



# 2018 GRANT OPPORTUNITIES

**CULTURAL COMPETITIVE**

**DESTINATION DOWNTOWN**

**EMERGING FILM FESTIVALS**



WHO WE ARE

# Suffolk County of Office of Film & Cultural Affairs



[suffolkartsandfilm.com](http://suffolkartsandfilm.com)



[suffolkfilmcommission.com](http://suffolkfilmcommission.com)



## OUR MISSION

Supporting community arts organizations, including collectives, that embody high artistry, artistic vibrancy and foster cultural participation in order to build vibrant communities, amplify the voice of underrepresented communities, and celebrate the diversity of Suffolk County.

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## Your Team:

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Call us! (631) 853.4800



## **CITIZENS ADVISORY BOARD FOR THE ARTS**

18 Members

One in each Legislative District appointed by their County Legislator

Term: 3 years

Reviews applications for Cultural Competitive Grants and Downtown Destination funding and makes recommendations to the County Executive and the Suffolk County Legislature for their consideration.

## **SUFFOLK COUNTY FILM COMMISSION**

13 Members

Each appointed by the County Executive

Term: 4 years

Reviews applications for Emerging Film Festival funding and makes recommendations to the County Executive and the Suffolk County Legislature for their consideration.



## WHERE DOES THE FUNDING COME FROM?

**Fund 192** | Hotel / Motel Tax

Section §327-14 of the Suffolk County Code: 10% of all revenues collected shall be utilized by the County of Suffolk in support of CULTURAL PROGRAMS and activities relevant to the continuation and enhancement of the tourism industry, and not more than 2% of all revenues collected shall be utilized for the promotion of Suffolk County as a **FILM-FRIENDLY** location.

### 2018 FUNDING AVAILABILITY

**The funding amount for the Cultural and Film grants are subject to the appropriation made by the Suffolk County Legislature. This funding appropriation is variable. We do not have the available funding amount at this time.**



## BASIC GRANT INFO

No limit to amount of grants or recommendation amount your organization may choose to submit.

Organizations may submit an application for a program that was successful in obtaining a Suffolk County Omnibus Award. Requests of \$5,000 and above are requested.

## ELIGIBILITY



1. Organizations has the arts as the center of its mission.
2. Priority for one year of operations.
3. Project must take place in Suffolk County.
4. Provide proof of 501(c)3 tax-exempt status OR secure a fiscal sponsor that meets the regulations of a 501(c)3 tax-exempt organization from the U.S. Treasury Department under Section 501(c)3 of the US Internal Revenue Code.
5. Project cannot be currently or in-contract funded by Suffolk County Omnibus funds.



## CULTURAL COMPETITIVE & EMERGING FILM FESTIVAL

### Project Goals

Promote affordable and accessible spectator and participatory arts experiences and cultural events for community members.

Increase opportunities for professional Suffolk County performing, visual, literary, and media artists to engage with the community.

Encourage presentations of underrepresented artists and arts reflecting ethnic traditions.

Increase visitation to downtown locations for arts, heritage and cultural events.



## **SCORING SYSTEM** 100 Points Possible

Project Overview: 25 Points Possible

Project Artist, Administrative, & Technical Personnel: 20 Points Possible

Project Collaborators: 5 Points Possible

Project Community: 10 Points Possible

Outreach & Marketing Plan: 5 Points Possible

Accessibility: 5 Points Possible

Cultural Tourism: 10 Points Possible

Project Budget: 20 Points Possible





**SUFFOLK COUNTY**  
OFFICE OF FILM AND CULTURAL AFFAIRS

Legal Name of Organization:

**APPLICANT INFORMATION**

Legal Name of Organization: \_\_\_\_\_ Address 1: \_\_\_\_\_

Organization dba.: \_\_\_\_\_ Address 2: \_\_\_\_\_

FEIN: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Total Operating Budget: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ How Many Full-time Employees: \_\_\_\_\_

Title: \_\_\_\_\_ How Many Part-time Employees: \_\_\_\_\_

Email: \_\_\_\_\_ How Many Volunteers: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Total Annual Attendance: \_\_\_\_\_

**PROJECT INFORMATION**

Project Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Time Period: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

