

**SUFFOLK COUNTY
OFFICE OF CULTURAL AFFAIRS**

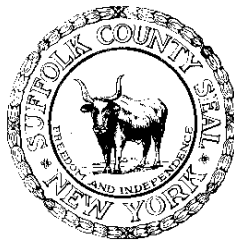
**DESTINATION DOWNTOWN
GRANT GUIDELINES**

Developed by the
SUFFOLK COUNTY CITIZENS ADVISORY BOARD FOR THE ARTS

Supporting community arts organizations, including collectives, that embody the highest artistry and 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.

Destination Downtown is the Creative Placemaking Initiative of Suffolk County that complements the County Executive's Transit-Oriented Development agenda. Transit-Oriented Development (TOD) is a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation.

Through Destination Downtown, Suffolk County will provide two grants of \$25,000 each for creative placemaking projects in downtown communities that contribute toward their livability and help transform them into lively, beautiful, and sustainable places with the arts at their core.



**STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE**

**THERESA WARD
DEPUTY COUNTY EXECUTIVE AND COMMISSIONER
ECONOMIC DEVELOPMENT AND PLANNING**

**SUFFOLK COUNTY
OFFICE OF CULTURAL AFFAIRS AND FILM
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING
P.O. BOX 6100, HAUPPAUGE, NY 11788
PHONE 631-853-4800**

**SUFFOLK COUNTY
CITIZENS ADVISORY BOARD FOR THE ARTS, 2017**

DISTRICT	LEGISLATOR	BOARD MEMBER
1	Albert Krupski	Patricia Snyder, Chair
2	Bridget Fleming	Steve Long
3	Kate Browning	Paul Allan
4	Tom Muratore	Open
5	Kara Hahn	Lyn Boland
6	Sarah Anker	Deb Lohman
7	Robert Calarco	Lori Devlin
8	William J. Lindsay III	Edward Brennan
9	Monica R. Martinez	Open
10	Tom Cilmi	Lynda Moran
11	Thomas F. Barraga	open
12	Leslie Kennedy	Deb Schaarschmidt
13	Robert Trotta	Maria Loreta Celitan
14	Kevin J. McCaffrey	Open
15	DuWayne Gregory	Liz Fanning Holdorf
16	Steven H. Stern	Corieann M. Young
17	Louis D'Amaro	open
18	William Spencer	Mark Carpentieri

Economic Development & Planning Staff Diana Cherryholmes, Erin Reyes and Janet Scheel
The Suffolk County Citizens Advisory Board for the Arts panel reviews the applications for funding and makes recommendations to the County Executive and the Suffolk County Legislature for their consideration. Strong consideration will be given to applications of \$5,000 and above.

SUFFOLK COUNTY

Destination Downtown Grant Guidelines

PROGRAM GOALS

1. Improve the quality of life for residents in Downtown communities.
2. Encourage greater creative activity.
3. Foster a strong community identity and a sense of place.
4. Revitalize economic development through the increase visitation to downtown locations for arts, heritage and cultural events.

ELIGIBILITY

1. Have the arts as the center of its mission.
2. Program must take place in Suffolk County.
3. 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.
4. All applications must have partnerships that involve at least two partners: an arts organization and a chamber of commerce, BID, or other business association. Additional partners are encouraged. These may include a variety of entities such as local governments, foundations, arts organizations and artists, nonprofit organizations, design professionals and design centers, educational institutions, and community organizations.
5. The lead arts organization must meet the following criteria:
 - a. Priority for paid staff.
 - b. Leadership must have a demonstrated history of community engagement.
 - c. Matching funds (25% of total program budget).
 - d. Letters of support from partners.
 - e. Priority for organizations with a minimum budget of \$250,000.
6. The program must be located in or adjacent to a downtown area.

DESTINATION DOWNTOWN OBJECTIVES

For 2018 the focus of Destination Downtown is **Featured Artistic Event(s)**. A Destination Downtown program may be a single or series of cultural events that will draw the community together. This event will have a significant featured artistic event that crosses real or otherwise boundaries of geography, place and genre into a time specific creative placemaking work. This featured artistic event must not have been presented by the organization in this fashion previously (for instance, if the event is an annual event, it must have a significant *new* component.) This event(s) should significantly draw visitors from outside of this downtown community located within a half-mile of quality public transportation.

The following factors will be allocated points as per the scoring system (pg. 9) in the evaluation process by the Citizens Advisory Board for the Arts to evaluate the grant submissions.

