



GENESEE VALLEY
Council on the Arts

AID TO LOCALITIES GRANT GUIDELINES

2024–2025

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About Us

Genesee Valley Council on the Arts has worked to enrich the quality of life in the Genesee Valley region for over 50 years by promoting arts and culture. GVCA does this by supporting various programs, services for artists, and administering the Statewide Community Regrant (SCR) program, formed by The New York State Council on the Arts in 1977. We also offer year-round programming in our three galleries that solicit work from regional artists, maintain one of the largest collections of artwork from the Works Progress Administration (WPA) in our New Deal Collection, and host an array of family friendly events.

In addition to the Statewide Community Regrant, GVCA administers the Aid to Localities (ATL) Grant, student grants, and scholarships. Additional programs include the New Deal Museum, our Annual Artful Holidays show, scholastic exhibitions, a yearly member's Show, GLOW Traditions Folk Arts Program, Creative Artists Migrant Program Services (C.A.M.P.S), seasonal classes, and kids camps. Through these programs and many others, GVCA strives to provide enriching art and cultural experiences to all members of our community.

About the NYS Allocation

The Aid to Localities Program is made possible through funds provided by a special initiative led by Senate Majority Leader Andrea Stewart-Cousins. Our organization is grateful to our elected representatives and state officials for their commitment to supporting arts and culture in New York State.

The following three grants were created by our GVCA Grants Team using feedback from meetings with local artists to best meet the needs of our communities.

The first round of Aid to Localities, or ATL, features three opportunities for funding through the **Organizational Growth Grant**, the **Inspire Community Grant**, and the **Quick Action Fund**. Through these grants, we look forward to increasing equal access to the arts and those that create it across Livingston and Monroe County.

Commitment to Underrepresented Communities Statement

At Genesee Valley Council on the Arts, we are committed to fostering diversity, equity, and inclusion within the arts community. Our organization encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). GVCA 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 areas with scarce cultural resources (including rural communities), disabled communities, LGBTQIA communities, neurodiverse communities, underserved older adults, veterans, low-income and homeless populations, as well as justice-involved juveniles and adults.

Our commitment to underrepresented communities is reflected in our grant guidelines and practices. We strive to ensure that our funding opportunities are accessible and equitable for artists and organizations from all backgrounds through intentional outreach, submission support, capacity building ongoing support, and an extensive review process. By prioritizing the inclusion and empowerment of underrepresented communities, we aim to create a more vibrant, equitable, and representative arts ecosystem that reflects the richness and diversity of our society.

Funding Eligibility

Eligibility:

- Applicants must be living in Livingston or Monroe Counties of NY State and have a U.S. Tax ID Number (SSN, EIN, ITIN, or other).
- Applicants must be individual artists, or an individual representing an artist collective, ensemble, or group. Curators, producers or arts presenters may not apply.
- Applicants/artists must be at least 18 years of age at the time of application.
- Students NOT enrolled in a full-time degree program.
- Applications submitted for more than one category of grant must be for different projects. Multiple applications are eligible, but applications cannot be combined for one singular project.

Application Process

The application process for ATL is awarded based on scoring from a competitive, merit-based rubric. Applications must be submitted with all required material to our online portal, <https://gvartscouncil.org/applications>, by the required date on the provided application. Late applications will not be accepted.

Video Format Instructions

Applicants have the option to submit their project narrative files as either a text-based document or a video. If you choose to submit your application via video format, please follow these instructions.

1. Review the narrative questions pertaining to the intended grant request and answer the questions to the best of your ability in a succinct manner
2. Upload MP4 file no larger than 5 GB
3. Total video time per application should be no longer than 7 minutes
4. Please record in a location with limited noise and, if possible, a simple background

Common Budget Terminology:

- **Personnel Expenses:** Anyone you hire for the project, such as teachers, artists, assistants, etc.
- **Non-personnel Expenses:** space rental, travel, advertising cost.
- **Remaining Operating Expenses:** Supplies and materials, equipment rental.
- **Earned Income:** Money your project will generate (ticket sales, fundraisers, merchandise, etc.)
- **Unearned or Contributed Income:** Money your project will receive (donations, other grants, etc.)
- **In-Kind Contributions:** Anything donated to you that you would normally have to pay for. You must give these items or services a realistic market value.
- **Project Budget:** This refers only to the project for which you are seeking funds, not for your organization's total arts programming budget for the year. This includes written

budget justification, with accurate breakdowns of expenditures.

