

Hamilton County Decentralization Program
2012 Grant Application Guidelines
Deadline: Friday, October 14, 2011

History and Purpose

The Decentralization Program was developed by the New York State Council on the Arts (NYSCA) in 1977 in response to a mandate by New York State's Legislature that there be greater local involvement in funding decisions affecting local non-profit organizations offering artistic or cultural services and programs. In Hamilton County, these funds are administered by the Adirondack Lakes Center for the Arts (The Arts Center) in Blue Mountain Lake. Through Decentralization, The Arts Center, NYSCA, and the New York State Legislature hope to expand, upgrade, and increase the arts and cultural programming in Hamilton County.

Please Note: Each applicant may submit only one application limited to requests for funding for no more than three separate projects. Maximum total request cannot exceed \$5,000. All projects must take place between January 1 and December 31, 2011.

Eligibility

An organization is eligible if it is a non-profit organization.

Evidence of this status **MUST** be present in the form of one of the following documents and submitted with the grant application.

1. Determination letter from the Internal Revenue Service as a 501(c)(3) organization; OR
2. Letter from the New York State Board of Regents, Section 216 of the Education Law; OR
3. Bureau of Charities filing receipt; OR
4. Official authorization as an arm of a local government (i.e., a formal letter on official stationary signed by the appropriate county, town or village executive); OR
5. Letter of acceptance of incorporation under section 402 of the Not-for-Profit Law.

Please Note: An alternative for those organizations that do not meet the above requirements is to seek sponsorship from an organization that does.

Restrictions

The following will not be funded:

1. Decentralization Grants administrative and coordination sites;
2. Organizations applying directly to the New York State Council on the Arts, regardless of the application's status;
3. Past subgrantees that have failed to submit final reports;
4. Public school districts or their affiliates or components, or activities which

exclusively serve a student audience with no public component (However, Parent/Student/Teacher Association's may apply);

5. Four-year public universities and colleges;
6. New York State agencies and departments;
7. Individuals (unless formally sponsored through a non-profit organization meeting all other qualifications).

Decentralization Grants funds may not be awarded for the following:

1. Equipment expenditures or capital expenditures;
2. Expenditures for the establishment of new organizations;
3. Operating expenses;
4. Scholarships;
5. Fellowships;
6. Cultural activities restricted to an organization's membership.
7. In-school activities and programs;
8. Art programs that are therapeutic, recreational, or rehabilitational;
9. Non-incorporated chapter of organizations not located in the Decentralization Grants administrator's service area;
10. Operating expenses of privately owned facilities (e.g. homes and studios);
11. Budget requests that are greater than an applicant organization's project expenses minus total project income;
12. Entertainment costs (e.g. theatre parties, museum openings, receptions, and fundraising benefits);
13. Awards and prizes.

What Kinds of Projects May be Funded?

The Decentralization Program considers projects in the following areas: any and all visual arts; architectural and environmental arts; crafts; dance; folk arts; literature, writing, and poetry; music and radio; photography, film and video; and theater, children's theater, and opera. Exhibits, performances, classes, films, demonstrations, festivals, guest directors or conductors, historic site surveys, folklore projects and other arts and cultural programs that benefit the community and are open to the public can be funded. Single events, series of events, and long-term projects can be designed. We strongly encourage projects that promote diversity and that reach underserved populations.

Review Criteria

The following criteria will be used in evaluating request.

1. Quality and artistic merit of the proposed project.
2. Community interest and benefit.
3. Organizational history and stability.
4. Clearly defined objectives.
5. Existence of comparable programs in the same area. (Applicants should avoid

duplicating existing programs.)

6. Demonstrated need for funding.

7. Responsibility and cooperation with past grant regulations.

Highest preference will be given to programming which will reach year-round residents. Special consideration will be given to:

1. creative and innovative programs;

2. organizations able to secure a portion of outside funding for the project;

3. programs which are accessible to disabled artists and/or audience members;

4. programs which represent diverse cultures and backgrounds.

Review Procedures

The Decentralization Coordinator screens all applications for eligibility and completeness. If corrections or additional information are needed the applicant is informed. As applications must be completed in full by the application deadline, it is highly recommended that applications be submitted early enough that errors and/or omissions can be corrected before the deadline. All eligible applications are distributed to the Review Panel, a committee of area residents knowledgeable about the arts. The Review Panel meets to evaluate and rank the applications according to the funding criteria, and recommends funding levels for approved projects. The ALCA Board of Trustees makes the final funding decisions based on the Review Panel's recommendations.

Appeals

There are three grounds for appeal:

1. Non-presentation of *material* information by staff or panelist;

2. Misrepresentation of *material* information by staff or panelist;

3. Improper procedure (bias or arbitrary/capricious).

The applicant's dissatisfaction with a denial of an award or with the grant amount is not sufficient reason for appeal. Details on the appeals process will be sent with the funding notification letter.

Contracts and Payment Procedures

Applicants will be notified in January of the Board's decision. The checks and cultural services contracts will be awarded at the February Hamilton County Board of Supervisors meeting. Deviations from this schedule may occur.

Applicants will be notified if schedule changes occur. We will host a spring award ceremony at the Arts Center as well.

Responsibilities

Receiving a grant from the Decentralization carries with it some responsibilities. All of these obligations are directly related to NYSCA's duty to see that public funds are expended responsibly.

All grant recipients must:

1. Keep the Decentralization Coordinator informed of **any** changes regarding the sponsored project.
2. File a final report for each project within 30 days of completion of the project **or** by December 31, 2012, **whichever is earlier**.
3. Use the proper credit statement on all publicity and programs in acknowledging the support of the New York State Council on the Arts Decentralization Program. NOTE: the required credit statement is included on the Hamilton County Decentralization Cultural Services Contract for organizations receiving funding.

Application Form

An application for Hamilton County Decentralization Grant is attached. **Complete applications including proof of non-profit status and artists' resumes must be submitted each year.** Applicants should not assume that the Decentralization Site has prior year's information on file. We can email an application as a Word document to facilitate compliance with our format.

The Adirondack Lakes Center for the Arts will be holding a number of public seminars throughout Hamilton County to explain the program, answer questions, and provide application assistance. **It is now required that applicants attend** one of these seminars before completing the application to help in the preparation of well-written, competitive grant applications.

Informational Seminars

The fall 2011 schedule of seminars on Decentralization Grants guidelines is:

Arts Center

September 6th @ 7pm or September 15th @ 2pm

Indian Lake

September 7th @ 2pm or September 14th @ 7pm (Byron Park)

Long Lake

September 8th @ 7pm or September 13th @ 2pm

Lake Pleasant

September 9th @ 7pm or September 14th @ 2pm

Inlet

September 12th @ 2pm or September 15th @ 7pm

All Seminars are held at the Town Hall unless otherwise specified.

In addition, any prospective applicant can schedule an appointment for information and assistance at ALCA with the Decentralization Coordinator, by calling the Arts Center (518) 352-7715.