

BROOME COUNTY ARTS COUNCIL

UNITED CULTURAL FUND PROJECT GRANT PROGRAM

2012 GUIDELINES & APPLICATION

APPLICATION DEADLINE:
Tuesday, January 17, 2012
BY 5:00 PM

The UCF Grant Program
is sponsored and administered by the

Broome County Arts Council
81 State St, Ste 501
Binghamton, NY 13901
607-723-4620 Ext. 100
information@bcartscouncil.com
www.bcartscouncil.com

**BROOME COUNTY ARTS COUNCIL
2012 UCF Project Grant Program
GUIDELINES**

Applications are invited from eligible organizations or individual artists in need of financial assistance to provide high quality arts programming or an arts project. UCF Project Grants are intended to promote cultural development and expand the public impact of the arts in Broome County. The maximum grant request is \$1,000. ALL potential applicants MUST consult with the BCAC before submitting an application. Application Fee: \$25 Waived for BCAC Members.

ELIGIBILITY

Grants are intended to support projects that:

- Provide a quality arts-related service, activity or event
- Serve or benefit Broome County and its residents
- Demonstrate community interest and support
- Are open and accessible to the general public, and
- Occur before June 1, 2013.
- Proposals for collaborative efforts, marketing and new initiatives are encouraged.

Grants may support projects initiated by individual artists who:

- Meet the eligibility requirements above, and live and/or work as an artist in Broome County

Grants may be awarded to non profit-organizations which:

- Are located in Broome County
- Maintain an active Board of Directors/Trustees which meets regularly to determine and review policy
- Are non-discriminating on the basis of race, creed, color, national origin, sex, age, disability or marital status
- Demonstrate proof of not-for-profit status.

RESTRICTIONS

Grants may not be awarded for:

- Capital or equipment expenditures
- Funds for the establishment of new organizations
- Activities that are restricted to an organization's members
- Entertainment costs (i.e. receptions, parties, fund-raising events, openings, etc.). Note that these costs may appear in your project budget, but may not be funded with a UCF Grant
- Programs which are determined to be essentially recreational in nature, as opposed to providing a cultural service as a primary function
- Professional training or any other programs not open to the general public
- Operating costs for private facilities
- Organizations receiving general operating support from the United Cultural Fund are not eligible for project grants

EVALUATION CRITERIA

Applications are reviewed by an independent panel of community volunteers. Panel recommendations are submitted to the BCAC Board of Directors for final approval. The UCF Project Grants Review Panel evaluates each application with reference to the following criteria:

- Program merit, concept and appropriateness of project to the applicant/artist
- Artistic merit of the project, credentials of the artist(s) involved, as evidenced by resume(s) and support material
- Benefit of the project to a “community” as described and identified in the proposal narrative
- Organizational strength, fiscal integrity, fiscal soundness of the applicant organization and/or the proposed project
- Financial need, demonstrated by the applicant's inability to fully support the program or project with its own resources, or alternate/additional sources of support

APPLICATION/REVIEW PROCESS

PANEL REVIEW: Applications are reviewed by a panel, composed of community leaders, artists and arts professionals appointed by the BCAC Board of Directors. Applications are reviewed according to the above-noted criteria.

Panelists agree to subscribe to a Code of Ethics with specific regard to confidentiality and conflict-of-interest issues. Panelists affiliated in any way with applicant organizations are asked to excuse themselves from review of the specific application involved, and may not comment or vote upon that application.

BCAC staff members are present during panel meetings to objectively facilitate discussion and to provide information. Staff is not permitted to vote, or to volunteer opinion. Staff will research or provide information not submitted with the application only by direct request from the panel.

BOARD APPROVAL: The panel submits its funding recommendations to the arts council board of directors for final approval. All applicants are notified in writing of funding decisions. Actual payments of grants are made upon satisfactory completion of the required forms, contracts and reports.

