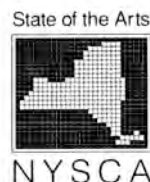


## 2009 Staten Island Creative Communities Guidelines

**Purpose:** To support Staten Island artists and nonprofit organizations that present programming of **artistic merit** and **cultural significance**. All art and artistic cultural disciplines—humanities and cultural studies, digital and interactive media, literary, performing and visual arts, crafts, folk arts—are considered. The **Staten Island Creative Communities** grants, part of the 2009 COAHSI Arts and Humanities Grants program, are public funds made available for partial funding of art and cultural projects which constitute direct services to citizens and residents of Staten Island. This is a competitive process. These grants are not fellowships, subsidies or entitlements. Projects must be open to the public and take place on Staten Island during the year 2009.

**Who are eligible for SI Creative Communities Grants?** *Individuals may apply for one grant with a request range of \$500 to \$5000 (maximum grant). Organizations may apply for up to three grants, the total amount not to exceed \$5000 (maximum grant).*

- **Staten Island non-profit organizations**— Must be Staten Island-based and have one of the following as proof of nonprofit status: 1) IRS 501(c)3 letter; 2) Letter from the NYS Board of Regents Charter, Section 216 of the Education Law; 3) NY State Charities Registration (Article 7A of Executive Law); 4) Not-for Profit Law Certificate of Incorporation (Section 402).
- **Individuals and for-profit organizations**— Who are Staten Island-based can apply through a non-profit conduit which is Staten Island-based.



**SI Creative Community Grant is funded by The New York State Council on the Arts**

**Please refer to the application form which includes a comprehensive list of required proofs and attachments.**

### **Who or what is *not* eligible?**

- Organizations seeking funds directly from NYSCA in the same fiscal year regardless of their application's status.
- Programs that are essentially religious, recreational, rehabilitative or therapeutic.
- Expenses for health, welfare or other city or state funded programs, agencies or departments.
- Universities, colleges, primary and secondary schools and districts, school affiliates or components, in-school activities or programs or activities which exclusively serve a student audience with no public component.
- Past grant recipients who have not filed their final reports.
- Programs serving only the applicant organization's members.
- Operating expenses of privately owned facilities (e.g. homes and studios)
- Deficit budgets, capital improvements, equipment purchases, fundraising events, scholarships, juror fees, prizes, lobbying expenses, entertainment, reception or food expenses, any non-arts related expenses or administrative costs unrelated to project.
- Applicants or conduits who cannot present a valid tax-exempt Federal ID number.

### **How to Apply**

**All SI Creative Communities applicants are encouraged to attend an application workshop.** Especially if you have previously applied for a COAHSI grant and did not receive funding. Please see the workshop schedule. The Grants Director (**718-447-3329**) is available to answer questions about the application, about eligibility, or provide other assistance. Applicants should discuss their proposals with the Grants Director before submitting applications and have the opportunity to have them reviewed by the Grants Director if they are brought in early enough. Applicants may also visit our website [www.statenislandarts.org](http://www.statenislandarts.org) to see what kinds of projects have been previously funded and for other online technical assistance. Please note that a work sample and multiple copies of the application form must be submitted—see page 6 of the application form for more detailed instructions. **Applications will not be considered without them.**

## **Selection Process**

Consideration of proposals is competitive. Funding decisions are made by separate panels of experts for each grant category. Panels are comprised of representatives drawn from the disciplines eligible for funding. Panelists are professional artists, scholars, arts administrators, teachers of the arts and humanities, civic and business leaders, and community representatives. Based on the **criteria** (see below), the panelists vote on which projects are to be funded and recommend the monetary amount. You may be contacted for further information during the review process.

## **Criteria**

1. Artistic merit and cultural significance.
2. Clearly stated objectives.
3. Clear and realistic plan for implementation.
4. Appropriate request level and realistic budget for stated proposal. All granted funds must go towards the realization of the stated project.
5. Need and impact on the artistic discipline, geographic area, or local population: Projects which address communities or artistic disciplines which are underrepresented or underserved will receive foremost consideration.
6. Demonstrated community interest or support for the project.
7. Applicant's experience and grant history. This includes consideration of qualified staff and artists.
8. Funding priorities: artist fees, marketing and publicity expenses, direct administrative expenses, supplies, and materials.
9. The project must be accessible to any community member who wishes to partake in the experience.
10. Venues for the granted projects must be considered appropriate and comply with the Americans with Disabilities Act standards.

## **Notification**

Applicants will be notified of funding decisions no later than mid-December by mail.

