



# Council on the Arts

New  
THE ARTS  
COUNCIL OF  
ROCKLAND

## Arts Council of Rockland

P.O. Box 275  
55 West Railroad Avenue  
Garnerville, NY 10923  
845-947-3660  
[www.artscouncilofrockland.org](http://www.artscouncilofrockland.org)

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## Individual Artist 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 Individual Artist Grants program, please call 845-947-3660 or e-mail [info@artscouncilofrockland.org](mailto:info@artscouncilofrockland.org) (place "Individual Artist Grants: in the subject line).

### Overview

Individual Arts Grants (IAG) is 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 three areas: Community Arts, Arts Education and Individual Artists Grants.

The Individual Artists Projects allow DEC sites to offer a maximum of four grants of \$2,500 each to local artists to create work **within a community setting**. Funds are intended to support the creation of **new work** that engages the community in some way through the artists' creative process. This regrant opportunity is designed to increase support for local artist-initiated activity and to highlight the role of artists as important, contributing members of the community. These grants are not artist fellowships and are intended to support creative (not interpretive) artists interested in working within a community setting.

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.

### **Goal of the Individual Artist Grant Program**

- Enhancing individual artistic career development while fostering creative interactions between an artist and a community
- Making quality arts programming available to all Rockland County residents
- Present a program that is open to the general public
- Supporting the cultural expression of our counties' diverse communities
- Making quality arts programming accessible to under-served & under-represented communities.

**Artists applying directly to NYSCA are not eligible for grants.**

### **What is the application deadline?**

The deadline is Thursday, November 3, 2016. Applications must be received no later than 1:00 p.m.

### **How do I apply for an Individual Artist Grant?**

You can download an application by visiting: [www.artscouncilofrockland.org](http://www.artscouncilofrockland.org)

### **What is the amount of the award?**

Individual Artists Grants are \$2,500. We anticipate awarding two grants. You may submit only one application per funding cycle. This grant does not require a monetary match or additional income. If your total project expenses are more than the \$2,500, you will have to indicate additional sources of income in your application form and budget.

### **I received an Individual Artist Grant in the past, may I still apply?**

Yes. If you received an Individual Artist 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 are the eligibility requirements?**

To be eligible to apply you must live, own/rent a studio in Rockland County at the time of application and for the duration of the project. Employees of the Arts Council of Rockland are not eligible. If you are eligible, you may apply directly for an Individual Artist Grant. You do not need to apply through a fiscal agent.

### **Does the Individual Artist Grant support all disciplines?**

These grants support the **creation** of work, not the presentation of existing work. You are eligible if you are, for example a:

- Choreographer
- Film/Video Maker
- Photographer
- Composer
- Poet, Novelist or Playwright
- Painter, Sculptor or Installation Artist

### **What counts as a work sample?\***

- • Samples should represent work from last 3 years
- • Visual Arts Projects: No more than 10 labeled images in JPEG format on CD
- • Performing Arts, Film, Media and Other Time-Based Projects:
  - Video: DVDs, or weblinks to clips hosted on external sites, no more than 3 minutes in duration.
  - Audio: CDs or weblinks to clips hosted on external sites, no more than 3 minutes.
- • Literary Projects: No more than 20 pages, to be included with each copy of the proposal.

### **What types of activities or applications are NOT eligible for support**

- General operating expenses unrelated to the project
- Permanent equipment or capital improvements
- Cash prizes, juried shows, fellowships, scholarships and awards to students
- Activities not opened to the general public such as camps or clubs
- Events that take place in private homes
- Entertainment costs including food/drink or receptions/parties/fundraisers
- Creation of textbooks or classroom material
- Programs in which children are used as professional artists (paid a fee)
- Regrants by applicants to fund other activities
- Activities that are on arts related including balloons, clowns, magic
- Projects that are recreational, therapeutic, or rehabilitative in nature

### **What is the review process?**

It is your responsibility to submit a complete and accurate application. However, as part of the review process, Arts Council of Rockland staff may contact you by telephone to clarify and review information.

An independent panel reviews all applications and makes recommendations for funding. The panel will include members of the community, individual artists and arts administrators living or working in /or

Rockland and who are familiar with the arts in Rockland County. Please note, all correspondence, conversations, reports, past application and/or other information may be made available to the panel.

The Grants Committee of the Arts Council of Rockland reviews the panel's recommendations. The Committee's recommendations are then voted on by the full Board of Trustees, which makes the final decision on all grants.

