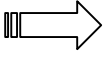


# ARTS INITIATIVE GRANTS FOR 2011

**Application Deadline: September 28, 2010**



Funded by the New York State Council on the Arts Decentralization Program.  
Administered by the Lower Adirondack Regional Arts Council



## **Guidelines – All applicants must attend one free application seminar.**

Guidelines/Application/Dates of Seminars: [www.LARAC.org](http://www.LARAC.org); Questions: [outreach@larac.org](mailto:outreach@larac.org) or 518-798-1144, ext. 4

## **Purpose**

The Arts Initiative Program regrants public funds from the New York State Council on the Arts to Warren and Washington Counties' not-for profit organizations and municipalities that provide arts and cultural programming that is open to the public.

## **Eligibility**

- Must be a not-for-profit organization or a municipality whose earnings do not benefit one individual
- Must have an active Board of Directors
- Must be based in Warren or Washington County
- Program offerings must be arts, cultural, or historical in nature and open to the public.

## **Proof of Not-for-Profit Status**

*(All organizations must submit proof of not-for-profit status, based on one of the following)*

- A letter of acceptance of not-for-profit status by the U. S. Treasury Department under 501(c)3 of the U. S. Internal Revenue Code, or
- A copy of the receipt from the Office of Charities Registration of the NYS Department of State (to register, contact: Office of Charities Registration, NYS Dept. of Law, 120 Broadway, New York, NY 10271; phone: 212-416-8430 or 8431), or
- A copy of the charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law, or
- A copy of acceptance form of incorporation under Section 402 of the Not-for-Profit Law, or
- A copy of a municipal resolution which approved the municipality's application to the Arts Initiative Program  
\*\*\*\*\*Organizations with less than 1 year of financial history are required to submit an additional form regarding the organization's history in general (Contact Grant Director for the form)

## **Funding Policy and Limitations**

- Each applicant may submit only one application limited to three requests totaling no more than \$5000. To be eligible for consideration: **minimum request for EACH project must be \$300 with ALL projects totaling no more than \$5000.** All projects must take place between January 1 and December 31, 2011.
- The Arts Initiative Program **WILL NOT BE THE SOLE SUPPORT** of any project; **each project budget must show a 20% revenue match based on the project's request.** *(Page 5 of application)*
- Funding through the Arts Initiative program is a competitive process. Previous funding does not imply continued support; each application is reviewed anew in the context of current policies and applications. Funding is available for projects in all artistic and cultural disciplines.

## Funding Criteria for the Review Panel

\*Artistic Merit, \*Qualifications of performers/presenters/instructors, \*Community Interest, \*Past Grant Compliance & Organizational Stability, \*Reasonable Budget, \*Need, \*Accessibility to people with disabilities. The aim of programs should be *to upgrade and professionalize cultural activities*.

### Restrictions

#### ***NO FUNDING MAY GO TO OR BE USED FOR THE FOLLOWING:***

- Public school districts, private or parochial schools, charter schools, and their affiliates or components. However, PTAs may apply if they have their own not-for-profit status.
- In-school programs and school theater productions.
- New York State agencies and departments, or two or four-year public colleges or universities.
- Any organization which applied to the New York State Council on the Arts on March 1, 2010. No organization may withdraw its NYSCA application after 3/1 to apply to the Arts Initiative.
- Equipment expenditures, capital expenditures, or major expenditures for the establishment of new organizations.
- Operating expenses and fellowships at professional training schools that are not open to the public.
- Operating expenses of privately owned facilities such as homes or studios.
- Cultural activities restricted to an organization's membership.
- Clowns, balloon art, magic, or culinary programs.
- Payment to those under 18.
- Art programs that are essentially therapeutic, recreational, or rehabilitative.
- Entertainment costs (e.g. theatre parties, museum openings, receptions, and fundraising benefits).
- Awards and prizes.
- Programs with primary focus outside Warren County or Washington County.
- Past grantees who have failed to submit final reports beyond 60 days of the report due date.

### Review Procedures

Two Panels of Seven (one for Warren Co. & one for Washington Co.) meet to review and discuss the applications based on the funding criteria and then recommend funding levels for approved projects. In addition to the items sent with the application, Panel Members have access to program audits, interim & final reports, grant compliance reports, and correspondence. The LARAC Board of Directors has full authority for final approval.