# of people served by project: \_\_\_\_\_

**Select Project Discipline:**

- Architecture & Design
- Arts Education
- Dance
- Electronic Media & Film
- Folk & Traditional Arts

- Literature
- Music
- Musical Theatre
- Presenting & Multidisciplinary
- Theater
- Visual Arts

# Of artists hired by this project: \_\_\_\_\_  
(\* note: individual artists NOT artist groups)

**PROJECT TITLE**



**SUFFOLK COUNTY  
OFFICE OF FILM AND CULTURAL AFFAIRS**

**ORGANIZATION MISSION STATEMENT**  
500 Character Max

A Mission provides an overview of the group's plan to realize their vision. This statement should not be more than three sentences.

Example: Lincoln Center (Lincoln Center for the Performing Arts) serves three primary roles: world's leading presenter of superb artistic programming, national leader in arts and education and community relations, and manager of the Lincoln Center campus.

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**PROJECT OVERVIEW** (Points Possible: 25)

A project that embodies the highest level of artistry and artistic vibrancy. A project that fosters cultural participation in order to build strong communities. Describe your event? Describe how your event helps to build or enhance the community in its geographic region. Discuss any previous experience you or your organization may have had with similar projects.

2000 Character Max

What kind of project are you proposing? What is the Big Picture goal of your project?  
Explain specifics for how you will achieve the objectives you set.

WHO? WHAT? WHEN? WHERE? WHY? HOW?

Examples:

- We want to perform 4 Choral Music Concerts at XYZ Venue.
- We will have 3 million people attending each concert. We will perform one premiere work at each concert. The music will feature the music of Lady Gaga.

The panel does not wish to fund your entire season, so please be selective in your request.  
Do not include competitions! Suffolk County does not fund competitions!



**SUFFOLK COUNTY**  
**OFFICE OF FILM AND CULTURAL AFFAIRS**

**PROJECT ARTIST, ADMINISTRATIVE & TECHNICAL PERSONNEL** (Points Possible: 20)

A project that fosters proactive engagement of essential artistic and technical personnel. Please provide the following information:

- Names of essential artistic and technical personnel
- Resident of Suffolk County?
- An abbreviated bio for each person listed
- Additional relevant information for each person listed, i.e.: web page address, IMDB link, etc.

Note: Question has a total 7,000 characters, broken down into 2,000 for page 1 and 5,000 for page 2

Example:

Name: Mardou Fox

Role with Project and Why?: Fine and Multimedia Artist. Design of large installation multimedia pieces for audience engagement at community event. **Suffolk County Resident**

Bio: Born in Bay Shore, New York in 1970. Fox works predominantly in the medium of painting, but includes video in her large scale installations. Fox completed an MFA with distinction at New York University. She has had solo shows in New York City at Jonathan Levine Gallery, San Francisco at Shooting Gallery and Huntington, New York at Ripe Art Gallery. [mardoufoxart.com](http://mardoufoxart.com)

2,000 Character Page (next page has an additional 5,000 characters available for this question.)



**SUFFOLK COUNTY**  
**OFFICE OF FILM AND CULTURAL AFFAIRS**

**PROJECT COLLABORATORS** (Points Possible: 5)

Please describe your collaborators and/or partners, if any. Collaboration can provide great depth to enlist partners in the development and presentation for a community arts project. Please note that although collaborative partners may be an asset, it is not necessary for a successful art project. This does not include paid staff or independent contractors.  
5,000 Character Max

Collaboration is a mutually beneficial relationship with a purpose of meeting common goals.

It's not hiring a musician, music director, actor, etc.

It is partnering with another organization to make an event happen by sharing resources, knowledge, offices and more.



**SUFFOLK COUNTY**  
**OFFICE OF FILM AND CULTURAL AFFAIRS**

**PROJECT COMMUNITY** (Total Points Possible: 10)

A project that promotes affordable and accessible arts and cultural experiences for the community. All projects must be open to the public. Describe the audience and the community for which the project will take place. A project that celebrates the diversity of Suffolk County by promoting the presentation of underrepresented artists and arts reflecting ethnic traditions as well as attracting underrepresented communities. Community Support and interest can be demonstrated by your ability to define the audience and clearly articulate how they benefit from the proposed project, this can include audience demographics, collaboration, the production, and so on.

