



ARTS ALIVE 2017 GUIDELINES

APPLICATION DUE DATE: TUESDAY, OCTOBER 4, 2016

TABLE OF CONTENTS

INTRODUCTION

ArtsWestchester Organizational History.....	3
Overview of ArtsWestchester Grant Program.....	4
Overview/General Guidelines for 2016 Arts Alive Grants.....	5 - 9
Information Seminars.....	9
How to Apply.....	9

GUIDELINES

Arts Alive Project Grant.....	10 - 12
Arts Alive Artist Grant.....	13 - 14
Arts Alive Education Grant.....	15- 18

ADDITIONAL INFORMATION

Sample Letter of Agreement: Applicant and Fiscal Agent.....	19
Sample Letter of Agreement: Applicant and Venue.....	20

ArtsWestchester Organizational History

ArtsWestchester, Westchester County's designated arts agency, was established in 1965 as a leadership and service organization. Formerly known as Westchester Arts Council, it is now the largest private, not-for-profit arts council in New York State. ArtsWestchester fosters the arts in all their diverse forms, with the goal of making the arts available and accessible to all county residents. ArtsWestchester addresses this goal by providing financial support and technical assistance to Westchester's cultural organizations and artists and by providing direct services to the public. The belief that the arts are for everyone is fundamental to ArtsWestchester and informs all our programs and activities including decisions regarding awarding of grants.

In addition to its role as a grants-maker, ArtsWestchester:

- is the prime promoter of the local cultural community, helping to build participation in the arts through an extensive program of marketing and information services. The website, www.artswestchester.org serves as a one-stop for information about cultural happenings throughout the county.
- helps integrate the arts into the fabric of life in Westchester through our community activities that include providing artist residencies to schools, human service agencies and community organizations; a folk arts program that showcases the rich cultural traditions of the county's residents, and leading county wide programmatic and marketing initiatives.
- serves as the leading advocate for the arts, building partnerships with leaders in business, education and government.

ArtsWestchester owns and operates a historic, nine-story building, in downtown White Plains, which it has adapted for use as a cultural center. The building houses artists' studios, venues for exhibitions and performances, rehearsal and meeting space for not-for-profit cultural groups and office space for our affiliates and arts-related businesses.

Overview of ArtsWestchester's Grants Programs

In order to meet the cultural needs of county residents, cultural organizations and artists, ArtsWestchester's grants program provides funding opportunities in several categories: Arts Alive (a program of the New York State Council on the Arts), Arts for Special Needs, Basic Program Support, Challenge for the Arts, Mount Vernon Arts Initiative, Project Support, and Yonkers Arts Initiative. Funding may not be available in every category each year. While each category has a different focus, the following criteria are common to all:

- Artistic Merit of Programs
- Impact
- Financial Viability
- Community Need
- Diversity and Inclusiveness

The weight ArtsWestchester places on each criteria may vary from category to category. Funding opportunities intended to strengthen the arts in community life may, for example, place greater weight upon community need and impact. In the Basic Program Support funding category, the criteria have equal weight.

2017 Arts Alive Grants Overview and General Guidelines

The Arts Alive grant category is one of ArtsWestchester's most effective means of supporting arts activity for Westchester's geographically, economically, and ethnically diverse population. This funding opportunity helps to ensure that residents throughout the county have access to the arts in their communities, particularly in areas where access is limited.

Arts Alive Project Grants are made possible with funds from the Decentralization Program (DEC) - a regrant program of the New York State Council on the Arts with the support of Governor Andrew Cuomo and the NYS Legislature - and administered by ArtsWestchester.

There are three distinct Arts Alive funding opportunities:

- **Arts Alive Project** grants constitute the largest component of the Arts Alive funding category. These grants support community-based arts and cultural projects developed by arts organizations, groups, collectives, individual artists, and a limited number of other nonprofits that offer open-to-the public arts activities as part of their on-going operations.
- **Arts Alive Artist** grants provide commissioning support to individual artists for the creation of **new** work created and presented in a community setting. This funding supports artist-created work rather than work created by the community under an artist's direction. An essential element of this funding is the inclusion of community involvement in the development and creative process.
- **Arts Alive Education** grants support in-school, skill-based studies developed by artists or cultural organizations in collaboration with educators.

What is the deadline?

Applications must be submitted by 11:59 p.m. on Thursday, September 29, 2016 via our electronic portal <http://artswestchester.culturegrants.org/>

What is the period of support?