## **Responsibilities of Grant Recipients**

1. Notify COAHSI of any changes in contact name, address, telephone or email address.
2. Notify Grants Director of any changes, adaptations, or difficulties met with accomplishing the funded proposal.
3. Credit the Council on the Arts and Humanities for Staten Island and the funding agency, New York State Council on the Arts, on all printed and promotional materials related to the funded project. Appropriate credit statements and Mentions of Support will be provided in contracts. Provide copies to COAHSI of all publications and promotional materials related to the funded project.
4. Provide at least 30 days advance notice of funded events. Projects will be audited to assure compliance with the spirit of the contract. Complimentary tickets (if admission is charged) must be provided to assist the audit process.
5. Make your event accessible to the physically challenged.
6. Complete the project during the year 2009.
7. Submit a final report no later than 30 days after the completion of the project. Failure to file a final report on time will jeopardize future funding.
8. Keep conduits aware of the project's progress and invite them to programs.

### **APPLICATION DEADLINE**

**Applications** must be **postmarked** (not metered) or **hand-delivered** to the COAHSI office at 1000 Richmond Terrace, Staten Island, NY 10301, by 5:00pm, Friday, October 15, 2008. This is a firm deadline. Fax, email or applications on disk or CD or in any other format cannot be accepted.

**PLEASE KEEP A COPY OF THESE GUIDELINES AND THE APPLICATION FORM FOR YOUR RECORDS**

# 2009 COAHSI Arts & Humanities Grants SI Creative Communities Application



**Print or type on this page. Do not reformat.**

Project Arts Discipline—**please check one**—for statistical purposes only

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Dance (01)                  | <input type="checkbox"/> Visual Arts (05) | <input type="checkbox"/> Music (02)             | <input type="checkbox"/> Dramatic Theatre (04)  |
| <input type="checkbox"/> Media/Film/Video/Audio (09) | <input type="checkbox"/> Design Arts (06) | <input type="checkbox"/> Humanities (13)        | <input type="checkbox"/> Digital (15)           |
| <input type="checkbox"/> Opera/Music Theatre (03)    | <input type="checkbox"/> Crafts (07)      | <input type="checkbox"/> Folk Arts (12)         | <input type="checkbox"/> Literature (10)        |
| <input type="checkbox"/> Other (specify) _____       | <input type="checkbox"/> Photography (08) | <input type="checkbox"/> Multidisciplinary (14) | <input type="checkbox"/> Interdisciplinary (11) |

## Organizational Information

*This section is to be completed by all non-profit organizational applicants and conduits. Application cannot be considered without this information.*

Are you applying directly to NYSCA for 2009? Yes \_\_\_\_\_ No \_\_\_\_\_

*If the answer is yes, STOP and call the Grants Director at 718-447-3329*

Year Incorporated \_\_\_\_\_ Fiscal Year End (month/day) \_\_\_\_\_

Form of proof of nonprofit status being furnished (*must be submitted with application*):

- IRS letter granting tax exemption under 501(c)3
- NY State Not-for-Profit Corporation (under 216 of Education Law)
- NY State Charities Registration (Article 7A of Executive Law)
- Certificate of Incorporation under Section 402 of the Not-for-Profit Law

Applications must be postmarked or hand-delivered to the COAHSI office by **5pm Friday, October 17, 2008**. Fax, email, disk or applications in any other format will not be considered.

\_\_\_\_\_  
Legal Name of **Individual Applicant or Organization** AKA (if applicable)

\_\_\_\_\_  
Mailing Address Zip Code Email Address

\_\_\_\_\_  
Contact Phone (Day) Contact Phone (Evening) Contact Name

\_\_\_\_\_  
Title or Brief Description of proposed project—do not exceed this line

Have you ever received an Encore \_\_\_\_\_ or Premier \_\_\_\_\_ grant? If yes, when? \_\_\_\_\_

NY State Assembly District \_\_\_ 59<sup>th</sup> \_\_\_ 60<sup>th</sup> \_\_\_ 61<sup>st</sup> \_\_\_ 62<sup>nd</sup> Community Board \_\_\_ 1 \_\_\_ 2 \_\_\_ 3

NY State Senate District \_\_\_ 23<sup>rd</sup> \_\_\_ 24<sup>th</sup> NY City Councilperson \_\_\_\_\_

(If you need help identifying the above election information, visit the Staten Island USA website [www.statenislandusa.com](http://www.statenislandusa.com), click "Web Links", then click the "Who Represents Me?" link under "Government"

## Conduit/Sponsor Information- *if applying through a non-profit conduit only*

\_\_\_\_\_  
Conduit Organization Name Daytime Phone Evening Phone

\_\_\_\_\_  
Contact Person Title Type of Organization

\_\_\_\_\_  
Conduit Organization Mailing Address Email Address

For office use only:

Cat Code:

Org. Code:

TCE:

REQ:

GRA:

Memo:

## Certification(s) and Release *(for SI Creative Community applicants only)*

The undersigned **individual applicant** or **chief officer** of the applicant organization with the authority to obligate it certifies that he or she: (1) has knowledge of the information presented herein; (2) has read the Grants Program Guidelines, and that this applicant complies with and is made subject to such guidelines; (3) on behalf of the applicant releases COAHSI, their employees and agents, from any liability for loss or damages to organizational or personal status, property or materials in connection herewith.

