



**GENESEE
VALLEY
ARTS
GRANTS**



2024

**Genesee Valley Council on the Arts
Community Arts 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 Genesee Valley Council on the Arts administers the program annually for Livingston and Monroe Counties.

Community Arts grants provide support for arts and cultural projects to community-based organizations, groups, collectives, or artists. SCR support enables emerging professional artists and organizations to grow professionally and serve geographically, economically, and ethnically diverse populations in order to increase the vitality of local communities in Livingston and Monroe Counties.

Community Arts Grants may include, but are not limited to, exhibitions, workshop series, performances, festivals, screenings, or readings. All funded projects must be community-based and open to the general public. Examples of previously funded Community Arts Grants include Community summer concert series, Film Festivals, Theatre, Dance, and music productions (seasons and individual shows), and library programming.

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 per SCR site.

- Community Arts Grants are awarded in the amount of \$500- \$5,000.
- There is no funding match requirement.

Eligible Applicants

- 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 Fiscal Sponsor or Community Partner are eligible.
 - 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.

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. For more information, see Sample Conflict of Interest.
- 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 New York State.
- Past re-grantees that have failed to submit final reports.

FISCAL SPONSORSHIP AND THE STATEWIDE COMMUNITY REGRANT (SCR)

An individual artist or unincorporated entity may apply in the Community Arts 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 listed in the Community Arts 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 direct 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.

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.
- Ensuring the sponsored group/artist submits a final report on the expenditure of the grant funds after the end of the contract period.

Additional Fiscal Sponsor Prerequisites and Expectations:

- 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.



INELIGIBLE PROJECTS

Statewide Community Re grants funds are unable to support the following types of projects:

- 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 open to the general public such as camps (apply for a Arts Education grant for this project), 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.

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-R2FzLHj_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 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 May
 - 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

Community Engagement Component

Proposed projects **must** engage a segment of the community through a public program, such as an exhibition or performance that is open to the general public, both in person or virtually.

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 January 1st and December 31st 2023 for round one or July 1, 2023 and June 30th 2024 for Round 2.
- 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 Regrants 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 you know the exact dates of the program or event. **Please submit to: <https://gvartsCouncil.org/calendar-all>**
- o 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 Organization, the Application Must Include:

- Applicant Organization Information
- Project Information
- Narrative Questions

Supplemental Materials:

- Non-Profit Organizations 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).
- List of Board of Directors (Include contact information and note officers)
- Financial statement for the last completed fiscal year/IRS 990
- Proof of Livingston or Monroe County Residency
- Letter of Commitment (if applying with a fiscal sponsor)
- Artist (s) Resumes
- Artist (s) Work Samples
- Organization logo
- Budget
- Signature Page

If Applicant is a Fiscal Sponsor—your application must also include:

- Letter of Commitment from Fiscal Sponsor

The Community Arts Grant Application

Statewide Community Regrant 2024

What County are you applying from?

- Livingston
- Monroe

What Grant Are You Applying For?

- Arts In Education
- Individual Artist
- Community Arts

Organization Information

Contact name
Email
Address
Phone #
Name of Contact #2 for Program
Email for Contact #2
Phone Number for Contact #2

Are you working with a Nonprofit Fiscal sponsor?

- No, our organization is a nonprofit
- Yes, I have a fiscal sponsor partner or community partner

Briefly describe the purposes and activities of your organization. Limit: 1000 characters.

How many volunteers were active last year?

How many hours did your volunteers contribute last year?

Fiscal year start date

Fiscal year end date

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 grant's coordinator?

- Yes
- No

Demographic Information

The following information is for internal use only. The Grant Coordinator will be the only person with access to this 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)
- Employed part-time (less than 40 hours a week)
- Unemployed (currently looking for work)
- Unemployed (not currently looking for work)
- Student
- Retired
- Self- Employed
- Unable to work

Project Information

Project Title*

One Sentence Project Description*

Project Dates

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*

Narrative Questions

- **1. Program Description* 2000 characters**
- **2. Clearly define the goals and objectives for this program* 2000 characters**
- **3. Describe the community's interest, benefit, and contributions* 2000 characters**
- **4. What is your publicity and marketing plan? * 2000 characters**
- **5. Detail the history and stability of organization* 2000 characters**
- **6. If you are a repeat applicant applying for the same program, why do you need continuous funding? * 2000 characters**

- **7. List the artists/performers who will be directly involved in the program. * 2000 characters**
- **8. 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**
- **9. Who is your underserved population? How have you identified them? 2000 characters**
- **10. How are you compensating for any artists on this project? 2000 characters**
- **11. How will you assess the success of your project? * 1500 characters**

SUPPLEMENTAL MATERIALS & ARTISTS WORK SAMPLES:

- Proof of non-profit status
- Board of Directors List*
- Financial Statement for the Last Completed Fiscal Year/IRS 990*
 - Proof of Residency * (Acceptable Proof of Residency must include one of the following items, dated from **2023**. Telephone Bill, Credit card Statement (first page only; SSN and financial information should be redacted), Current lease or mortgage agreement listing the artist's name and NYS County address, NY State Driver's License or ID card, Voter Registration Card)
 - Organization logo
- 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.