### Responsibilities, if funded ...

#### **All programs must be open to the public and advertised as such.**

If funded, an organization must provide one of the following: Certificate of Incorporation, Charter from NYS Board of Regents, or a DBA Certificate. Blank DBA forms are available at most stationery stores; filing fee is \$25. Detailed information of grantee responsibilities is provided at the time of funding notification. Audits of funded programs are done during the year to ascertain the extent to which services proposed were actually rendered.

#### ***Application Deadline: September 28, 2010***

**HAND-DELIVERED TO THE LARAC OFFICE BY 5 PM or  
POSTMARKED BY Sept. 28 & MAILED TO:**

Arts Initiative, C/O LARAC, 7 LAPHAM PLACE, GLENS FALLS, NY 12801

Faxed or emailed applications will not be accepted.

***Late applications will NOT be reviewed.***

*Lapham Place, off of Glen St., is just south of TD Banknorth. Parking is available adjacent to the LARAC building. Parking is also available on Maple Street, as LARAC is located across from City Park. A staff member will be available until 5 p.m. on Tuesday, September 28, 2010 to collect any hand-delivered applications.*

# ARTS INITIATIVE

## Instructions for completing the application for 2011

Applications are available at each grant seminar, at LARAC, or may be downloaded from [www.LARAC.org](http://www.LARAC.org) in Word format or PDF. **No scanned, faxed, or reformatted applications will be accepted. Any applications submitted with format that does not exactly replicate the hard copy will be returned to be redone.**

**Application forms should be typed. Complete all sections, except those labeled “for office use only”, typing *only within the space designated.***

### **Page 1**

#### **CONTACT PERSON for PROJECT:**

- To serve as the organization’s liaison with LARAC

Should be fully knowledgeable about the organization & the grant application

#### **FISCAL YEAR:**

- Refers to the 12 month period that marks the beginning and end of your financial activity
- State only the month and day that ends the organization’s fiscal year (.i.e. July 31)

#### **NYSCA FUNDING**

- Check yes if the organization has ever applied directly to the New York State Council on the Arts and state the year(s); otherwise, check no. Application to LARAC for this grant is NOT direct application to NYSCA.

#### **PROJECT FINANCES**

- Using figures from page 5 of the application, list Project Name, Estimated Expense, Income & Request per project.
- To be eligible for consideration: minimum request for **EACH** project must be \$300 with **ALL** projects totaling no more than \$5000.

### **Page 2 (If more than one request, submit one page 2 per request.)**

#### **STARTING/ENDING DATES**

- Event must occur between Jan. 1 & Dec. 31 of the next year. If funding is requested for a series of events which will span two calendar years, provide information only for that part occurring between Jan. 1 and Dec. 31, 2010.

#### **PROJECT DESCRIPTION**

- Be specific, clearly stating what you will provide, who, when, where, for whom, and how you will accomplish this. *Failing to provide enough specifics is the most common reasons to be denied funding.*
- Description for each request begins on page 2; if needed, may include an additional 8 ½ x 11 page, using a font no smaller than 11.

#### **DISABILITIES**

- State specifically how your organization can accommodate those with various disabilities at your event.

### **Page 3**

#### **FUNDING ALTERNATIVE**

- Should your organization not receive full funding, describe financial and descriptive changes to your project

#### **ADVERTISING**

- Be specific in labeling the media sources you will be using for advertising.
- Be sure the dollar amount listed on page 5 of the budget corresponds

#### **ORGANIZATION’S MISSION**

- Provides panelists who may not be familiar with your organization some context in which to place your project.