Projects must take place between January 1, 2017 and December 31, 2017.

May I apply if I received an Arts Alive grant in the past?

Yes. If you received an Arts Alive grant previously you are eligible to apply again with a new project. Since the awards are competitive, however, receiving a grant one year does not guarantee funding in subsequent years. The panel will consider compliance with the previous grant contract and reporting requirements.

May I submit more than one funding request?

Cultural Organizations, Unincorporated Arts Groups and Individual Artists, may submit up to three requests in any combination of categories (Project and/or Arts Education) totaling no more than \$5,000. Fiscally-sponsored requests are exempt from the 3-request limit and \$5,000 Request cap.

Individual Artists applying for an Arts Alive Artist grant may each submit only one request for \$2,500.

To access the online Grant application form, go to: <http://artswestchester.culturegrants.org/>.

If you experience difficulty with the online application, please contact Sue Abbott at sabbott@artswestchester.org or (914) 428-4220, extension 304.

What is ArtsWestchester able to fund through Arts Alive Grants?

- Activities of local arts organizations
- Artist fees
- Marketing/publicity costs
- Administrative expenses directly related to the project
- Supplies and materials needed for the execution of the project

What is ArtsWestchester NOT able to fund through Arts Alive Grants?

- Organizations and Artists that have applied to NYSCA in the most recent cycle. After NYSCA's application deadline, a list of organizations that have applied directly to NYSCA can be obtained upon request. Organizations on this list are ineligible for Arts Alive funding
- Artists who are employed by ArtsWestchester or are members of ArtsWestchester's Board of Trustees
- New York State agencies and departments (including SUNY schools)
- Public universities, colleges; and public, private, or parochial schools
- Individuals without an eligible sponsor or partner organization (Exception: Arts Education & Individual Artist categories)
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of the Westchester area
- Start-up or seed funding for the establishment of a new organization
- General operating expenses (e.g. Office supplies, rental of office space)
- Operating expenses of privately-owned facilities (e.g. homes and studios)
- Projects currently supported by an ArtsWestchester grant in a different category
- Projects taking place outside of Westchester County and/or not directed toward Westchester audiences
- Activities not open to the general public such as camps, clubs or college associations
- Events that take place in private homes
- Requests greater than an applicant's project expenses minus total project income
- Projects that are recreational, therapeutic, rehabilitative, or worship-based in nature
- Entertainment costs including receptions, food or fundraising events

- Activities that are not arts-related including balloons, clowns, magic
- At-risk/social service programs when the focus is primarily for rehabilitative or therapeutic purposes
- Acquisition of works of art
- Contingency funds
- Permanent equipment or capital improvements
- Creation of textbooks or classroom material
- Lobbying expenses
- Programs in which children are used as professional artists (paid a fee)
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, scholarships and other awards to students
- Past re-grantees that have failed to submit final reports

Who is eligible to apply?

Organizations

Organizations may apply for Project and/or Education grants. In order to apply directly, your organization must:

- Be designated as a New York State not-for-profit, with offices based in Westchester and whose primary area of service is within Westchester
- Be governed by an active board of trustees that meets regularly or be able to demonstrate that it is working toward establishing such a board
- Conduct all activities in a way that does not discriminate on the basis of race, color, national origin, disability, gender, or sexual orientation

If your organization is not yet incorporated as a not-for-profit, you may apply through a **fiscal sponsor** who submits the application on your behalf.

Applying through a fiscal sponsor or Arts Education category

A fiscal sponsor is a nonprofit organization that agrees to receive funds for your project and pass them on to you. A fiscal sponsor is not someone who directly funds your project. Since most grant funding is awarded to nonprofits rather than to individuals, obtaining a not-for-profit fiscal sponsor can increase the number of grant opportunities you can pursue. A fiscal sponsor of an Arts Alive grant must meet all the eligibility requirements of an applicant organization. If applying through a fiscal sponsor, your application must include:

- A letter of agreement between you and your fiscal sponsor
- A letter of agreement between you and the venue you will be using (if applicable)
- A letter of commitment from the partner organization or school, confirming partnership with the applicant artist, letter must outline the scope of the partnership and both the partner and applicant's investment or contribution (in-kind and/or cash) towards the proposed project

Fiscal Sponsors are exempt from the three request limit and the \$5,000 maximum.