### **What criteria does 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 as evidenced by submitted work samples and artistic support materials submitted.
- Project is well presented, i.e., quality of the application narrative/budget and support materials
- Project shows thought and careful consideration, i.e., clear relationship of project to the applicant artist's mission/vision/short or long-range plan, and to program guidelines
- Project is feasible, i.e., clearly defined objectives and ability to meet them, realistic timeline and budget, artistic and other resources devoted to execute project planned
- How the artwork reflects and/or addresses the community and conveys a new understanding of it
- How the project enriches the cultural life or fulfills a cultural need in Rockland
- Evidence of community interest in and support (financial or in-kind resources) of the project
- Project will have a positive impact on the arts community and the broader community i.e., size and diversity of audience(s) served/targeted, (unique or underserved); fulfills a cultural need; economic impact; marketing/outreach efforts.

### **How will I know if my project has been funded?**

Arts Council of Rockland will notify all applicants (by mail) regarding the status of their application.

### **If I receive an Individual Artist Grant, what will my responsibilities include?**

You will be required to comply with the terms of a contract, which include:

- Provide the Arts Council with written notice of the dates, times and location of the funded project;
- Notify Arts Council of Rockland in writing if there are any unexpected changes to your funded project which may affect the fundability of your grant.
- Submit a final report and proof of payment to vendors;
- Attend and make presentation at the Grants Awards Ceremony.
- Credit ACOR and NYSCA in all printed materials specific to the project.
- (for applicant who is an individual artist) Provide ACOR with your Social Security Number (as individuals who are grant recipients will receive a 1099 from ACOR).

**If I apply for an Individual Artist Grant, can I also apply for a Community Arts Grant or Arts Education Grant?**

A single applicant is able to submit up to three (3) Decentralization project requests in any combination of categories (Individual Artist, Community Arts or Arts Education). However, maximum funding support to a single applicant cannot exceed \$5,000.

**Is there an appeals process?**

Arts Council of Rockland maintains an appeals process to ensure that funding decisions are made on a fair basis. The basis on which you may appeal are:

**Non-presentation of information:** Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision.

**Mis-representation of information:** Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision.

**Improper procedure:** Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious.

**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 the Arts Council of Rockland within 10 days of the written notification of the funding decision. An Appeals Panel will review the request, and will notify the applicant of the funding decision, which will be final. Appeals will be reviewed by a panel separate from the original panel.

**Application assistance is available.**

For information about Community Arts Grants, contact Janey Tannenbaum at 845-947-3660 or [Janey@artscouncilofrockland.org](mailto:Janey@artscouncilofrockland.org)



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**2017 Individual Artist Grant Program for 2017**

Application must be typed. Handwritten or late applications will not be accepted.

Artist Name		
Street Address		
City	State	Zip
Day Phone		Alternate Phone
E-mail address		
Web Site		
NYS Assembly District	NYS Senate District	US Congressional District
Project Title		
Artistic Discipline of Proposal		
Project Start Date		Project End Date

Please indicate ethnic background (optional)  Native American  Asian/Pacific Islander  
 African American  Mexican American  Hispanic  Caucasian  Other

**Certification and Release**

- I certify that all statements made in this application are true to the best of my knowledge;
- I certify that I am a current resident of Rockland County and will remain a resident throughout the duration of this project (proof of residency required—refer to checklist);
- I certify that I am twenty-one years of age or older and am not a graduate or undergraduate student;
- I understand that all the application information has to be completed, if not, the application is considered to be incomplete and ineligible for funding;
- I acknowledge that the Arts Council of Rockland (ACOR) is not liable for loss or damage of materials submitted; and
- I understand that the terms and conditions of this project may vary, pending changes in New York State Council on the Arts (NYSCA) funding.

Signature	Date:
Name (printed)	



## **Individual Artist Grant Support Material**

### **REQUIRED SUPPORT MATERIALS**

The application consists of the completed application form and specific required materials. Using the following as a check list, make sure you include all the required material and, if you choose to, the supplemental materials recommended. All materials must be submitted by November 3, 2016 at 1:00p.m.

- Application form
- Project description
- Artist resume or bio
- Project timeline in your own format
- Project Budget
- Work samples

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

Or, Mail to:

**Arts Council of Rockland  
55 West Railroad Avenue  
Box 275  
Garnerville, New York 10923**

