



**Guidelines for Suffolk County Arts & Film
Competitive Grant Program
2012**

**Office of Film & Cultural Affairs (SCOFCA)
H. Lee Dennison Bldg., 2nd Floor
100 Veterans Highway
Hauppauge, NY 11788**



Michelle Isabelle-Stark, Program Director

Suffolk County Arts & Film Competitive Grant Program Guidelines 2012

Program

Grant funds are to be used for the execution and promotion of arts & film programs open to the public. This program funds museums, theatres and cultural centers, arts councils, film festivals, and larger, established performing arts organizations. The following are objectives of the program:

Develop new arts and film programs that have the greatest potential to increase economic impact to communities and regions.

Enhance an existing arts and film program in order to significantly increase the economic impact to communities, regions and state.

Develop productive partnerships between local and regional arts, film, and tourism organizations; and/or public and private sector organizations, and/or state and federal agencies. Develop a common vision and implementation plan for the development of cultural heritage.

Insure quality and integrity of interpretation and presentation of Suffolk County Long Island's culture.

Attract new arts and film visitors to Suffolk County in a way that will extend tourist seasons or increase expenditures by tourists.

Consideration will be given to programs in all disciplines, which include, but are not limited to: music, dance, drama, theatre programs, creative writing, literature, architecture, painting, sculpture, folk arts, photography, video and film, public media, history, museums; and the execution and promotion of other allied major cultural forms.

If your organization presents a film festival/series IN ADDITION to other cultural programs, write 2 separate applications; one for the film series and one for an arts program.

Submitting an application does not guarantee funding.

All grant programs and funding levels are subject to budget availability.

Minimum Grant: \$5,000
Maximum Grant: \$15,000
Application: Suffolk County Arts & Film Competitive Grant Application 2012

Application Deadline: Applications must postmarked or hand-delivery by **January 9, 2012**. Electronic submission is also required by this date.

Applications received after the deadline will be returned to the applicant. Incomplete applications will not be considered.

Grant Scoring Criteria

The following criteria, in correspondence with the application you will complete and submit, is utilized by the Arts Advisory Board to rate the grant submissions.

A grant application may receive a total of 100 points; those 100 points are broken down as follows:

1. Program Quality (45)
2. Planning, managerial, and fiscal competence of the organization (10)
3. Demonstrated community support and community need (30)
4. Addresses funding program priorities (15)

GRANT GUIDELINES

Funding Restrictions

Grant funds may not be used for:

- Expenses incurred or obligated prior to or after the grant period - January 1, 2012 through December 31, 2012.
- Capital construction or real property.
- Management and General Expenses (administration salaries, office, utilities, insurance, etc.).
- Outside Professional (legal, accounting, public relations, fundraiser).
- Arts programs of Social Service agencies where the programs are essentially recreational, rehabilitative, or therapeutic.
- Any interest, reductions, deficits, loans, fines, penalties or cost of litigation.
- Prize money, scholarships, awards, plaques, certificates, or contributions.
- Benefits and projects planned primarily for fundraising purposes.
- Entertainment and promotions including related expenses such as reception, food, beverages, flowers, and T-shirts.
- Projects or organizations whose primary purpose are not secular and programs where the primary effect of funding would be to support a religion.
- Arts programs of public school districts, libraries, or universities, or performing activities for/by students. Affiliates or components of such public institutions providing services not presently available and/or programs of broad community impact in Suffolk may be considered at the discretion of the Legislative Committee for Economic Development, Higher Education, and Energy.
- Projects that are restricted to private participation, including those programs which would restrict public access on the basis of race, gender, creed, national origin, age, disability or habitat.

Suffolk County Arts & Film Competitive Grant Program Guidelines 2012

ELIGIBILITY CRITERIA

1. Organization's Internal Revenue Service Letter of Determination of Non-profit Status.
 2. In operation for at least three years.
 3. Professional staff (includes artistic director).
- .

Suffolk County Arts & Film Competitive Grant Program Guidelines 2012

FUNDING CRITERIA

The following factors will be taken into consideration in the evaluation process:

- **Program Quality.**
- Number of people served and age group reached.
- Geographical location and availability of comparable programs in the area.
- Cost effectiveness of the program.
- Planning, managerial, and fiscal competence of the organization.
- Nature and extent of organization's public and private support.
- Program diversification among grants awarded.
- Demonstrated community support and community need.

