

**SUFFOLK COUNTY  
OFFICE OF CULTURAL AFFAIRS**

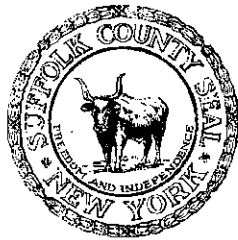
**DESTINATION DOWNTOWN  
GRANT GUIDELINES**

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 or program 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  
100 VETERANS MEMORIAL HIGHWAY, 11<sup>th</sup> Floor, HAUPPAUGE, NY 11788  
PHONE 631-853-4800**

# Application Deadline: October 19, 2018 for 2019 calendar year programs.

Application to the Suffolk County Office of Cultural Affairs grant opportunities is a competitive process. Applicants are expected to read the guidelines thoroughly and address the review criteria across their proposal as a whole.

## WORKSHOP INFORMATION SESSIONS

Please RSVP at 631-853-4800

Email [diana.cherryholmes@suffolkcountyny.gov](mailto:diana.cherryholmes@suffolkcountyny.gov) or [erin.reves@suffolkcountyny.gov](mailto:erin.reves@suffolkcountyny.gov)

RSVP not required but is helpful in the event of a weather cancellation notice.

### **Tuesday, September 18, 2018**

11:00 a.m. - 1:00 p.m.

Patchogue Arts Council, 20 Terry St, Patchogue, NY 11772

### **Thursday, September 20, 2018**

10:00 a.m. - 12:00 p.m.

East End Arts Council, Carriage House, 133 East Main Street, Riverhead, NY 11901

3:00 p.m. - 5:00 p.m.

Walt Whitman Birthplace, 246 Old Walt Whitman Road, Huntington Station, NY 11746

### **Monday, September 24, 2018**

10:00 a.m. - 12:30 p.m.

Media Room, H. Lee Dennison Building, 100 Veterans Memorial Highway, Hauppauge, NY 11788

All attendees enter through the plaza entrance and check in at the security desk.

## **TO APPLY:**

Application documents are available at [suffolkartsandfilm.com](http://suffolkartsandfilm.com). Applicants must review these documents before beginning an application. Applications must be submitted online by 4:30 p.m. on October 19, 2018.

**All Destination Downtown applicants are required to present up to 15 minutes on their program in front of the Citizens Advisory Board for the Arts. The date of the presentation is November 30, 2018.**

**SUFFOLK COUNTY  
CITIZENS ADVISORY BOARD FOR THE ARTS, 2018**

DISTRICT	LEGISLATOR	BOARD MEMBER
1	Albert Krupski	Patricia Snyder, Chair
2	Bridget Fleming	Steve Long
3	Rudy A. Sunderman	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	Margarita Espada
10	Tom Cilmi	Lynda Moran
11	Steven J. Flotteron	Open
12	Leslie Kennedy	Deb Schaarschmidt
13	Robert Trotta	Maria Loreta Celitan
14	Kevin J. McCaffrey	Open
15	DuWayne Gregory	Liz Fanning Holdorf
16	Susan A. Berland	Corieann M. Young
17	Tom Donnelly	John Schneidawin
18	William Spencer	Beth Levinthal

Economic Development & Planning Staff Diana Cherryholmes and Erin Reyes

**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.**

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. Revitalized economic development through the increase visitation to downtown locations for arts, heritage and cultural events.

## ELIGIBILITY

1. The lead organization will have the arts as the center of its mission.
2. Program must take place in Suffolk County.
3. The lead organization must 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 should have paid staff and a minimum budget of \$250,000 and meet the following criteria:
  - a. Leadership must have a demonstrated history of community engagement.
  - b. Matching revenue with a minimum of 25% of total program budget.
  - c. Unique letters of support from each partner.
6. The program must be located in or adjacent to a downtown area.
7. Request must be \$25,000.

## DESTINATION DOWNTOWN OBJECTIVES

For 2019 the focus of Destination Downtown is **Community Transformation**. A Destination Downtown program may be a single or series of cultural events that will draw the community together. It may also have a significant featured artistic event that crosses real or perceived boundaries of geography, place and genre into a time specific creative placemaking work. This program is for new events that have not been presented before in your community. Explain what does transformation mean to your community and how could your organization support that in an artistic framework? This program should significantly draw visitors from outside of this downtown community located within a half-mile of quality public transportation.

