscally sponsored by a Nonprofit—your application must also include:

- Proof of New York State non-profit status with one of the following documents:
 - Letter of Determination from IRS indicating tax exempt status under section 501(c)(3).
 - Documentation of Charter by the New York State Board of Regents under Section 216 of the New York State Education Law.
 - Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law.
 - Current New York State Bureau of Charities (Office of Attorney General) filing receipt.
 - Official authorization as an arm of local government (i.e., a formal letter of official stationery signed by the appropriate county, city, town, or village executive).
- List of Board of Directors (Include contact information and note officers)
- Financial statement for the last completed fiscal year/IRS 990

THE APPLICATION: The Arts Education Grant

Statewide Community Regrant

What County are you applying from?*

- Livingston
- Monroe

What Grant Are You Applying For?

- Arts Education
- Individual Artist
- Community Arts

Organization Information

Contact name

Email Question

Address

Phone Number

Name of Contact #2 for Program*

Email for Contact #2*

Phone Number for Contact #2*

Are you a Nonprofit Organization?

- Yes, our organization is a nonprofit
- No, I am applying as an Individual Artist Educator

Where do you have an online presence?

Have you or your organization ever applied directly to The Statewide community regrant formally called the Decentralization grant?

- Yes
- No

Have you or your organization ever applied directly to the New York State Council on the Arts?

- Yes
- No

Did you attend an informational seminar this year?

- Yes
- No

Did you meet with the grants coordinator?*

- Yes
- No

Demographic Information

EIN/ Social Security #*

What is Your Age?

- 18-24
- 25-34
- 35-44
- 45-54
- Over 55

What is your gender?*

- Male
- Female
- Prefer not to say
- Other

What is your ethnicity (Check all that apply)

- White
- Hispanic or Latino
- Black or African American
- Native American
- Asian/ Pacific Islander
- Other

What is the highest degree or level of school you have completed?

- Less than a high school diploma
- High School Degree or Equivalent
- Associates Degree
- Bachelor's degree
- Master's degree
- Doctorate
- Other

What is your current employment status?

- Employed Full Time (40 + Hours a week)

- o Employed part time (less than 40 hours a week)
- o Unemployed (currently looking for work)
- o unemployed (not currently looking for work)
- o Student
- o Retired
- o Self-Employed
- o Unable to work

School/ Community Partner Information

Is your partner a School or Community Organization?

- o **School**
 - District
 - School Address
 - School Principal*
 - School Principal Phone Number
 - School Principal Email*

- o **Community Organization**
 - Agency name
 - Address
 - Project Coordinator Name*
 - Project Coordinator Phone Number*
 - Project Coordinator Email*

Project Information

Project Title*

One Sentence Project Description* Limit: 300 characters

Project Dates Limit: 500 characters

Target Audience Age

- Adults
- Prek-5th
- 6th-8th
- 9th-12th

Target Demographic (Check all that apply)*

- White
- Hispanic or Latino
- Black or African American
- Native American
- Asian/ Pacific Islander
- Other

Estimated number of Children Served*

Estimated Number of Adults Served*

Number of Contact Hours

Number of Non-Contact Hours *

Number of Direct Program Participants *

Number of Indirect Program Participants

Describe Demographics of Participants

Number of Artists Involved*

Narrative Questions

1. Program Description 2000 characters
2. List the art and any non-art curricular areas on which your project may focus. Describe how students will study these subjects. 1500 characters
3. What are the shared educational and artistic goals and expected student outcomes for this project? * 2000 characters
4. Provide a brief timeline of the specific project activities for teacher (s), artist (s), and students. Include planning meetings, artist contact sessions, sessions where teachers will work with students before or between teaching artist sessions, reflection meetings, etc. In addition, if

certified art, music, dance, and/or theater teachers will participate in the project, describe their role. Include planning meetings, artist contact sessions, sessions where teachers will work with students before or between teaching artist sessions, reflection meetings, etc. In addition, if certified art, music, dance, and/or theater, teachers will participate in the project and describe their role. Will any community members be involved? If yes, describe what they will do. 4000 characters