- **Grant Request:** This should equal Total Project Expenses minus Total Project Income. Do not include In-Kind contributions in your calculations.
- **Fund Matching:** Matching in grants are funds raised by an organization in addition to the grant award. Essentially, the applicant is **matching** the grant funds with their own funds to show proof of enhanced funding and community engagement.

Quick Action Material Fund (\$100–\$1,000)

The Quick Action Material fund is awarded on a rolling monthly basis. Due to the rising cost of supplies, we have had an increased request from artists in our communities for funding that doesn't require 3+ months of planning. If you are an artist with a project in the works but require additional funding, this grant offers up to \$1,000 to cover any expenses that may arise during the timeline of a project. This grant focuses mainly on visual or performing artists with projects close to completion with committed exhibition and/or performance dates.

- This monthly mini-grant funding's first deadline is on July 2, 2024, with subsequent deadlines on the first Tuesday of each month through November 5.
- \$50,000 in funding will be released over 5 months with a breakdown of \$3,000 to Livingston County and \$7,000 to Monroe County available per month.
- Awarded grants will receive funds no later than 3 weeks following the submission of an executed contract.
- Applicants must have committed performance, project commitment, or exhibition opportunities, and be able to provide specific dates at the time of application.
- **Applicants are allowed to submit one application per person per project every 90 days.** Applications to other ATL categories cannot be combined for one singular project.
- Unfunded applications will be retained and reviewed month to month for the duration of Round 1 unless otherwise stated in the application or if the project dates pass. If applicants wish to submit another application, they may retract an existing application and submit a new one before the next monthly deadline.

This is a narrative-based application with a 1-page project narrative and a budget.

All applications will expire following the November 2024 deadline. Preference will be given to applications presenting new, previously unseen projects.

All approved grant applicants must fill out and submit a final report form provided by GVCA no later than one month following project completion. Failure to submit may result in ineligibility for future funding from GVCA.

Fundable Expenses

- Project-related supplies and materials (art supplies, sheet music, hardware, tech)
- Rentals of non-residential space and/or equipment
- Marketing and publicity costs
- Subscriptions, software, or project-related training
- Project-related equipment rental

Ineligible Expenses

- Life-related expenses, such as food, rent, medical bills, childcare, and other basic necessities
- Capital improvements or permanent equipment
- Reimbursement for expenses that you have already incurred prior to 30 days before the application
- Projects with no scheduled exhibition or performance dates
- Projects created for mass resale (examples: products for art markets, Etsy reselling, or small business purposes)
- Framing that is not clearly demonstrated to be an essential part of the work that will be presented
- Hospitality expenses, including food, entertainment, private parties, and party supplies

Ineligible Applicants

- New York State agencies and departments (including BOCES and SUNY)
- For-profit organizations
- Public, private, or parochial elementary and secondary schools
- Students enrolled in a full-time degree program
- Limited liability companies (LLCs), business corporations, or limited liability partnerships
- Applicants with outstanding final reports from previous GVCA grant cycles

Funding Priorities

The goal of the Quick Action Fund is to ensure stability and project completion for artists. Funding will be decided based on the feasibility of stated goals, outcomes, and project timeline.

