



Council on the Arts



Arts Council of Rockland

P.O. Box 275
55 West Railroad Avenue
Garnerville, NY 10923
845-947-3660
www.artscouncilofrockland.org

Community Arts Grants

A program of the Arts Council of Rockland (ACOR) made possible with funds from the Decentralization Program of the New York State Council on the Arts (NYSCA)

COMPLETE GUIDELINES AND APPLICATION FOR 2017
Application Deadline: 1:00 p.m., Thursday November 3, 2016

If there are any accommodations that the Arts Council of Rockland (ACOR) can provide to facilitate your participation in the Community Arts Grants program, please call 845-947-3660 or email info@artscouncilofrockland.org ("Place Community Arts Grants: in the subject line).

Overview

The Community Arts Grants (CAG) are a local re-grant program of the Arts Council of Rockland. These grants are made possible with funds from the Decentralization (DEC) program of the New York State Council on the Arts (NYSCA).

Founded in 1977, the Decentralization Program (DEC) was developed to ensure that New York State's cultural funding reaches every part of the state. Decentralization has since become one of the Council's most effective means of making arts support available to geographically, economically, and ethnically diverse segments of the state's population. DEC funds are used to support projects in two areas: Community Arts and Arts Education.

Community Arts grants constitute the majority of DEC re-grant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. DEC support enables emerging artists and organizations to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and operate.

An individual artist or collective may apply directly for decentralization funds if working in partnership with a community based non-profit. A letter of commitment from the community based non-profit partner confirming the partnership with the applicant artist is required. The commitment letter must outline the scope of the partnership and each partner's investment or contribution (in-kind and/ or cash) towards the proposed project.

This document contains the 2017 Guidelines and Application form for the Community Arts Component of ACOR's DEC program. Guidelines and an Application form for the Arts Education component can be obtained by visiting the Grants Application Download section of ACOR's web site www.artscouncilofrockland.org or by contacting Janey Tannenbaum, Executive Director by email at Janey@artscouncilofrockland.org or by phone at 845-304-4318.

Grants are awarded for community-based arts activities offered by eligible Rockland-based, non-profit organizations and individual artists sponsored by an eligible non-profit organization.

Grants are intended to assist with:

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

Projects must take place in Rockland County between **March 1, 2017 and March 31, 2018**. This program does not fund requests for general operating support. Grants requests are reviewed using a peer panel evaluation process.

Arts activities **MUST** be the primary focus and driving force behind project requests. All projects must be open to the general public to participate.

Goals of the CAG Program

- making quality arts programming available to all Rocklanders
- assisting emerging arts organizations
- supporting the cultural expression of Rockland's ethnic groups
- making arts programming accessible to under-served and minority communities.

What is an under-served community?

Under-served 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 or other demonstrable factors. 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.

American Disabilities Act (ADA)

Presentations of funded projects must take place in venues that comply with ADA Section 504 regulations insuring accessibility for people with disabilities. You may call the ADA Hotline (1-800-514-0301 – 800-514-0383 TTY – www.ada.gov) for information or visit the NYSCA web site http://www.nysca.org/public/resources/access_general.htm.

Are there meetings which I can attend that will explain the CAG program?

All applicants, even those that have received funding in the past, **MUST** either attend an Information Meeting or meet with ACOR staff to discuss your project. Failure to do so will render your application ineligible for review/consideration. **First-time applicants are strongly encouraged to attend an Information Meeting.** As in-depth review of the guidelines and application will be presented at these meetings, the individual responsible for completing the grant application is encouraged to attend.

Please check our website for a full list of information meetings

RESERVATIONS ARE REQUESTED- Space is limited. Call 845-304 4318 or e-mail the Arts Council at info@artscouncilofrockland.org to reserve a space.

If your organization would like to have an informational Meeting specifically for your members, please contact the Arts Council to discuss arrangements.

May I submit more than one funding request?

A single applicant is able to submit up to **three (3)** project requests in any combination of categories (community arts arts education or **individual artists**). However, maximum funding support to a single applicant cannot exceed \$5,000. Grants are not intended to cover the complete cost of the proposed project. In recent years grants for community arts projects have ranged from \$500 to \$4,800. Historically, the average grant has been approximately \$1,200.

You may apply for a maximum of **50%** of the total cost of the proposed project. Your project budget must demonstrate that a minimum of **50%** of the proposed project income comes from other funding sources. This can include in-kind contributions. In-kind contributions must be noted using the check box on the budget page.