## Page 4

### **ORGANIZATION'S REVENUE AND EXPENSES**

- Figures should be based on the organization's total operating budget for the last COMPLETED fiscal year
- Round off to the nearest dollar

### **CERTIFICATION**

- **DIRECTOR** or a **BOARD OFFICER OF THE APPLICANT ORGANIZATION** who has the authority to obligate the organization

## Page 5

### **BUDGET FORM for PROJECT(S) (If more than one request, submit one page 5 per request.)**

- Format will compute totals as you input your budgeted amounts.
- Fill out a separate budget for each project request (up to 3 requests allowed)

**Overview of the Project Budget Form:** The Microsoft Excel provides several convenient features.

- Cells will wrap to accommodate the amount of information entered. Please note: lengthy explanations or lists should be included on a separate sheet of paper (limited to no more than 1 side of 1 sheet of paper). Simply type "see attached" in appropriate row.
- Due to the fact that rows will wrap if you have a long explanation, your budget page may expand beyond one page, which is acceptable.
- Auto Sum: To avoid mathematical errors, this form has been formatted to automatically total entries for Revenue and Expenses.
- % funded by the Arts Initiative Grant: All applicants must provide a MINIMUM revenue match of 20% of the amount requested. This form will automatically calculate the percentage for you.
- Budget Form has been password protected so that formulas, etc. can't be altered by mistake.

## Tips for Completing the Project Budget Form

**Organization:** List organization's name.

**Project No.:** Indicate Project 1, 2, or 3.

## Project Revenues (A) As amounts are entered, they are automatically totaled (Total Revenue)

**EARNED INCOME:** Income derived by providing a service or selling a product.

**Admissions/Box Office:** Indicate how number was generated, for instance, 200 tickets @ \$12 per ticket.

**Tuitions/Workshops Fees:** Indicate how number was generated, for instance, 50 participants @ \$20 per workshop.

**Sales/Concessions:** Indicate categories of items to be sold.

**Program Advertising:** Indicate amount to be raised by selling ads in your event program

**Other:** List any other sources of Earned Income.

**UNEARNED INCOME:** Includes income from various sources.

**Funds on Hand:** Revenue to come from your annual budget.

**Individual Contributions/Corporate Contributions:** Indicate anticipated contributions.

**Grants:** List sources of OTHER grants. (DO NOT INCLUDE ANY ARTS INITIATIVE DOLLARS HERE.)

**Other:** List other source of Unearned Income.

**Project Expenses** *As amounts are entered, they are automatically totaled (Total Expenses (B))*

**PERSONNEL for the PROJECT**

**Administrative:** Unless personnel are being specifically hired for this project alone, no figures should appear in this space.

Executive and supervisory staff, program directors, managing director, development staff, clerical, ushers and box office staff, librarians, maintenance and security staff. *Label positions to be paid.*

**Artistic: Personnel hired specifically for this project**

Artistic directors, performers, conductors, curators, composers, choreographers, designers, video artists, poets, painters, musicians, etc. *Label positions to be paid.*

**Technical: Personnel hired specifically for this project**

Technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, film technicians, conservators, etc. *Label positions to be paid.*

**PROJECT EXPENSES**

**Advertising/Publicity:** Media advertising--newspaper advertising, radio, etc.

**Copies/Printing:** Machine-copied items and professionally printed items such as brochures and flyers.

**Equipment Rental:** Cost of renting equipment to use in your project.

**Space Rental:** Rehearsal space, theater, hall, gallery, and other spaces. **(Do not include your own space.)**

**Travel/Transportation:** Tolls, mileage, per diems, etc.

**OPERATING EXPENSES**

**Limited expenses tied to the project; do not include expenses for receptions, food, drink, or honorariums. (Grant will not fund general operating expenses of the organization.)**

**Insurance:** May be listed only if there is extra cost beyond your annual insurance fee; Amount must be pro-rated as it relates to the project described in the application.

**IN-KIND DONATIONS**

Include only professional services that you would otherwise have to pay for (legal, accounting, graphic design, printing, etc.). **DO NOT INCLUDE VOLUNTEER HOURS** for clerical work such as envelope stuffing, gallery sitting, filing, shredding, etc.

**GRANT REQUEST (C)**

- **Request per project must be no less than \$300; total of all requests must equal no more than \$5,000. REQUESTS FALLING OUTSIDE OF THAT RANGE WILL BE NOT CONSIDERED**
- Totals of Revenues and Expenses will be automatically transferred to appropriate cells.
- The grant request will be automatically configured as will the matching percentage.