Feasibility

Projects aiming to demonstrate feasibility should include:

- Clear and verifiable project dates and times
- Detailed and trackable project timeline executed within provided dates
- Budget justification and explanation of need
- Qualifications of applicant, artist, or performers related to project proposal

Application Checklist

Questions with * are required

- Applicant name*
- Demographic information*
- Checks made payable to*
- Proof of residency*
- Applicant SSN or EIN*
- Applicant résumé*
- Sample of previous artist work*
- Project narrative* (see below for the required formatting)
- Verifiable project dates and times*
- Signature Page (Found on Website)
- Budget (Found on Website)
- Any marketing material associated with the project, if applicable

Project Narrative

In order to provide equal access and opportunities for all, narratives may be submitted in ONE of the following formats:

Written Format

- Limit the project narrative to 1 page. Additional pages will not be reviewed.
- Use at least 0.5” margins on all sides, at least 1.5 line spacing, and a font size of at least 11 points.
- Name your file in the following format: [Organization Name] Project Narrative.PDF
- Be clear and concise with minimal use of technical jargon and acronyms.

Video Format

- Limit the project narrative to 3 minutes. Any footage beyond 3 minutes will not be viewed.
- Submit yourself answering the narrative portion of your application as an uploaded MP4 file no bigger than 5 GB, along with your supplementary documents and demographic questions.
- Total video time should be no longer than 3 minutes and should answer the required application narrative questions.
- Name your file in the following format: [Organization Name] Project Narrative.MP4
- Be clear and concise with minimal use of technical jargon and acronyms.

Narratives should:

1. Identify the lead applicant and, if applicable, any collaborators.
2. List high-level activities, identify associated time frames, and identify anticipated costs.
3. Explain the need or benefit of the project proposal and identify all intended beneficiaries of the work.
4. Provide an explanation of how funds will be used and any additional financial contingencies for project completion.

Inspire Community Grant (\$10,000)

The Inspire Community grant offers project support of \$10,000 to community-based organizations, groups, collectives, or individual artists engaged in arts and cultural projects. This grant seeks to provide project-specific funding to increase the capacity of individual artists and nonprofit organizations who are creating programs that contribute to our communities through conscious engagement, artistic experience, and cultural development.

- This grant program will open for applications on **April 5, 2024, and will close on June 1 at 4 PM**, with a contract period of July 1, 2024, through June 30, 2025.
- \$100,000 in funding will be released this round to 10 different applicant organizations: 3 in Livingston and 7 in Monroe County.
- This is a narrative-based application process. Applicants will be required to submit a **budget, funding narrative, and organizational profile** detailing how this funding will be beneficial for the implementation of their project.
- This application is open to any non-profit or 501(c)(3) organization with proper documentation or fiscally sponsored individual artists and/or collectives.
- One application per person and per project.
- Applications can be submitted through Airtable in written format or through a video format that answers the required application questions.
- Awarded grants will receive funds no later than 3 weeks following the submission of an executed contract.

All approved applicants must fill out and submit a final report form provided by GVCA no later than one month following project completion. Failure to submit may result in ineligibility for future funding from GVCA.

Fiscal Sponsorship

An individual artist or unincorporated entity may apply for the Inspire Community grant through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility

requirements as an applicant organization and supply all required documents underlined under the “Application Checklist.”

Fiscal Sponsor Prerequisites and Expectations

A fiscal sponsor plays a crucial role in the process of managing grants for organizations that may not have nonprofit status or the capacity to handle financial and administrative responsibilities. The sponsoring organization may alternatively provide additional fiscal, administrative, and other services to the group/artist they sponsor. We expect that a sponsored group/artist will meet with the sponsoring organization before the preparation of the application, and continue to communicate with them throughout the process.

The Fiscal Sponsor within the Inspire Community grant is expected to handle:

- **Financial management** of the grant funding. This includes, but is not limited to, receiving and managing funds, maintaining financial records, and ensuring compliance with grant requirements and regulations. The fiscal sponsor can also offer budget oversight to ensure that funds are used appropriately and effectively.
- **Administrative support** for individual grantees or grantee organizations. This can look like assistance with reporting requirements, ensuring compliance with grant guidelines, and other administrative tasks related to grant management.
- **Legal and regulatory compliance** to ensure that the grantee organization meets all legal and regulatory obligations associated with receiving and using grant funds, such as tax reporting, understanding of accounting standards, and compliance with laws governing nonprofit organizations.
- **Capacity building** for emerging organizations or projects. The fiscal sponsor may provide guidance, training, and resource management to help the grantee organization strengthen its operations and build sustainability for long-term success utilizing the grant funding provided.
- **Submitting applications** with all required supporting information. A sponsored group/artist may submit their application directly but must notify the fiscal sponsor when an application is submitted, should the fiscal sponsor wish to request a copy.