\_\_\_\_\_  
Signature of **individual applicant** (if applicable) Date

\_\_\_\_\_  
Signature and title, chief executive officer and name of **applicant organization** Date

The **chief officer** of the **conduit** organization certifies that the organization has agreed to act as the fiscal sponsor for the individual applicant or the applicant organization which does not have documented nonprofit status and that an agreement of responsibilities has been signed by the individual applicant or applicant organization without proof of nonprofit status and the chief officer of the sponsoring organization.

\_\_\_\_\_  
Signature and title, chief executive officer, **conduit organization** Date

**Organizational Description** —Describe your organization's purpose or mission  
Applicant organization

Conduit organization

**Applications  
must be  
legible—  
please  
type.**

Do not  
change or  
reformat  
this form.  
Altering  
this form  
will lead to  
rejection of  
application

Use only  
the space  
provided.

**Applicant Name** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Date(s) of Project** \_\_\_\_\_

**Location(s) of Project** \_\_\_\_\_

1. Describe the project and what you hope to achieve.

**Applications must be legible— please type.**

Do not change or reformat this form. Altering this form will lead to rejection of application

Use only the space provided.



## 2009 SI Creative Community Project Budget

Please do **not** list yearly income or general operating expenses.

Your budget must list **INCOME** and **EXPENSES** associated **ONLY** with this project.

Total Grant Request for **SI Creative Community Grant** may not be lower than **\$500** or exceed **\$5,000**

**EXPENSES** (please specify all items) **List expenses associated ONLY with this project.**

Personnel (individual artists—include self)

Artistic ( \_\_\_ # of personnel) \_\_\_\_\_ \$ \_\_\_\_\_

Administrative ( \_\_\_ # of personnel) \_\_\_\_\_

Technical/Production ( \_\_\_ # of personnel) \_\_\_\_\_

Space rental \_\_\_\_\_

Equipment rental \_\_\_\_\_

Travel/Transportation \_\_\_\_\_

Marketing/Advertising/Promotion (include postage) \_\_\_\_\_

\_\_\_\_\_

Insurance \_\_\_\_\_

Supplies \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENSES** \$  

**INCOME** (please specify all items) **List income associated ONLY with this project**

***Income of at least 10% from sources other than the COAHSI grant is required. Applicants must list at least 10% of income for the project from sources other than the grant amount requested.***

**A. Earned Income**

1. Admission (# \_\_\_\_\_ x \_\_\_\_\_ cost) \_\_\_\_\_ \$ \_\_\_\_\_

2. Subscriptions (# \_\_\_\_\_ x \_\_\_\_\_ cost) \_\_\_\_\_

3. Contracted Services \_\_\_\_\_

4. Tuition, class or workshop fees (# \_\_\_\_\_ x \_\_\_\_\_ cost) \_\_\_\_\_

5. Concessions/sales \_\_\_\_\_

6. Other (specify) \_\_\_\_\_

**B. Unearned Income—do not include SI Creative Community grant request**

1. Private contributions \_\_\_\_\_

2. Foundations \_\_\_\_\_

3. New York City DCA Direct \_\_\_\_\_

4. Other (specify) \_\_\_\_\_

**TOTAL INCOME** \$  

<b>Total Expenses</b>	( minus )	<b>Total Income</b>	( equals )	<b>Total Grant Request</b>
\$ <span style="border: 1px solid black; padding: 2px 20px;"> </span>	-	\$ <span style="border: 1px solid black; padding: 2px 20px;"> </span>	=	\$ <span style="border: 1px solid black; padding: 2px 20px;"> </span>