Note: A direct Arts Alive applicant may serve as a fiscal sponsor and may sponsor more than one applicant as the sponsored requests do not count towards the three request limit or \$5,000 maximum. Direct NYSCA applicants however, may not serve as a fiscal sponsor for DEC.

How does my organization/fiscal sponsor demonstrate not-for-profit status?

Organizations show evidence of not-for-profit status through one of the following:

- Letter of Determination from the 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 the Attorney General) filing receipt
- Official authorization as an arm of local government (i.e.: a formal letter on official stationary signed by the appropriate county, city, town or village executive)

Note: A New York State Tax Exemption Certificate from the Department of Taxation and Finance is not considered proof of not-for-profit status and should not be submitted.

Artists

Artists may apply for Arts Alive Project support (through a fiscal sponsor), or Education support in partnership with a Westchester public school (K-12) or directly for Arts Alive Artist. To be eligible, you must reside in or rent/own a studio in Westchester at the time of the application and for the duration of the project.

What is the review process?

It is your responsibility to submit a complete and accurate application. As part of the technical assistance process, however, ArtsWestchester staff will review your application and may contact you to clarify and review information and to suggest ways to strengthen the application.

Awards are based on a competitive review process. Each application is evaluated on its own merits and against others in the application pool. An independent panel reviews all applications and makes recommendations for funding as well as for the dollar amount of awards. The panel members are artists, arts administrators, and educators who live and/or work in Westchester.

The Grants Committee of ArtsWestchester's Board of Trustees reviews the panel's recommendations and makes its recommendations to ArtsWestchester's Board of Trustees. The Committee's recommendations are then voted on by the full Board of Trustees, which makes the final decision on all grants.

Are support materials required?

Yes. There are both required and optional support materials for each grant opportunity. In particular, work samples are required in all three grant categories. Work samples you submit help the panel assess the artistic merit of the proposed project. They are critically important to your application. Work samples for all categories of Arts Alive grants should represent work from the last three years.

- Individual Artist:
 - Sample of your professional work
 - Sample of work produced by students with whom you have worked
 - Concise description of the work submitted: its context and approach
- Cultural Organizations:
 - Sample of work student's produced through their participation in your organizations education program
 - Concise description of the work submitted: its context and approach
- Work samples should represent work from the last three years.
 - Visual Arts Projects: no more than 10 labeled images in JPEG format, be sure to include title, date created, size and medium. (up to 10MB)
 - Performing Arts, Film Media or Other Time-Based Projects: Video and audio clips uploaded or included as a web-links hosted on external sites should be no more than 3 minutes, and time stamped to the correct chapter or time. (up to 250MB)
- Literary Projects: No more than 20 pages to be uploaded as jpgs with application (up to 10MB)

Please refer to each grant category's guidelines for a detailed list of required support materials.

II. Supplemental Materials (Optional, for all categories)

You may also include a limited number (up to three items each) of supplemental materials:

- Newspaper clippings
- Brochures
- Letters of Support

How will I know if I have received a 2017 Arts Alive Grant?

ArtsWestchester will notify all applicants by email regarding the status of their application in January 2017. Applications and support materials will be stored on an encrypted server for future use. If you do not wish to have your application and support materials saved, it is your responsibility to delete the files from the server.

Is there an appeals process?

Yes. ArtsWestchester maintains an appeals process to ensure that funding decisions are fair and impartial. The basis on which you may appeal are:

- Failure of the panel to adhere to the review criteria specified
- Submission by ArtsWestchester of incomplete or incorrect information to the panel

Dissatisfaction with the funding decision is not justification for an appeal. The introduction of new information not submitted with the original application cannot be used to justify an appeal. Appeals must be made, in writing, to the Executive Director of ArtsWestchester within 10 days of the written notification of the funding decision. An Appeals Panel, separate from the original panel, will review the request and will notify you of the appeal decision, which will be final.

Is application assistance available?

Yes. Free information sessions will be held on:

Dates and locations TBD

Please RSVP for application information sessions. If you are unable to attend a session, [one-on-one assistance is available by appointment only](#). Please call Sue Abbott at (914) 428-4220, ext. 304 or email sabbott@artswestchester.org

How do I apply:

To access online applications copy and paste <http://artswestchester.culturegrants.org/> to the address bar on your internet browser.

Please note this site is optimized for Mozilla Firefox, Google Chrome, and Safari.