- **Executing a letter of agreement** with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- **Informing sponsored groups/artists of funding decisions promptly (prior to the expiration of the appeals period).**

Note: The application will request 2 contacts. We recommend listing one representative of the fiscal sponsor and one representative for the sponsored group/artist.

Fiscal sponsors may request an administrative fee of up to \$500 as part of the program budget.

Ineligible Applicants

- Individual artists or collectives who apply without proper non-profit documentation and **without** a fiscal sponsor
- New York State agencies and departments (including BOCES and SUNY)
- For-profit organizations
- Public, private, or parochial elementary and secondary schools
- Students enrolled in a full-time degree program
- Limited liability companies (LLC), business corporations, or limited liability partnerships
- Applicants with outstanding final reports from previous GVCA grant cycles

Funding Priorities

This grant seeks to provide project-specific funding to increase the capacity of individual artists and nonprofit organizations who are creating programs that contribute to our communities through conscious engagement, artistic experience, and cultural development.

Fundable Expenses

- Activities/projects of local arts organizations, including both in-person and virtual activities
- Artists' fees
- Marketing/publicity costs

- Direct administrative expenses and/ or planning expenses for the proposed event
- Travel expenses within the county where the intended project will take place
- Rentals of space and equipment within the county where the intended project will take place
- Project-related supplies and materials needed to execute the proposed project
- Equipment, software, subscriptions, and training needed to execute the proposed project (examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools); equipment costs not to exceed 20% of the total project budget

Ineligible Expenses

- Projects that are recreational, therapeutic, rehabilitative, or religious nature
- Projects that do not center a form of the arts as the primary focus
- Private events or performances that are not open to the general public
- Permanent purchase of a space, such as a home or a venue
- Permanent capital improvements
- Project expenses that are already covered through an SCR/NYSCA grant
- Travel expenses incurred outside the county where the intended project will take place

Award Criteria

Each application will be judged based on a panel of judges, who will be looking at each application based on:

Artistic Merit:

- The quality of the provided artist samples
- Innovation and diversity of the arts experiences provided
- New artistic initiatives from both

Community Benefit:

- Service to an identified underserved population

- Cooperation with local artists and organizations
- Financial and physical accessibility of arts experience

Cultural Diversity:

- The program aims to serve a broad audience
- Non-duplication of similar existing services or programs
- The organization directly works or engages with a diverse group, be that of age, gender, race, ability, sexuality, economic status, or any combination thereof

Feasibility:

- Clear, detailed plans for implementation, management, promotion, and evaluation
- The budget submitted in GVCA provided a format with a reasonable and appropriate estimation of expenses

Community Engagement Component:

- Proposed projects must engage a segment of the community through a public program, such as an exhibition or performance that is open to the general public, both in person or virtually.

Inspire Community Grant Rubric

The following definitions and rubric are provided to applicants as criteria for completing the ATL Inspire Community Grant application.

- **Creativity:** The use of imagination or original ideas.
- **Cultural Expression:** Those expressions that result from the creativity of individuals, groups and societies, and that have cultural content.
 - These grants enable emerging professional artists and organizations to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and operate. 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).
- **Community Support/Letter of Support:** Agencies, groups, or individual members of your community who believe in your project and support it in any number of ways including, but not limited to, furnishing a venue for a public event, providing a location for an art project such as a mural, or marketing. *A letter of support should be included in your application. This letter should NOT be from a service provider you are paying for services to complete the project.*
- **Commitment Letter or Contracts:** If you contract with a service provider for services to complete your project, such as an art teacher, filming agency, marketing firm, etc., and you are paying this person for their service, you may also add a letter of commitment or a contract to your application. This is different from a letter of support.
- **Underserved Populations:** NYSCA and GVCA interpret 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 homeless populations as well as justice-involved juveniles and adults.

