



ARTSWESTCHESTER GRANTS PROGRAM
CATEGORY: ARTS FOR PEOPLE WITH SPECIAL NEEDS
2014 GRANT GUIDELINES

Application Deadline: Friday, April 11, 2014

Arts for People with Special Needs, is open only to 2013-14 awardees and to human services agencies who apply to partner with artists on ArtsWestchester's Director of Teaching Artists. This funding opportunity is made possible with the support of Westchester County.

WHAT DOES ARTSWESTCHESTER CONSIDER "SPECIAL NEEDS"?

For the purposes of this funding opportunity, cultural organizations may apply to serve *people with disabilities such as cognitive, developmental, neurological, physical or psychological impairment. In addition to serving people with these types of impairments, human service agencies applying for artists residencies are eligible for support if they serve clients with mental health issues due to conditions such as, incarceration, abuse, homelessness, as well low income families or individuals.*

WHAT IS THE DEADLINE?

Your request must be completed and submitted by 11:59 p.m. on April 11th.

HOW DOES AN ORGANIZATION APPLY?

Use the on-line application available at <https://artswestchester.org/grants>. Your completed application will be stored on our servers, but we encourage you to keep a copy of your completed application for your records. For more information about artist applications or technical issues with the on-line application, please contact Jessica Cioffoletti, jcioffoletti@artswestchester.org or (914) 428-4220, ext. 314.

WHAT TYPES OF ACTIVITIES ARE ELIGIBLE FOR SUPPORT?

2013-2014 Basic Support awardees are eligible for:

Programs and activities: ArtsWestchester will support programs and activities designed specifically for people with special needs. We strongly suggest organizations partner with an appropriate agency to insure that services are utilized by the people the organization intends to engage.

Music Therapy: If your organization is seeking funds to provide music therapy services you must receive prior approval. Please contact the program officer, Eric Siegel at 914.428.4220 ext. 324 prior to developing your request. Services must be provided by a certified music therapist. Only off-site activities serving agencies that represent partnerships developed within the last three years are eligible for music therapy support.

Human service agencies with programs serving special needs adults and/or youth are eligible for:

Artist Residencies: ArtsWestchester will provide up to two artist residencies to human service agencies designed specifically for people with special needs. An artist residency is a series of sequential, participatory workshops designed to meet specific academic, behavioral, cognitive, developmental or social goals. Residencies are partnerships—specially trained, professional artists meet with agency staff to identify goals, plan activities and assess the results. Your clients benefit in a number of ways—they have an opportunity to learn by doing, to explore their own creativity and to deepen their understanding

of a particular artistic discipline. All the while they are building skills that are essential to success in life. Your staff benefits, too, by exposure to new ideas and approaches and, frequently, by observing clients demonstrate hidden talents, interests and abilities. Artist residencies will consist of one planning session, 10 half day residency sessions (up to 2.5 hours) and one culminating event.

WHAT TYPES OF ACTIVITIES ARE NOT ELIGIBLE FOR SUPPORT?

In 2014, the following activities are not eligible for support in this funding category:

- activities in residential treatment centers/schools or hospitals.
- ticket subsidies
- scholarships or financial aid

WHAT IS THE MAXIMUM AWARD?

For Program and Activities Provided by Cultural Organizations:

You may submit one request. The maximum each organization may request is \$2,500.

For Music Therapy:

Please contact the program officer for information (914) 428-4220, ext. 317.

For Artist Residencies:

The maximum each human service agency may request is \$4,000 (two residencies at \$2,000 per residency). Artist residencies will consist of one planning session, 10 half day residency sessions (up to 2.5 hours) and one culminating event and a \$200 materials budget for the artist. ArtsWestchester encourages agencies to provide matching funds, which would extend the number of sessions available to your clients.

WHAT IS THE PERIOD OF SUPPORT?