Funding Program Priorities

The Suffolk County Office of Film & Cultural Affairs prioritizes the funding of arts & film programming that advances the following goals:

1. Increase tourism in Suffolk County – collaborations are strongly encouraged between tourism promotion agencies, arts, humanities, folklife, and historical organizations;
2. Revitalization of Suffolk County downtown areas through cultural anchors such as renovated theaters and museums;
3. Increase visitation to historic locations for arts, heritage and cultural events;
4. Increase opportunities for professional and amateur performing, visual, literary, and media artists living in Suffolk County.
5. Increase exhibition opportunities for independent filmmakers and promote region as film-friendly.

Suffolk County Arts & Film Competitive Grant Program Guidelines 2012

The following contractual requirements apply to all grant applicants:

Insurance Requirements

All contract agencies are required to procure commercial general liability insurance in an amount not less than \$2,000,000 combined single limit for bodily injury and property damage per occurrence. The organization must furnish a Certificate of Insurance evidencing compliance and naming **County of Suffolk as additional insured**. The policy and certificate must provide for the County of Suffolk to be a certificate holder and to be notified in writing thirty days prior to any cancellation.

If the organization finds the *amount of coverage* a hardship, or not appropriate for the risk, you must explain why in writing to the Office of Film & Cultural Affairs. The Office of Film & Cultural Affairs will then apply for a waiver for the \$2,000,000 per occurrence requirement from the Division of Risk Management. The Division of Risk Management will evaluate waivers on a case by case basis.

Contract Changes

If there are any changes in a Suffolk County funded program or program budget, a request for approval must be submitted in writing to the Suffolk County Office of Film & Cultural Affairs as required by contract "within ten (10) days after the contractor discovers or ought to have discovered" the change.

Crediting Suffolk County

Credit must be given to Suffolk County in any printed material, programs, press releases, etc. for all funded programs as follows:

Funding provided, in part, by Suffolk County.

Wherever possible the logo for The Office of Cultural Affairs should be displayed*.



Program Evaluation

Two tickets to funded programs must be made available to the Suffolk County Office of Film & Cultural Affairs for the purpose of evaluation. The Program Director or a member of the Citizen's Arts Advisory Board may do the evaluation.

Final Reports/Grant Payment

A voucher for grant payment will be sent with the fully executed contract for services. The voucher should be signed and returned so that payment can be made. A check is then issued from the Suffolk County Department of Audit and Control. An organization must submit a final report to the Office of Cultural Affairs within 60 days after the funded program is completed. Expenses, programs, and services performed are reviewed to ascertain an organization's compliance with the contract terms. Please note that if a final report is not filed within the allotted time the organization may not be eligible for future funding.

Suffolk County Arts & Film Competitive Grant Program Guidelines 2012

APPLICATION INSTRUCTIONS

The 2012 Suffolk County Arts & Film Competitive Grant application consists of one Word document **WORD DOCUMENT** file: Suffolk County Arts & Film Competitive Grant Application 2012.doc

Download the Word document to your computer. Name the file as follows:

OrganizationName2012.doc (Example: ArenaPlayers2012.doc)

The Word document contains fields for all information required. You can use the <tab> key to navigate through the different fields of the document.

ADDITIONAL INFORMATION REQUIRED:

Program Calendar

Please provide a calendar of events for the program listed on the application. Include date, time, venue name and address, name of project, and admission information. The calendar can be in any format you choose as long as it is clear. If the dates and participants are not finalized yet, send *projected* dates and programs for 2012 and provide a complete calendar for the current year 2011.

Budget and Financial Statements

Please provide the organization's financial statements for 2010 (actual) and 2011 (can be preliminary statements OR a budget).

Also provide the organization's FULL budget for the 2012. (This is in addition to the program budget requested in the application)

Supplemental Materials

Please provide resumes for all artistic personnel or performing arts groups to indicate quality of program.

IMPORTANT:

Please DO NOT STAPLE OR BIND. Paper clips are acceptable to keep the sets together.

We require 15 copies of the application, calendar, and financial statements.

We require 5 copies of supplemental materials.

Submit completed application package postmarked by January 9, 2012 to the following address:

Suffolk County Office of Film & Cultural Affairs
H. Lee Dennison Bldg, 2nd Floor
100 Veterans Highway
Hauppauge, NY 11788-0099
Attn: Grants

Suffolk County Arts & Film Competitive Grant Program Guidelines 2012

FINAL REPORT FINANCIAL STATEMENT REQUIREMENTS

The Suffolk County Office of Film & Cultural Affairs requires that nonprofit cultural and film organizations provide the following set of financial statements as defined in FASB 117, which addresses the reporting requirements for nonprofit organizations:

- **Invoices for Expenses Incurred and charged to Suffolk County.**
- **Cancelled Checks (copies) OR Bank Statement** - proof that expenses were incurred as per contract.