Please see Appendix A for a description of “downtown” and a list of business districts in Suffolk County. Appendix B includes creative placemaking links for your reference.

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.
- Strengthens communities through the arts.
- The program will catalyze a persuasive vision for enhancing the livability of the community.
- Support artists, design professionals, and arts organizations by integrating design and the arts into the fabric of community life.
- Artists must be financially compensated for their participation.
- All programs must be open to the public.
- The program must 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)

- The program includes the required partners as per eligibility on page 4, 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 increased 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 the organizational financials. We will accept the following forms as a pdf attachment:
  - An Organizational Audit OR,
  - 990 Form, not older than 2016

Program Budget (Total Points = 20)

The Program Budget is a financial explanation of how the organization proposes to fund the program, as well as explain potential and realistic fundraising sources and revenue streams.

The proposed program budget must show how Suffolk County funds will be matched at a minimum of 25% by additional sources. Additional program revenue indicates that the organization is fundraising from its constituency and sponsors. A successful and strong non-profit organization will have diversified income.

**DEFINED SCALE FOR MATCHING REVENUE**

**Percentage of Program**

**Cost That Is**

<b>Matching Revenue</b>	<b>Points Awarded</b>
75% and higher	20
65-74%	18
50-64%	15
40-49%	12
25-39%	10
15-24%	5
10-14%	2
1-9%	1
0%	0

## INELIGIBLE EXPENSES

- Film Programs are not eligible through Competitive Cultural. Those seeking funds for film programs should apply through the Emerging Film Festivals opportunity. Film may be a part of a multi-discipline based Cultural Competitive application.
- Expenses incurred or obligated prior to January 1, 2019 or obligated prior to or after the grant period ends on December 31, 2019.
- Capital construction or real property.
- Non-program specific management and general expenses (administration salaries, office, utilities, insurance, etc.).
- Outside professional services that are non-program specific (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 charitable contributions.
- Galas, 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.
- Programs that are restricted to private participation, including those programs which would restrict public access on the basis of age, disability, habitat, race, color, religion, sex, sexual orientation, gender identity or national origin.
- Any print material where the organization is collecting paid advertising from businesses and sponsors.
- Programs currently in-contract or proposed to be funded with a Suffolk County Omnibus or Member Item Grant for the same year.

## REQUIRED ATTACHMENTS

1. **Budget and Financial Statements**  
Please provide the organization's financial statements for 2017 (actual) and 2018 (can be preliminary statements OR a budget). Also provide the organization's FULL budget for 2019; this may be a draft budget. (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, and designers – anyone who will be a key contributor to the success of the proposed program, regardless of their organizational affiliation. It is up to the applicant to determine which individuals will best represent the 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, and Phone Number):  
Organization's Total Operating Expenses for the most recently completed fiscal year (unaudited figures are acceptable): \$  
Mission/purpose of 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**  
The applicant organization 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. The applicant organization may submit up to 9 additional letters of support for the program. These should be unique letters of support.
5. **Supplemental Work Samples**  
The work samples are the best way to show the level of design or artistic quality and vibrancy that the organization and partners are capable of achieving. It is up to the applicant to determine the images or audio/video clips that are most relevant to and best support the 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.
6. **Workshop Attendance**  
Every applicant will receive 1 (one) bonus point for attending a grant writing workshop. If the organization applies for more than one application, each additional application will also receive a bonus point.