**Packaging of Application** (use of both sides of the paper is encouraged)

- In one folder, place the ORIGINAL application WITH ORIGINAL SIGNATURE, 1 COPY of each of the following: artistic resumes, annual financial statement tied to figures given on page 4 of the application, proof of not-for-profit status, list of board of directors, and minutes.
- In second folder, place 7 packets containing:
  - Pages 1, 2, 3, 4, 5 (plus Pages 2 & 5 of additional requests), and a copy of resumes (either stapled or clipped together)
  - Then place everything in a large mailing envelope for mailing or hand delivery.
- Please do not place applications in a binder of any type. Application may be mailed or hand-delivered. See Guidelines Page 2 for deadline and more information.

# ARTS INITIATIVE PROJECT APPLICATION FOR 2011

***Application Deadline: Tuesday, September 28, 2010***

Applications must be postmarked (not metered) by Tuesday, September 28, 2010 or hand-delivered to LARAC by **NO LATER** than 5 p.m. Tuesday, September 28, 2010

Emailed or faxed applications are not accepted.

***Mail to: Arts Initiative, LARAC, 7 Lapham Place, Glens Falls, NY 12801***

See Page 2 of the Guidelines for details on mailing or hand-delivering the application.

***LATE APPLICATIONS ARE NOT ELIGIBLE FOR FUNDING & WILL NOT BE REVIEWED.***

## **A Complete Application Packet Must Contain:**

### **Eight Copies of:**

- 1. **THE ORIGINAL SIGNED 5-PAGE APPLICATION AND 7 PHOTOCOPIES**  
(also an original and 7 COPIES of additional pages 2 and 5, if more than one request)  
***(SCANNED or FAXED COPIES OF APPLICATION ARE NOT ACCEPTABLE.)***
- 2. **RESUMES** Include 8 copies for each of the artistic personnel listed on page 2 of application.  
***(Limit each resume to 2 single-sided pages or 1 double-sided page; pages beyond this will not be presented.)***

### **One copy of:**

- 3. **ANNUAL FINANCIAL STATEMENT**  
***NOT-FOR-PROFITS*** must provide the most recently completed fiscal year's financial statement. **Completed IRS forms are not acceptable as your organization's financial statement.**  
***\*\*\*\*\*Organizations with less than 1 year of financial history are required to submit an additional form regarding the organization's history in general (Contact Grant Director for the form)***  
***MUNICIPALITIES*** must provide copies of two forms as their financial statements:  
(1) 2009's Analysis of Changes in Fund Equity for the General Fund and  
(2) the 2009's General Fund Detail Expenditures for Culture and Recreation
- 4. **PROOF OF NOT-FOR-PROFIT STATUS**  
All organizations are to send one copy of their not-for-profit status. Municipalities must provide one copy of the resolution authorizing application.
- 5. **LIST OF BOARD OF DIRECTORS and DATE OF LAST BOARD MEETING**  
(List must include names, phone numbers, and officers labeled.)
- 6. **MINUTES OF THE MOST RECENT 2010 BOARD OF DIRECTORS' MEETING**

***FAILURE TO INCLUDE ALL ITEMS LISTED ABOVE  
BY THE STATED DEADLINE WILL JEOPARDIZE FUNDING.***

## **PACKAGING OF APPLICATION** (See Page 3 of the INSTRUCTIONS)



*The Arts Initiative Program is made possible with public funds from the  
New York State Council on the Arts, a state agency.  
Administered locally through the Lower Adirondack Regional Arts Council.*

# ARTS INITIATIVE GRANTS FOR 2011



Project Application for 2011  
**DEADLINE: SEPTEMBER 28, 2010**



Type only in the space designated.  
 Scanned, faxed, or reformatted applications are not accepted. (See instructions, page 1)

Applicant Organization Legal Name _____		AKA (Also Known As) _____	
Mailing Address _____		City _____	Zip code _____
Project Contact Person _____		Position in Organization _____	
Telephone (Organ.) _____	Fax (Organization) _____	Year formed or Incorp. _____	Fiscal yr. ends (m/d) _____
Contact Person's Email _____		Contact Person's Telephone _____	
First time applicant: no ____ yes ____		____ Warren County Applicant ____ Washington County Applicant	
Have you ever directly applied to NYSCA?		No ____ Yes ____ Year(s) _____	
No. on Board of Directors _____		No. of times the Board meets per year _____	
If you are not a current subscriber and would like to receive LARAC's free online newsletter or email address has changed since last applying, please check here. <input type="checkbox"/>			