APPEALS: Upon receipt of notification of the status of their application, an applicant may appeal a funding decision if the applicant can cite specific, legitimate examples illustrating that: 1) submitted information was not presented to the panel, 2) Council staff misrepresented information during panel review, or 3) panel procedures were improperly followed. Decisions on appeals are final. The sole function of the appeal process is to ensure that applicants have been given a full and fair consideration by the review process. An appeal request will not be accepted solely on an applicant's disagreement with the dollar amount that was recommended or approved for funding; nor is new or additional information (i.e. information not submitted with the original application) accepted for consideration. Appeals must be submitted in writing to the Executive Director of the BCAC within 10 days of the date of the notification letter. The Executive Director will submit the written claim and all panel documentation to the arts council's Executive Committee, or to a three-member appeals panel appointed from the BCAC Board of Directors.

Minutes of the panel meetings are maintained as a matter of public record. Applicants may request copies as soon as they are available after the review process has been completed. Minutes refer only to general discussions, recommendations and questions raised during panel meetings, and do not specify opinions or questions raised by individual panelists. It is strongly recommended that applicants discuss the possibility of an appeal with the Arts Council Executive Director prior to submission of the appeal.

GRANT PAYMENT, MONITORING & COMPLIANCE: The total award is paid to the grant recipient following receipt of the properly executed UCF Project Grant Contract.

Funded projects must be completed and funding must be utilized in accordance with the submitted application. If problems arise necessitating a significant change in proposed project plans, recipients are required to notify the arts council, in writing, to evaluate compliance with the terms of the grant.

Recipients are required to submit a Final Report no later than thirty days after the completion of the funded project. Failure to submit the required report will render applicants ineligible for future funding from the Broome County Arts Council for a period of one funding cycle. The terms of such reporting requirements are noted in the grant award contract.

CREDITING: Recipients are required to credit the Broome County Arts Council and the United Cultural Fund as sources of project funding. **Failure to credit the Broome County Arts Council and the United Cultural Fund may jeopardize your funding. You must include a statement to this effect in press releases and correspondence with the media to alert the media as to the importance of proper credit to the council and the UCF.** The following statement must appear prominently on all published materials, including the printed event program, and announcements regarding the event. This includes announcements on the internet, radio and television and in paid advertising.

“Funding is provided, in part, by a project grant from the United Cultural Fund, a program of the Broome County Arts Council.”

AUDITING: Organizations whose funded projects, programs, events, etc. include an admission fee are required to send two complementary admissions (tickets, passes, etc.) to the arts council to permit an auditor to attend the project as an audience member. During such attendance, auditors frequently obtain information that may be used in subsequent grant programs and evaluate the granted project. Please send tickets as early as possible to ensure our attendance at your funded program.

APPLICATION PROCEDURE

A complete application consists of the original, plus seven (7) copies of the following information (EIGHT copies total.) Please arrange each copy of the application in the following manner:

- | | |
|--------|--|
| PART 1 | Application Form (1 page) Narrative (2-3 pages) Project Budget (1 page) |
| PART 2 | Financial Statement for last completed fiscal year <u>signed by board president, treasurer or certified auditor</u> , and your current year's operating budget. (Not applicable for individual artists.) |
| PART 3 | List of your board of directors (names, addresses phone numbers and affiliations.) (Not applicable for individual artists.) |
| PART 4 | Resumes/biographies of key personnel or artists responsible for the proposed project or to be paid/hired by the grant |
| PART 5 | Schedule of your organization's arts/cultural events and programs for the coming year and any other printed documentation that will support this request. (Not applicable for individual artists.) |

APPLICATIONS FROM ARTIST-INITIATED PROJECTS NEED ALSO SUPPLY EIGHT COPIES OF MATERIAL REPRESENTING THE ARTIST'S WORK, i.e. photos, CDs/DVDs, publications, etc. Please do not submit original work.

In addition, **organizations** applying for support must submit **ONE COPY** of proof of not-for-profit status (as noted in the Eligibility Requirements, must be included with the application). Acceptable documentation includes one of the following:

- Certification letter from Internal Revenue Service noting Federal 501(c)(3) status
NOTE: Letters from IRS stating that 501(c)(3) application has been received and is being processed are NOT acceptable. Status must be confirmed.
- NY State Form ST-119 "Exempt Organization Certificate" which includes state certificate number and date issued.
- Charter documentation from the NYS Board of Regents certifying that the applicant is a registered tax-exempt educational organization.
- Official letter from county, city, town or village executive certifying that the applicant is applying on behalf of, and with the full knowledge and authorization of the local government.