## SCORING

This scoring system is used by the Citizens Advisory Board for the Arts (CAB) 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 Quality, Vibrancy and Merit of the Program	0-30
Demonstrates community need and strength of the proposed partnerships.	0-20
Demonstrates Destination Downtown goals And cultural tourism	0-20
Planning, managerial, and fiscal competence of the organization.	0-10
Program Budget	0-20 (calculated as per Defined Scale on pg. 6)
<b>TOTAL</b>	<b>0-100</b>
 <b>WORKSHOP ATTENDANCE BONUS POINT</b>	 <b>1</b>

## APPLICATION LOGISTICS AND DEADLINE

- **DEADLINE: October 19, 2018**
  - **One (1) paper copy** of the completed application and required attachments must be received by 4:30pm 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, 11<sup>th</sup> 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 PRESENTATION:** An organization representative will be invited to make a fifteen (15) minute presentation to the members of the Citizens Advisory Board for the Arts about the program application. The date of the presentation November 30, 2018.
- **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

## 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 the marketing materials (no more than 3)
  - Sample of the performance
  - Sample of the artwork
  - Sample of music to on the web, (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 the Flash Drive.
    2. See the attached document on how to upload and submit the Application/files using Suffolk County's FTP filesharing facility, FileZilla.
      - SCOCA Staff will access the files from FileZilla.
      - SCOCA Staff will email your organization contact to confirm that your documents were received.
      - SCOCA Staff will email your organization contact to confirm presentation date and time.

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 the documents into the appropriate format, but you MUST have an appointment. We will not be providing any assistance beginning the week prior to deadline.

## Questions?

**Please reread the guidelines and**

**make notes to**

**yourself before**

**calling our office.**

**Our first question**

**will be to ask if you**

**have read the**

**guidelines.**

## 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 Cultural Affairs. The Office of 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.

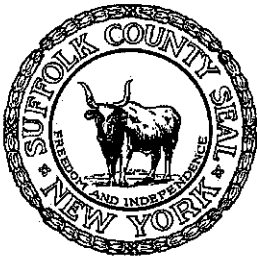
### Contract Changes

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



## PROGRAM EVALUATION AND NOTIFICATION

SCOCA staff or a member of the Citizen's Arts Advisory Board may evaluate funded programs. Please include [diana.cherryholmes@suffolkcountyny.gov](mailto:diana.cherryholmes@suffolkcountyny.gov) and [erin.reyes@suffolkcountyny.gov](mailto:erin.reyes@suffolkcountyny.gov) to the organizations eblast list.

## 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 the community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., numbers served, client satisfaction survey results, pre- and post-test results, community indicators, outcomes, etc.)
    - ii. Describe collaborations, if any, related to the work funded by this grant and how it impacted the program efforts.
    - iii. Describe the audience demographics and attendance numbers. We understand that this is often estimation. Demographic information is the socioeconomic characteristics of the audience expressed statistically, such as race & ethnicity, age, gender or any other characteristics unique to the program target population.
- Please contact SCOCA staff if you have any questions at 631.853.4800.

## APPENDIX A

A downtown or central business district is defined as an area that contains a traditional “main street” business core of a community. Downtowns have most (if not all) of the following characteristics:

- An area dominated by commercial development – retail and service businesses
- Concentrated development – buildings are closely clustered and are often attached
- At least 14 closely clustered stores (to be included on list prepared by Suffolk County Planning)
- No setbacks – most buildings are built to the sidewalk
- On-street parking and off-street parking in municipal lots usually located behind the stores
- Separately owned and managed businesses (unlike shopping centers that manage stores as a unit).

Downtown parcels include contiguous parcels, and include municipal parking. At the edge of the downtown, non-commercial uses are not included as part of the downtown. As buildings become further set back from the road, and further spaced apart, the downtown ends.

