

# ***Artists in the Community***

## ***Grants to Individual Artists***

Administered by the Cattaraugus County Arts Council | Funded by the New York State Council on the Arts

## **FY2009 Grant Guidelines**

**Artists in the Community 2009 grants are reserved for artists legally residing in Allegany County, NY**

### **Introduction**

The *Artists in the Community* grant opportunity is one component of the New York State Council on the Arts (NYSCA) Decentralization Regrant Program. The *Artists in the Community* grant opportunity provides awards of \$2,250 each to individual artists for the creation of new work within a community context. The goal of this grant opportunity as defined by NYSCA is “to support the creative work of individual artists in all disciplines at the local level while encouraging interaction between artists and community members to highlight the role of the artist as a community resource.”

The Cattaraugus County Arts Council (CCAC) seeks proposals of high-artistic merit that will create the opportunity for the artist and a community to work in tandem and collaboratively in the art creation process. Applicants are encouraged to develop relationships with communities or community groups with which they endeavor to work as part of their creative process for the proposed project. Proposals will also be evaluated based on the level and degree of artistic and creative growth the project provides for the individual artist. Projects may include site-specific works, installations, and any other events or activities in which the community directly participates. Visual, literary, media, musical, multi-dimensional, and performing artists are all encouraged to apply.

### **Application assistance**

All applicants are required to meet with CCAC’s grant coordinator, Kimberly Driscoll, to review the program guidelines, determine eligibility, and discuss the proposed project. All assistance sessions are free and designed to aid in the understanding of this grant opportunity, program guidelines, grant preparation, and offer basic grant writing tips. Please call or email to arrange for either a personal or telephone assistance session. Kimberly Driscoll can be contacted by phone: 716-372-7455, or email: kim.ccac@verizon.net.

### **Grant submission deadline**

The application submission deadline for the *Artists in the Community* grant opportunity is Friday, November 7, 2008 at 5 pm. This is **NOT** a postmark day or time. All applications and supporting materials must be submitted to the Cattaraugus County Arts Council, POB 406, Olean, NY 14760. Applications may also be hand delivered to CCAC's office located at 80 North 4<sup>th</sup> Street, Allegany, NY 14706. **DO NOT** send mail to the Allegany address; this is for hand delivery only.

### **Eligibility**

To be eligible for an *Artists in the Community* grant, applicant artists must:

- Currently reside in Allegany County and have done so for at least one year prior to the application deadline of November 7, 2008.
- Maintain a legal mailing address within Allegany County.
- Be 18 years of age or older.
- Propose a project that takes place entirely and solely within Allegany County.
- Propose a project that takes place between January 1, 2009 and December 31, 2009.
- Not have been awarded an *Artists in the Community* grant for 2008.
- Make an appointment for an individual grant assistance/project development meeting with CCAC's grant coordinator prior to the application submission.

### **Funding restrictions**

Funds **will not** be granted for:

- Projects conducted in any part outside Allegany County.
- Projects which have no public interaction.
- Projects by artists who are enrolled in an undergraduate or graduate art degree program.
- Projects that are currently in any stage of progress. All proposals must be for the creation of new work.
- Artists who apply directly to the New York State Council on the Arts for other sources of funding.
- Projects directly connected to the performance of ordinary duties as an employee.
- Capital expenditures of major equipment purchases.

- Past sub-grantees of previous Decentralization Regrant programs who have failed to submit final reports of funded events.

### **Funding amounts**

The award for *Artists in the Community* grant is \$2,250. No partial awards will be made. The artist may expend this grant support on expenses directly related to the proposed project. Such expenses can include, but are not limited to: artist stipend, consumable materials and supplies, mileage, site preparation, and any other expenses directly related to the planning, creation, and completion of a community-based artistic project outlined in the grant request. All unexpended funds must be returned to the Cattaraugus County Arts Council.

### **Criteria for evaluating proposals**

The peer review panel will consider many aspects of each proposal. The following criteria will be used by the peer review panel as a guideline for evaluating all grant proposals and determining the funding awards. Each proposal should demonstrate the following:

- Must be for the creation of new work in any discipline.
- The artistic merit of the proposed project embraces facets of creativity, originality, diversity, and innovation.
- Interaction between the artist and the community is mandatory. The nature and extent of the artist's interaction with the community is meaningful, original, and relevant.
- The work must be artist initiated.
- All work must reflect or consider community way of life or culture.
- The proposed activity exhibits strong potential for artistic and creative growth for the artist.
- The proposed activity exhibits strong potential for expanding public understanding of and appreciation for the arts.
- Proposed activity appears to be feasible and manageable by the artist.
- The application is complete and accurate

### **Application requirements**

The following components are required as part of your grant application and should be attached to the application. The submission materials should be collated in the following order: grant application, narrative, timeline, brief biography, work samples.

