

HUNTINGTON ARTS GRANTS PROGRAM
CATEGORY: JPMORGAN CHASE ORGANIZATION/STABILIZATION REGRANT PROGRAM
2010 GRANT FAQs, GUIDELINES & CHECKLIST

APPLICATION DUE DATE: MARCH 19, 2010

FUNDING OPPORTUNITY: Organization/Stabilization grants are awarded up to \$3,000 for Nassau and Suffolk County community-based arts organizations for projects, services or equipment that support strategic planning, organizational development and capacity building.

INFORMATIONAL WORKSHOPS:

DATE	TIME	PLACE	ADDRESS
Monday, Feb. 1, 2010	6:30 – 8:00 p.m.	Jericho Public Library	1 Merry Ln. Jericho, NY (516) 935-6790
Thursday Feb. 4, 2010	6:00 – 7:30 p.m.	Freeport Public Library	144 W. Merrick Rd Freeport, NY (516) 379-3274
Tuesday, Feb. 9, 2010	6:30 – 8:00 p.m.	East End Arts Council	133 East Main Street Riverhead, NY (631) 727-0900
Thursday, Feb.11, 2010	6:30 – 8:00 p.m.	Brentwood Public Library	34 Second Ave. Brentwood, NY (631) 273-7883
Tuesday, Feb. 16, 2010	10:00 – 11:30 a.m.	Huntington Arts Council	213 Main Street Huntington, NY (631) 271-8423x16

To register for one of the seminars please contact Melissa Mickens at: (631) 271-8423, ext. 16. Attendance at one of the free application seminars is required.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- The arts must be central to the organization’s mission and scope of work.
- Applicants must demonstrate no less than a three-year history of continuous cultural activity as a 501(c)3 organization and responsible fiscal management, indicating a commitment to generating revenues.
- The following credit line must be added to all promotional and print materials about the funded project:

“[PROJECT TITLE] is made possible with funds from The JPMorgan Chase Regrant Program administered by the Huntington Arts Council, Inc.”



- The Final Report must be submitted no later than 60 days after the completion of the funded project.

PLEASE NOTE THE FOLLOWING RESTRICTIONS:

- No funds awarded for general operating support.
- No applications from the member agencies of the United Way or organizations with restricted audiences.
- No funds awarded for Endowment, Sponsorship, or Religious Purposes.
- Applicants may not have received funding from The JPMorgan Chase Bank, The JPMorgan Chase Foundation, or any other JPMorgan Chase Regrant Program in their current fiscal year.
- No incomplete applications will be reviewed.

APPLICATION CHECKLIST:

- ✓ Copy of organizations 501(c)(3) designation letter from IRS or NYS Charities Registration
- ✓ Operating Budget for the Current fiscal year
- ✓ Budget of Cost Estimate for which the funding is requested
- ✓ Supporting Materials that describe the organization, i.e. brochures, newsletters etc...
- ✓ 8 Copies of the Completed Application
- ✓ Application must be typed, limit answers to the space provided
- ✓ **Postmarked or hand delivered only** to Melissa Mickens, Grants for the Arts Coordinator, Huntington Arts Council, Inc. 213 Main Street, Huntington, NY 11743 by **March 19, 2010.**

What is the 2010 JPMorgan Chase Organization Stabilization Regrant Program?

Organization Stabilization Re grants, made possible through the JPMorgan Chase Regrant Program, help small and mid-sized arts organizations operate more efficiently. Grants are awarded up to \$3,000 for Nassau and Suffolk County community-based arts organizations for projects, services or equipment that support strategic planning, organizational development and capacity building.

When is the Application Deadline?

Applications must be postmarked by **Friday, March 19, 2010**. Hand-delivered applications must be delivered to and received by the Arts Council no later than **5:00 p.m.** Late applications will not be accepted. Early submissions are encouraged to ensure timely staff reviews of your proposal.

What Is the Maximum Award?

Organization/Stabilization Grants provide awards from \$500 up to \$3,000. There is no monetary match or additional income requirement to apply. If the project budget exceeds \$3,000, detailed information about additional sources of income is required.

Are there Eligibility Requirements?

- Priority is given to organizations with an annual operating budget of less than \$300,000 (both income and expense)
- Organizations must demonstrate tax exempt status for no less than three years as a private, not for profit organization incorporated in Suffolk or Nassau Counties with 501(c)(3) IRS tax-exempt status or NYS Charities Registration
- Organizations must have a mission statement that reflects at least three years in operation as an arts organization (primarily in programming, focus and actual operation)
- Present exhibitions, programs, or cultural activities, which are accessible to the public.

If I Received a JPMorgan Chase Regrant Program for Capacity Grant in the Past, May I Still Apply?

Yes. If you received a Capacity Building Grant previously, you **are** eligible to apply again. Since the awards are competitive, receiving a grant one year does not guarantee funding in subsequent years. The panel will consider compliance with the previous grant contract and reporting requirements.

What Types of Projects Are Eligible?

Organizations may request support for a capacity building project that will increase the organization's ability to provide services to the Long Island Community. Specific projects eligible for support through an Organization/Stabilization grant include, but are not limited to, these examples:

- Development of a strategic or business plan.
- Consultant fees for activities such as strategic planning, board development, or marketing.
- Staff training.
- Computer software, hardware or other equipment.

