



ARTS ALIVE 2015
GUIDELINES

TABLE OF CONTENTS

INTRODUCTION

ArtsWestchester.....3
Overview of ArtsWestchester Grant Program.....4
Overview of 2015 Arts Alive Grant Program.....5
Information Seminars.....10

GUIDELINES

Arts Alive Project Grant.....11
Arts Alive Education Grant.....14
Arts Alive Artist Grant.....18

ADDITIONAL INFORMATION

Project Budget Glossary of Terms.....20
Sample Letter of Agreement: Applicant and Fiscal Agent.....23
Sample Letter of Agreement: Applicant and Venue.....24

ARTSWESTCHESTER

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 which 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 coordinating 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, known as the Exchange, 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 THE ARTSWESTCHESTER GRANTS PROGRAM

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, 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.

2015 Arts Alive Grants **Overview and General Guidelines**

Please read this section carefully. The information below applies to *all* Arts Alive funding opportunities and is not repeated elsewhere. At the end of the section, you will find links to additional guidelines specific to each category, and to the grant application.

The Arts Alive grant category is one of ArtsWestchester's most effective means of supporting arts activity to 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.

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 Education grants (formerly called Arts Partners Challenge Grant) support school-based, curricula-related arts projects developed by artists or cultural organizations for arts in partnership with public schools.

Arts Alive Artist grants support individual artists for the creation of new work presented in a community setting. This funding supports artist-created work, rather than work created by the community under an artist direction. However, an essential element of this funding is the inclusion of community involvement in the development and creative process.

Arts Alive grants are made possible with funds from the Decentralization Program (DEC) – a regrant program of the New York State Council on the Arts and are administered locally by ArtsWestchester.

What is the deadline?

Applications must be submitted by 11:59 p.m. on Friday, October 17, 2014 via our electronic portal <http://artswestchester.culturegrants.org/>

What is the period of support?

Projects must take place between January 1 and December 31, 2015.

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.

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

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

Must activities be open to the public?

Yes. Projects supported by Arts Alive Grants, with the exception of Arts Alive Education grants, must be fully open to the public because they are made possible with public funds.

What is an Arts Alive Grant able to fund?

- Activities of local arts organizations
- Artist fees
- Marketing/publicity costs
- Direct administrative expenses
- Supplies and materials needed for the execution of the project

What is an Arts Alive Grant unable to fund?

- Organizations and artists that have applied to NYSCA in the most recent cycle
- Artists who are employed by ArtsWestchester or are members of ArtsWestchester's Board of Trustees
- Activities not fully open to the public (exception: Arts Alive Education grants)
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of New York State
- Projects currently supported by an ArtsWestchester grant in a different category

- Projects taking place outside of Westchester County
- Projects not directed toward Westchester audiences
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Operating expenses of a privately owned facilities (e.g.: homes/studios)
- Requests greater than an applicant's project expenses minus total project income
- Projects that are recreational, therapeutic, or rehabilitative in nature
- "At-risk"/social service programs when the focus is primarily for rehabilitative or therapeutic purposes
- Entertainment costs including receptions, food, or fundraising events
- Activities/disciplines that are not arts-related including clown or magic acts, martial arts, journalism
- Acquisition of works of art
- Contingency funds
- Purchase of equipment or capital improvements
- Creation of textbooks or classroom materials
- 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 Arts Alive grantees that have failed to submit final reports
- Elementary, middle, high school or college/university (undergraduate or graduate) students
- Public universities, colleges; and public, private or parochial schools
- New York State agencies and departments (including SUNY schools)

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 includes members of the community who are familiar with the arts in Westchester, as well as individual artists and arts administrators living and/or working in Westchester. Panelists for Arts Education grants will also include educators and education administrators.

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.

Why are the required work samples important?

The work samples you submit help the panel assess the artistic merit of the proposed project. They are critically important to your application.

How will I know if my project has been funded?

