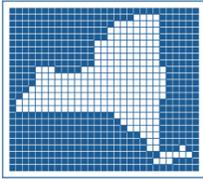


State of the Arts



NYSCA

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Decentralization

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Application in this category is made only at the invitation of the Council and grants are generally awarded on a multi-year basis.

The purpose of Decentralization, DEC, is to foster the continuing development of local cultural resources responsive to community needs. These needs are articulated by the DEC site in a Community Cultural Plan. DEC ensures access to arts and culture in each of the 62 counties of New York State, including areas that are geographically isolated, economically disadvantaged and ethnically diverse. The basic principle of DEC regrant funding is local decision-making using a peer panel grant evaluation process.

DEC regrant sites are a statewide network of non-profit organizations which serve cultural organizations and artists locally and regionally through three categories of support: Community Arts (required), Arts Education (optional) and Individual Artists (optional). In addition to administering the regrant program, DEC sites also provide technical and organizational development assistance. The combination of regranting and providing capacity building services is essential to successful community cultural development.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

Goals

The DEC Regrant program provides project support to a wide-range of professional, a vocational and educational arts and culture in their respective communities and supports the creation of new work by individual artists within a community setting through the Individual Artist Category.

The DEC Regrant program is required to support the development and delivery of community-based arts and cultural programs and services through the Community Arts category:

- **Community Arts** grants constitute the majority of DEC regrant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists and support up to 50% of the project's cash expenses. Individual artists may apply for a community-based project in partnership with a local non-profit organization. DEC support enables emerging artists and organizations to grow professionally and to enhance the cultural vibrancy in communities and neighborhoods where they live and operate. DEC site administration is governed by a set of procedures outlined in a Procedures Manual issued by NYSCA and available at every DEC site.

Note: Entities currently receiving direct NYSCA funding are not eligible for a DEC Community Arts regrants in the same year.

DEC Regrant sites may opt to offer grant opportunities through the Arts Education and Individual Artist categories:

- **Arts Education** grants support the role that local cultural organizations and/or individual artists play in engaging K-12 public school students in rich artistic learning experiences. AE funds are designed to support new or first time arts education projects in K-12 school settings. Regrant funds are directed to cultural organizations and/or artists work in partnership with public schools. Regrant projects must focus on the exploration of art and the artistic process. Projects must take place in schools and center on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions with students. AE regrants will fund a maximum of 50% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation. AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.

A maximum of up to 20% of the total EC Regrant budget may be allocated to the Arts Education category.

Note: School partners may not apply directly for DEC Community Arts Education regrant funding.

Note: Projects with school partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for a DEC Community Arts Education regrant in the same year.

- **Individual Artists** grants provide a flat grant of \$2,500 to local artists for the creation of a new work within a community setting. Single county DEC sites may offer a maximum of four grants. Multi-county DEC sites may offer a maximum of two grants per county

An essential element of this funding is the inclusion of community involvement in the development and creative process of the artists' project. The project must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

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 but are intended to support creative (not interpretive) artists interested in working within a community setting.

DEC sites administering this regrant opportunity must be prepared and willing to work with **artists to help facilitate the execution, promotion, and the community engagement component of the project.**

Note: Local arts organizations and artists interested in applying for a DEC regrant must contact the Decentralization site in their area directly for guidelines and application deadlines.

Technical Assistance

Limited technical assistance funds are available to NYSCA grantees whose activities are appropriate to the scope of this program. These funds support fees for professional consultants and other related expenses. Assistance may be directed toward a broad range of needs, such as board development, public relations, marketing, fundraising, and long range planning.

Please consult CNY Arts, the administrator for State & Local partnership-related Technical Assistance, for information and application procedures.

CNY Arts
Elizabeth Lane, Regrants Coordinator
421 Montgomery Street, 11th Floor
Syracuse, NY 13202
Phone: 315-435-2158

Email: elane@cnyarts.org

Eligibility to apply for other NYSCA support:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below). Organizations receiving General Support from NYSCA may apply for one project support request in one other program. Sponsored applicants and those funded under the following categories are exempt from the two-request limit:

Architecture + Design Program - *Independent Projects category*

Dance Program - *Rehearsal Space and Residencies category*

Electronic Media & Film Program – *Workspace, Art & Technology category*

Facilities Program - *All categories*

Folk Arts Program - *Apprenticeships category*

Folk Arts Program - *Regional and County Folk Arts Programs category*

Individual Artists Program – *All categories*

Literature Program – *Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

Evaluative Criteria

- Grant requests are evaluated in accordance with agency-wide criteria.
- Extent and effectiveness of efforts to reach and serve the full diversity of constituents in the DEC service area.
- Effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.
- Quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.
- Quality and consistency of efforts to provide technical and developmental assistance to community-based organizations and local artists.
- Maintenance of a current local procedures manual describing the operational details of the local DEC program.
- Extent of organization's commitment to provide adequate resources (beyond NYSCA) to operate an effective DEC Program.
- Adherence to statewide program guidelines as outlined in the DEC Procedures Manual.
- Development, maintenance and effectiveness of community cultural regranting plan.
- Present annual regrant awards ceremony which is free and open to the public.