**Narrative:** Your proposal will be evaluated primarily on the basis of your project narrative. Using up to two 8 ½" x 11" single-sided sheets of paper, give a complete description of your project for which you are seeking grant funding. Please do not use a font smaller than 10 pt or margins less than ½". Attach the narrative to the application. **When you are composing your narrative please be sure that the evaluative criteria that are outlined above have been incorporated into your project's description.** You may arrange your narrative in any format that you choose, but please address the following points:

- Richly describe your overall vision and concept for this project.
- Specifically describe all activities related to the execution of this project.
- Describe your plan for interacting with the community.
- Convey how you envision your role in this project and how you will relay your artistic vision to the community.
- Describe how this project will facilitate your artistic and creative growth.
- Discuss the objectives for this project and the anticipated outcomes.
- Describe any community benefit and/or interest that is inherent throughout this project.

**Timeline:** Please provide up to a one-page timeline that outlines the framework for all aspects of your project from the planning stage through to the completion of all funded activities.

**Brief biography:** Please provide up to a one-page narrative that tells the panel a little bit about you. Points that you might want to consider include personal interests and philosophies, educational and/or professional background, creative and artistic perspectives, significant accomplishments.

**Work samples:** All applicants **must** provide samples of work they would most like the peer review panel to consider. The work samples should be representative of the type of medium of the proposed project. Work samples can be submitted in a variety of forms from copies or print outs of photographs or writing samples, audio or video discs, to actual small-scale prototypes or sketches. It is suggested that whenever possible the applicant provide 9 sets of work samples so that each of the panelists has time to review the samples prior to the peer panel meeting. Any questions regarding work samples should be directed to Kimberly LaMendola Driscoll, Programs & Grants Manager.

**Letter of endorsement:** If your project involves a permanent installation or the use of public or private space, please supply a letter of endorsement or cooperation from the site or community involved.

**Frequently asked question:** The most frequently asked question related to the *Artists in the Community* grant opportunity regards how the artist-community interaction is defined. There is no one particular answer to this question because the creative possibilities are boundless. However, examples of possible community interaction include engaging community members as part of the creative process or comprising the project itself; using people from the community as partners in the process of creating or presenting your project; conducting interviews or meetings; collecting materials from the community, or using a community's spaces, places, or cultural history as the inspiration or focal point for your project.

### **Review process**

All applications will be checked for eligibility and completeness by CCAC staff. A peer panel consisting of Allegany County residents will review all eligible applications. The panel will make its recommendations to the Board of Directors of the Cattaraugus County Arts Council who will make the final determination of the awards. All applicants will be notified of the final grant status by mid- to late-December, 2008.

### **Appeals**

Appeal of a denial of funding may be made to an independent three-person appeals panel. Appeals are heard only on the following grounds:

- Non-presentation of information by Council staff or panelist.
- Misrepresentation of information by Council staff or panelist.
- Improper procedural process.

### **Grantee responsibilities**

All funded artists are expected to fulfill the following responsibilities:

- Any press releases, paid or free advertising, or printed material generated in connection with the project must credit the funder, the Decentralization Program of the New York State Council on the Arts and the Cattaraugus County Arts Council. Exact terminology will be outlined in the Cultural Services Agreement executed between artist and CCAC.
- All grant awards must be spent entirely as outlined in this grant application.
- Grantee must submit final project report within 30 days of the completion of the project. Form will be supplied by the CCAC.

- A representative of CCAC will interview the grantee during the course of the project, but before its completion, to receive a verbal progress report.
- Where appropriate, receipts should be maintained and available upon request.
- Thank you letters must be sent to all local New York State Senate and Assembly representatives citing the importance of this NYSCA funding and CCAC's administration of the program.
- Grantee must attend the annual grants award ceremony.

Complete grantee responsibilities will be detailed on the Cultural Services Agreement that will be sent to all successful awardees.

### Checklist

Below is a handy checklist to help assist you in the thoroughness of your application submission. **NOTE: ALL** applicants are required to meet with CCAC's grant coordinator prior to submitting the grant application.

- \_\_\_\_\_ Original signed application plus eight complete copies (total 9 sets).
- \_\_\_\_\_ Project description narrative.
- \_\_\_\_\_ Project timeline
- \_\_\_\_\_ Brief biography
- \_\_\_\_\_ Samples of previous work that are representative of proposed project. All must be clearly labeled. If they are to be returned, please send appropriate mailing container with sufficient return postage. If possible provide nine sets of work samples.
- \_\_\_\_\_ If relevant, representation of proposed project in the form of a sketch, rough draft, mock-up, etc.
- \_\_\_\_\_ Letter of endorsement or cooperation statement from site/community if needed.

We are here to help! The Cattaraugus County Arts Council is dedicated to assisting all applicants in the preparation of their grant proposals. You are expected to ask questions at any time during the process of planning your project as early as possible. You are invited to submit a draft of your proposal for advance review and critique by CCAC's grant coordinator. Please contact Cattaraugus County Arts Council as soon as you need assistance.

### Contact information:

Kimberly LaMendola Driscoll  
 Programs and Grants Manager  
 Cattaraugus County Arts Council  
 PO Box 406 Olean, NY 14760  
 716.372.7455 | kim.ccac@verizon.net