High Artistic Quality, Vibrancy and Merit of the program (Total Points = 30)

- Quality of the artists, arts or design professionals, arts organizations, works of art, or services that the program will involve, as appropriate for the community in which the program takes place.
- Strengthening communities through the arts.
- Catalyze a persuasive vision for enhancing the livability of the community.
- Incorporate the arts into a systemic approach to civic development.
- Support artists, design professionals, and arts organizations by integrating design and the arts into the fabric of civic life. Artists must be paid for their participation. All programs must be open to the public.
- Reflect or strengthen a unique community identity and sense of place, and capitalize on existing local assets.

Demonstrates community need and strength of the proposed partnership (Total points = 20)

- Including the required partners, and
- Engagement of the private and public sectors in support of the program.

Demonstrates Destination Downtown goals and cultural tourism (Total points = 20)

- Improve the quality of life for residents in Downtown communities.
- Encourage greater creative activity.
- Foster a strong community identity and a sense of place.
- Revitalize economic development through the increase visitation to downtown locations for arts, heritage and cultural events.
- Within ½ mile of a downtown.

Planning, managerial, and fiscal competence of the organization (Total points = 10)

- Appropriateness of the budget, its feasibility, level of community support, and strategy for maintaining the work of the program.
- Quality and clarity of the program goals and design.
- Resources involved.
- Qualifications of the program's personnel.
- Submit your organizational financials. We will accept the following forms as a pdf attachment:
 - An Audit OR,
 - 990 Form

Project Budget (Total Points = 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. We use an excel format.

The proposed program budget must show how Suffolk County funds will be leveraged by additional sources. The point scale is:

*** DEFINED SCALE FOR LEVERAGE OF ADDITIONAL FUNDS**

Percentage of Program		Percentage of Program	
Cost That Is Leveraged	Points Awarded	Cost That Is Leveraged	Points Awarded
50% and higher	20	20 - 24%	5
45 - 49%	18	15 - 19%	3
40 - 44%	15	11 - 15%	2
35 - 39%	12	1 - 10%	1
30 - 34%	10	0%	0
25 - 29%	7		

INELGIBLE EXPENSES

- Expenses incurred or obligated prior to or after the grant period - January 1, 2018 through December 31, 2018.
- 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 programs planned primarily for fundraising purposes.
- Entertainment and promotions including related expenses such as reception, food, beverages, flowers, and T-shirts.
- Programs 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, 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.
- Programs 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.
- Any print material where business and sponsors may be present.
- Programs currently in-contract with Suffolk County for Omnibus Grant.

REQUIRED ATTACHMENTS

1. Budget and Financial Statements

Please provide the organization's financial statements for 2016 (actual) and 2017 (can be preliminary statements OR a budget). Also provide the organization's FULL budget for 2018. (This is in addition to the program budget requested in the application).

2. Biographies of Key Program Personnel (three-page limit).

Attach no more than three pages that contain the biographies of key program personnel. Submit only succinct narrative biographies. Do not submit resumes or CVs.

Key personnel can be staff, consultants, advisors, artists, designers – anyone who will be a key contributor to the success of your proposed program, regardless of their organizational affiliation. It is up to you to determine which individuals will best represent your program. Biographies should demonstrate that the individuals have the experience necessary to achieve quality artistry and administration for the program.

3. Business Association Partner information (one page)

Primary Partner's IRS name:

Popular name (if different):

Primary Partner's Authorizing Official (Name, Address, and E-mail):

Taxpayer ID Number (9-digit number):

Web Address: http://

Contact (Name, Address, E-mail, Title, Phone Number):

Organization's Total Operating Expenses for the most recently completed fiscal year (unaudited figures are acceptable): \$

Mission/purpose of your organization:

Briefly describe the organization's involvement in planning and executing the program including programming, management, and finances. Be specific; do not provide a general statement of support for the program.

4. Letters of Support

You must include a one-page statement from the Business Association partner. For verification purposes, include the name, phone number, and e-mail of a contact person with the nonprofit organization. You may submit up to 9 additional letters of support for the program.

5. Supplemental Work Samples

The work samples are your primary way to show the level of design or artistic quality and vibrancy that you and your partners are capable of achieving. It is up to you to determine the images or audio/video clips that are most relevant to and best support your proposed program. The work can be from any individual or partner involved in the program. Samples should be recent, of high quality, and as relevant to the program as possible. Submit up to 5 samples.

CONTRACTUAL REQUIREMENTS

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.

Crediting Suffolk County

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

- 1) The statement “Public funding provided by Suffolk County”; and
- 2) Logo. Can be found on www.suffolkartsandfilm.com



Program Evaluation

The Program Director or a member of the Citizen's Arts Advisory Board may do the evaluation.

