

# PUBLIC ART FELLOWSHIP | Guidelines

January – December 2019 Projects



## GRANTS

For Projects Taking Place January - December 2019

Text in YELLOW denotes new information for FY2019

### ABOUT THIS GRANT

Public Art Fellowships are available in Jefferson, Lewis, and St. Lawrence Counties through a competitive re-grant program administered by the St. Lawrence County Arts Council (SLC Arts). Funds are provided through the *New York State Council on the Arts (NYSCA) - Individual Artist Category*, to offer commission support for new work that engages the community. *Made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts, with the support of Governor Andrew M Cuomo and the New York State Legislature, and administered by the St. Lawrence County Arts Council.*



Council on the Arts

### PURPOSE

Public Art Fellowships represent a “live & work” investment in local artists. They are designed to increase support for local artist-initiated activity, and to highest the role of artists as important members of the community. These grants are intended to support creative artists (not interpretive), interested in working within a community setting. Community engagement in as essential element of this grant opportunity. The project must engage a segment of the community through a public program, such as a public exhibition or performance, and/or the inclusion of community involvement in the project’s development and creative process.

### LOCAL HISTORY

These grants were new to Jefferson, Lewis, and St. Lawrence Counties in 2013.

### SCHEDULE OF WORKSHOPS

SLC Arts offers free training workshops to help individuals and organizations learn how to apply for Public Art Fellowships, and to provide a valuable opportunity to network with other local artists and organizations. These workshops also contain information about any changes to the grants process or paperwork since the previous year, and provide a valuable opportunity to network with other local artists and organizations.

*First-time applicants must attend a workshop in 2018 to apply for a 2019 grant; returning applicants are encouraged to attend.*

Participants should register in advance by contacting SLC Arts. The workshops are held, from June - August, in various locations around Jefferson, Lewis, and St. Lawrence Counties.

### APPLICATION DEADLINE

*A complete application with all supporting materials must be received by September 15, 2018, Midnight EST.*

### FUNDING LEVELS

Public Art Fellowships are \$2,500 each. There is no limit on the amount which may be spent on a project - only on the size of this grant. **A maximum of [2] Public Art Fellowship grants will be awarded per county.**

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*Must be submitted online at <https://slcartssubmittable.com/submit> by September 15, 2018.*  
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SLC Arts Grant Coordinator: Alicia Murphy | 315.265.6860 | [arts@slcartscouncil.org](mailto:arts@slcartscouncil.org)

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## EVALUATION PROCESS

A peer panel of artists, arts administrators, and community leaders reviews grant applications. They study the applications before meeting as a panel to discuss each application and make funding recommendations. The Grant Coordinator ensures that the panel process stays consistent with grant guidelines and procedures. Following this meeting, the Regrant Panel's funding recommendations are submitted to the SLC Arts Board of Directors for review and ratification. At least one-third of the panel members rotate off annually.

## NOTIFICATION OF AWARD

Applicants are notified by mail after the panel review and board approval process is complete. SLC Arts will work with funded artists to help facilitate the execution of the project.

## ELIGIBLE TO APPLY

- Individual artists, at least 18 years old, **at the time of application**, living in Jefferson, Lewis, or St. Lawrence County. Including applications for Community Arts, Teaching Artists' Fund, and Public Art Fellowships, applicants may submit up to THREE separate grant requests in SLC Arts' fiscal year, with the total of all requests not to exceed \$5,000.

*New applicants must attend a training workshop in the current year, prior to submitting their application.* Return applicants are encouraged to attend.

## NOT ELIGIBLE TO APPLY

- Individuals applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome; DEC site staff or board members (in this case SLC Arts)
- Individuals not based in Jefferson, Lewis, or St. Lawrence County
- Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts

## FUNDABLE EXPENSES

- Artists' fees
- marketing/publicity costs
- supplies and materials needed for the execution of the program.

*Events must take place between January 01 and December 31, 2019.*

## NOT FUNDABLE

- Activities that take place in a different county from where the grant check is being sent
- Projects involving partners that apply directly to NYSCA, **or projects in which a NYSCA grantee profits or handles ticketing, or serves as a community partner or fiscal sponsor**
- Non arts-related activities:
  - Galas, benefits or fundraising events, including food, entertainment and reception costs
  - Entertainment (includes balloons, clowns, magic, culinary or martial arts, gaming, "sip and paint," and puppets or circuses lacking strong artistic merit)
  - Projects that are recreational, therapeutic, rehabilitative, or religious in nature (includes at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship)
- Non-ADA compliant venues
- Permanent things: equipment; capital improvements (includes land, buildings, renovations); anything which extends the life of or improves the value of privately-owned property; acquisition of works of art; creation of textbooks or classroom materials
- Activities not open to the general public (includes camps, clubs, college associations, etc.); in-school activities and programs; lobbying expenses; events that take place in a private residence
- **Assignments used for college or university study to earn academic credit.**

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- Organization or personal finances: general operating expenses; operating expenses of privately owned facilities (includes homes and studios); start-up or seed funding for the establishment of a new organization; contingency funds (funds reserved for emergencies or unexpected outflows, mainly economic crises); requests which, when added to other income sources, will equal more than the total project expenses
- Awards: competitions or contests (includes cash prizes, juried shows, fellowships, educational scholarships, and other awards to students); regrants by applicants to fund other activities
- Programs in which children are used as professional artists (paid a fee); projects which are part of a liturgy, or which intend to proselytize

## What will my application be evaluated on?

### Professional Image & Artistic Vision

- Presentation of the artist and work samples, and viability of the project's prospects for completion

### Active Community Engagement

- Clear plan for engaging a segment of the community, as described in the Project Narrative

### Artistic Merit of Work Samples

- Artistic merit of the project as demonstrated by the proposal and submitted samples of the artist's work

### Local Funding Priorities

- Projects that actively engage children.

## RESPONSIBILITIES OF RECIPIENTS

- Sign and adhere to the terms of the project contract and letter of commitment; conduct all funded activities as described in your application; prominently and correctly credit the grant funding in all publicity using a logo from SLC Arts which contains the following text:  
“Made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew M Cuomo and the New York State Legislature and administered by SLC Arts.”
- Notify SLC Arts immediately in writing regarding any changes to your project - all changes to funded projects are subject to approval by SLC Arts
- Submit a final report within 30 days of the end of your project.

## APPEALS PROCESS

An applicant may only make an appeal based on the following three grounds:

1. Non-presentation of *significant and pertinent* information by staff or panelist
2. Misrepresentation of *significant and pertinent* information by staff or panelist
3. Improper procedure (bias or arbitrary/capricious)

Dissatisfaction with a funding decision is not sufficient justification for an appeal. Appeals are appropriate when an organization is denied a grant, and feels that the process was carried out unfairly or incorrectly. Applicants wishing to appeal a funding decision must initiate the process within two weeks of receiving an award notification. Applicants must call the Grants Coordinator to discuss the funding decision before submitting a letter of appeal to the SLC Arts Executive Director, which clearly outlines the reasons for appeal based on the grounds listed above. Upon receipt of this letter, a new peer panel will be convened to evaluate whether the appeal has merit.

## ASSISTANCE WITH THE APPLICATION PROCESS

Applicants are encouraged to ask for free help:

1. During a scheduled workshop;
2. By calling or e-mailing SLC Arts with questions;
3. By scheduling an appointment to meet with SLC Arts staff in person to review an application.

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