Fundable 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.

COMMUNITY ARTS BUDGET EXAMPLE

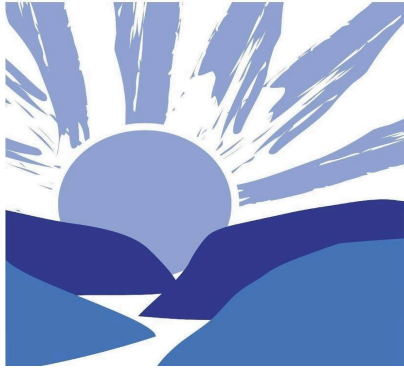
Genesee Valley Arts Grants Budget Form			
Artist Grants. In-Kind Contributions may be listed on this form, but SHOULD NOT be included in the calculation of your			
EXPENSES	\$ Amount	Notes	Grant Amount Requested
Personnel:			
-Administrative	1250		
-Technical	500	Sound and Lighting	
-Artistic	7750	Includes AD, Pianist, Intpreter for Deaf, Stage Crew	
Non-Personnel:			
-Space Rental	1750	Hochstein	1750
-Travel			
-Advertising/Promotion	1000		250
Remaining Operating Expenses:			
-Supplies/Materials (Consumables)	1500	Posters and Programs	1500
Invited Performance Groups	1500		1500
Total Expenses:	15250		5000
INCOME			
Earned:			
-Admissions/Tuition/Workshop Fees	6500		
-Fundraising	750	Raffle sales at concert	
Membership Dues	1000		
Uneamed:			
-Corporate Sponsorship			
-Other Grants	2000	Grant received LGBT Giving Circle	
-Individual/Member Contributions			
-Government			
Total Income:	10250		0
IN-KIND CONTRIBUTIONS**			
Total In-Kind Contributions:			
SUMMARY			
Total Expenses	15250		
Minus Total Income**	10250		
Grant Request	5000		5000

** 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

This document must be signed by the Chief Administrative Officer of the applicant organization and attached to the online application.



**GENESEE
VALLEY
ARTS
GRANTS**

Signature Page Certification and Release

The undersigned certifies that he or she

1. is a principal officer of the applicant with authority to obligate it;
2. has knowledge of the information presented herein;
3. has read the guidelines of the 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 releases the Genesee Valley Council on the Arts and their agents with respect to damages to property or material submitted in connection herewith.

Signature	Date
Title	
Name of Chief Administrative Officer	

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

Community Arts Grant Rubric

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

- **Creativity:** The use of imagination or original ideas
- **Cultural Expression:** These grants enable emerging professional artists and organizations to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and operate. NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access).
- **Community Support/Letter of Support:** Agencies, groups, or individual members of your community who believe in your project and support it in any number of ways including, but not limited to, furnishing a venue for a public event, providing a location for an art project such as a mural, or marketing. *A letter of support should be included in your application.* This letter should NOT be from a service provider you are paying for services to complete the project.
- **Commitment Letter or contracts:** If you contract with a service provider for services to complete your project, such as an art teacher, filming agency, marketing firm, etc., and you are paying this person for their service, you may also add a letter of commitment or a contract to your application. This is different from a Letter of Support.
- **Underserved populations:** NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in geographically remote areas; disabled communities; LGBTQIA communities; neurodiverse communities; vulnerable aging populations; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

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 ideas that are new or exciting.	The application demonstrates some originality and/or imagination.	The application is moderately creative. It attempts to bring new interest 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 goes above and beyond.
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.
Cultural expression: Does this application enhance the cultural climate through DEIA (diversity, equity, inclusion, and access)?	There is no discernible commitment to project diversity, equity, inclusion, and access.	There is minimal commitment to project diversity, equity, inclusion, and access.	There is a moderate level of cultural expression detailed through one or two aspects of DEIA.	There is a high level of cultural expression and details a comprehensive commitment to DEIA.	There is a high level of cultural expression and details how this project enhances the cultural climate through a comprehensive commitment to DEIA.
Process and success: Is the plan clearly defined with details that would make it easy	There is no process for review or evaluation mentioned in the application.	The application includes the process for review, but not evaluation.	The application includes moderate plans for review and evaluation of the project.	The application includes clearly defined plans for review and evaluation of the	There are clearly defined and detailed plans for the project to be reviewed during the

for staff to evaluate the process and success of the project?				project.	project and evaluated for success.
Community Support: Does the proposal demonstrate community support and/or participation ?	There is no community support or participation.	There is minimal community support or participation mentioned in the narrative.	There is some community support or participation evidenced by 1 letter of support.	There is strong, clear community support or participation evidenced by more than 1 letter of support.	There is strong, clear community support or participation that goes above and beyond expectation. There are several letters of support.
Underserved population: Does the plan clearly identify the population and the benefit they will receive?	There is no underserved population identified.	The underserved population is unclear and no benefit has been identified.	The underserved population has been identified with few aspects of the benefits of this project.	The underserved population has been identified and many benefits of this project are detailed in the application.	The underserved population and benefits to that population are identified in detail, are well-thought out, and go above and beyond.
Budget: Is the budget detailed and includes all anticipated costs such as venues, supplies, 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.