**DOWNTOWN BUSINESS DISTRICTS  
SUFFOLK COUNTY, NEW YORK**

<i>DOWNTOWN NAME</i>	<i>COMMUNITY OR VILLAGE</i>	<i>ANCHOR STORES</i>	<i>STREET LOCATION</i>		<i>NUMBER OF STORES</i>
<b><i>Town of BA :</i></b>					
(Amityville downtown)	Amityville	Walgreens	Broadway	S/RR Tracks	116
(Amityville South downtown)	Amityville	---	Broadway	Montauk Hwy.	27
(Babylon downtown)	Babylon	West Marine, Lo-Man	Main St.	Deer Park Av.	205
(Copiague downtown)	Copiague	Compare Foods	Great Neck Rd.	Oak St.	55
(Copiague South downtown)	Copiague	---	Montauk Hwy.	Coolidge Av.	37
(Deer Park downtown)	Deer Park	---	Deer Park Av.	N/Grand Blvd.	51
(Lindenhurst downtown)	Lindenhurst	(vacant), (vacant)	Wellwood Av.	Hoffman Av.	152
(North Babylon downtown)	N Babylon	---	Deer Park Av.	N/Pickwick La.	28
(North Lindenhurst downtown)	N Lindenhurst	CVS	Wellwood Av.	N/Straight Path	17
(West Babylon downtown)	W Babylon	CVS	Little E.NeckRd	S/Vermont Av.	29
(Wyandanch downtown)	Wyandanch	Associated	Straight Path	Acorn St.	42
<b><i>Town of BR :</i></b>					
(Bellport downtown)	Bellport	(vacant), CVS	S. Country Rd.	Bellport La.	57
(Center Moriches downtown)	Center Moriches	CVS	Montauk Hwy.	E/Chichester Av	58
(East Moriches downtown)	E Moriches	---	Montauk Hwy.	Pine St.	22
(East Patchogue downtown)	E Patchogue	Thrift Shop	Montauk Hwy.	E/Link Ct.	16
(Eastport downtown)	Eastport	---	Montauk Hwy.	E/Union St.	34
(Farmingville downtown)	Farmingville	---	Horseblock Rd.	E/Woodmont Pl.	14
(Cherry Grove downtown)	Fire Island	---	Bay View Walk	Dock Walk	15
(Lake Ronkonkoma downtow)	Lake Ronkonkoma	---	Hawkins Av.	S/Portion Rd.	33
(Ronkonkoma downtown)	Lake Ronkonkoma	---	Railroad Av.	E/Ronkonkoma A	34
(Mastic Beach downtown)	Mastic Beach	(vacant)	Neighborhood Rd	E/Woodside Rd.	42
(Medford downtown)	Medford	---	Route 112	N/RR Tracks	19
(Patchogue downtown)	Patchogue	Patchogue Theatre, Burlington	Montauk Hwy.	Ocean Av.	175
(Port Jefferson downtown)	Port Jefferson	Gap	Route 25A	E. Main St.	166
(Port Jefferson Sta downtown)	Port Jefferson	---	Route 25A	N/RR Tracks	47
(Rocky Point downtown)	Rocky Point	CVS	Broadway	N/25A	43
(East Setauket downtown)	Setauket-E Setauket	---	Route 25A	E/Brewster La.	20
(Stony Brook downtown)	Stony Brook	U.S. Post Office	E/Main St.	S/Christian Av.	27
<b><i>Town of EH :</i></b>					
(Amagansett downtown)	Amagansett	---	Main St.	E/Windmill La.	46
(East Hampton downtown)	East Hampton	Stop & Shop	Main St.	Newtown La.	147
(East Hampton Sta. downtown)	East Hampton	---	Railroad Av.	Lumber La.	15
(East Hampton North downto)	East Hampton North	IGA	N. Main St.	N/Talmage La.	14
(Montauk downtown)	Montauk	Plaza Surf & Sports	Montauk Hwy.	Edgemere St.	98
<b><i>Town of HU :</i></b>					
(Centerport downtown)	Centerport	---	S/Mill Dam Rd.	Opp/Fleets Cove	22
(Cold Spring Harbor downtow)	Cold Spring Harbor	---	Route 25A	E/Elm Pl.	56
(East Northport downtown)	E Northport	Gold's Gym	Larkfield Rd.	N/Pulaski Rd.	110
(Greenlawn downtown)	Greenlawn	CVS	Broadway	N/Grafton St.	51