**In-Kind Contributions** (donations of goods, services, etc.)— do **not** include above

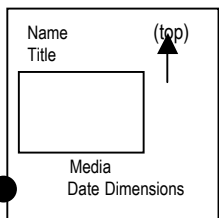
Services \_\_\_\_\_ \$ \_\_\_\_\_

Goods and materials \_\_\_\_\_

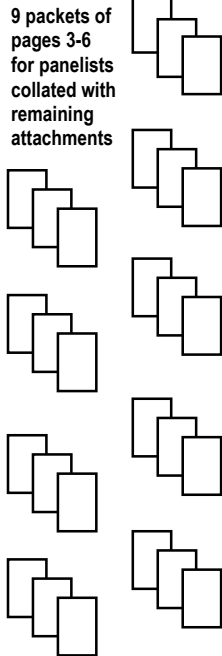
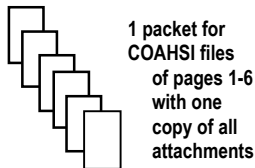
Space \_\_\_\_\_

Other \_\_\_\_\_

**PLEASE**  
do not place  
application  
materials in  
elaborate,  
heavy or  
complicated  
packages or  
folders --  
use staples  
or paper  
clips  
**-THANK YOU**



Submit a total  
of **10 copies**



**Individuals applying through a conduit are responsible for obtaining the necessary attachments from the conduit organization. Applications without sufficient attachments are considered incomplete and will not receive adequate consideration for support.**

From the **applicant organization and/or conduit**:

- \_\_\_ 1. Proof of nonprofit status (for same organization as checked on page 1) with tax exempt federal ID number--**1 copy**
- \_\_\_ 2. List of Board of Directors—**1 copy**
- \_\_\_ 3. Financial statement for the last fiscal year—**2 copies**

From the **individual applicant**:

- \_\_\_ 4. Proof of Staten Island residency for one year—**1 copy**  
(copy of NYS Driver's License or Identification Card, year-old utility bill **or** tax return, etc. All must have a verifiable street address, no post office boxes are acceptable.)
- \_\_\_ 5. Documentation of Social Security number (either copy of Social Security card or document with applicant's name and social security number- no exceptions)—**1 copy**
- \_\_\_ 6. Letter of agreement between applicant and conduit signed by the conduit's chief operations officer. Must also specify payment schedule if required—**1 copy**
- \_\_\_ 7. Up to 2 letters of support or recommendation—**10 copies**

**\*Required work sample (all applicants)—please label legibly with artist/applicant name:**

- \_\_\_ 7. Sample of work--the **date** of the work must be specified
  - \_\_\_ audio cassette, music CD, VHS video tape, or DVD —cued for 3-5 minute listening or viewing. For CD or DVD, specify tracks
  - \_\_\_ PC-formatted CD or DVD—up to 5 minutes, specify tracks for CD or DVD. Up to 8 digital images.
  - \_\_\_ slides—up to 8, labeled with name, title, media, size, date, indicate top, **as seen in example**. The “\_” indicates the front of the slide, the “\_” indicates the top of the slide
  - \_\_\_ manuscripts or other written samples—up to 6 pages, typed, double-spaced. Playwrights should make the first page a play synopsis. (non-returnable)—**10 copies**
- \_\_\_ 8. Letters of commitment from:
  - \_\_\_ a. primary personnel (artists, performers, technicians, lecturers, etc) in project, other than the applicant, specifying services and fees—**1 copy**
  - \_\_\_ b. location where project will take place, including dates, times, fees, etc. All insurance and security issues are the sole responsibilities of the applicant and the venue.  
*This letter must state that the project will take place in 2009 and that the venue agrees to the COAHSI Mention of Support* —**10 copies**
- \_\_\_ 9. Artistic personnel information—individual artists, include self
  - \_\_\_ a. List of primary personnel in project if more than one artist—**10 copies**
  - \_\_\_ b. Resumes or short bios for primary artists in project—**10 copies**
- \_\_\_ 10. Support materials—up to 3 reviews, clippings, etc., documenting recent projects and activities—**10 copies**. *Although recommended, inclusion of this type of support material is optional. Please do not submit more than three examples—more than three will not reach the panel.*
- \_\_\_ 11. Application must be collated into ten packets as follows: **1 copy** (or the original) of **pages 1-6** collated with one copy of all attachments and **9 copies of pages 3-6** collated with remaining attachments. (See illustration at right.) **Please keep a copy for your records.**
- \_\_\_ 12. Self-addressed stamped envelope for return of your work sample—**required except for manuscripts or other literary work samples (these work samples are not returned)**..

**\*If Your proposal is granted, the images, writings, or music of your work sample can be used by COAHSI to promote the COAHSI Grants for the Arts program and your granted event (and for no other purpose).**

I agree \_\_\_\_\_ I disagree \_\_\_\_\_

**APPLICATIONS WITHOUT ALL OF THE ABOVE NECESSARY ATTACHMENTS WILL BE CONSIDERED INCOMPLETE AND MAY NOT BE SUBMITTED FOR PANEL CONSIDERATION**