If my organization received a Community Arts Grant in the past, may I still apply?

If you have received funding in the past, you are eligible to apply again. However prior CAG funding does not guarantee continued support. Each application is reviewed in the context of the current program guidelines, funding priorities and evaluative criteria. The review panel will also consider compliance with the previous contract and reporting requirements.

When reviewing projects that have received funding in the past, priority will be given to projects that are successfully demonstrate growth, artistic expansion, community support and/or continued community need.

When is the Application Deadline?

Applications must be received – not postmarked – in the Arts Council office no later than 1:00 P.M. on November 3, 2016 Early submissions are encouraged. Applications received after the deadline will not be accepted. Incomplete, handwritten or ineligible applications will not be considered. If you choose to mail your application, please send it Certified Mail with a Return Receipt Request at least one week in advance. Do not rely on Overnight Mail as it may not arrive before the 1:00 p.m. deadline.

NOTE: All applications must be typed or computer generated. Handwritten applications will not be accepted.

Is there an on-line application?

Yes. Please go to www.artscouncilofrockland.org

Who is eligible to apply?

Your organization **MUST** fulfill ALL of the following conditions:

- Be a Rockland-based, non-profit organization
- Have a board of directors or a governing body that meets to determine and review policy
- Conduct all activities in a way that does not discriminate on the basis of race, color, national origin, religious belief, gender, identity, sexual orientation or disability.

How does my organization demonstrate Non-Profit Status?

Your organization must submit ONE of the following documents that apply to your organization:

- IRS Tax Exempt Letter 501 (c) (3)
- Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- Current New York State Bureau of Charities (Office of the Attorney General) filing receipt
- Letter of acceptance of Incorporation under Section 402, Not-for Profit –Law

The address on the document MUST BE A ROCKLAND ADDRESS –NO EXCEPTIONS.

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

What types of organizations are ineligible to apply for Community-based projects?

- An organization which does not send a representative to attend an Informational Meeting or meet one-on-one with ACOR staff
- Organizations that applied directly to or registered with NYSCA for funding regardless of funding status
- Public school districts, their components (PTA's, etc.)
- Private and/or religious affiliated schools
- Four and two year universities and colleges or their supporting foundations
- New York State agencies (including SUNY Schools) and departments and county government agencies and departments.
- Municipalities, villages and towns or their supporting foundations
- Previously funded organizations/artists who failed to provide final reports
- Non-incorporated chapters of organizations whose "parent" organization is not located in Rockland.
- Organizations or Individual Artists that do not have an eligible sponsor or partner organization

Are individual artists and non-incorporated organizations eligible to apply?

Individual artists and non-incorporated organizations may apply through the sponsoring of an eligible Rockland based non-profit meeting the criteria above (also known as a conduit). A letter of agreement between the two parties must be submitted with the application stating the willingness of the conduit to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. In addition, the letter of agreement should specify the roles of each party. A sample letter of agreement is available on the ACOR web site.

NOTE: Sponsoring organizations must check with their accountants/financial personnel regarding tax liabilities and IRS reporting relative to sponsoring projects that are not directly related to the sponsoring organization's mission. Sponsoring organizations are responsible for all IRS required reporting including the creation and distribution of 1099 forms where applicable.

An individual artist must:

- Be a resident of Rockland County and 21 years of age and older at the time of application and remain a resident during the project period.

NOTE: These grants are not fellowships, nor are they intended to support an artist's efforts to create new work. To be competitive, you must demonstrate how your proposed project directly benefits the community.

A non-incorporated organization must:

- Be a Rockland-based organization.
- Submit a list of their board of directors and a financial statement.

ACOR can introduce artists and organizations to facilitate collaborations.

Is this project eligible for a grant?