The proposed activities or purchase must take place between April 1, 2010 and March 31, 2011.

You may request up to \$3,000 in funding. Funds may only be used to support new or expanded capacity building initiatives. Continuing operating expenses, such as salaries for existing or replacement staff members, are not eligible for support. No matching funds are required. However, if the proposed budget exceeds your request amount, you must indicate other sources of funding.

What Types of Projects Are Not Eligible?

- Requests for support of programs and/or events (Including openings or receptions, etc.)
- Applications from individuals
- School systems, college or university departments, libraries, and social service agencies
- Organizations whose primary activities are therapeutic
- Religious institutions
- Government agencies
- Organizations that receive direct support from JPMorgan Chase
- Programs not directed to Nassau or Suffolk County audiences
- Activities restricted to an organization's membership
- Prize money or awards
- Benefits, projects, and staff primarily used for fundraising purposes
- Refreshment costs
- Building renovation, maintenance of facilities, or capital expenditures
- Reduction of deficits from current or previous years
- Projects or programs that begin before funding decisions have been made
- Previous grantees of Organization/Stabilization grants or other Huntington Arts Council grants who have failed to comply with grant contracts

What Do I Need to Submit With My Application?

Please see the "Application Checklist" at the back of the appropriate application for a detailed list.

What Is the Review Process?

It is your responsibility to submit a complete and accurate application. However, as part of the technical assistance process, Arts Council staff will review your application and may contact you to clarify and review information.

An independent panel, composed of arts management professionals from within both Nassau and Suffolk Counties as well as representatives from JPMorgan Chase, will review all applications then make recommendations for funding and award amounts. The Grants Committee of the Arts Council's Board of Directors then reviews the comments and recommendations made by the panel and either votes for or against each decision.

What Criteria Will the Panel Use?

The panel will consider the merits of your project based on the following criteria. Be sure that your application addresses each of the following points:

1. Organizational Need

- Clear understanding of how the project will help build the organization's capacity.
- Relationship of the project to the organization's mission.

2. Organizational Readiness

- Capable artistic and administrative leadership evidenced by organizational history and supporting materials.
- Demonstrated capacity to provide high quality arts programming to Long Island residents as evidenced by organizational history and supporting materials.
- Competent financial management as evidenced by the organizational financial statement.

3. Feasibility of Project

- Clearly defined objectives and ability to achieve them.
- Realistic budget and timeline.
- If funds are used for staff or consultants, the qualifications of the individual(s).

What Are The Funding Priorities?

Funding is limited, making the awards process competitive. Each project is reviewed on the basis of its own merits and against others in the application pool. Priority will be given to organizations with a demonstrated history of providing programs in under-served Long Island communities due to geographic location, economic level, and/or ethnicity.

Is Application Assistance Available?

Yes. You can schedule an appointment with the Grants for the Arts Coordinator, Melissa Mickens at (631) 271-8423, ext. 16 or grants4arts@huntingtonarts.org for technical assistance.

Is Attendance at the JPMorgan Chase Regrant Workshops Mandatory?

Yes. We require all prospective applicants to attend the grant seminars, which are free.

Are Applications Available On-Line or via Email?

You may download the application from the Arts Council website at www.huntingtonarts.org. You may also request copies in an MSWord format be sent via email by contacting Melissa Mickens, Grants for the Arts Coordinator, at: grants4arts@huntingtonarts.org. Please note, completed applications **cannot** be submitted by fax or email.

How Will I Know if My Project Has Been Funded?

The Arts Council notifies all applicants, by mail, regarding the status of their application by **May 2010**. The Huntington Arts Council will not provide notification via phone or e-mail.

If I Receive a JPMorgan Chase Regrant Program for Capacity Grant, What Will My Responsibilities Include?

Organizations receiving grants must sign a contract for services with the Huntington Arts Council. The contract states the responsibilities of the applicant, as well as the amount of funding and the approved use of funds. A final report will be due 60 days after the completion of the project.

Capacity Building grantees must acknowledge support by JPMorgan Chase and the Huntington Arts Council in all publications, printed and electronic media materials, releases, and announcements regarding activities supported by a Capacity Building grant by including the JPMorgan Chase and Huntington Arts Council logos and the appropriate credit. Specific language and requirements for the credit will be included in your contract.

Submitting an Application

1. Read through the guidelines and application form carefully.
2. Attend an application assistance workshop and/or make an appointment to meet with the Arts Council staff.
3. Type your application or generate it on a computer, following the same format as the enclosed application. Applicants are encouraged to download the application from the Arts Council website at www.huntingtonarts.org.
4. Review the application checklist provided with the application to make sure that you have included all of the support materials required.
5. Submit a complete, signed application along with supplementary materials by **March 19, 2010**. Your application must be postmarked or delivered by this date. **There will be no extensions.** If you are delivering your application, we must receive it by 5:00 p.m. on March 19, 2010. The Arts Council will not accept applications via email or fax. We encourage you to use certified mail and keep a copy of your receipt and completed application. If applications are lost in the mail or not delivered for any reason, the Arts Council will not accept a replacement without a receipt from the post office indicating the mail date. Please note that these standards are maintained as a matter of fairness to all applicants.

Deliver to:

Huntington Arts Council
JPMorgan Chase Regrant Program
Attn: Melissa Mickens
213 Main St.
Huntington, NY 11743