800 Character Max

We want you to talk about how the community supports and/or needs your project.

Examples: The community supports the project because we have a community ad hoc committee that sells water during intermission.

Example: The community needs this project because there isn't any other kind of activity like this in the area.

Is it the art form, the audience, the ethnic tradition/indigenous, or location of the presentation underrepresented? If the artist is new to Suffolk audiences, explain why it is important for the audience to experience this artist/arts group.

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**OUTREACH & MARKETING PLAN** (Total Points Possible: 5)

Describe the marketing and promotional plan. A good marketing plan can help you reach your target audience, boost your supporter base and increase your project's participation rate. Tell us about your target audience. A marketing plan helps you set clear, realistic and measurable objectives for your project.

2,000 Character Max

Don't have one? We bet you do, you just haven't articulated the plan.

If you do any of the following, you have a plan:

Email blast, Facebook boosts, social media ads, press releases, print ads, postcards, flyers, or others.

We want to know what you send out, which audience you are trying to attract and why did you choose that vehicle?



**SUFFOLK COUNTY**  
**OFFICE OF FILM AND CULTURAL AFFAIRS**

**ACCESSIBILITY** (Points Possible: 5)

Is this project accessible to all, e.g., physical space, large print programs, sign language interpreters, etc.  
500 Character Max

Describe how this program promotes accessible arts and cultural experiences for the community.

Is this program accessible to all? Venue? Program notes? Interpreter?

Learn more about the Americans for Disability Act at [ada.gov](http://ada.gov)

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**CULTURAL TOURISM** (Points Possible: 10)

A project that bolsters the visitor base of Suffolk County's downtown centers by promoting a positive downtown image and increasing the visibility of local arts and culture through engaging cultural events and innovative public art projects. Describe how this project supports the mission to revitalize Suffolk County's downtown centers?

NEW: Is this project offered during off-season, season, or both? *(check one box)*  Off-Season  Season  Both Off-Season and Season  
2,000 Character Max



**SUFFOLK COUNTY  
OFFICE OF FILM AND CULTURAL AFFAIRS**

**PROJECT BUDGET** (Points Possible: 20)

The Project Budget is a financial explanation of how your organization proposes to fund the program, as well as explain potential and realistic fundraising sources and revenue streams. The proposed project budget must show how Suffolk County funds will be leveraged by additional sources.

<b>INCOME</b>		
	Explanation	Budget
Admissions / Box Office	_____	\$ _____
Tuition, Workshop Fees, etc.	_____	\$ _____
Sales, Concessions, etc.	_____	\$ _____
Other (please describe)	_____	\$ _____
<b>Contributed Income</b>		
	Explanation	Budget
Individual	_____	\$ _____
Corporate Contributions	_____	\$ _____
Government Grants	_____	\$ _____
Fundraising Events	_____	\$ _____
Other (please describe)	_____	\$ _____
Other (please describe)	_____	\$ _____

<b>EXPENSES</b>			
<b>PERSONNEL</b>	Explanation	Budget	SCOCA Request
Administrative	_____	\$ _____	_____
Artistic	_____	\$ _____	_____
Technical	_____	\$ _____	_____
Other	_____	\$ _____	_____
<b>OTHER SERVICES</b>	Explanation	Budget	SCOCA Request
Space Rental	_____	\$ _____	_____
Equipment Rental	_____	\$ _____	_____
Travel & Transportation	_____	\$ _____	_____
Advertising & Promotion	_____	\$ _____	_____
Printing & Copying	_____	\$ _____	_____
Postage	_____	\$ _____	_____
Supplies & Materials	_____	\$ _____	_____
Insurance	_____	\$ _____	_____
Remaining Operating Expenses	_____	\$ _____	_____

REVENUE TOTAL: \$ \_\_\_\_\_  
EXPENSES TOTAL: \$ \_\_\_\_\_

**TOTAL SCOCA REQUEST**  
(Revenue minus expenses) \$ \_\_\_\_\_

**% FUNDED BY SCOCA:** \_\_\_\_\_

Cultural Competitive



## Budget Hints

### CHECK YOUR MATH!

The budget should match your project narrative.