In January 2015, ArtsWestchester will notify all applicants by email regarding the status of their application. 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.

If I receive an Arts Alive grant, what will my responsibilities include?

If you receive a grant, you will be required to comply with the terms of a cultural service agreement contract, which includes:

- Providing ArtsWestchester with written notice of the date(s), time(s) and location(s) of activities and events associated with the funded project(s) at least six weeks before they take place.
- Notifying ArtsWestchester in writing of any changes to your project – including dates, times, and places where activities and events are to be held. Failure to communicate project changes may be cause for future ineligibility.
- Providing four complimentary events tickets for ArtsWestchester auditors
- Crediting ArtsWestchester and the Decentralization Program of the New York State Council on the Arts, Governor Cuomo and NYS Legislature, in all published materials as specified in the contract.
- Submitting a final report accompanied by project documentation.

Is there an appeals process?

ArtsWestchester maintains an appeals process to ensure that funding decisions are fair and impartial. The bases 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:

Wednesday, August 13 @ 6 p.m.

Field Library
4 Nelson Avenue
Peekskill, NY 10566
Directions:
<http://www.peekskill.org/directions#.U8Q-EJRdW3U>

Tuesday, August 19 @ 6 p.m.

Mount Vernon Public Library
28 South First Street
Mount Vernon, NY 10550
Directions:
<http://www.mountvernonpubliclibrary.org/Directions>

Wednesday, September 10 @ 6 p.m.

ArtsWestchester
31 Mamaroneck Avenue
White Plains, NY 10601
Directions:
<https://artswestchester.org/aw/the-arts-exchange/directions/>

Tuesday, September 16 @ 4 p.m.

Grinton I Wills (Yonkers) Public Library
1500 Central Park Avenue
Yonkers, NY 10705
Directions: <http://ypl.org/grinton>

Tuesday, September 23 @ 5:30 p.m.

New Rochelle Public Library
1 Library Plaza
New Rochelle, NY 10801
Directions:
<http://www.nrpl.org/directions/>

Tuesday, September 30 @ 6:00 p.m.

Port Chester Public Library
1 Haseco Avenue
Port Chester, NY 10573

Thursday, October 2 @ 6:00 p.m.

ArtsWestchester
31 Mamaroneck Avenue
White Plains, NY 10601
Directions:
<https://artswestchester.org/aw/the-arts-exchange/directions/>

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 Eric Siegel at (914) 428-4220, ext. 324 or email Esiegel@artswestchester.org.

To access on-line applications, [click here](http://artswestchester.culturegrants.org/) or copy and paste <http://artswestchester.culturegrants.org/> to the address bar on your internet browser.

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

ArtsWestchester will accept only applications submitted via the on-line system GoGrants™.

Guidelines: Arts Alive Project Grant

Please make sure you have thoroughly read the 2015 Arts Alive Grants General Guidelines, which contain important information relevant to all Arts Alive funding opportunities.

What is an 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 may 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 2014 the average grant was approximately \$1,000. 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/cultural merit: quality of the proposed project; caliber of the artist's work; applicant's commitment to presenting artistic/cultural programs on an ongoing basis

- Community interest and benefit: impact of the project on the community; community support for the project; number of people benefiting
- Program feasibility: clearly defined objectives and ability to achieve them; audience outreach and publicity plans; ability to raise cash revenue for the 50% match and any remaining project costs; applicant’s managerial skills and track record of being fiscally responsible

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.

How do I apply for at Arts Alive Project Grant?

To access the on-line Arts Alive Project 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 Eric Siegel at esiegel@artswestchester.org or (914) 428-4220, extension 324.

REQUIRED MATERIALS AND OPTIONAL SUPPORT MATERIALS.

Required Documentation

All support materials are to be submitted on-line with your application. This includes forms, documents and work samples. 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.

