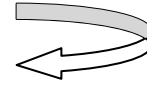


**PUTNAM ARTS COUNCIL'S  
ARTS LINK GRANTS PROGRAM**

Linking the Arts to Putnam Communities



**2012**

FUNDING POLICIES AND GUIDELINES FOR **DECENTRALIZATION** GRANTS

APPLICATION DEADLINE: FRIDAY, SEPTEMBER 21, 2012

(postmarked or physically received in our office)

**DECENTRALIZATION** is a statewide program of the New York State Council on the Arts (NYSCA), established in 1977 "to support the continued development of cultural resources responsive to community cultural needs". The program is made possible by the New York State Council on the Arts with the support of Governor Andrew Cuomo and NY State Legislature. Public support is also provided by Putnam County Government. Through this annual program, NYSCA is able to help support the work of community-based organizations and artists in providing arts and cultural activities on a local level. In Putnam County, the **Decentralization** program is administered by the Putnam Arts Council.

The program welcomes applications for funding of high quality cultural projects which **take place in Putnam County and are open to the public**. They may include work in a variety of artistic disciplines including (but not limited to) theatre, dance, visual arts, music, folk arts, literary arts, video and film. Interdisciplinary projects and collaborations are encouraged. Applicants may be:

- Non-profit arts organizations (art centers, music or theatre groups, etc.)
- Non-profit community organizations (libraries, youth bureaus, social service agencies, senior centers, historical societies, etc.) Applications from these organizations must, however, be for exclusively arts related projects.
- Individual artists or artists groups applying through a sponsoring non-profit organization

ORGANIZATIONS MAY APPLY FOR UP TO THREE PROJECTS. Maximum funding to any one organization is \$5000; minimum request for any one project is \$500. Previous grants have ranged between \$500 and \$3000, averaging about \$1500. All projects must take place in Putnam County between January 1 and December 31, 2012.

**No more than 70% of the project expense may be requested by returning applicants. First time applicants may apply for up to 80% of the project expense.**

**Awarded funds should be used primarily towards artist fees, marketing/publicity costs, direct administrative expenses, supplies/materials and other direct arts related expenses.**

## YEAR 2012 FUNDING PRIORITIES

- Applications from arts organizations/groups and artists rather than other types of community non-profits.
- Programs that stress their ability to reach underserved audiences such as racially diverse, handicapped/challenged communities and non-English speaking residents.
- Projects that are the result of a partnership between two (or more) arts organizations.

## ELIGIBILITY

A qualifying organization must be:

- A not-for-profit organization, association or institution located in Putnam County, incorporated in Putnam County, whose primary mission is providing services to residents of Putnam County and environs.
- governed by a regularly meeting Board of Trustees and operated under a set of By-Laws;
- conduct activities in a way that does not discriminate on the basis of race, color, national origin, sex, or disability;
- demonstrate non-profit status by one of the following:
  - 501(c)(3) letter
  - have official authorization as an arm of local government
  - registered as a Charitable organization with the Bureau of Charities
  - N.Y. State Board of Regents Charter (Section 216 of the Education Law)
- Artist or artists group which do not qualify as described above must be:
  - sponsored by a qualifying non-profit (meeting the previous requirements) and submit the following: (1) A resume and sample of work; and (2) A letter of agreement with the sponsoring organization stating its willingness to fulfill all obligations and duties of serving as fiscal and administrative agent for a funded project. The Putnam Arts Council will be glad to furnish you with a sample letter of agreement to follow.

Informational seminars are held in July, August and September and are mandatory for all applicants.

All applicants must contact the Grants Manager to inform her of their intent to apply

**Before September 1.** Remember to use the Arts Link Checklist (on our website and also available from the Grants Manager)

## YOU ARE NOT ELIGIBLE IF YOU ARE:

- organizations which APPLIED to NYSCA in March, 2011, seeking funding for your 2011/2012 program (even if you withdrew your application or were denied funding )
- Past subgrantees who have failed to submit final reports
- Public school districts, their affiliates or components, or activities which exclusively serve a student audience with no public component
- Four-year public universities and colleges
- New York State agencies and departments

- Non-incorporated chapters of organizations whose “parent organization” is not located in Putnam County.

**PROGRAM RESTRICTIONS** Funds will not be provided for any of the following:

1. Capital improvements and equipment purchases.
2. Major expenses toward the establishment of new organizations.
3. In-school activities and programs (public and private schools) or creation of textbooks or classroom material.
4. Reduction of deficits from prior years.
5. Fellowships, scholarships, awards to students or stipends.
6. Activities restricted to an organization’s membership
7. Arts programs that are essentially recreational, therapeutic, or provide rehabilitation.
8. Operating expenses of privately owned facilities i.e. homes & studios.
9. Entertainment/Fundraising events (openings, receptions, benefits, food, etc).
10. Cash prizes, juried shows.
11. General operating expenses of the overall organization (as opposed to the project)
12. Fees to children or their use as professional artists.
13. Non arts related activities such as balloons, clowns, magic, at-risk or social programs
- 14. Project which take place in venues that are not accessible by ADA standards**

**REVIEW PROCEDURE**

Each application is reviewed by the Putnam Arts Council’s Grants Manager and Executive Director for completeness and accuracy. If additional information is needed, the applicant is contacted.

Those applications that fulfill the requirements for eligibility and funding program purposes, and that have complied with prior contractual obligations with the Putnam Arts Council, are then presented to the Grants Review Panel. The panel is composed of community and business leaders, educators, artists, and arts professionals. The process is competitive and not all applicants who are qualified to apply will receive a grant. It is important to supply the panel with as much specific information about your project as possible.

The Grants Review Panel recommends the level of funding, and the Putnam Arts Council’s Board of Trustees reviews those recommendations. Applicants will be notified by mail as soon as the above procedures have been carried out. The actual payment of the grant will be made in accordance with each signed and returned contract and is contingent on the Putnam Arts Council’s receipt of funds from NYSCA.

**JUDGEMENT CRITERIA**

The panel will evaluate each application according to the following criteria:

- artistic quality of the proposed project
- ability of the project to generate audiences for the arts
- organizational history and stability
- clearly defined objectives and ability to achieve those objectives
- evidence of fiscal responsibility
- evidence of community need or interest in project
- demonstrated need for funding
- non-duplication of comparable existing services
- audits of prior year’s project(s)

**GRANTEE RESPONSIBILITIES**

- Sign a **Cultural Services Agreement** stating the terms of your funded project.
- Attend the Annual **Grant Awards Ceremony** to receive your grant check.
- **Keep the Grants Manager informed** regarding project progress, and changes in the project as proposed or difficulties encountered in fulfilling the obligations of the agreement. **All changes must be pre-approved by PAC.**
- **Make the public aware of your project.**
- **Credit NYSCA and the Putnam Arts Council** for receipt of funds on all publicity and printed materials, and verbally when appropriate.
- **Provide timely notification of your program** to PAC for publication in the Cultural Calendar.
- Make every effort to locate all of your projects in venues which are **handicap accessible.**
- **Provide at least 4 complimentary tickets** to the funded event for the purpose of conducting NYSCA-required audits.
- **Submit an Interim Report (due June 1) and Final Report** within 30 days of completion of the funded project.
- **Write thank-you letters** to state elected officials citing the importance of the Putnam Arts Council and the availability of the Decentralization Program.

Putnam Arts Council (845) 803-8622 [www.putnamartscouncil.com](http://www.putnamartscouncil.com)

Grants Manager – Ellen Haven

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