<b>DOWNTOWN NAME</b>	<b>COMMUNITY OR VILLAGE</b>	<b>ANCHOR STORES</b>	<b>STREET LOCATION</b>		<b>NUMBER OF STORES</b>
(Halesite downtown)	Halesite	---	Route 110	S/Fire Dept.	15
(Huntington downtown)	Huntington	WildByNature, Stop & Shop, Rit	Route 25A	Route 110	359
(Huntington North downtown)	Huntington	---	Route 110	Prime Av.	19
(Huntington Manor downtown)	Huntington Station	C-Town	Route 110	N/14th, S/10th	63
(Huntington Sta. So. downtown)	Huntington Station	---	Route 110	N/21st, S/18th	36
(Huntington Station downtown)	Huntington Station	---	Route 110	N/9th, S/RR	47
(Northport downtown)	Northport	---	Main St.	Woodbine Av.	117
<b>Town of IS :</b>					
(Bay Shore downtown)	Bay Shore	Mars Auto, Good Samaritan Me	Montauk Hwy.	E/Clinton Av.	193
(Bay Shore Station downtown)	Bay Shore	---	Park Av.	Union Blvd.	15
(Bayport downtown)	Bayport	---	Middle Rd.	E/MorganW/How	15
(Brentwood downtown)	Brentwood	---	Suffolk Av.	First Av.	46
(Brightwaters downtown)	Brightwaters	---	Orinoco Dr.	Windsor Av.	36
(Central Islip downtown)	Central Islip	Laundry Palace, Auto Barn	Carleton Av.	Suffolk Av.	24
(East Islip downtown)	E Islip	---	Montauk Hwy.	E/Somerset Av.	54
(Islip downtown)	Islip	---	Montauk Hwy.	E/Smith Av.	68
(Islip Manor downtown)	Islip	---	Route 111	S/Jenkins, N/RR	26
(Islip Terrace downtown)	Islip Terrace	---	Carleton Av.	S/Andrew, N/RR	27
(Ocean Beach downtown)	Ocean Beach	---	Bay Walk	Bayberry Walk	53
(Sayville downtown)	Sayville	Rite Aid, Walgreens	Montauk Hwy.	Railroad Av.	139
(West Islip downtown)	W Islip	---	Higbie La.	S/RR Tracks	19
(West Sayville downtown)	W Sayville	---	Montauk Hwy.	E/West Av.	20
<b>Town of RV :</b>					
(Jamesport downtown)	Jamesport	---	Route 25	S. Jamesport Av.	15
(Polish Town downtown)	Riverhead	---	Pulaski St.	E/Sweezy Av.	21
(Riverhead downtown)	Riverhead	(vacant), (vacant), (vacant)	Route 25	W/Union Av.	164
<b>Town of SI :</b>					
(Shelter I. Hgts. downtown)	Shelter Island Hgts	---	Bridge St.	Grand Av.	30
<b>Town of SM :</b>					
(Kings Park downtown)	Kings Park	---	Route 25A	W/Indian Head	67
(Saint James downtown)	Saint James	King Kullen	Lake Av.	N/Fourth St.	54
(Smithtown downtown)	Smithtown	Walgreens, Mandee	Route 25	W/111	130
<b>Town of SO :</b>					
(Bridgehampton downtown)	Bridgehampton	---	Montauk Hwy.	E/School St.	70
(East Quogue downtown)	E Quogue	---	Montauk Hwy.	W/Bay Av.	27
(Hampton Bays downtown)	Hampton Bays	King Kullen, Rite Aid	Montauk Hwy.	Ponquogue Av.	64
(Quogue downtown)	Quogue	---	Jessup Av.	N/Main St.	23
(Sag Harbor downtown)	Sag Harbor	IGA	Main St.	N/Sage St.	148
(Southampton downtown)	Southampton	CVS, RiteAid, (vacant), Hildreth	Main St.	Jobs La.	264
(Southampton North downtown)	Southampton	Stop & Shop	Jagger La.	Windmill La.	23
(Water Mill downtown)	Water Mill	---	Montauk Hwy.	E/Halsey Rd.	44
(Westhampton Beach downtown)	Westhampton Beach	RiteAid	Main St.	W/Beach Rd.	116

<b>DOWNTOWN NAME</b>	<b>COMMUNITY OR VILLAGE</b>	<b>ANCHOR STORES</b>	<b>STREET LOCATION</b>		<b>NUMBER OF STORES</b>
<i>Town of SU :</i>					
(Cutchogue downtown)	Cutchogue	---	Route 25	W/Wickhams Dr.	27
(Greenport downtown)	Greenport	IGA	Main St.	Front St.	148
(Mattituck downtown)	Mattituck	---	Love La.	Route 25	35
(Southold downtown)	Southold	IGA	Route 25	W/Youngs Av.	36