Narrative: 300 people are attending at \$3 each for two concerts.  $\neq$  Budget: Admissions of \$1,800

This form is NOT for your Organizational Budget. You can show us that information in the same format that you provide to your Board of Directors, or another format that makes sense for your organization.

if any particular lines doesn't apply to your project, indicate with a 0 (zero).

The lower your % FUNDED BY SCOCA score, the higher your leveraged score!

### *What are leveraged funds?*

Applicants are strongly encouraged to seek project funding from other sources besides Suffolk County. When funds are leveraged from other sources, a more significant project may be achieved. Your total income lines (without the Suffolk request) is what we define as "leverage." The value of staff services is not acceptable as an outside source of funding. [Why is this important?](#) Your score indicates to the panel how the health of your organization.





**This is required information.**

**SUFFOLK COUNTY  
OFFICE OF FILM AND CULTURAL AFFAIRS**

**PROJECTED ORGANIZATION UNEARNED/CONTRIBUTED INCOME FOR 2018**

This is a required Suffolk County question. Complete this information for the entire organization, not only the project for which you are applying for.

Source	Amount	Project
SCOCA 2018 REQUEST (refer to page 9)		

WHO IS GIVING YOU THE FUNDS?

Total \$ Projected: **\$ 0.00**

CULTURAL COMPETITIVE 2018



**This is required information.**

**SUFFOLK COUNTY  
OFFICE OF FILM AND CULTURAL AFFAIRS**

**PROJECT VENUE INFORMATION**

Indicate the time of day for the event, the event name and the name of the venue and its complete address. If you require additional space, please add a page to the submission package.

**DATE**

**TIME**

**EVENT NAME**

**VENUE & LOCATION**

5000 Character Max

The panel wants to know where the event will be held.



## SUPPORTING MATERIALS

### Artistic Samples: Not required but strongly recommended

Include a small number of artistic samples. Do not overload Panel with samples.

Have the sample relate to the project application if possible.

Label with organization name/project title.

Submit in the electronic format best suited for the artistic genre. For instance artwork should be submitted in a jpg format not pdf.

If you are submitting for a music group and do not provide links and samples, your chance of funding diminishes greatly.

## ADDITIONAL INFORMATION

### Ineligible Expenses

Outside of the grant period January 1, 2017-December 31, 2017

Capital construction or real property

General operating expenses

Prize money

Food

Some print projects (like a program booklet), ask for more information.

Public school projects

And more! Please see the guidelines for more information.



## ADDITIONAL INFORMATION

### How are awards determined and processed?

Applications are reviewed for completeness by Staff.

Limited opportunity given to correct omissions and budget mistakes. Narrative changes are not permitted.

CAB (Citizens Advisory Board for the Arts) aka "Panel" meets to evaluate and score each application.

Staff sends Panel recommendations in the form of a Resolution to the Legislature for review, comment & approval.

County Executive signs the Resolution.

Grantees notified of decisions by mail and email.

Contracting process begins with EDP Contracts Office.

- \* All grant contracts are reviewed by multiple Suffolk County departments for approval, this can take time.
- \* Do your part and submit the required documents as soon as possible.
- \* If you find the required documents confusing, please call the Contracts Office or set up a face to face meeting.



## ADDITIONAL INFORMATION

### **NYS Nonprofit Revitalization Act of 2013**

**No employee of the nonprofit can serve as the Chair of the Board or hold any other title with similar responsibilities.**

**All nonprofits must have a Conflict of Interest Policy to ensure that its directors, officers, and key employees act in the nonprofit's best interest and comply with applicable legal requirements.**

**Whistleblower Policy required for nonprofits with over 20 or more employees and over \$1,000,000 in revenue.**

**NOTE: There are updates to these laws! Please check NYCON.org or check [www.SuffolkArtsandFilm.com](http://www.SuffolkArtsandFilm.com)**

[nycon.org](http://nycon.org)



## **Funding Opportunity!**

The 2018 Long Island Arts Grants Workshop Schedule  
all you need to know about the granting process

If your organization is already funded by NYSCA directly, then it is not eligible.

**Workshops are FREE**

**Attendance is MANDATORY**

**Registration REQUIRED**

Administered by the Huntington Arts Council, Inc.

[huntingtonarts.org](http://huntingtonarts.org)

631.271-8423



# THANK YOU!