

United Arts Appeal of Chautauqua County
PROJECTS POOL GRANTS PROGRAM
Application for Organizations
Funding Year 2023

GUIDELINES

Purpose of the Projects Pool

1. The Projects Pool is a program of the United Arts Appeal of Chautauqua County.
2. Grants are available to quality arts programs and organizations. Schools, churches, villages, or fraternal organizations that meet the requirements below are eligible to apply.
3. Grants also are available to individual artists. (*Separate guidelines and application forms are available for individual artists.*)

Funding Award Amounts

For 2023, Projects Pool awards will not exceed \$500.00.

Eligibility for Organizations

Organizations that meet the following criteria may apply for Projects Pool funding:

1. The organization has been established for at least one year with an active Board of Directors that meets on a regular basis
2. Proof of not-for-profit status
3. The project must be artistic in nature
4. Previous recipients of a Projects Pool grant who have failed to submit the required final report or failed to meet the obligations of their past grant will be ineligible
5. Members of the Advisory Panel are ineligible to submit applications
6. Only one application per organization is accepted

Funding Restrictions

Projects which are ineligible include the following:

1. Purchases not related to the program or project
2. Payment of past debts
3. Capital expenditures (mortgage payments, construction or renovation of a facility, purchase of property)
4. Fundraising projects or campaigns
5. Projects that re-grant funds to other individuals or organizations, including not-for-profits

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Application Deadline

Applications must be received no later than *midnight, Saturday, April 15, 2023*.
Late applications will not be accepted.

Review Process

Applications to the Projects Pool are screened by the United Arts Appeal for eligibility and completeness. Awards are based on a competitive review process by an Advisory Panel of Chautauqua County residents who are knowledgeable in the arts. Each project is reviewed on the basis of its own merits and against others in the application pool. Limited funds are available, and priority will be given to applications from first-time applicants, new initiatives from past applicants, and applications which seek to serve or extend art to a diverse and/or broad sector of the community. The Panel makes funding recommendations to the board of the United Arts Appeal for its final decisions regarding funding approval and award amounts.

Organization Application Review Criteria

- Quality or uniqueness of proposed artistic project or programming
- Community benefit or interest generated by the project or programming
- Reasonableness of budget, demonstrated need for funding

Decision Notification

*Applicants will be notified of the decision regarding their applications no later than **May 31, 2023**.*

Responsibilities of Organization Grant Recipients

1. All grant recipients must include the following statement in all printed materials, advertising, promotions, and publicity related to the funded project: ***“This (event, project, program) is made possible in part by support from the United Arts Appeal of Chautauqua County Projects Pool Grants Program.”***
2. Grant recipients must utilize all funding during 2023.
3. **FINAL REPORT** - All Project Pool grant recipients must file a final report by **December 31, 2023**. Report forms are online at UnitedArtsAppeal.org/grants.html.
The report is to include:
 - a detailed final budget with receipts for grant-funded purchases
 - photos and/or documentation of the completed project

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TO SUBMIT YOUR APPLICATION

1. Combine all listed documents into a single PDF labeled ***“(Your Organization Name) 2023 UAA Application.pdf”***

SUPPORT DOCUMENTS to include:

- Organization Application information (**NOT** these three pages of guidelines)
 - Answers to Project Proposal Questions
 - One to three samples of additional materials you feel may support your application (reviews of or publicity for exhibitions or performances, brochures or programs, bios or press coverage of your artists or events)
 - For new applicants, Proof of Non-Profit Status:
 - IRS determination letter as a 501(c)(3) organization
 - NYS Board of Regents Charter, Section 216 of Education Law
 - Filing receipt for Registration of Charitable Organizations, Section 172 of Executive Law
 - Official authorization as an arm of local government
 - Letter of acceptance of incorporation under section 402 of the Not-for-profit
2. Email this pdf file with an email subject line of ***Your Organization Name 2023 UAA Application*** to: uaaofcc@gmail.com

CERTIFICATION:

By submitting this application you are certifying that you have the authority to represent the applicant organization. You are also certifying that you have read the guidelines for application to the United Arts Appeal of Chautauqua County’s Projects Pool Grants Program and that this application complies with those guidelines.

IF YOU DO NOT RECEIVE NOTIFICATION WITHIN ~TWO WEEKS THAT YOUR APPLICATION WAS RECEIVED, please email UAA Arts Administrator Donn Smeragliuolo at uaaofcc@gmail.com.

If you have any questions or need more information, call (716) 244-0657.

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ORGANIZATION APPLICATION

Project Title	
Art form or discipline:	
Date application submitted:	
Tentative project completion date:	
Total estimated cost of your project:	
Amount of funding requested:	
Legal name of organization:	
AKA (Also Known As) if different from above:	
Organization address:	
City, State, Zip:	
Date incorporated:	
Phone:	
Email:	
Website:	
Fiscal Year Begin and End Dates:	
Briefly describe the purpose, mission, and activities of your organization	
Contact Person:	
Contact's title or relationship to organization:	
Contact Email:	
Contact Phone:	Day: Evening:

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If sponsoring an individual artist, their name:	
Have you received a United Arts Appeal Projects Pool grant before?	
If yes, when did you receive it?	
Name of Project:	
Amount of funding received:	

PROJECT PROPOSAL QUESTIONS

1. Briefly describe the project. Detail what you want to do and why.

2. How is this project important to your neighborhood, organization, or the community at large? Whom will it benefit and how?

3. Explain how the project goal(s) will be achieved (workshops, concerts, when and where, etc.). What will actually happen that demonstrates excellent artistic work?

4. What is the type of audience anticipated?

5. How many people are expected to be served by this project?
 Artists/performers _____ Audience members _____

6. List the names, addresses, emails, phone numbers, and qualifications of the major artistic and administrative personnel working directly with the project.

7. What other funding are you applying for or have you secured for your project? From whom?

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8. Would this project happen without this grant? Why or why not?

9. On what specifically would you spend your grant if it were awarded?

10. Detail your project budget, use additional sheets as needed. Include:
 - ✓ Total expenses (supplies, space or equipment rental, advertising, etc.)
 - ✓ Itemize personnel expenses by category (administrative, artistic, technical, etc.)
 - ✓ Earned income (admissions, fees, concessions, contributions, grants, other)
 - ✓ Deficit