ArtsWestchester will accept only applications submitted via the on-line system GoGrants™. Materials submitted via mail or email will not be considered.

Grantee Responsibilities and Reporting

All applicants will be notified of the funding decision in January 2017. Applicants who have been awarded funding will receive further instructions on accessing and completing their grant agreement. Award payments are made in a single lump sum once the grant agreement has been fully executed.

Program Credit ArtsWestchester requires Arts Alive grantees to acknowledge its support. Acknowledgement of your ArtsWestchester funding is essential to building public awareness that State tax dollars are used to provide valued local arts programs and services. Since your award supports your organization's ongoing activities, you should acknowledge ArtsWestchester, and when possible, New York State Council on the Arts (NYSCA), on your website as well as in all printed materials.

Reporting Grantees are required to submit a project schedule at least six (6) weeks before the funded activity takes place. All Grantees are required to file a final grant report with ArtsWestchester upon completion of the funded cultural event either thirty (30) days after the completion of the project or December 31, 2017, whichever comes first. Eligibility to apply for future grants is contingent upon receipt of a complete final report.

Guidelines: Arts Alive Project Grant

An Arts Alive Project Grant provides support for community-based arts activities throughout Westchester County. Activities in all arts disciplines are eligible for support. Arts Alive Project Grants may include but are not limited to: exhibitions, workshop series, performances (all disciplines), festivals, screenings, and readings. All funded projects must be community based and open to the general public.

The goals of the Arts Alive Project Grant program include:

- Making the arts available at the local level
- Fostering the development of emerging arts organizations
- Supporting local artists
- Supporting the cultural expression of Westchester's ethnic groups
- Increasing access to the arts in communities that traditionally have been underserved.
(Underserved communities are comprised of individuals who have limited access to art programs, services, or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, or disability. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same place. Age alone – i.e. youth, seniors – does not qualify a group as being under-served.)

Please note that an Arts Alive Project Grant is not a fellowship nor is its purpose to support your efforts to create new work. If you are seeking funds to create new work, we encourage you to review the supplementary guidelines for Arts Alive Artist Grants.

Who is eligible to apply?

Both organizations and artists may apply for an Arts Alive Project Grant if they meet the eligibility requirements outlined in the "General Guidelines" for Arts Alive Grants.

- ArtsWestchester gives priority to cultural organizations that provide community-based arts activities. Other types of organizations are eligible to apply if they demonstrate a track record of providing cultural programs.
- Artists and Unincorporated arts organizations **must** apply through a fiscal sponsor.

What is the amount of the award?

Arts Alive Project Grants range from \$1,000 to \$5,000. In 2016 the average grant amount was \$1,500. You may apply for up to 50% of the total amount of the proposed budget. You are required to raise the additional funds, which may be a combination of cash and in-kind contributions.

What criteria will the panel use?

The panel will make funding recommendations based primarily on the following criteria:

- Artistic Merit
 - Artistic merit as evidenced by creative work and professional accomplishments
 - Applicant's track record in presenting artistic/cultural programs
- Community Benefit

- Project does not duplicate services/programs easily available to community members
 - Project address a specific need
 - Evidence of community support
 - Clear indication of the impact of the project on the community
 - Number of community members served
- Project Feasibility
 - Clearly defined objectives and ability to achieve them
 - Soundness of the proposed budget and ability to raise 50% of the project cost
 - Clear plans to promote the project and inform community

Are there funding priorities?

With limited funds available, ArtsWestchester identified the following priorities:

- Emerging cultural organizations
- Projects that reach under-served Westchester communities (those that may be marginalized due to geography, race, economic status, gender, sexual preference, age, religion or disability)
- Projects that reflect cultural traditions or contemporary expressions of a particular heritage/nationality/ethnicity
- Projects that engage and/or directly benefit a significant number of people

Note: ArtsWestchester seeks to support locally-based arts activities throughout the county, and seeks a broad-range of applications. Some projects of merit may be recommended for funding, even though they may not address one of the priorities.

Required and Supplemental Materials

All materials must be submitted online as part of your application and must be submitted by the application deadline.

I. Required Materials

If support materials are in the form of URLs, please create a separate text document titled “URL Support Materials,” including a description of the work sample/content and the URL (link) embedded in the text document. ArtsWestchester reserves the right to review any/all of the on-line sources.