In order to be eligible, a project must take place in Rockland County and be open to the general public. The CAG program is unable to fund certain types of requests. The following types of projects and/or expenses are **NOT** eligible for funding:

- Projects not open to the general public or activities restricted to an organization's membership (camps, membership, boys and girls clubs, college associations, etc.)
- Programs taking place outside of Rockland County
- Projects that are social service in nature, even those containing an artistic component- i.e. mental health programs; projects that use the arts to heal, **worship etc.**
- Projects which are curriculum- based, in school programs with no public component apply for these projects under the Arts Education component.
- Projects that are directed exclusively at at-risk populations
- **Unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category) or Projects involving partners that apply directly to NYSCA or NYSCA applicants, including fiscally-sponsored applicants that have applied to NYSCA in the most recent cycle**
- Art projects that are recreational, rehabilitative, or therapeutic.
- Programs in which the primary benefit is the financial gain by an individual.
- Projects where fees are paid to children or the use of children as professional artists
- In-school and home-school activities and programs
- Fundraising events/benefits or projects used as a fundraising event
- **Projects that cannot be completed by March 31, 2018**
- Murals, Landscape art/architecture
- Contests/Competitions
- Juried shows
- Creation of textbooks or classroom material
- Purchase of permanent equipment or capital expenditures/improvements
- Start-up or seed funding for the establishment of new organizations
- Contingency funds
- Cash prizes
- Stipends or awards to students
- Fellowships or scholarships
- Operating expenses of privately owned facilities (i.e. homes and studios)
- Entertainment costs such as theater parties, gallery openings etc.
- Acquisitions of works of arts
- Non-related arts activities such as balloons, clowns, magic, receptions, food, trophies, certificates, social programs, etc.
- Fairs, parades, circus arts, martial arts, culinary arts, comedians, stand-up comics
- Lobbying expenses
- Re-grants by applicants to fund other activities
- General operating support

FURTHER, application will NOT be accepted if the:

- Applicant submits an application using the form from prior grant cycles- applicants MUST submit their requests on the **2017 application** form using the format as outlined in responding to the questions included with these guidelines;
- Application does not adhere to CAG guidelines and policies;
- Application arrives after the 1:00 p.m., **November 3, 2016**, deadline;
- Request for funding is greater than the applicant organization's project expenses minus the total project income:
- Application is handwritten; or
- Applicant fails to answer all questions contained in the applicant or doesn't follow the required format.

How are grants determined?

Applications are reviewed for eligibility, completeness, and accuracy by ACOR staff. It is your responsibility to submit a complete and accurate application. As part of the review process, Arts Council staff may contact you by telephone or e-mail to clarify and review information.

A panel of artists, arts administrators and community leaders, appointed by the ACOR Board of Directors, evaluates each application and recommends a level of funding based on the evaluation criteria, the funding priorities and the grant guidelines. Upon request, Panelists will be furnished with final and interim reports as well as audit information, prior panel comments and prior years. The Panel's recommendations are reviewed by ACOR's Board of Directors, which has the final authority for all decisions.

If you wish to have ACOR staff review a draft of your request, you may schedule a meeting either in person or by phone. Reviewing an applicant's draft proposal is for the purpose of providing technical assistance and does not guarantee that it will receive funding. Drafts must be submitted prior to meeting with ACOR staff. The deadline for submitting a draft for review is one **month** prior to the application deadline **November 3, 2016**

What Criteria will the panel use?

Awards are based on a competitive review process. Each application is reviewed on the basis of its own merits and against others in the application pool. The panel will make funding recommendations based primarily on the following criteria:

- Artistic merit and quality of proposed project
- Community benefit, service to a broad, unique or under-served constituency demonstrated need for the project (community support and interest in the project)
- Demonstrated financial need and appropriate budget for the project
- Clarity of goals and demonstrated ability to achieve them
- Adherence to the grant guidelines and funding priorities
- Clearly defined plan for the implementation and management of the program

What are the Funding Priorities for **2017?**

- Activities of local arts organizations
- New, emerging and grass-roots organizations particularly those that serve diverse and under-served individuals
- Individual artist-driven projects (sponsored by an eligible organization)
- Projects that reflect the cultural traditions or contemporary creative expression of a particular ethnic group
- Applicants that bring their projects outside of their own community/home base
- Applicants that provide a detailed marketing plan to reach/promote their project to underserved communities

What types of projects would be considered low priority funding?

- Projects that do not utilize or pay professional artists
- Applicants who have not confirmed the artists to be utilized in the project
- Projects that do not benefit under-served communities
- Projects that contain minimal or poor marketing plans to reach under-served audiences
- Previously funded projects which don't exhibit further growth, artistic expansion, community support and/or community need
- Projects that duplicate already existing and successful projects/services

How will I know if my project is funded?

The Arts Council notifies all applicants, by mail, regarding the status of their application after Board approval. Grant checks are issued after a review of the panel comments with Arts Council staff and receipt of the signed contract and all other requested information. Previously funded organizations for which there have been administrative lapses and/or lack of compliance with their contract on prior projects will receive their award in scheduled installments.