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)

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.*

Board of Directors list with names of officers, occupations, city/state of residents.**

Resumes for administrative personnel who are involved in the project.**

Resumes for artists who are involved in the project.**

Artistic 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)
- Other: Brochures, Newspaper Articles, etc., upload with application (up to 10MB)

Notes for support materials:

* applies to organization applying directly and fiscal sponsors

** applies to organization applicants, fiscal sponsors, and Unincorporated applicants

Guidelines: Arts Alive Arts Education Grant

Please make sure you have thoroughly read the 2015 Arts Alive Grants General Guidelines, which contain important information relevant to all Arts Alive funding categories.

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 may 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 \$500 to \$2,500. You may apply for up to 50% of the total project cost. The amount of your award must be matched by your school partner. 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. 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?

Yes. Arts Westchester gives priority to:

- First-time applicants
- Projects that provide time between contact sessions for reflection and refining.
- Projects that integrate the arts into the curriculum, address arts and non-arts Learning Standards, and involve the participation of certified art, music, dance, and/or theater teachers in addition to non-arts teachers
- Projects that include professional development
- Longer-term 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:

- Degree to which the project addresses the funding priorities listed above
- Clarity, appropriateness, and feasibility of evaluation and student assessment plans
- Expertise and appropriateness of proposed artists or professionals
- Expertise and appropriateness of the planning and implementation team
- Appropriateness of professional development activities to project goals and expected student outcomes (if applicable)
- Program feasibility: clearly defined objectives and ability to achieve them; appropriateness of expected student outcomes to grade levels served; applicant's managerial skills and track record of being fiscally responsible

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 Eric Siegel at esiegel@artswestchester.org or (914) 428-4220, extension 324.

REQUIRED MATERIALS AND OPTIONAL SUPPORT MATERIALS.

Required Documentation

All support materials are to be submitted on-line with your application. This includes forms, documents and work samples. 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.

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)

Resumes for administrative personnel who are involved in the project.

Resumes for artists who are involved in the project.

Letter of Commitment of Funds specifying the source and dollar amount allocated for the project

Work Samples

Artist(s):

- Work sample of participating artists' professional work
- Work sample of student art work from prior applicable project (if possible)
- Include a concise description of the work submitted, its context and approach.

Cultural Organizations:

- Example of work that resulted from a previous school-based project under the direction of the cultural partner. Include a concise description of the work submitted, its context and approach.

Artistic 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 jpegs with application (up to 10MB)
- Other: Brochures, Newspaper Articles, etc., upload with application (up to 10MB)

Support Materials (Optional)

You may if you wish, also include a limited number of support materials, including:

- Press clippings
- Letters of Recommendation
- Brochures
- Photographs of student work

Guidelines: Arts Alive Artist Grant

Please make sure you have thoroughly read the 2015 Arts Alive Grants General Guidelines, which contain important information relevant to all Arts Alive funding opportunities.

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 that incorporates the community as context. The term “community” may be interpreted as all of Westchester or as a particular component within the County. Projects must be initiated by the artist, and some aspect of the community must be integral to the project and to the creative process. The disciplines eligible for support are choreography, film/video, creative writing, multi-discipline arts, music composition, and visual arts. This grant supports the creation of new work, not the presentation of existing work. Examples of projects that may be competitive include:

- A series of photographs that capture local residents in a particular work environment, informed by a deep understanding of the subjects and their experiences
- A series of poems inspired by life in Westchester or one of its villages, towns, or cities
- A site specific public sculpture or mural
- A play or performance piece based on conversations with a particular group of resident reflecting on some aspect of life in the county

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. You may apply directly, rather than through a fiscal agent.

If I received an Arts Alive grant in the past, may I still apply?

Yes. If you received an Arts Alive grant previously, you are eligible to apply again with a new project. Since the awards are competitive, 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.

What is the amount of the award?