For Program and Activities Provided by Cultural Organizations:

All funded activities must take place between July 1, 2014 and June 30, 2015

For Music Therapy:

All funded activities must take place between July 1, 2014 and June 30, 2015

For Artist Residencies:

All funded activities must take place between July 1, 2014 and December 31, 2014

HOW DO WE COMPLETE THE APPLICATION?

ArtsWestchester recommends that you answer the questions in Word, then cut and paste the answers into the on-line application. Use 12 point type.

Most of the questions are self explanatory, and do not require narrative answers.

- **Project Narrative.** Be as specific as possible, providing information on each of the following aspects of the project, using the bulleted points as subheads. Start your narrative with the sentence, *[Name of organization] seeks a Art for People with Special Needs grant in the amount of \$xxx for...*
 - Details of the project (purpose for which you seek funds, specific activities, target audience and your strategies for engaging them as participants.)
 - Goals
 - Community impact
 - The artists involved and their qualifications
 - Community involvement; partners, if any, and their roles
 - Any other information you think it is important for the panel to know about this project

IF I RECEIVE A SPECIAL NEEDS GRANT, WHAT WILL MY RESPONSIBILITIES INCLUDE?

If you receive a grant, you will be required to comply with the terms of a Cultural Agreement Contract that include:

- Providing ArtsWestchester with written notice of the date(s), time(s) and location(s) of the funded project(s) at least six weeks prior to the event.
- Proper recognition of ArtsWestchester and Westchester County Board of Legislators in all published materials, whether print or electronic, as described in the contract and publicity agreement. (all logos are available at www.artswestchester.org)
- Complete the proposed project by dates specified under "Project Support Period"
- Submitting a final report accompanied by project documentation

WHAT ARE THE COMPONENTS OF A COMPLETE PROJECT APPLICATION?

Your electronic application must be completed and submitted by 11:59 p.m. April 11th.

The Special Needs application consists of the application form *and* the required materials described below including work samples.

Required. The following are required. If any are missing, your application is incomplete and may be determined ineligible to submit for review. Artist bios and work samples are critically important to the panel's ability to assess artistic merit.

Upload to the application:

1. Project Budget
2. Resumes or bios of key administrative and artistic personnel

Optional, work samples and other support materials are not required, but recommended. All support materials are to be submitted on-line with your application. ArtsWestchester reserves the right to review any/all of on line sources.

Work Samples. Work samples should include work created within the last three years. Include only one type of work sample from list below. Space is provided on the application to include the title, size, medium and date image was created. Note: work samples are important to determining the artistic merit of your proposed project.

The panel is unlikely to review more than 3 minutes of audio/visual work samples, be sure to include where to reviewer should start performance art work samples.

- **Visual Arts Projects:** No more than ten labeled digital images in JPEG format.
- **Performing Arts, Film, Media or Other Time-Based Projects:** The panel is unlikely to view or listen to more than 3 minutes of video/audio, space is provided on the application to include title, starting point, web-address to link to content, and description of what is to be viewed or heard.
 - **Video:** Upload a video to on-line storage vault, or include as Web link to clip hosted on external site (YouTube, vizio, etc.). Maximum file size: 250 MB.
 - **Audio:** Upload to on-line storage vault or include as Web links to clips hosted on external sites. (YouTube, vizio, etc.). Maximum file size: 235 MB
- **Literary Project:** No more than 20 pages to be uploaded as PDF format.

Optional Support Materials (All should be in PDF format)

- Brochures (no more than three)
- Catalogues (no more than three)
- Newspaper clippings/ on-line articles

Income And Expense Form / Glossary

Income

Indicate projected income and expenses associated with the project for which you are requesting funds. Include in-kind contributions on the line provided, not as part of the income. **Note:** This funding opportunity does not require matching funds, however if the project expenses are more than your request, you must indicate the source of additional funds.

Do not report loans or prior year's surplus as income.