5. Will any community members be involved? If yes, describe what they will do. * 2000 characters
6. Describe how parents, school, and community members will be made aware of the project.* 2000 characters
7. If you are granted 50% or less of your request, will you go forward with your project? And if so, how will you adapt?* 2000 characters.
8. How will you assess the success of your project?* 1500 characters
9. Describe the methods you will use to evaluate the effectiveness of your planning and project Implementation (e.g., final feedback sessions, interim reflection meeting(s) to discuss what's working and what isn't).* 2000 characters
10. Describe the methods you will use to measure changes in student learning (e.g., rubrics, portfolios, journal writing, pre/post testing, checklist, etc.). Be sure to indicate the changes you'll hope to achieve and how you will know whether and to what extent they occurred. * 2000 characters
11. Identify who will be responsible for analyzing the information and describe how the information will be used (e.g., material for discussion at a final reflection meeting; as a way to inform parents, school, and community members of the success of the project; etc.?). * 2000 characters
12. If you previously received funding for this project, describe what you learned from your evaluation process and what improvements you are planning to implement. (max 2000 characters) *
13. List the Planning & Implementation Team Members, their positions or affiliations, and their roles in the project. (max 2000 characters) *
14. List the Artists who will be directly involved in the project. (Max 1000 characters)
15. Who is your underserved population? How have you identified them? 2000 characters
16. How are you compensating for any artists on this project? 2000 characters

SUPPLEMENTAL MATERIALS & ARTISTS' WORK SAMPLES

- Proof of Residency
- Letter of Commitment from Partner School/ Community Organization
- Artist Resumes

- Lesson and Evaluation Plans
- Artist Samples* It is highly recommended that performing arts submit a video when applicable.
- Organization Logo if applicable
- If the Applicant is a Cultural Organization, your application must also include:
 - Proof of Non-Profit Status
 - Current Board of Trustees List (include email and phone number)
 - Budget
 - Grant Request Amount
 - Signature Page

BUDGET

- **Project Budget:** This refers only to the project for which you are seeking funds, not for your organization's total arts programming budget for the year.
- **Community Arts Grant Request:** This should equal Total Project Expenses minus Total Project Income. Do not include In-Kind contributions in your calculations.

Common Budget Terminology:

- **Personnel Expenses:** Anyone you hire for the project, such as teachers, artists, assistants, etc.
- **Non-Personnel Expenses:** space rental, travel, advertising cost.
- **Remaining Operating Expenses:** Supplies and materials, equipment rental.
- **Earned Income:** Money your project will generate (ticket sales, fundraisers, merchandise, etc.)
- **Unearned or Contributed Income:** Money your project will receive (donations, other grants, etc.)
- **In-Kind Contributions:** Anything donated to you that you would normally have to pay for. You must give these items or services a realistic market value.

ARTS EDUCATION BUDGET EXAMPLE

Genesee Valley Arts Grants Budget Form			
<p>Note: The maximum grant request is \$5000 for Community Arts and Arts in Education Grants and \$2,500 for Individual Artist Grants. In-Kind Contributions may be listed on this form, but SHOULD NOT be included in the calculation of your grant request. In the "Grant Amount Requested" column total, please indicate which expense lines you would like this grant to pay for. Please review the guidelines to ensure your requested expenses are allowed to be funded by this grant.</p>			
EXPENSES	\$ Amount	Notes	Grant Amount Requested
Personnel:			
-Administrative	1,750	7 Meetings @ \$250 p/meeting (6 x Prep & 1 x Evaluation)	700
-Technical			
-Artistic	1,500	6 Sessions @ \$250 p/session	1,500
Non-Personnel:			
-Space Rental	300	@ \$50 p/hour x 2 hours x 6 days	300
-Travel	312	@ \$12 p/trip x 2 trips p/day x 13 days	
-Advertising/Promotion	150	FB/Instagram adverts (pre-project)	
Remaining Operating Expenses:			
-Supplies/Materials (Consumables)	288	@ \$48 p/ session x 6 sessions	
-Equipment Rental			
Total Expenses:	4300		2,500
INCOME			
Earned:			
-Admissions/Tuition/Workshop Fees	1,800	Six-Week Class Pass @ \$20 p/class x 6 classes x 12 Participants	
-Fundraising			
-Concessions/Sales			
Unearned:			
-Corporate Sponsorship			
-Other Grants			
-Individual/Member Contributions			
-Government			
Total Income:	1,800		
IN-KIND CONTRIBUTIONS**			
SUMMARY			
Total Expenses	\$ 4300		
Minus Total Income**	1,800		
Grant Request	2,500		
** Do not include In-Kind Contributions in your Calculations**			
CA and AE Grants cannot be funded more than \$5,000. IA grants are paid in the amount of \$2,500.			