Question	2 Poor 0 to 25 points	3 Satisfactory 26 to 50 points	4 Excellent 51 to 74 points	5 Exceptional 75 to 100 points
Creativity: How original or imaginative is this application?	The application demonstrates some originality and/or imagination. Lacks ideas that are new or exciting.	The application is moderately creative. It attempts to bring new interest to a common project/topic.	The application shows a high level of creativity showing imagination and originality.	The application is filled with original thoughts and/or imaginative projects and processes. It goes above and beyond.
Objectives: Are the objectives detailed and define a practical way to achieve them ?	There are no clear or discernible objectives defined or the objectives are defined, but lack detail.	The objectives are defined and somewhat detailed, but are lacking a method to achieve them.	The objectives are well-detailed and define a practical way to achieve them.	The objectives and the means to achieve them are detailed, well-written, and exceed expectations.
Cultural expression: Does this application enhance the cultural climate through DEIA (diversity, equity, inclusion, and access)?	There is minimal commitment to project diversity, equity, inclusion, and access.	There is a moderate level of cultural expression detailed through one or two aspects of DEIA.	There is a high level of cultural expression and details a comprehensive commitment to DEIA.	There is a high level of cultural expression and details how this project enhances the cultural climate through a comprehensive commitment to DEIA.
Process and success: Is the plan clearly defined with details that would make it easy for staff to evaluate the process and success of the project?	The application includes an inadequate or confusing process for review and evaluation.	The application includes moderate plans for review and evaluation of the project.	The application includes clearly defined plans for review and evaluation of the project.	There are clearly defined and detailed plans for the project to be reviewed during the project and evaluated for success.
Community Support: Does the proposal demonstrate	There is no community support or participation	There is some community support or participation.	There is strong, clear community support or participation.	There is strong, clear community support or participation that

community support and/or participation?	identified.			goes above and beyond expectations.
Underserved population: Does the plan clearly identify the population and the benefit they will receive?	The underserved population is missing or is unclear and no benefit has been identified.	The underserved population has been identified with few aspects of the benefits of this project.	The underserved population has been identified and benefits of this project are detailed in the application.	The underserved population and benefits to that population are identified in detail, are well-thought out, and go above and beyond.
Budget: Is the budget detailed and includes all anticipated costs such as venues, supplies, labor?	The budget is missing, lacking in areas, or is unclear how the funds will be used.	The budget could be clearer, but shows how the funds will be used.	The budget is detailed and clearly shows how the funds will be used.	The budget is detailed and includes anticipated costs of all materials and labor.

Application Checklist

- Application form providing individual applicant/organization information **and** fiscal sponsor information.
- 1-page or 2-minute organizational profile (see below)
- 3-page or 5-minute project narrative (see below)
- Non-profit organizations must demonstrate New York State non-profit status with one of the following documents:
 - Letter of Determination from IRS indicating tax-exempt status under section 501(c)(3)
 - Documentation of Charter by the New York State Board of Regents under Section 216 of the New York State Education Law
 - Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law
 - Current New York State Bureau of Charities (Office of Attorney General) filing receipt
 - Official authorization as an arm of local government (i.e., a formal letter of official stationery signed by the appropriate county, city, town, or village executive)
- List of board of directors (include contact information and note officers)
- Financial statement for the last completed fiscal year/IRS 990
- Proof of Livingston or Monroe County residency
- Letter of commitment (if applying with a fiscal sponsor)
- Fiscal Sponsor Agreement Form
- Organization logo
- Artist(s) résumés
- Artist(s) work samples
- Signature Page (Found on Website)
- Budget (Found on Website)

