



## 2024 Teaching Artist Grant Guidelines

The ARTS Council of the Southern Finger Lakes  
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### About

Teaching Artist grants support sequential, arts education projects that take place in schools or community centers in Cattaraugus, Chemung, Schuyler, Steuben, and Tioga counties. These grants are made possible with public, Statewide Community Regrant (SCR) funds from the New York State Council on the Arts (NYSCA), a state agency, and administered locally by The ARTS Council of the Southern Finger Lakes (The ARTS Council).

### Applicant Eligibility

Individual teaching artists, nonprofits, or unincorporated groups from Cattaraugus, Chemung, Steuben, Schuyler, or Tioga County can apply. The following are additional applicant eligibility requirements:

- Schools cannot apply, however, PTAs with nonprofit status independent of the school can apply.
- Teacher cannot be the applicant for their own school unless the project occurs during off-contract hours.
- Direct 2023 NYSCA applicants, regardless of funding status, are ineligible.
- Previous 2023 SCR Round 1 grant recipients must have fulfilled all grant requirements.

### Project Eligibility

Applicants may partner with either a public or charter school certified by BOCES or a community center. Partners must be located in the same county where the applicant resides.

Projects may occur during or after school hours from January 1, 2024 to December 31, 2024 and must have a minimum of three, sequential sessions between the same teaching artist(s) and the same group of K-12 students.

The following are additional project eligibility requirements:

- Projects must incorporate one or more participatory, hands-on art forms and involve in-depth, age, and skill appropriate learning opportunities.
- Projects can involve multiple groups of students, however, the same teaching artist must have a minimum of 3 sessions with each group of students.
- Projects cannot appear to take the role of the classroom teacher.
- Projects can support a closed group of learners, however, school-based projects must be open to all students within the selected classroom or grade level.
- Projects cannot specifically target home-school participants.
- School partners cannot be private or parochial or receive direct funding from NYSCA.
- Projects must include an artistic component and cannot support commercial arts or other forms of entertainment for entertainment's sake such as magicians or sip and paint.
- Projects cannot propose the acquisition of artwork, have a primary focus of fundraising, or propose financial gain for the applicant as the primary benefit.

## **Grant Amount & Funding Eligibility**

Applicants can request grant funding from \$500 to \$5,000.

Applicants may submit up to three (3) requests, totaling no more than \$5,000, through any combination of Community Arts, Teaching Artist, and Individual Artist grant applications.

Tribal Nations are exempt from the 3 request, \$5,000 limit. Tribal organizations within Tribal Nations are subject to the 3 request, \$5,000 limit.

The following are additional funding eligibility requirements.

- Projects cannot spend more than \$1,000 on an individual piece of equipment.
- Total project costs, including the grant request, must equal or be greater than the grant request.
- Projects cannot pay children or students.
- Funding cannot support cash prize, award, scholarship, fellowship, party, or reception expenses.
- Funding can only support expenses directly related to the project.
- Funding can only support in-state travel expenses.

## **Funding Criteria & Priorities**

Grants are funded based upon the following funding criteria:

- Artistic and/or Cultural and Programmatic Merit
- Student Benefit & Accessibility
- Managerial & Fiscal Competence
- Learning Outcomes & Evaluation

Priority is given to the following:

- Projects that pay artist fees
- BIPOC, LGBTQIA+, and/or Folk & Traditional applicants and/or focused projects

Programmatic quality is valued over participant quantity. Financial need is not considered in funding decisions.

## **Application Process and Deadline**

The application deadline is 11:59pm on Friday, December 15, 2023. Applications must be submitted online through our online application system at <https://earts.submittable.com/submit>.

A completed application consists of the following:

- Applicant Information
- Project Information
- Budget Information
- Artist(s) Biographies
- Artistic Work Samples
- Letter of Partnership (if applicable)

The application consists of a mixture of short answers and narratives. There is no budget form.

## **Review Process**

Community member led grant panels evaluate and score applications based on funding criteria and priorities. Each grant criterion is given 0 to 5 points while each priority is given 0 to 4 points.

Based on panelist scores and available funding, The ARTS Council will assign an applicable dollar amount. The ARTS Council, however, does not make any evaluative decisions or make recommendations to the grant panel.

When considering applications from previously funded applicants, upon request, panelists can be furnished historical records. Prior support does not imply or guarantee funding. Additionally, assistance or recommendations made to an applicant doesn't guarantee funding and may not reflect panelist decisions.

The ARTS Council's Board of Directors previews but cannot change panel decisions.

## **Applicant Assistance**

Applicants are encouraged to discuss their projects with the Grants Manager before submitting their application to determine if applicants meet eligibility requirements.

Applicants may submit drafts of their application narratives via email at least 1 week before the deadline. The Grants Manager will review drafts for clarity with an eye towards the grant criteria, not for copyediting and rewriting. Please note, comments and recommendations may not align with grant panelist decisions.

Upon request, changes to an applicant's submitted application can be made up until the deadline. No changes can be made after the deadline. Submitted applications are not reviewed for completeness.

Contact the Grants Manager at [chris@eARTS.org](mailto:chris@eARTS.org) or 607-962-1332 x205 for more assistance.

## **Funding Notification & Distribution of Funds**

Funding is subject to the availability of funds from the New York State Council on the Arts. All applicants will receive funding notification via email by the beginning of February 2024. Funded applicants will receive their funds once a signed acceptance agreement is returned. Email is preferred.

## **About The ARTS Council**

The ARTS Council of the Southern Finger Lakes (The ARTS Council) is a regional arts services organization located in the Southern Tier of New York State serving artists of all disciplines, organizations, and the public. Further information is available at [www.eARTS.org](http://www.eARTS.org).