A. Proof of Non-Profit Status in the one of the following formats:

- Letter of Determination from the 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 the Attorney General) filing receipt

- Official authorization as an arm of local government (i.e.: a formal letter on official stationary signed by the appropriate county, city, town or village executive)
- B. Most recent signed Treasurer's report **or** audited financial statement from the last completed fiscal year **or** IRS form 990 from the last completed fiscal year.
- C. Board of Directors list with names of officers, occupations, city/state of residents.
- D. Resumes of administrative personnel who are involved in the project.
- E. Resumes of artists who are involved in the project.
- F. Work samples for all categories of Arts Alive grants should represent work from the last three years.
 - Visual Arts Projects: no more than 10 labeled images in JPEG format, be sure to include title, date created, size and medium (up to 10MB)
 - Performing Arts, Film Media or Other Time-Based Projects: Video and audio clips uploaded or included as a web-links hosted on external sites should be no more than 3 minutes, and time stamped to the correct chapter or time (up to 250MB)
 - Literary Projects: No more than 20 pages to be uploaded as jpegs (up to 10MB)

Supplemental Materials – Please refer to Page 9 for a list of Supplemental Materials.

Guidelines: Arts Alive Artist Grant

What is an Arts Alive Artist Grant?

An Arts Alive Artist Grant provides direct support to an individual artist for the creation of an original new work. An essential element is the inclusion of community involvement in the development and creative process of the artists' project. The project must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Some examples of this type of interaction are interviews with a segment of the community or stories and anecdotes collected from a community group that relate to the concept or content of the project. Projects that limit public participation to performances or exhibitions after the work has been executed are not eligible.

An Arts Alive Artist Grant is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. These grants are intended to support creative (not interpretive) artists interested in working within a community setting.

Who is eligible to apply?

You are eligible to apply if you live and/or maintain a studio in Westchester at the time of application and for the duration of the project. Artists may apply directly, rather than through a fiscal agent.

What is the amount of the award?

The amount of an Arts Alive Artist Grant is \$2,500. ArtsWestchester will award up to four Artist Grants in a given year. The grant does not require a monetary match or additional income. However, if your total project expenses are more than \$2,500, you must indicate additional sources of income in your application form and budget.

May I submit more than one funding request?

You may submit only one application in this category per funding cycle. However, you may submit up to two additional requests in other Arts Alive funding categories. The combined total of your requests cannot exceed \$5,000.

What criteria will the panel use?

The panel will make funding recommendations based primarily on the following criteria:

- Artistic Merit
 - Artistic merit as evidenced by creative work and professional accomplishments
 - Applicant's track record in presenting artistic/cultural programs
- Community Benefit
 - Extent to which community members informed/inspired the creation of the project
 - Clear indication of the impact of the project on the community
 - Number of community members served
- Project Feasibility
 - Clearly defined objectives and ability to achieve them
 - Clear plans to promote the project and inform community

Required and Supplemental Materials

All materials must be submitted online by the application deadline.

I. Required Materials for Artist Grants

If support materials are in the form of URLs, please create a separate text document titled “URL Support Materials,” including a description of the work sample/content and the URL (link) embedded in the text document. ArtsWestchester reserves the right to review any/all of the online sources.

- A. Resumes of artists who are involved in the project.
- B. Work samples for all categories of Arts Alive grants should represent work from the last three years.
 - Visual Arts Projects: no more than 10 labeled images in JPEG format, be sure to include title, date created, size and medium. (up to 10MB)
 - Performing Arts, Film Media or Other Time-Based Projects: Video and audio clips uploaded or included as a web-links hosted on external sites should be no more than 3 minutes, and time stamped to the correct chapter or time. (up to 250MB)
 - Literary Projects: No more than 20 pages to be uploaded as jpegs with application (up to 10MB)

Supplemental Materials – Please refer to Page 9 for a list of Supplemental Materials.

Guidelines: Arts Alive Arts Education Grant

What is an Arts Alive Arts Education Grant?

An Arts Alive Arts Education Grant (~~formerly called Arts Partners Challenge Grant~~) provides support for partnerships between individual artists or arts organizations and Westchester public schools (grades K-12). Projects must focus on the exploration of art and the artistic process. ArtsWestchester encourage projects that integrate the arts into the curriculum, but curriculum integration is not required. The primary goal is to provide students with rich artistic learning experiences.

Who is eligible to apply?