## RESOURCES

### SUFFOLK COUNTY ARTS COUNCILS

#### **Babylon Citizen's Council on the Arts, Inc.**

Carol Gandarillas  
Executive Director  
47 West Main Street, Suite 4  
Babylon NY 11702  
Phone: 631-587-3696  
Fax: 631-587-3739  
Email: babylonartpgm@aol.com  
Website: babylonarts.com

#### **Brookhaven Arts and Humanities Council, Inc.**

Mary Cappasso  
Executive Director  
P.O. Box 2070  
Miller Place, NY 11764  
Phone: 631-739-4831  
Email: mcappasso@yahoo.com  
Website: brookhavenarts.org

#### **East End Arts**

Patricia Snyder  
Executive Director  
133 East Main Street  
Riverhead, NY 11901  
Phone: 631-727-0900  
Fax: 631-727-0966  
Email: psnyder@eastendarts.org  
Website: eastendarts.org

#### **Greater Port Jefferson Arts Council, Inc.**

Allan Varela  
Executive Director  
101 East Broadway, P. O. Box 204  
Port Jefferson, NY 11777  
Phone: 631-473-5220  
Email: info@gpjac.org  
Website: www.gpjac.org

#### **Huntington Arts Council, Inc.**

Marc Courtade, Executive Director  
Emily Rapuano, Grants for the Arts  
Coordinator  
213 Main Street  
Huntington, NY 11743  
Phone: 631-271-8423 x16  
Fax: 631-271-8428  
Email: grants4arts@huntingtonarts.org  
Website: www.huntingtonarts.org

#### **Islip Arts Council, Inc.**

Lynda Moran  
Executive Director  
50 Irish Lane  
East Islip, NY 11730  
Phone: 631-224-5420  
Fax: 631-224-5440  
Email: lynda@isliparts.org  
Website: www.isliparts.org

#### **Patchogue Arts Council**

Beth Giacummo  
Executive Director  
20 Terry Street, Suite 116  
Patchogue, NY 11772  
Phone: 631-627-8686  
bethgiacummo@patchoguearts.org  
Website: http://www.patchoguearts.org

#### **Smithtown Township Arts Council**

Allison J. Cruz  
Executive Director  
660 Route 25A  
St. James, NY 11787  
Phone: 631-862-6575  
Fax: 631-862-8730  
Email: executivedirector@stacarts.org  
Website: www.stacarts.org

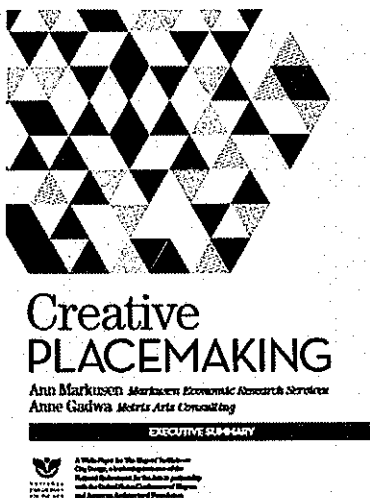
## APPENDIX B

### CREATIVE PLACEMAKING PROFESSIONAL DEVELOPMENT



*How to Do Creative Placemaking* is an action-oriented guide for making places better. This book includes instructional and thought-provoking case studies and essays from today's leading thinkers in creative placemaking. It describes the diverse ways that arts organizations and artists can play an essential role in the success of communities across America. November 2016. 220 pp.

Free Publication Download <https://www.arts.gov/publications/how-do-creative-placemaking>



by Ann Markusen, Markusen Economic Research Services, and Anne Gadwa, Metris Arts Consulting: A white paper for The Mayors' Institute on City Design, a leadership initiative on the National Endowment for the Arts in partnership with the United States Conference of Mayors and American Architectural Foundation. NEA 2010. 77 pp.

Free download at <https://www.arts.gov/publications/creative-placemaking>