Do I have to submit any additional materials or work samples with my application?

Yes. You must submit work samples with your grant application to assist the panel in determining artistic merit.

In addition, each applicant must submit a copy of their non-profit status documentation, a mission statement, a listing of the members of the Board of Directors and a recent financial statement. Individual artists and non-incorporated applicants applying through a conduit must also submit a letter of agreement stating the responsibilities of each party. Applicants may also elect to submit letters of support from community members expressing the need for their project and/or showing support. For detailed information regarding these materials see the "Check List" found on page 13 of these guidelines.

If I receive a Community Arts Grant, what will my responsibilities include?

- Sign and adhere to the terms of a Project Contract and a Publicity Agreement which includes crediting both ACOR and NYSCA for funding on all materials according to language used in the project contract as well as including both the ACOR and NYSCA logos on all printed materials relative to your funded project:
- Attend and participate in the CAG awards ceremony.
- File reports as identified in the project contract including a final report.
- Provide copies of publications and promotional materials related to the funded project;
- Provide ACOR with an advance schedule of funded events;
- Provide four complimentary tickets for ACOR auditors; and
- Notify ACOR in a timely fashion, of any changes to your project including dates, times and places where event are to be held.

Is there an Appeals Process?

An appeals process is in place for applicants who are denied funding and can demonstrate that information was withheld and/or misrepresented, and /or that an improper procedure occurred. Applicants denied funding will be furnished with the entire Appeals Process and Procedures when notified in writing of the Board's determination.

APPLICATION DEADLINE: 1:00 p.m. **November 3, 2016**

Late or incomplete applications will not be accepted or reviewed.

Hand deliver to: **Arts Council of Rockland**
55 West Railroad Avenue, 2nd Floor
(above Rockland Kitchens)
Building 24, Room A Garnerville, New York 10923



Council on the Arts



Community Arts Grants

A program of the Arts Council of Rockland made possible, in part, with funds from the Decentralization Program of the New York State Council on the Arts

2017 PROJECT APPLICATION

ANSWER ALL QUESTIONS. APPLICATION MUST BE TYPED. HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION MUST BE RECEIVED IN THE ARTS COUNCIL OFFICE NO LATER THAN 1:00P.M. ON OCTOBER 15, 2014

Applicant Organization Name:

Contact Person-Name/Title:

Mailing Address:

City:	State:	Zip Code:
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Day Phone:	Evening Phone:
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E-Mail Address:	Web Site:
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Project Title:

- Organization's Profit of Non-Profit Status (please **check one** and include a copy with your application)
- IRS Tax Exempt Letter 501 (c) (3)
 - Letter of acceptance of Incorporation under Section 402, Not-for-Profit-Law
 - Bureau of Charities filing receipt
 - Letter from the NYS Board of Regents Charter, Section 216 Education Law

Year of Incorporation:	Fiscal Year Ends:
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NYS Assembly District:	NYS Senate District	US Congressional District
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If you don't know your current district information visit <http://nymap.elections.state.ny.us/nysboe/>

Have you ever applied directly to NYSCA? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what year(s)
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PROJECT INFORMATION:

Key Artistic Personnel	Day Phone:
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Key Administrative Personnel:	Day Phone:
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Project Start Date:	Project End Date:
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Total Project Expense: \$	Grant Amount Requested: \$
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# of Artists Utilized in Project:	# Youth Under 19 Served (Participants/Audience):
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Have you received a CAG grant within the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No. If so, was it for this or a similar project? <input type="checkbox"/> Yes <input type="checkbox"/> No	The predominant racial characteristics of the applicant organization is: (choose only 1) <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Mexican American <input type="checkbox"/> Native American
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Arts Discipline Codes: Please check off **ONE** box that best describes the project for which you are requesting funds:

Crafts Dance Design Arts Folk Arts Humanities
 Literature Media (film, video, radio) Multi-Discipline Music Opera/Musical Theatre
 Photography Theatre Visual Arts

CERTIFICATION: The undersigned certifies that he/she (1) is an authorized signatory on behalf of the organization; (2) has knowledge of the information presented herein; (3) has read and understood the guidelines of the Arts Council of Rockland’s [ACOR] Community Arts Grants Programs and complies with and is made subject to said guidelines; (4) releases ACOR, its employees and agents with respect to damages to property or materials submitted with this application.