FINAL REPORT REQUIREMENTS

An organization must submit a final report to the Suffolk County 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.

Please include the following items in the Final Report.

- Invoices for expenses incurred and charged to the funded program.
- Cancelled Checks (copies) OR Bank Statement - proof that expenses were incurred as per agreement. **IMPORTANT:** Please organize the cancelled checks and/or Bank Statements to align with the invoice/contract that it is to match.
- A Narrative that includes:
 - a. Results/Outcomes
 - i. What difference did this grant make in your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., numbers served, demographic information, client satisfaction survey results, pre- and post-event results, community indicators, outcomes, etc.)
 - ii. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts.
 - iii.
- Program demographics. We will want to know your attendance count and the demographics of those attending.
- Please contact SCOCA staff if you have any questions!

APPLICATION LOGISTICS AND DEADLINE

- **DEADLINE: October 20, 2017**
 - **One (1) paper copy** of the completed application and required attachments must be received by 4:30 pm on the above date at the SCOCA office.
 - **One Electronic copy** of the completed application and required attachments and support materials must be uploaded to the Suffolk County Office of Cultural Affairs FTP file sharing site by 4:30p.m. on the above date. Alternatively, an electronic copy on a flash drive may be mailed to the Suffolk County Office of Cultural Affairs at 100 Veterans Parkway, 11th Floor, Hauppauge, NY 11788 for receipt no later than 4:30p.m. on the above date.
 - **Incomplete or Late applications will not be considered.**
- **PANEL REVIEW:** The CAB will review the application according to a merit-based scoring system. Based on this review, the CAB will recommend to the County Executive and the Suffolk County Legislature that certain applications be funded. If funding is approved, the Department of Economic Development and Planning will administer a contract between Suffolk County and the organization.
- Within two months of the notice of award from Suffolk County, the municipality must submit all documentation required to enter into a contract with the County.
- All Cultural Competitive contracts will have a one-year term of agreement. In extenuating circumstances, at its sole discretion the County may approve a one-year extension.

QUESTIONS: If you have questions about the application or the eligibility of a program, the Suffolk County Department of Economic Development and Planning can assist. Please contact our team at 631-853-4800 or by e-mail to diana.cherryholmes@suffolkcountyny.gov, erin.reyes@suffolkcountyny.gov, or janet.scheel@suffolkcountyny.gov.

APPLICATION CHECKLIST

- Submit one (1) printed copy of Application, attachments, organizational budget and support materials.
- Attachments:
 - 1 copy – IRS tax-exempt letter or Fiscal Sponsor’s IRS tax-exempt letter.
- Support Materials (provided on CD, DVD, Flash Drive, etc.):
 - Sample of your marketing materials (no more than 3)
 - Sample of your performance
 - Sample of the artwork
 - Sample of music to your website, (YouTube link acceptable)
- One (1) electronic copy of all of the above (in its appropriate format).
 - We recommend that the electronic copy be submitted using one of the following methods :
 1. Copy all onto a Flash Drive and submit. Provide a SASE for return of your Flash Drive.
 2. See the attached document on how to upload and submit your Application/files using Suffolk County’s FTP filesharing facility, FileZilla.
 - SCOCA Staff will access your files from FileZilla.
 - **SCOCA Staff will email you to confirm that your documents were received.**

Questions or concerns? Call us at 631-853-4800. If we cannot answer your question over the phone we will ask that you set up an appointment to come into our office. We can also assist you in the transfer of your documents into the appropriate format, but you **MUST** have an appointment. We will not be providing any assistance beginning the week prior to deadline.

SCORING SYSTEM

This scoring system is used by the Citizens Advisory Board for the Arts in its evaluation of each application. Each application is scored individually by each panel member and the scores of all panel members are combined. This criteria-based system assists in the panel’s effort to recommend funding for Programs that will contribute the greatest to the long-term improvement of local downtown business areas and have a positive economic impact on Suffolk County as a whole. Each of the five criteria is detailed on the application.

Criteria	Points Awarded
High Artistic Merit.	0-30
Demonstrates community need and strength of community partnerships.	0-20
Demonstrates program goals.	0-20
Planning, managerial, and fiscal competence of the organization.	0-10
Leverage of Additional Funds.	0-20
TOTAL	0-100

Questions?

Still Confused?

Please reread the

guidelines and

make notes to

yourselves before

calling our office.

Our first question

will be to ask if you

have read the

guidelines.

SUFFOLK COUNTY ALLIANCE OF ARTS COUNCILS

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Greater Port Jefferson Arts Council, Inc.
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