Earned income includes the following:

1. Admissions/ Memberships – Revenue derived from the sale of admissions tickets, subscriptions, etc.
2. Contracted Services – Revenue derived from fees earned through the sale of services. Include sale of services, such as workshops; to other community organizations, government contracts for specific services, performances, or residency fees, etc.
3. Tuition/Class Fees – Include any fees earned from your own classes or workshops.
4. Other Earned Income – Include gross income derived from concessions, sales, parking, publications, rentals, etc. (specify).
5. Total Earned Income

Contributed income includes the following:

6. Gross from Fundraising Events – Gross proceeds from fundraising events such as galas, benefits, golf-outings, etc.
7. Corporate / Business Support – Cash support from contributions given by businesses, corporations and corporate foundations.
8. Foundation Support – Cash support from contributions given by private foundations.
9. Individual Support – Cash support from contributions given by individual donors.
10. ArtsWestchester Grant(s) received – Include any grants received from ArtsWestchester except for Yonkers Cultural Arts Initiative Grant. Include: Arts Partners Challenge, Basic Project Support, Challenge for the Arts, Project Support, Music Therapy, grants received.
11. Other Private Support – Cash support received from any other non-governmental source. Please note the source of this funding.
12. Government Support: NEA – Funds from the National Endowment for the Arts received directly by your organization.
13. Government / Other Federal –: Funds from such federal agencies as the Institute of Museum Services (IMS), Community Development Block Grants, Urban Development Action Grants, National Endowment for the Humanities, Department of Education, etc. received directly by your organization.
14. Government Support: NYSCA – Funds from the New York State Council for the Arts received directly by your organization.
15. Government Support: Other State – Funds from any division of New York State government excluding NYSCA.
16. Government Support: County – Funds from Westchester County Government received directly by your organization.
17. Government Support: Municipal – Funds from any local municipal government.
18. Other Unearned – Include any other unearned income, please specify source.
19. Total Unearned Income: Total of lines 6 through 18.
20. Total Income: Total of lines 5 and 19.

Expenses

Each item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the expenses are paid. Expense figures should include salaries and fees whether from employees or independent contractors.

21. Personnel: Administrative – Personnel salaries are those for which your organization files a W-2 Wages Statement, including payments of salaries and wages for executive and supervisory administrative staff, clerical and other front-of-the-house and box office staff, maintenance, and security staff.
22. Personnel: Artistic – Employee salaries and wages for artistic directors and artists.
23. Personnel: Technical – Employee salaries and wages for technical or production staff and management.
24. Fringe Benefits – Total of all fringe benefits paid to employees.
25. Consultant Fees/Services: Artistic – Outside fees are payments reported on Form 1099, including payments to firms or persons for artistic services of individuals who are not ordinarily considered employees of your organization.
26. Consultant Fees/Services: Outside – Payments to firms or persons for non-artistic services of individuals who are not ordinarily considered employees of the organization. These may be consultants or employees of other organizations whose services are specifically identified with the project. For example: legal and accounting, advertising, design services.
27. Consultant Fees/Services: Music Therapist – Music Therapy applicants only. Payments to music therapists.
28. Marketing / Advertising – All costs for marketing / publicity / promotion including postage and printing. Do not include payments to individuals or firms that belong under Personnel or Outside Fees/Services: Other.
29. Space Rental – Payments specifically identified with rental of office, rehearsal, theater hall, gallery and other spaces.
30. Travel – All costs for travel directly related to the travel of individuals.
31. Fundraising- All costs associated with fundraising events such as galas, benefits, golf-outings, etc.

In-Kind:

The value of all donated services, materials or facilities. In-kind contributions are **NOT** to be included in the operating budget above. Please detail any significant in-kind contributions anticipated during the request year, such as donated space or printing, in the space provided. Be sure to include any in-kind contributions from municipalities.

Please Note: It is considered a conflict of interest for Board Members to be paid for services they provide.

Please keep a copy of your completed application.