Authorized Signature	Title	Date

NOTE: All pages must be typed using either Verdana (10 point) or Times Roman (11 point). Margins must be ½ inch on all sides. All pages must be numbered at the top.

PAGE 2 & 3 – PROJECT DESCRIPTION

The answers to all questions may not total more than three (3) 8 ½” x 11 sheets of paper.

1) Retype and fill in the blanks to the following statement:

The **(fill in name of organization)** requests \$ **(fill in grant request amount)** to **(complete sentence with a BRIEF description of your project).**

EXAMPLE: Artista Inc. requests \$3,790 in support of arts fees and marketing expenses for a youth community theater workshop series and 4 performances.

2) Give a complete and detailed description of your project. Include and label with letters the following information:

- a) Artistic activities that will occur
- b) Project goals
- c) Number of events, dates, locations of project events
- d) Project participation fees, fees to attend, discounts (if any) provided
- e) Marketing plan-including plan to reach under-served communities/individuals with special needs (accessibility)
- f) Describe the need for the project in Rockland County and how it meets the needs of the underserved/individuals
- g) Methods that will be used to evaluate the success of the project (in measure terms)
- h) How scope of the project would change if full funding is not received

BUDGET – PAGE 4

Fill in all projected expenses and income for your project. Make sure when printing out the budget that it all appears on one page. Remember that you may only request 50% of the total project expense and the total of all your grant request(s) cannot exceed \$5,000. Income may be in the form of cash or in-kind contributions. If an income item is an in-kind contribution check the box in the in-kind column of the project budget.

ARTIST RESUME – PAGE 5

Please attach a single page resume or brief biography of the primary project artist(s). Additional resume pages will not be reviewed by the panel.

ADMINISTRATOR RESUME – PAGE 6

Please attach a single page resume or brief biography of the primary project administrator. Additional resume pages will not be reviewed by the panel.

WORK SAMPLES

Please include with your application, one original disk and one copy of the disk (total 2) that contains samples of your work. **If you are submitting examples of multiple artists all work samples must be included on one disk. DO NOT SUBMIT SEPARATE DISKS FOR EACH ARTIST.**

Make sure that these are not your only copies. ACOR is NOT responsible for loss or damage to these items. Please also include a concise one paragraph description of the work submitted and its context.

Make sure that work samples are representative of the project for which you are requesting funds. Example: If you are submitting a request to teach ceramics to a student population include work samples of pieces created by students along with your own work samples.

Do not burn video files onto a CD. Make sure video files are burned to a DVD. Formats (codescs) vary greatly and may not play on every computer.

Only the following formats will be accepted:

Visual Arts: Include with the application up to fifteen (15), no less than eight (8), jpg files of the artist's work. Burn jpgs to a standard CD and print out one copy of each image. Each image must be numbered. Include a numbered list of the jpg files that identify the title, size and medium of the work and year created.

Literary: Submit a sample(s) of artist's original writing. Number and label each page with the artist's name and title of work. Total must not exceed eight (8) pages. Please submit ten (10) collated copies with application.

Music, Dance, Theater or Musical Theater: Submit DVD, CD or audio tape of work that is representative of the quality of the work for which funds are being requested. You may include more than one work sample to show contrast, however sample should not exceed five minutes and must be contained one either one DVD, CD or tape. Label the box and DVD, etc. with performer/organization's name.

Video/ Film: Individuals applying in this category must submit one DVD of their original work preferable demonstrating different styles. Label the box and DVD with artist's name.

CHECK LIST

Please use the check list included with this application to make sure that you have turned in all required materials. Make sure to include a copy of the check list with your grant application.

MAIL OR DELIVER ALL MATERIALS TO:

Arts Council of Rockland
P.O. Box 275
55 West Railroad Avenue

2017 CAG PROJECT BUDGET

In the grids below be as clear as you can with the projected income and expenses for your project. Grid A contains all your expenses. Grid B contains all your income. Please show the expense grid with the use of your project grant award. Grid A minus Grid B should result in your requested Grant Award. Grid C is an outline of your projected use of the Grant award.

List all projected expenses and income (use whole dollars). Provide detailed justification and explanation for each item.

A. PROJECT EXPENSES: Please refer to page 5 for items ineligible for funding. In the following Grid please notate and describe all expenses related to this project in clear detail.

