

HUNTINGTON ARTS COUNCIL
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CREATIVE COMMUNITIES PROGRAM GUIDELINES

Supporting accessible arts projects that enhance the cultural climate in our neighborhoods and communities.

APPLICATION DEADLINE: Monday, December 5, 2022 by 3:00PM

WHO MAY APPLY: Individual Artists, Artist Collectives, 501(c)(3) or New York State non-profit organizations with an active board of trustees either incorporated in NY State or registered to do business in NY State. Government or quasi-governmental entity, or tribal organization

AWARD AMOUNT: \$2500 or \$5000

PROJECT PERIOD: January 1 – December 31, 2023

*Creative Communities award MAY BE awarded funding for 100% of an applicants' total expenses
Creative Communities applicants are NOT required to provide a match of funds, which may be a combination of cash and in-kind contributions*

Huntington Arts Council Creative Communities Grant provides grants to non-profit organizations, or an individual artist partnering with a non-profit organization, for arts & cultural projects and activities that enable Nassau and Suffolk communities to experience and engage with the performing, literary, media, and visual arts.

Creative Communities Grants support arts & cultural projects and activities of non-profit organizations, or an individual artist partnering with a non-profit organization, in their county, to service local residents and visitors of the area.

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access).

NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in geographically remote areas; disabled communities;

LGBTQIA communities; neurodiverse communities; vulnerable aging populations; veterans; low income and unhoused populations; as well as justice-involved juveniles and adults.

Grant Priorities:

New for 2023 - priority will be given to new applicants and applicants not previously funded within the past 3 SCR grants cycles, this includes Restart. These applicants will have 1 point added to the fiscal managerial component of their project.

Projects **MUST** be artistic or cultural in nature, encompassing the visual, performing, media or literary arts.

Projects **MUST** take place in the same county as the applicant, and have a public, culminating event.

Prior grantees **MAY NOT** apply to the Creative Communities Grant with the exact same funded program from prior years. There must be a *visible and meaningful* change to the program; organizations must make a clear and demonstrated effort to maximize growth potential.

Program Criteria:

All Creative Communities grant applications are reviewed for completeness and then sent to the respective panels. Applications are evaluated on the following criteria:

Artistic Programming - Innovative, unique, multidisciplinary projects. Programs that support equity and inclusion and are collaborative.

Community Impact - Inclusive of under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences. Projects that are intergenerational and meet the needs of a diverse community. Projects that are open to public attendance and/or participation by the community. outreach to under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse audiences

Fiscal/Managerial - Payment to participating artists. Detailed, organized marketing plan that includes a variety of marketing platforms. Include a public, culminating event.

Budget - Sound financials, completed budget worksheet.

The criteria is weighted according to these percentages:

- Artistic: 40%
- Public Impact: 40%
- Fiscal and Managerial: 10%
- Budget: 10%

Please refer to the Creative Communities Program rubric for criteria evaluation.

All Non-Profit Organization Applicants:

- Applicants **MUST** have a legal address in Nassau or Suffolk Counties.

- Non-Profit Organizations applying **MUST** provide proof of nonprofit status through one of the following:

1. U.S. Treasury Dept. under Section 501(c) 3 of the US Internal Revenue Code
2. Board of Regents Charter of New York State Under Section 216 of the Education Law
3. Registration with New York State Attorney General Division of Charities Registration
4. Certification of Incorporation under Section 402 of the Not-for-Profit Law
5. Authorization letter from a unit of local government

*Note: NY State tax exemption certificate from the Department of Taxation and Finance does not qualify as proof of nonprofit status.

- Organizations **MUST** comply with Section 504 of the Rehabilitation Act ensuring accessibility for disabled persons.

All Individual Artist and Unincorporated Group Applicants:

- Individual Artists/Unincorporated Groups **MUST** reside in Nassau or Suffolk Counties (please note that a studio space in Nassau or Suffolk Counties is not considered a legal residence).
- Individual Artists **MUST** be 18 years of age at the time of application.
- Individual Artists/Unincorporated Groups **MUST** be sponsored by a nonprofit organization; submission of sponsorship is required with application.
- An individual artist or Unincorporated Group may apply through a fiscal sponsor; the entity serving as a fiscal sponsor must meet the same eligibility requirements as a non-profit applicant organization listed above.

Fiscal Sponsor and/or Community Partner Requirements:

1. The fiscal sponsor and/or community partner organization must be based in the county in which the proposed activity is taking place. However, the sponsored applicant is not required to reside in that county.
 2. An SCR applicant may serve as a fiscal sponsor and/or community partner for another SCR applicant. A fiscal sponsor and/or community partner may sponsor more than one applicant, as the sponsored requests do not count towards the three request limit or \$5,000 maximum. Direct NYSCA applicants **MAY NOT** serve as a fiscal sponsor for SCR funds.
 3. The community partner and/or fiscal sponsor is limited to 3 REQUESTS in any combination of categories totaling no more than \$5,000.
- Prior grantees **MAY NOT** apply to the Creative Communities Grant with the exact same funded program from prior years. There must be a *visible and meaningful* change to the program; applicants must make a demonstrated effort to maximize growth potential.

Application Requirements:

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers. Non-Profit organizations ONLY; funding history, and organizational mission.
2. **Partner Organization Profile:** Submit general information including contact information for partnering organization (**for applicants with fiscal sponsors or community partners**)
3. **Project Profile:** Submit important details about your proposed project including title, project description, artistic discipline, and biographies of key artistic personnel.
4. **Public Impact:** Describe in detail the public component, audiences you plan to engage and your strategy for community outreach.
5. **Fiscal and Managerial Profile:** Describe in detail your project marketing plan, including how you plan to promote it and carry it out successfully. Submit a timeline for planning and carrying out your project; be sure to include the anticipated date(s) of your event(s).
6. **Budget -** Sound financials, completed budget worksheet.
7. **Work Samples and Support Material:** Upload or provide web links to samples of past or current work. Upload a limited number (up to three items) of supplemental materials, such as: newspaper clippings, brochures, PR materials, Letters of Support.
8. **Certification of Application:** Verify the information in the application form.

Additional Documentation Required:

For Non-Profit Organizations -

- ✓ Proof of nonprofit status: you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ Board member list
- ✓ Financial statement for your most recent fiscal year signed by the treasurer and/or 990
- ✓ Biography/resume of key artist(s)
- ✓ Work sample
- ✓ IRS Form W-9

FOR INDIVIDUALS AND UNINCORPORATED GROUPS PARTNERING WITH A NON-PROFIT ORGANIZATION:

Please provide the materials for that nonprofit organization as listed above **AND**

- ✓ Partner Organization Agreement/Letter of Commitment

FOR INDIVIDUALS and UNINCORPORATED GROUPS FISCALLY SPONSORED BY A NON-PROFIT ORGANIZATION:

Please provide the materials for that nonprofit organization as listed above **AND**

✓ Fiscal Sponsorship Agreement/Letter of Commitment