**Signature Page
Certification and Release**

We, the undersigned, hereby certify that we:

1. are the principal officers of the applicant with authority to obligate it;
2. have knowledge of the information presented herein, and said information is true to the best of our knowledge;
3. have read the guidelines of Genesee Valley Council on the Arts incorporated herein by reference, and that this applicant complies with and is made subject to said guidelines;
4. on behalf of the applicant, release Genesee Valley Council on the Arts and their agents with respect to damages to property or material submitted in connection herewith.

Signatures	Print Names and Title	Date
Artist or Cultural Organization Representative		
Project Coordinator (Teacher)		
Principal		

**Genesee Valley Council on the Arts
Statewide Community Regrant Program 2024 (SCR)**

Arts Education Grant Rubric

The following definitions, information, and rubrics are based on the New York State Council on the Arts Criteria for the Statewide Community Regrant Program.

Definitions of Terms:

- **Creativity:** The use of imagination or original ideas

Additional Information:

- The Arts Education category can offer two funding strands: **Pre-K-12 In-School or After-School Projects** and **Community-based Learning**.
- In all AE projects, 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. Therefore, all AE projects must provide:
 - 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.
 - Support materials should include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.

Question	1 Does not meet Criteria	2 Poor	3 Satisfactory	4 Excellent	5 Exceptional
Creativity: How original or imaginative is this application?	The application shows no creativity. Lacks original ideas that are new or exciting.	The application demonstrates some originality and/or imagination.	The application is moderately creative. It attempts a new approach to a common project/topic.	The application shows a high level of creativity showing imagination and originality.	The application is filled with original thoughts and/or imaginative projects and processes. It exceeds expectations.
Integration of the arts in this curriculum: Does it include participatory creation and/or learning opportunities in the development of a project in one or more art forms?	Project lacks a clear description of participation in the creation of art.	The application includes a limited description of student participation in or creation project in one art form.	There is a description of hands-on student participation in the creation of a project in one art form.	There is a detailed description of hands-on participation in the development of a project involving at least one art form.	There is a detailed description of hands-on participation in the development of a project involving at least 2 art forms which culminates in an exhibition, production or demonstration.
Contact sessions between artist and students: Does the application include at least three (3) sequential hands-on learning sessions?	There are not 3 hands-on learning sessions identified.	There are less than 3 hands-on learning sessions identified.	There are 3 sequential hands-on learning sessions identified.	There are 3 sequential hands-on learning sessions identified that include enough time between sessions for reflection and refining.	There are more than 3 sequential hands-on sessions identified that include enough time between sessions for reflection and refining.

Lesson plans: Does the application include detailed lesson plans that identify in-depth, age and skills-appropriate learning opportunities?	There are no lesson plans included.	There are vague lesson plans that include age and skill appropriate art-involved learning opportunities.	There are well-defined lesson plans that outline learning goals and outcomes.	There are detailed lesson plans that outline learning goals, methodologies and outcomes.	There are detailed lesson plans that outline learning goals, methodologies and outcomes that focus on hands-on, participatory creation of at least one completed project.
Objectives: Are the objectives detailed and define a practical way to achieve them ?	There are no clear or discernible objectives defined.	The objectives are defined, but lack detail.	The objectives are defined and somewhat detailed, but are lacking a method to achieve them.	The objectives are well-detailed and define a practical way to achieve them.	The objectives and the means to achieve them are detailed, well-written, and exceed expectations.
Process, success, and evaluation: Is the plan clearly defined with details that would make it easy for staff to evaluate the process and success of the project?	There is no process for review or evaluation mentioned.	The application includes the process for review, but not evaluation.	There are moderate plans for review and evaluation of the project.	There are clearly defined plans for review and evaluation of the project.	There are clearly defined and detailed plans for the project to be reviewed during production and evaluated for success.
Budget: Is the budget detailed and includes all anticipated costs such as venues, materials, and labor?	The budget is missing or is unclear.	The budget is lacking in areas or is unclear how the funds will be used.	The budget could be clearer, but shows how the funds will be used.	The budget is detailed and clearly shows how the funds will be used.	The budget is detailed and includes anticipated costs of all materials and labor.