



# Community Arts Initiative Otsego County Decentralization 2009

## Grantwriting, Partnerships, & Marketing Seminar

First time applicants *must* attend one of the following seminars. It is highly recommended that all applicants attend. Individual assistance is available upon request.

**August 27, 5-7 pm**  
Wilber Mansion  
11 Ford Avenue, Oneonta

**September 4, 5 - 7 pm**  
Gilbertsville Free Library  
19 Commercial Street,  
Gilbertsville

**September 18, 10-12 noon**  
Cooperstown Art Association  
22 Main St., Cooperstown

**September 25, 10-12 pm**  
Cherry Valley Memorial Library  
61 Main St., Cherry Valley

**October 1, 5-7 pm**  
Wilber Mansion  
11 Ford Avenue, Oneonta

To register call Cynthia Marsh,  
Coordinator of Arts Programming  
at 607-432-2070 or email  
programs@uccca.com

It is the goal of The Community Arts Initiative: Decentralization Grant Program to promote, advance and expand arts and cultural programming at the local level. Projects include, but are not limited to: Music, Dance, Theater, Opera, Photography, Literature & Poetry, Media (film, video & radio), Folk Arts, Visual Arts, Humanities, Design Arts, Textile Arts, Skilled Crafts, and Multi-Disciplinary programs.

These competitive awards are offered to Otsego County not-for-profit organizations or to individual artists under the sponsorship of qualifying organizations.

## Application Deadline

Original application with all supplemental information and seven (7) copies of the application materials must be submitted to the Arts Council no later than:

**FRIDAY, OCTOBER 10, 2008  
5:00 pm**

Wilber Mansion  
11 Ford Avenue  
Oneonta, NY 13820



Non-profit Org.  
U.S. Postage  
PAID  
Permit No. 422  
Oneonta, NY  
13820



# Community Arts Initiative Otsego County Decentralization 2009

The Decentralization Program is supported state-wide with public funds from the New York State Council on the Arts (NYSCA) and encourages cultural programming throughout Otsego County. This program is administered by the Upper Catskill Community Council of the Arts.



## Funding Eligibility

Events must be open and accessible to the public. Individual awards between \$400 and \$5000 will be awarded to grantees; applicants may request support for up to three (3) separate projects for which a maximum of \$5000 will be awarded.

Repeat applicants must demonstrate an ability to match a minimum of 20% of the project budget either via cash or in-kind service.

Decentralization funds are not meant to replace other local funds, and grant funds requested / received may NOT cover 100% of the project cost.

## Evaluation Criteria

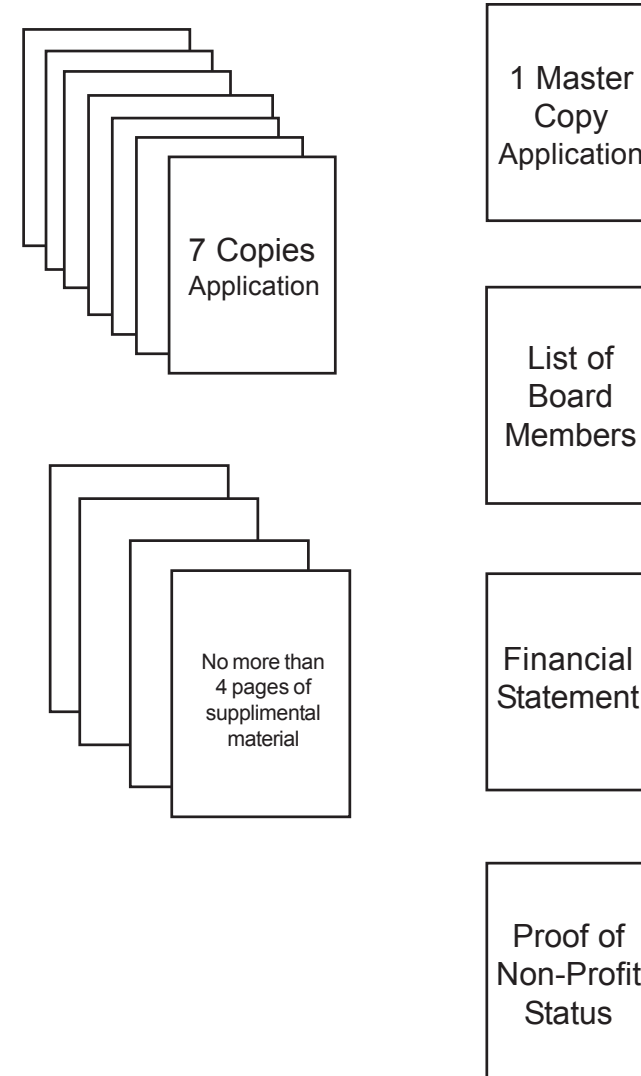
The following will be used to evaluate applications:

- Artistic and /or cultural merit of the project.
- Clearly defined objectives and the ability to achieve them.
- Reasonable and appropriate budget, as well as an effective marketing plan.
- Organizational commitment, community support and interest in the project.

## Funding Restriction

Decentralization will not fund:

- Operating Expenses, such as rent, electricity, heat, equipment, or capital expenditures, such as purchasing a sound system, etc.
- Expenditures for the establishment of new organizations, such as branding, logos, etc.
- Activities restricted to an organization's membership, including scholarships fellowships.
- Entertainment costs such as dinners or other "perks" for personnel.
- Organizations that are not located in Otsego County.
- Non-incorporated chapters of organizations with parent organizations located outside of Otsego County.
- Organizations unable to provide full and equal enjoyment of programs to persons with disabilities.
- Public school districts or components; in-school activities and programs exclusively serving students, and public colleges and universities.
- New York State agencies and/or departments.
- Past grantees that have failed to submit final reports.
- Organizations applying directly to NYSCA for FY 08/09.
- Advertising / promotion costs that exceed 25% of the total grant request.
- Clowns, jugglers, and puppet shows.
- Fees & Salaries for individuals under 18 years of age.



**NOTES**  
Do not staple  
copies, separate into folders,  
or binders - **PAPER CLIPS ONLY**  
  
Provide **ONLY**  
required information,  
All other material will not be  
considered during panel

## Application Procedure

Applicants must submit seven (7) copies of the application along with the original.

Project budget must detail all expenses incurred to fund the program, including administrative, artistic, and technical salaries and fees, advertising and promotion, travel, project supplies and materials, and any other expense not mentioned above. **Advertising and promotion fees may not exceed 25% of the grant request.**

Applications must include expected earned income. For example: Admissions, tuitions, concessions, fees, fundraisers, memberships, etc. Unearned income such as donations from foundations, individuals or businesses, etc., must also be included.

Supplemental material can be no more than four pages (front and back). This includes, but is not restricted to resume(s) and associated information about confirmed artists or lists of artists considered for the program. Applicants are required to provide a financial statement from the last completed fiscal year, a list of current board members, and proof of non-profit status.

## Panel & Notification

Applications will be reviewed by a panel of Otsego County residents with a vested interest in community arts programming.

Panel meets in November of 2008.  
Notification will be in December 2008.  
Funds are released in March 2009.