The amount of an Arts Alive Artist Grant is \$2,500. We anticipate awarding two grants. This 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/cultural merit: quality of the proposed project and caliber of the artist's work, as evidenced by submitted work samples (instructions for submitting work samples are outlined in the grant application)
- Community interest and benefit: extent to which the proposed project reflects and/or addresses the community, conveys a new understanding of it, and enriches the cultural life in Westchester
- Overall feasibility of the project as evidenced by the timeline and budget

How do I apply for at Arts Alive Artist Grant?

To access the on-line Arts Alive Artist Grant application form, click [here](#) or go to: <http://artswestchester.culturegrants.org/>.

If you experience difficulty with the on-line application, please contact Eric Siegel at esiegel@artswestchester.org or (914) 428-4220, extension 324.

REQUIRED MATERIALS AND OPTIONAL SUPPORT MATERIALS

Resume for artist who are involved in the project.

Artistic 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)
- Other: Brochures, newspaper articles, etc., upload with application (up to 10MB)

Project Budget Information Form/Glossary of Terms

Arts Alive Project Request – This is the difference between the *Total Project Income* and the *Total Project Expense*. Remember, grant request amount cannot be less than \$1,000, exceed \$5,000 or exceed 50% of the total project expenses.

Arts Alive Education Grant Request– This is the difference between the *Total Project Income* and the *Total Project Expense*. Remember, grant request amount cannot be less than \$500 or exceed \$2,500.

Arts Alive Artist Grant Request – This grant is for \$2,500 and no match is required. Your budget should reflect expenses included a percentage of costs being applied to artist time.

Income

Each income item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the revenue is received. Show the gross revenue amount received in each category.

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 – Total of lines 1 through 4**

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 Arts Alive. Include: Arts Partners Challenge, Challenge for the Arts, Music Therapy, Mt. Vernon or Yonkers Cultural Arts Initiative grants received.
11. Government Support: NEA – Funds from the National Endowment for the Arts received directly by your organization.
12. 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.

13. Government Support: NYSCA – Funds from the New York State Council for the Arts received directly by your organization.
14. Government Support: Other State – Funds from any division of New York State government excluding NYSCA.
15. Government Support: County – Funds from Westchester County Government received directly by your organization.
16. Government Support: Municipal – Funds from any local municipal government.
17. District/School – Funds from District office, school foundation, PTA or PTO, received directly by your organization or paid to artist
18. Other Private Support – Cash support received from any other non-governmental source. Please note the source of this funding.
19. Other Unearned – Include any other unearned income, please specify source.
- 20. Total Contributed Income: Total of lines 6 through 18.**
- 21. Total Income: Total of lines 5 and 20.**

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.

22. 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.
23. Personnel: Artistic – Employee salaries and wages for artistic directors and artists.
24. Personnel: Technical – Employee salaries and wages for technical or production staff and management.
25. Fringe Benefits – Total of all fringe benefits paid to employees.
26. 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.
27. 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.
28. Consultant Fees/Services: Music Therapist – Music Therapy applicants only. Payments to music therapists.
29. Space Rental – Payments specifically identified with rental of office, rehearsal, theater hall, gallery and other spaces.
30. Equipment Rental – Costs of renting any equipment (lights, sound equipment, musical instruments, sheet music, etc.) used to carry out this project.
31. Travel – All costs for travel directly related to the travel of individuals.
32. Marketing / Advertising – All costs for marketing / publicity / promotion. Do not include payments to individuals or firms that belong under Personnel or Outside Fees/Services: Other.
33. Fundraising – All costs associated with fundraising events such as galas, benefits, golf-outings, etc.

34. Other – Any expenses that are not accounted for above.

35. Other – Any expenses that are not accounted for above.

36. Total Project Expenses – total of lines 22 through 35

37. Funding Request – see category guidelines for minimum and maximum request amounts

38. Balance – Line 36 minus line 37 (surplus/deficit/zero)

In-kind contributions: 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.

Example of a Letter of Agreement between Applicant and Fiscal Agent

<<on your organization letter>>

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>>

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