Both organizations and artists may apply for an Arts Alive Arts Education Grant if they meet the eligibility requirements outlined in the “General Guidelines” for Arts Alive Grants. The organization or artist is the lead applicant in the partnership. Artists must apply through a fiscal sponsor. The school partner must be a Westchester public school (grades K-12).

What types of projects are eligible for support?

To be eligible for support, projects must:

- Be designed and implemented collaboratively by teachers and the cultural partner (organization/artist)
- Address the New York State Learning Standards for The Arts
- Center on the development and implementation of sequential, skill-based study that incorporates one or more art forms and includes a minimum of three hands-on contact sessions with the same students and teacher
- Take place in a Westchester public school, during regularly scheduled school hours
- Serve students in grades K-12

What types of projects are not eligible for support?

Arts Alive Arts Education Grants do not fund projects that:

- Appear to replace the role of certified art ,music, dance, or theater teachers
- Take students out of regular classes or involve a selected group of students
- Involve scholarships, contests, or student performing groups
- Are essentially therapeutic, rehabilitative, or recreational
- Are currently supported by or under consideration for New York State Council on the Arts Empire State Partnership (NSCA/ESP) and/or Partners for Arts Education/School Partnership funding

What is the amount of the award?

Arts Alive Arts Education Grants range from \$1,000 to \$2,500. You may apply for up to 50% of the total project cost.

- Is this a matching grant?

Yes. ArtsWestchester will match a portion of the funds your school partner provides. If the school’s contribution consists of a combination of cash and in-kind, at least half must be in cash. For example, if the total project cost is \$4,000,

the school partner must provide \$2,000: \$1,000 of which must be in cash and \$1,000 of which may be in-kind.

- When will I receive ArtsWestchester's funds?

You must send ArtsWestchester documentation that you received the school funds before we release grant funds.

Are there any funding restrictions?

Yes. In addition to the items listed in the Arts Alive General Guidelines, Arts Alive grants will not fund teachers'/substitutes' salaries, BOCES administrative costs, or supplies and materials that are generally on hand. These should not be included in the budget and cannot be counted as part of the school match.

May I submit more than one funding request?

Yes. You may submit a total of up to three requests, including requests in other Arts Alive funding categories. The combined total of your requests cannot exceed \$5,000.

Are there funding priorities for Education Grants?

Yes. Arts Westchester gives priority to:

- First-time applicants
- Projects involving the same group of students for five or more contact sessions
- Projects for which the majority of the funding is designated for fees to the artist/arts organization
- Projects for which the majority of matching funds come from the school or school district rather than the PTA/PTO
- Projects that reach communities that traditionally have been underserved. (Underserved communities are comprised of individuals who have limited access to art programs, services, or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, or disability. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same place. Age alone – i.e. youth, seniors – does not qualify a group as being under-served.)

What criteria will the panel use?

In addition to the overall criteria described in the general guidelines, there are criteria related specifically to the Arts Alive Education grant. The panel will make funding recommendations based primarily on the following criteria, which should be addressed in the project narrative:

- Artistic Merit
 - Artistic merit as evidenced by creative work and professional accomplishments
 - Applicant's track record in presenting arts education programs
- Community Benefit
 - Project address a specific need

- Appropriateness of outcomes
 - Number of students served
- Project Feasibility
 - Evidence that the project is a collaboration between the arts partners and teachers
 - Clearly defined objectives and ability to achieve them
 - Clarity, appropriateness and feasibility of evaluation and assessment plan
 - Soundness of the proposed budget and ability to raise 50% of the project cost

How do I apply for an Arts Alive Arts Education Grant?

To access the on-line Arts Alive Arts Education Grant application form, click [here](#) or go to: <http://artswestchester.culturegrants.org/>. Instructions for submitting work samples are outlined in the grant application.

If you experience difficulty with the on-line application, please contact Sue Abbott at sabbott@artswestchester.org or (914) 428-4220, extension 304.

Required and Supplemental Materials – Education Grants

Required and supplemental materials must be submitted on-line as part of your application and must be submitted by the application deadline.

I. Required Materials

If support materials are in the form of URLs, please create a separate text document titled “URL Support Materials,” including a description of the work sample/content and the URL (link) embedded in the text document. ArtsWestchester reserves the right to review any/all of the on-line sources.