PROJECT EXPENSES	\$ AMOUNT	EXPLANATION/ITEMIZATION
Artist Fees	\$	
Marketing Expenses	\$	
Artistic Expenses	\$	
Administrative Expenses	\$	
Technical Personnel	\$	
Travel/Transportation	\$	
Facility Rental Fees	\$	
Equipment Rental	\$	
Printing	\$	
Postage	\$	
Remaining Expenses	\$	
Remaining Expenses (continued)	\$	
Total Expenses (A)		

B. PROJECT EXPENSES: Please refer to page 5 for items ineligible for funding. In the following Grid please notate and describe all expenses related to this project in clear detail. If there is no actual cash income for the item and it is donated or contributed as in-kind, please note in the far right column.

PROJECT INCOME	\$ AMOUNT	EXPLANATION	In-Kind
Admissions	\$		<input type="checkbox"/>
Concessions, Sales, Etc.	\$		<input type="checkbox"/>
Tuition, Workshop Fees, Etc.	\$		<input type="checkbox"/>
Membership Dues	\$		<input type="checkbox"/>
Individual Contributions	\$		<input type="checkbox"/>
Corporate Contributions	\$		<input type="checkbox"/>
Foundation Grants	\$		<input type="checkbox"/>
Government Grants	\$		<input type="checkbox"/>
Fund-Raising Events	\$		<input type="checkbox"/>
Other Income	\$		<input type="checkbox"/>
Other Income (continued)			
Total Income (B)	\$		<input type="checkbox"/>

**Organizations may not request more than 50% of their project expense. Total of all grant requests may not exceed \$5,000*

C. ALLOCATION OF GRANT FUNDS: Please refer to page 5 for items ineligible for funding. In the following Grid please show a projected use of the requested grant funds. This will allow the panel and ACOR to understand how you plan and project to use these funds to complete your project.

PROJECT EXPENSES	\$ Regrant Allocation
Artist Fees	\$
Marketing Expenses	\$
Artistic Expenses	\$
Administrative Expenses	\$
Technical Personnel	\$
Travel/Transportation	\$
Facility Rental Fees	\$
Equipment Rental	\$
Printing	\$
Postage	\$
Remaining Expenses	\$
Remaining Expenses (continued)	\$
Total Expenses	

APPLICATION DEADLINE: November 3, 2016– 1:00 P.M.
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2017 CAG Application Check List – Include With Application

Applicant Organization:

Use the following checklist to make sure that you have enclosed all necessary materials. All items listed below must be submitted by the application deadline (**1:00 p.m November 3, 2016**).

- 10 copies of the completed application (one of which may be the original)
- 10 copies of the artist's resume/bio ONE PAGE ONLY
- 10 copies of the project administrator's resume/bio ONE PAGE ONLY

Collate and staple 10 copies of your application, resumes/bios in this order:

Page 1- Contact Information

Page 2- Project Description

Page 3- Project Description – Continued

Page 4- Budget

Page 5- Artist resume/bio

Page 6- Key administrator resume/bio

- One Copy** of **ONE** of the following **Proof of Non-Profit Status Document** that applies to your organization
 - IRS Tax Exempt Letter 501 (c) (3);
 - Letter from NYS Board of Regents Charter, Section 216 of the Education Law
 - Bureau of Charities filing receipt
 - Letter of acceptance of Incorporation under Section 402, Not-for-Profit-Law
- Two Copies** of the applicant organizations **Mission Statement**
- Two Copies** of a list of the Board of Directors Including addresses
- Two Copies** of the most recent financial statement showing both expenses and income or IRS Form 990 within last 18 months (**NOT A BANK STATEMENT**) or a Treasurer's Report on organizational letterhead that lists expenses and income for a full fiscal year.
- Two (2) copies of the SAME work samples. See page 10 of the guidelines for accepted formats. Remember to** submit only one disk that contains all your work samples along with a concise, one paragraph description of the work submitted and its context.
- Self-addressed, stamped envelope for return of work samples. If this is not provided, supplemental materials will be discarded after funding decision is made. **No exceptions. ACOR will not hold these materials for you to pick up.**

IN ADDITION, FOR INDIVIDUAL ARTIST-DRIVEN PROJECTS

- Letter of agreement between sponsoring organization and the artist

IN ADDITION, FOR ORGANIZATIONS APPLYING THROUGH A CONDUIT:

- Letter of agreement between both organizations
- OPTIONAL:** Letters of support from individuals or community organizations expressing the need for your project and/or showing support of your project.