

BROOME COUNTY ARTS COUNCIL

**UNITED CULTURAL FUND
PROJECT GRANT**

2021 ELIGIBILITY & PROCEDURE
GUIDELINES

SUBMISSION DEADLINE:
5:00 p.m. Monday, January 18, 2021
(This is a *receipt* deadline)

UCF Project Grants are a program of the Broome County Arts Council
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<https://broomearts.org/ucf-grant-information/>

BROOME COUNTY ARTS COUNCIL (BCAC) 2020 United Cultural Fund (UCF) Project Grant Program

DATES/DEADLINES:

- Application Consultations with BCAC Executive Director: December 21, 2019 – January 15, 2021
- Applications Available: December 21, 2021 – January 18, 2021 (5pm)
- Application Deadline: January 18, 2021 (5pm)
- UCF Allocation Panel Convenes: February 2021
- BCAC Board Approval of UCF Allocation Panel’s Recommendations: February BCAC Board Meeting
- Notification to Applicants: Late February 2021/Early March
- UCF Press Conference: Mid-March 2021
- Payment to UCF Project Grant Recipients: Mid-March 2021 (upon receipt of signed contract)

ELIGIBILITY

Grants are intended to support projects that:

- Provide a quality arts-related service, activity or event.
- Serve or benefit Broome County and its residents.
- Demonstrate community interest and support.
- Are open and accessible to the general public.
- Occur after February 9, 2021 and before June 1, 2022.

Note: Proposals for collaborative efforts and new initiatives are encouraged.

Grants support projects initiated by individual artists who:

- Meet the eligibility requirements above, and live and work as an artist in Broome County.

Grants may be awarded to non profit-organizations which:

- Are located in Broome County.
- Maintain an active Board of Directors/Trustees which meets regularly to determine and review policy.
- Are non-discriminating on the basis of race, creed, color, national origin, sex, age, disability or marital status.
- Demonstrate proof of not-for-profit status.

GUIDELINES

- Applications are invited from eligible non-profit organizations or individual artists in need of financial assistance to provide high quality arts programming or an arts project.

- UCF Project Grants are intended to promote cultural development and expand the public impact of the arts in Broome County.
- The maximum grant request is \$1,000.
- All potential applicants are required to consult with the BCAC Executive Director *prior* to preparing an application to assure that the project is appropriate for consideration.
- No application fee

REQUIREMENTS & RESTRICTIONS

UCF Project Grants will NOT be awarded for:

- Capital or equipment expenditures, unless for virtual events.
- Funds for the establishment of new organizations.
- Activities that are restricted to an organization's members.
- Entertainment costs (i.e. receptions, parties, fund-raising events, openings, etc.).

Note: These costs may appear in your project budget, but may not be funded with a UCF Grant.

- Programs which are determined to be essentially recreational in nature, as opposed to providing an arts and cultural activity as a primary function.
- Professional training or any other programs not open to the general public.
- Operating costs for private facilities.
- Applicants for and recipients of UCF general operating support grants are NOT eligible for UCF project grants.

UCF Project Grants will be considered for the following:

- Artists Fees (May Include Graphic Design or Choreographer, Visual Artist, Performers, Sound/Lights/Technician)
- Costumes
- Sheet Music
- Art Supplies (including Software or Hardware for Virtual Programming)

APPLICATION REVIEW PROCESS

PANEL REVIEW: Applications are reviewed by members of the BCAC Board of Directors, community leaders, artists and/or arts professionals. Panel recommendations are submitted to the BCAC Board of Directors for final approval. The UCF Allocation Panel evaluates each application with reference to the following evaluation criteria:

- Artistic merit of the project, credentials of the artist(s) involved, as evidenced by resume(s) and support material.
- Benefit of the project to a “community” as described and identified in the proposal narrative.
- Organizational strength and programmatic experience of the applicant(s).
- Fiscal soundness of the applicant organization and/or the proposed project.

- Financial need, demonstrated by the applicant's inability to fully support the program or project with its own resources, or alternate/additional sources of support.

Panelists agree to subscribe to a Code of Ethics with specific regard to confidentiality and conflict-of-interest issues. Panelists affiliated in any way with applicant organizations must declare the conflict and are not permitted to participate in discussion or voting on that application.

BCAC staff members are present during panel meetings to objectively facilitate discussion and are not permitted to vote. Staff will research or provide information not submitted with the application only upon direct request from the panel.

BOARD APPROVAL: The panel submits its funding recommendations to the BCAC Board of Directors for final approval. All applicants are notified in writing of funding decisions. Actual payments of grants are made upon satisfactory completion of the required forms, contracts and reports.

APPEALS: Upon receipt of notification of the status of their application, an applicant may appeal a funding decision if the applicant can cite specific, legitimate examples illustrating that:

1) submitted information was not presented to the panel, 2) BCAC staff misrepresented information during panel review, or 3) panel procedures were improperly followed. Decisions on appeals are final. The sole function of the appeal process is to ensure that applicants have been given a full and fair consideration by the review process. An appeal request will not be accepted solely on an applicant's disagreement with the dollar amount that was recommended or approved for funding; nor is new or additional information (i.e. information not submitted with the original application) accepted for consideration. Appeals must be submitted in writing to BCAC's Executive Director within 10 days of the date of the notification letter. The Executive Director will submit the written claim and all panel documentation to the BCAC Executive Committee, or to a three-member appeals panel appointed from the BCAC Board of Directors.

Minutes of the panel meetings are maintained as a matter of public record. Applicants may request copies as soon as they are available after the review process has been completed. Minutes refer only to general discussions, recommendations and questions raised during panel meetings, and do not specify opinions or questions raised by individual panelists. It is strongly recommended that applicants discuss the possibility of an appeal with the BCAC Executive Director prior to submission of the appeal.

GRANT PAYMENT, MONITORING & COMPLIANCE: The total award is paid to the grant recipient following receipt of the properly executed UCF Project Grant Contract, Grant contracts must be signed and returned to BCAC no later than 30 days after the date of issuance, unless otherwise agreed upon by BCAC before the due date passes, and only in extreme circumstances. Lack of signature and prompt

return can be considered a nullification of the contract by the Allocations Panel and Board of BCAC.

Funded projects must be completed and funding must be utilized in accordance with the submitted application. If problems arise necessitating a significant change in proposed project plans, recipients are required to notify the arts council, in writing, to evaluate compliance with the terms of the grant.

Recipients are required to submit a Final Report no later than thirty days after the completion of the funded project. Failure to submit the required report will render applicants ineligible for future funding from the Broome County Arts Council until the report is submitted. The terms of such reporting requirements are noted in the grant award contract.

RECOGNITION OF SUPPORT: Recipients are required to credit the Broome County Arts Council and the United Cultural Fund as sources of project funding. *Failure to credit the Broome County Arts Council and the United Cultural Fund may jeopardize future funding.* In conjunction with BCAC's logo, the following statement must appear prominently on all published materials, including the printed event program, and announcements regarding the event, on posters, exhibition plaques (This includes announcements on the internet, live at the event, radio and television and in paid advertising):

“Funding is provided, in part, by a project grant from the Broome County Arts Council’s United Cultural Fund.”

AUDITING: Organizations whose funded projects, programs, events, etc. include an admission fee are required to send two complimentary admissions (tickets, passes, etc.) to the Broome County Arts Council to permit an auditor to attend the project as an audience member. During such attendance, auditors frequently obtain information that may be used in subsequent grant programs and evaluate the granted project. Please send tickets as early as possible to ensure our attendance at your funded program.