A. Proof of Non-Profit Status in the one of the following formats:

- Letter of Determination from the 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 the Attorney General) filing receipt
- Official authorization as an arm of local government (i.e.: a formal letter on official stationary signed by the appropriate county, city, town or village executive)

B. Resumes of administrative personnel who are involved in the project.

C. Resumes of artists who are involved in the project.

- D. Letter of Commitment of Funds specifying the source and dollar amount allocated for the project
- E. Work samples for all categories of Arts Alive grants should represent work from the last three years.
 - If you are an artist:
 - Sample of your professional work
 - Sample of work produced by students with whom you have worked
 - Concise description of the work submitted: its context and approach
 - If you are a cultural organization:
 - Sample of work student's produced through their participation in your organizations education program
 - Sample of participating artists' professional work
 - Concise description of the work submitted: its context and approach
 - Work samples should represent work from the last three years.
 - Visual Arts Projects: no more than 10 labeled images in JPEG format, be sure to include title, date created, size and medium. (up to 10MB)
 - Performing Arts, Film Media or Other Time-Based Projects: Video and audio clips uploaded or included as a web-links hosted on external sites should be no more than 3 minutes, and time stamped to the correct chapter or time. (up to 250MB)
 - Literary Projects: No more than 20 pages to be uploaded as jpgs with application (up to 10MB)

Example of a Letter of Agreement between Applicant and Fiscal Agent

<<On your organization letterhead>>

This Letter of Agreement between _____ ("the fiscal agent") and _____ ("the applicant") is entered into for the purpose of setting forth

the terms of the relationship between the conduit and the applicant in connection with the Arts Alive Project Grants program administered by ArtsWestchester.

This Letter of Agreement shall continue in force and be binding until such time as all grant monies are disbursed to the artist for the project as described in the Arts Alive Project Grant guidelines and the Decentralization Funding Agreement ("the project").

The parties hereby agree to the following specific terms and conditions:

A. The fiscal agent agrees to:

- (i) receive, record and disburse the grant monies to the applicant, it being expressly understood that the grant monies are and shall remain the property of the applicant;
- (ii) refrain from making or imposing artistic decisions on the project or any substantive changes in the project, it being understood that artistic control and proprietary rights remain exclusively with the applicant;
- (iii) supply proof of not-for-profit status, indicated by one of the following:
 - a. 501(c)(3) letter of tax exempt status, Section 501(c)(3) of the Internal Revenue Service
 - b. Certificate of Incorporation under Section 402 of the New York State Not-for-Profit Law
 - c. Charter from New York Board of Regents under 216 of the Education Law
 - d. Current New York State Bureau of Charities filing receipt
- (iv) Complete the Fiscal Agent Information section of the Application (page 3).
- (v) Sign and date the Decentralization Funding Agreement upon receipt.

B. The applicant agrees to:

- (i) credit the fiscal agent on all publicity, advertisements, and acknowledgements related to the project in the form of mutually agreed to by the parties;
- (ii) inform the fiscal agent in a timely manner of all substantive changes in the project, as originally described in the Decentralization Funding Agreement; and
- (iii) assume all responsibilities and liabilities related to the successful and timely completion of the project, including the completion of required forms.

Fiscal Agent Officer Signature

Name (please print)

Date

Applicant Signature

Name (please print)

Date

Example of a Letter of Agreement between Applicant and Proposed Venue (If Applicable)

<<On your organization letter head>>

This Letter of Agreement between _____ ("the proposed venue") and _____ ("the applicant") is entered into for the purpose of setting forth the understanding between the proposed venue and the applicant in connection with the Arts Alive Grants program administered by ArtsWestchester. The proposed venue acknowledges that the project contemplated by the applicant will be of benefit to it and enhance its reputation; the proposed venue further acknowledges that the applicant is relying upon the proposed venue making its location available.

The proposed venue accordingly agrees to permit the applicant to

_____ at its location on _____.

This Agreement is expressly conditioned upon the award of grant monies to the applicant by Arts Alive Grants.

The applicant shall notify the aforementioned site promptly upon receipt of notification of the disposition of the grant application from Arts Alive Grants. If the grant application has not been approved or if the award notification is not received by the applicant from Arts Alive Grants on or before January 31, 2012 then this Agreement shall be cancelled without liability to either party and the parties shall have no further obligation to one another.

Proposed Venue Officer Signature

Name (please print)

Date

Applicant Signature

Name (please print)

Date