Organizational Profile

Written Format

- Limit the organizational profile to 1 page. Additional pages will not be reviewed.
- Use at least 0.5” margins on all sides, at least 1.5 line spacing, and a font size of at least eleven points.
- Be clear and concise with minimal use of technical jargon and acronyms.
- Name your file in the following format: [Organization Name] Profile.PDF

Video Format

- Limit the organizational profile of funds to 2 minutes. Any footage beyond 2 minutes will not be viewed.
- Submit an MP4 file no bigger than 5 GB.
- The total application video time should be no longer than 7 minutes and should answer the required application narrative questions.
- Name your file in the following format: [Organization Name] Profile.MP4
- Be clear and concise with minimal use of technical jargon and acronyms.

In your brief organizational profile, it is recommended that you highlight the below areas.

- Your organization’s mission or statement of purpose
- Your organization’s governance structure
- Your service area (i.e., communities and/or audiences served, including size, demographic characteristics, and geographic area)

Project Narrative

Written Format

- Limit the project narrative to 3 pages. Additional pages will not be reviewed.
- Use at least 0.5” margins on all sides, at least 1.5 line spacing, and a font size of at least eleven points.
- Name your file in the following format: [Organization Name] Project Narrative.PDF
- Be clear and concise with minimal use of technical jargon and acronyms.

Video Format

- Limit the project narrative to 5 minutes. Any footage beyond 5 minutes will not be viewed.
- Submit an MP4 file no bigger than 5 GB.
- Total video time should be no longer than 7 minutes and should answer the required application narrative questions.
- Name your file in the following format: [Organization Name] Project Narrative.MP4
- Be clear and concise with minimal use of technical jargon and acronyms.

Your narrative should:

1. Identify the lead applicant and, if applicable, any collaborators.
2. List the high-level activities you will carry out and identify the associated time frame, and anticipated costs.
3. Identify the need for this program within the organization producing it, or for the community who will engage with it.
4. Explain how the funds would be used and if additional funding will be required.

Organizational Growth Grant (\$10,000)

The Organizational Growth Grant provides capacity and stabilization support to existing local arts and cultural organizations to sustain programs, projects, and operations. We understand that current grant funding opportunities within the arts may not fulfill your organization's specific needs. This grant is intended to fill the gaps and provide operational support to facilitate growth in our local arts and cultural organizations. This grant was created to strengthen the foundation of organizations, provide flexible support to a broad range of operational needs, and give a financial boost to future organization stabilization and development.

This is a narrative-based application process. A **budget**, **funding narrative**, and **organizational profile** are required detailing how this funding will be beneficial for the growth of your organization, as well as how it can be used to sustain that growth in the future to ensure organizational longevity. What would \$10,000 do for your organization? Be creative!

- How would this funding enhance your organization's strategic plan moving forward?
- What problems or issues does your organization currently face? How would this money aid those identified issues?
- What internal improvements can this funding provide for your organization?
- How has your organization been functioning without this support?
- Will this financial support enhance your organization's external programming and in what capacity?

We seek to provide inclusive focus and support for all arts organizations across Monroe and Livingston counties, with a special focus on Rural and BIPOC-led (Black/Indigenous/People of Color), community-based organizations.

This funding is open to all arts-based organizations in operation for a minimum of 1 year from January 1, 2023, with proof of operation, verifiable proof of nonprofit status, and an active board of directors.

This funding will **open** for applications on **April 5, 2024**, and will **close on June 1**.

\$100,000 in funding will be released within this round of funding, with 10 applications chosen and awarded: 7 from Monroe and 3 from Livingston.

One application per organization submitted through Airtable with a text or via video upload.