**Place an x in ALL statuses that apply to your organization. At least one must be checked to be eligible.**

- |   |                          |
|---|--------------------------|
| 1. U.S. Internal Revenue Service 501(c)3                                  | <input type="checkbox"/> |
| 2. NYS Not-for-Profit Corporation (Charter from Board of Regents S.216)   | <input type="checkbox"/> |
| 3. NYS charities Registration (Article 7A)                                | <input type="checkbox"/> |
| 4. Unit of local government   | <input type="checkbox"/> |
| 5. Certificate of Incorporation under S.402 of the NYS Not-for-Profit Law | <input type="checkbox"/> |

## PROJECT FINANCES (FIGURES ARE DERIVED FROM PAGE 5 OF THE APPLICATION.)

Project Title	Proj. 1 _____	Proj. 2 _____	Proj. 3 _____
Projected Expense	\$ _____	\$ _____	\$ _____
Projected Revenue	\$ _____	\$ _____	\$ _____
Request	\$ _____	\$ _____	\$ _____

Name of Organization: \_\_\_\_\_

Page 2 of 5

**For more than 1 request, submit a separate page 2 for each request.**

Project Title \_\_\_\_\_ Project Date(s) (must be between Jan. 1-Dec. 31, 2011) \_\_\_\_\_

Facility, Location \_\_\_\_\_ Audience you are targeting \_\_\_\_\_

No. of artistic personnel anticipated \_\_\_\_\_ Attendance anticipated \_\_\_\_\_ No. of children anticipated \_\_\_\_\_ No. of times be presented \_\_\_\_\_  
(if a group, **total of all individuals**)

## PROJECT DESCRIPTION

The description for each request should begin below and may include one additional 8 ½ x 11 page, using a font no smaller than 11. Provide the following information:

1. Describe your event in detail.
- 2a. Name the performers/presenters/instructors/etc. (*See cover page for instructions on submitting resumes.*)
- 2b. Delineate the fees charged by each of your performers/presenters/instructors/etc.
3. Why have you chosen to offer this event to the public?
4. State what you are doing for people with disabilities.

Project # \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**FUNDING ALTERNATIVE:** If your projects are not fully funded, SPECIFY how each project will change and include budget changes.

**PROJECT 1:**

**PROJECT 2:**

**PROJECT 3:**

**ADVERTISING:** Be sure this list and the amounts in the budget correspond.

List <b>FREE</b> advertising venues you will use.	List <b>PAID</b> advertising venues you will use.	
	Total Advertising	\$

**STATE THE ORGANIZATION'S MISSION OR PROVIDE A BRIEF HISTORY:**

Name of Organization: \_\_\_\_\_

**ORGANIZATION'S REVENUE & EXPENSES** based on Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_  
m/d/y m/d/y

Revenue	Expenses	Savings & CDs	Investments	Endowment
\$	\$	\$	\$	\$

### PROJECT BUDGET

Page 5 of the application is the Budget Page, which is an excel document. To complete the application, download the Budget Page.

### LIST ONLY REVENUE & EXPENSES TIED SPECIFICALLY TO THE PROPOSED PROJECT

**For more than 1 request, submit a separate page 5 for each request**

See Instructions Page 2 for tips on filling out the Budget Page.

### CERTIFICATION

The person signing below must be an **OFFICER on the BOARD** of the applicant organization.

The undersigned certifies that (s)he

is a principal officer of the applicant organization with authority to obligate it; has knowledge of the information presented herein; has read the guidelines of the Arts Initiative Program and certifies that this application complies with, and is made subject to said guidelines; on behalf of the applicant, herewith releases the LARAC Board of Directors, its employees and agents with respect to damage to property or materials submitted with this application; and on behalf of the applicant, will be responsible for the administration and finances of the project(s) outlined herein as well as all reports and stipulations required of all Arts Initiative grantees.

\_\_\_\_\_  
Name (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date