Decentralization Site Administration:

The Council provides for Decentralization site administration funds. These funds cannot exceed 30% of the total award. The DEC site administration portion of the request details expenses incurred in administering the local DEC program, primarily salaries, as shown on the project budget form. The Council recognizes that the administrative support it can provide generally does not meet the full administrative expenses of the regrant program

Eligibility Criteria:

In order to be eligible to apply for Decentralization, an applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State.
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#).
- The organization sustains an evident and substantial commitment to arts and culture, and serves organizations and artists across arts disciplines.
- It must have sufficient organizational resources to provide professional outreach, technical and developmental services.
- The organization must employ a full time paid executive director and must employ a qualified staff person designated "DEC Coordinator".
- It must maintain a designated bank account restricted to DEC regrant funds.
- The organization must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- Maintain a Community Cultural Regranting Plan:

The Community Cultural Regranting Plan must identify and articulate the community's cultural needs. The Plan should describe those needs over a 2-3 year period and must include both Community Arts and Community Arts Education grants. If including regrants for Individual Artists Commissions, the Plan must outline the process for evaluating the work of individual artists, including a clear statement of how artists' needs are evaluated. The Plan may also encompass other types of non-NYSCA funded regrants and services.

Application Instructions:

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal

Through the [NYSCA application portal](#)*, applicants will submit:

1. Organization Profile
2. Organization Budget
3. Registration
4. Program Application

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders*.

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below).

Through the [Grants Gateway Grant Opportunity Portal](#), applicants will also submit:

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)
4. Mandatory Support Materials (See Below)
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal.

Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.

*New applicants can create a NYSCA account [here](#)

In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review.

Also note that you must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!

Mandatory Support Materials for General Support Request:

The following Mandatory Support Materials must be submitted by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

Acceptable file types are: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2014. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review. For a more detailed description of how to submit your support materials for this application, please click [here](#) for more information.

1. Résumés or biographical statements of executive director and DEC Coordinator, maximum of 1 page each.
 2. Community Cultural Regrant Plan
 3. Draft guidelines and application forms for DEC regrant programs
 4. A list of DEC panelists, their affiliation and county from the most recent DEC cycle
 5. For multi-county sites: list of advisory committee members and their affiliations, plus a copy of their latest report or policy.
 6. Up to 5 representative marketing materials (sample brochures, promotional materials and/or application forms) that reflect regrant or partnership activity for the past year.
 7. Website, Facebook, Twitter, YouTube, and other social media links. We also reserve the right to review any/all of these online sources as part of your application.
 8. Additional materials – any additional materials you wish the Council to consider.
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Application Narrative Questions:

Artistic/Programmatic

1. Program Overview

Describe your local Decentralization program and its relationship to your organization's mission. Include county or counties served, and an outline of the goals of the program in terms of your Community Cultural Plan. When was the Plan last reviewed?

2. DEC Site Profile

Returning DEC applicants must detail the number of applicants and the number of funded organizations. Indicate the number of organizations of color, and organizations that serve communities of color. Also provide a list of new first-time applicants to your local program. New DEC applicants should provide projections for the above information for the coming year.

3. Challenges

Highlight the primary needs and challenges as identified in the cultural plan, as well as strategies for meeting those challenges through your regrants and services.

4. Cultural Regranting Plan Components

Describe how this plan was redeveloped and how it will be implemented.

*** Please answer the following question ONLY if you intend to include the Individual Artists Projects in your DEC regranting. You may indicate “N/A” if opting out of this regrant opportunity.**

5. Describe your process for determining a local need for Individual Artists Projects. Specify how your guidelines will encourage requests from artists who seek community interaction as part of

their creative process. Detail how this grant will be promoted to a broad range of artists and arts disciplines in your service area.

Managerial/Fiscal

6. DEC Coordinator Position

Describe the duties of the DEC Coordinator and outline his/her role in the organization. Detail the coordinator's hours, rate of pay, and any other duties or job functions within in the organization. Describe any professional development and training opportunities provided for the coordinator.

7. Panels

How do you select your DEC panelists? If you are making targeted grants (e.g. for individual artists), how do your panel selection process and panel meeting procedures serve the particular needs of this component? If you are a regional site, how does your panel selection process ensure regional representation?

8. DEC Site Budget

Describe plans and resources that supplement NYSCA funds to ensure that program goals are met, noting both cash and in-kind support. Describe your Board commitment towards raising the necessary additional funds to support the DEC program.

9. Governance

How will the Board contribute to the success of DEC within the organization and service area?

Service to the Public

10. Outreach

List the planned schedule of application seminars for the upcoming DEC cycle. Also, describe the outreach plans to ensure DEC program visibility and participation in all parts of the service area. Where applicable, describe how your advisory committee is involved in this work.

11. Technical/Developmental Assistance

Outline your technical/developmental services plan in relationship to identified cultural needs. Describe the role of DEC staff and outside professional assistance in providing technical services. Plans may include local assessment methods, constituent meetings, information services, other re-grant programs offered, and a list of development seminars/workshops offered to local groups and artists.

12. Program Context

Briefly describe other arts funding opportunities available in the communities within your service area. Describe any efforts made to coordinate and promote these arts funding opportunities.

Support Materials

13. Support Materials

Please list all of the support materials and/or work samples you are submitting. These materials are critical to your application's assessment.