Ineligible Expenses

- Reserve fund for the future
- Permanent purchasing of a building or studio
- Life-related expenses such as food, rent, medical bills, childcare, and other everyday necessities
- Social activities such as receptions, galas, or award ceremonies
- Food, alcohol, or entertainment-based purchases
- Subgranting or regranting the provided funds
- Fines and penalties, debt costs, and/or missed payments
- Rental costs of home office workspaces owned by individuals or entities
- Permanent purchase of a vehicle

Ineligible Applicants

- Individuals not affiliated with a pre-existing organization
- A group that is seeking to apply as an individual or group of individuals, but the project also publicly functions in a limited liability company (LLC), business corporation, or limited liability partnership (LLP)
- Organizations that are rehabilitative, religious, or therapeutic in nature
- GVCA staff members or family
- Past GVCA grant applicants who failed to submit a final report
- Organizations that do not have proof of New York State non-profit status

Organizational Growth Grant Rubric

The following definitions and rubric are provided to applicants as criteria for completing the ATL Organizational Grant application.

- **Capacity Building:** “Capacity building is whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future.” (National Council of Nonprofits) Focus on one goal/project.
- **Goal Alignment:** This grant is intended to fill the gaps and provide operational support to facilitate growth in our arts organizations. It is meant to strengthen the foundation of organizations, provide flexible support to operational needs, and give a financial boost to provide organization stabilization and future development.
- **Demonstration of Need:** Provide a budget and a 3-page funding narrative which will help reviewers understand what you need the funds for, how they will support your organization, and what you will do with them. Demonstrate that your organization has given this project forethought and show how this project will tie back to sustainability and the longevity of your organization.

Criteria	Does not meet Criteria 0-24 points	Poor 25-49	Satisfactory 50-74 points	Excellent 75-100 points
<p data-bbox="175 348 305 384">Capacity</p> <p data-bbox="175 426 415 747">State-proposed project activities and their potential to strengthen and sustain the organization's capacity to increase arts participation.</p> <p data-bbox="175 789 428 1115"><i>Strong proposals should clearly demonstrate how the specific project/activity will strengthen and sustain the organization's capacity.</i></p>	<p data-bbox="451 426 638 491">Responses are unclear.</p> <p data-bbox="451 533 656 638">The narrative is missing or inadequate.</p> <p data-bbox="451 680 656 785">Lacks evidence of planning or forethought.</p>	<p data-bbox="699 426 904 569">Responses are somewhat clear and minimally descriptive.</p> <p data-bbox="699 611 904 785">The narrative is poorly written and lacks direction and/or detail.</p>	<p data-bbox="948 426 1153 604">Responses are general and provide a basic overview of the project.</p> <p data-bbox="948 646 1146 785">Narrative has some detail but lacks cohesiveness.</p>	<p data-bbox="1195 426 1422 711">Responses are highly relevant and lead to a comprehensive understanding of the project.</p> <p data-bbox="1195 753 1432 968">The narrative includes specificity that is both cohesive and substantive to the overall criteria.</p>
<p data-bbox="175 1184 326 1220">Alignment</p> <p data-bbox="175 1262 396 1509">How does the proposed project provide organization stabilization and future development.</p> <p data-bbox="175 1551 428 1837"><i>Strong proposals should clearly demonstrate the organization's support to facilitate growth in our arts organizations.</i></p>	<p data-bbox="451 1262 638 1327">Responses are unclear.</p> <p data-bbox="451 1369 656 1474">The narrative is missing or inadequate.</p> <p data-bbox="451 1516 656 1621">Lacks evidence of planning or forethought.</p>	<p data-bbox="699 1262 904 1404">Responses are somewhat clear and minimally descriptive.</p> <p data-bbox="699 1446 904 1621">The narrative is poorly written and lacks direction and/or detail.</p>	<p data-bbox="948 1262 1153 1440">Responses are general and provide a basic overview of the project.</p> <p data-bbox="948 1482 1146 1621">Narrative has some detail but lacks cohesiveness.</p>	<p data-bbox="1195 1262 1422 1547">Responses are highly relevant and lead to a comprehensive understanding of the project.</p> <p data-bbox="1195 1589 1432 1803">The narrative includes specificity that is both cohesive and substantive to the overall criteria.</p>

<p>Demonstration of Need</p> <p>Does the narrative detail what you need the funds for, how they will support your organization, and what you will do with them?</p> <p>Is the budget detailed and includes all anticipated costs?</p> <p><i>Strong proposals will include both a narrative and budget that clearly demonstrate that your organization has given this project forethought and show how this project will tie back to sustainability and the longevity of your organization.</i></p>	<p>Responses are unclear.</p> <p>The narrative or budget is missing or inadequate.</p> <p>Lacks evidence of planning or forethought.</p>	<p>Responses are somewhat clear and minimally descriptive.</p> <p>The narrative and budget are poorly written and lack direction and/or detail.</p>	<p>Responses are general and provide a basic overview of the project.</p> <p>The narrative and budget have some detail but lack cohesiveness.</p>	<p>Responses are highly relevant and lead to a comprehensive understanding of the project.</p> <p>Narrative, budget, and supporting materials include specificity that is both cohesive and substantive to the overall criteria.</p>
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Application Checklist

- Proof of Monroe or Livingston County residency
- Mission statement
- 3-page or 5-minute justification of funds (see below)
- 1-page or 2-minute organizational profile (see below)
- Letter of community support
- Non-profit organizations must demonstrate New York State non-profit status with one of the following documents:
 - Letter of Determination from IRS indicating tax-exempt status under section 501(c)(3)
 - Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law
 - Current New York State Bureau of Charities (Office of Attorney General) filing receipt
 - Official authorization as an arm of local government (i.e., a formal letter of official stationery signed by the appropriate county, city, town, or village executive)
- List of board of directors (include contact information and note officers)
- Financial statement for the last completed fiscal year/IRS 990
- Signature Page (Found on Website)
- Budget (Found on Website)

Organizational Profile

In your brief organizational profile, it is recommended that you highlight the below areas:

1. The organization's mission or statement of purpose
2. Organization's governance structure
3. Service area (i.e., communities and/or audiences served, including size, demographic characteristics, and geographic area)

Written Narrative Format

- Limit the organizational profile to 1 page. We will remove any additional pages, and we will not send them to reviewers as part of your application.
- Use at least 0.5" margins on all sides, at least 1.5 line spacing, and a font size of at least 11 points.
- Name your file in the following format: [Organization Name] Profile.PDF
- Be clear and concise with minimal use of technical jargon and acronyms.

Video Format

- Limit justification of funds to 2 minutes. Any footage beyond 2 minutes will not be viewed.
- Submit yourself answering the narrative portion of your application as an uploaded MP4 file no bigger than 5 GB, along with your supplementary documents and demographic questions.
- Total video time should be no longer than 7 minutes and should answer the required application narrative questions.
- Name your file in the following format: [Organization Name] Profile.MP4
- Be clear and concise with minimal use of technical jargon and acronyms.

Funds Narrative

Your narrative should:

1. Identify the lead applicant and, if applicable, any collaborators.
2. Describe the need, problem, or challenge your project will address, and how it was identified.
3. List the high-level activities you will carry out and identify the associated time frame, and anticipated costs.
4. Describe the long-term professional development goals that this funding would provide your organization.
5. Identify the long-term impact of this one-time allotment and how your organization will sustain the changes it will bring forth.

Written Narrative Format

- Limit funds narrative to 3 pages. We will remove any additional pages, and we will not send them to reviewers as part of your application.
- Use at least 0.5” margins on all sides, at least 1.5 line spacing, and a font size of at least 11 points.
- Name your file in the following format: [Organization Name] Justification of Funds.PDF
- Be clear and concise with minimal use of technical jargon and acronyms.

Video Format

- Limit the project narrative to 5 minutes. We will remove any additional footage, and we will not send them to reviewers as part of your application.
- Submit yourself answering the narrative portion of your application as an uploaded MP4 file no bigger than 5 GB, along with your supplementary documents and demographic questions.
- Total video time should be no longer than 7 minutes and should answer the required application narrative questions.

- Name your file in the following format: [Organization Name] Justification of Funds.PDF
- Be clear and concise with minimal use of technical jargon and acronyms.