APPLICATION FORMAT

Grant applications are compiled in three-ring binders, therefore, **ALL PAGES OF ALL EIGHT COPIES MUST BE PUNCHED TO FIT A STANDARD, THREE-RING BINDER, OR COPIED ON THREE-RING HOLED PAPER - PLEASE.**

Please do not bind or staple pages together in any permanent form. Pages should be clipped together, or separated by different colored paper.

For further information or assistance with this application, please contact the Broome County Arts Council at (607) 723-4620 Ext. 100 or e-mail information@bcartscouncil.com.

BROOME COUNTY ARTS COUNCIL
2012 United Cultural Fund Project Grant Program
APPLICATION

SUBMISSION DEADLINE: 5:00 p.m. Tuesday, January 17, 2012

 Organization/Artist Legal Name

 Mailing Address

 City/State/Zip Code

Organizations only: FEI Number: _____ *and/or*

NYS Charities Registration Number: _____

Incorporation date/year founded: _____

Individual Artists only: Social Security Number: _____

 Contact Person for Grant. Name and Title.

Contact Phone: Day _____ Evening _____

E-Mail: _____

PROJECT TITLE: _____

PROJECT DATE(S): _____

TOTAL PROJECT BUDGET: \$ _____

UCF PROJECT GRANT REQUEST: \$ _____ (maximum \$1,000)

CERTIFICATION STATEMENT: The undersigned certifies that s/he (1) is a principal officer of the applicant with authority to obligate it; (2) has knowledge of the information presented herein; (3) has read the Guidelines published by the Broome County Arts Council, Inc. and that the applicant complies with, and is made subject to said guidelines; (4) on behalf of the applicant releases Broome County Arts Council, Inc., its employees and agents with respect to property or materials submitted in connection herewith.

Date: _____

Signature: _____

Name & Title (Please Type or Print): _____

AT THIS POINT, INSERT YOUR WRITTEN NARRATIVE, USING THE FOLLOWING OUTLINE. FOLLOW THESE INSTRUCTIONS TO PREPARE YOUR NARRATIVE:

- * Type and single space - Total not to exceed 3 pages please
- * Answer all questions clearly and concisely
- * Use the headings provided below

PROJECT NARRATIVE

I. PROPOSAL SUMMARY:

Please summarize the proposed project in one, concise sentence.

II. PROJECT DESCRIPTION

Describe your project - the purpose, artistic content, activities, and expected audience for the proposed project. Remember to include the important details such as the location, dates and time of the event, the targeted audience and the artists involved.

III. COMMUNITY BENEFIT

How will this project benefit the community; what is this project's target community; AND how will the project benefit the artist(s) involved?

IV. PROMOTION PLAN

How will you inform the public about your project; how will you promote/publicize the project (besides PSAs)? Be as specific as possible.

V. OTHER SOURCES OF INCOME

Who else are you asking for support? How else will you raise funds? (Perhaps the project or program will earn some income in admissions, workshop fees or sponsorships. Such income is to be entered in the "Other Money" column and detailed in the Source Section of the Project Budget on the next page.

Organization/Artist Name: _____

Project Expenses

| | Total Budget \$ | = | UCF REQUEST | + | Other Funding or Income |
|--------------------|-----------------|----------|-----------------|----------|----------------------------|
| Personnel | | | | | |
| Administrative | _____ | | _____ | | _____ |
| Artistic | _____ | | _____ | | _____ |
| Technical | _____ | | _____ | | _____ |
| Other Paid Artists | _____ | | _____ | | _____ |
| Marketing | _____ | | _____ | | _____ |
| Travel | _____ | | _____ | | _____ |
| Supplies | _____ | | _____ | | _____ |
| Space Rental | _____ | | _____ | | _____ |
| Equipment Rental | _____ | | _____ | | _____ |
| Other _____ | _____ | | _____ | | _____ |
| Other _____ | _____ | | _____ | | _____ |
| Other _____ | _____ | | _____ | | _____ |
| Totals | \$ _____ | = | \$ _____ | + | \$ _____ |

Project Income

Please list all sources of expected income including pending grant applications other than this one, sponsorships, advertising sales, earned income projections (ticket sales, etc.) and In-Kind Support.

| Source | \$ Amount (value) |
|--------|-------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |