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# CREATIVE LEARNING AFTER- SCHOOL AND COMMUNITY BASED CENTERS PROGRAM GUIDELINES

*Supporting the role the arts play in engaging students and participants of all ages  
through sequential, hands-on art instruction.*

**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 Learning MAY BE awarded funding for **100%** of an applicant's total expenses for **After-School or Community-based Center projects.***

*Applicants are **NOT** required to provide a match of funds, which may be a combination of cash and in-kind contributions*

The Creative Learning grant is designed to support arts education projects in after-school settings; and partnerships with community based organizations (ex: senior centers, etc.).

This funding is designed to support effective and innovative approaches to artist-led instruction outside the school setting. These grants are meant to build the capacity of local artists and non-profit arts organizations while providing public school-aged students, adults, and seniors with high-quality artistic learning experiences. Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age- and skill-based, and focused on the exploration of art and the artistic process. Emphasis is placed on the depth and quality of the creative process through which participants learn through, or about, the arts.

The grant funds partnerships (applicants and their partners): The official applicant to the grant must be a Suffolk or Nassau County nonprofit arts & cultural organization, or an individual artist (or groups of artists). The project can take place at a Suffolk or Nassau County after-school program, or at a community center. The school or community center is referred to as the "Partner."

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.

***Note:** If an individual artist is the applicant, s/he/they must be from either Nassau or Suffolk County. However, if the applicant happens to be a Nassau County nonprofit arts & cultural organization, their teaching artists do not have to be from Nassau County.*

Creative Learning grants strive to build the capacity of local teaching artists and nonprofit arts organizations while 1) providing students of all ages with high-quality artistic learning experiences, and 2) supporting projects that provide in-depth, age-and skills-appropriate opportunities for participants of all ages to create and experience the arts. This grant opportunity allows for teaching artists to work in after-school program settings, or in community-based organizations (i.e., senior centers) to encourage and promote the importance of lifelong learning.

For teaching artists working in an after school or community-based setting, projects must be a sequential arts workshop/program for participants. Both after school and community-based projects must be open to the public.

#### **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.

- After-school programs or community centers in low-income areas
- Collaborative and intergenerational projects
- Projects involving students or adults with special needs
- Underserved/Underrepresented populations

#### **All Creative Learning projects must provide:**

- Sequential, skills-based study that incorporates one or more art forms

- A minimum of **three (3)** sequential, hands-on learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations

### Requirements for After-School and Community-Based Learning Projects:

- Project must involve at least three (3) hands-on learning sessions with the teaching artist and the same group of students (called the “core group”). Each session should be at least 30 minutes long. (Each block of time a teaching artist connects with a group of students, separated by time, can be considered one contact session.) It is recommended that contact sessions are separated by enough time for reflection and refining.
- A letter of commitment from the Partner to the Applicant must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the Partner’s support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each team member involved. The Executive Director must sign this letter of agreement and it must appear on the Partner’s letterhead.

### INELIGIBLE PROJECTS:

- Stand-alone assembly programs, single performances, single visits to or from cultural institutions.
- Undergraduate college-level courses, scholarships, fellowships, contests, or student performing groups.
- Equipment. The grant can fund supplies, which are defined as materials that are used up during the course of the project, but not permanent equipment.
- Local cultural organizations that already receive funds from New York State Council on the Arts (NYSCA) for FY2023
- All direct applicants to NYSCA for FY2023 are not eligible (regardless of funding status).

### Program Criteria:

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

- Clarity and appropriateness of proposed goals.
- Depth of interaction, as indicated by plans for contact time between the core group of students, artist/s.

**Artistic Programming** - Innovative, unique, multidisciplinary projects. Programs that support SEL and CRS principles and are collaborative.

**Public Impact-** Inclusive of schools in under-resourced neighborhoods or cultural groups and differently abled or linguistically diverse populations. Projects that are intergenerational and meet the needs of a diverse community.

**Fiscal/Managerial** - Payment to participating artists. 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). Provide a completed, proposed budget of your project expenses.

**Budget** - Sound financials, completed budget worksheet.

The criteria are weighted according to these percentages:

- Artistic: 40%
- Community Engagement: 40%
- Fiscal and Managerial: 10%
- Budget: 10%

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

Projects **MUST** take place in the same county as the applicant, and serve the general public.

Prior grantees **MAY NOT** apply to the Creative Learning 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 demonstrated effort to maximize growth potential.

*\*Please refer to the Creative Learning After School and Community Based program rubric for criteria evaluation.\**

### Application Requirements:

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

1. **Applicant Profile:** Submit general information including contact information, electoral district numbers. Non-Profit organizations ONLY; funding history, and organizational mission.
2. **Project Profile:** Submit important details about your proposed project including title, project description, artistic discipline, and biographies of key artistic personnel.
3. **Public Impact:** Describe in detail the public component and audiences you plan to engage.
4. **Fiscal Profile:** Uploads of your nonprofit organization
5. **Marketing and Outreach:** Describe your marketing and outreach efforts. Please include your timeline, dates and venue information
6. **Budget:** List your project income sources and expenses.

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.

**PLEASE NOTE:**

Prior grantees **MAY NOT** apply to the Creative Learning 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.

**Additional Documentation Required:**

**FOR INDIVIDUALS PARTNERING WITH A COMMUNITY ORGANIZATION:**

Please provide the materials for that nonprofit organization **AND**

- ✓ Bio/resume of key artist/s
- ✓ Proof of county residency (this can be fulfilled through a telephone bill, credit card or bank statement {first page only; social security and financial information should be blocked}, current lease or mortgage agreement listing the artists name and NYS County address, driver's license or ID card, voter registration card)
- ✓ IRS Form W-9
- ✓ Work sample

**FOR NONPROFIT ORGANIZATIONS:**

- ✓ Letter of support from the public school or community organization
- ✓ 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 affiliation list
- ✓ Financial Statement for your most recent fiscal year signed by the Treasurer and/or 990
- ✓ Bio/Resume of Key Artist(s)
- ✓ Work samples
- ✓ IRS Form W-9