



Expanding Access to Arts Funding in WNY
Additional Details on Eligibility, Allowable Expenses, and Fiscal Sponsorship
May 2022

Eligibility & Expenses

Applicant Eligibility

NYSCA is the source of the funds distributed by Cullen Foundation in the special *Expanding Access to Arts Funding in WNY* cycle. Applicants must meet certain eligibility requirements to be considered for funding from this “regrant” program, including:

- The project must take place within this six (6)-county service area (Allegany, Cattaraugus, Chautauqua, Erie, Niagara, and Wyoming counties).
- Non-profit applicant organizations must provide proof of non-profit status. The following documentation may be accepted:
 - Letter of Determination from the IRS indicating tax exempt status under section 501(c)(3)
 - Documentation of charter by the NY State Board of Regents under section 216 of the NY State Education Law
 - Documentation of incorporation under Section 402 of the NY State Not-for-Profit Corporation Law
 - Current NY State Bureau of Charities (Office of the Attorney General) filing receipt
- The following entities and individuals are not eligible to apply for this funding source:
 - New York State agencies and departments (including SUNY schools)
 - Public universities, colleges; and public secondary and elementary schools (any school that receives NYS funds)
 - Re-grantee Staff or Board members
 - Student projects
 - Unincorporated applicants without an eligible sponsor or partner organization
 - Non-incorporated chapters of organizations whose “parent” is incorporated outside of the six-counties
 - Past re-grantees that have failed to submit final reports
- NYSCA-direct applicants may not apply for this funding and cannot serve as fiscal sponsors or community-based partners.
- Additional considerations when collaborating with a NYSCA grantee organization:
 - A Regrant applicant may hire or “book” a NYSCA-grantee for a service with a paid fee.
 - A NYSCA applicant may offer their venue gratis to a Regrant-funded project. The Re-grantee may pay for any direct costs related to use of the venue such as custodial, however:
 - The NYSCA grantee must not handle box office or ticketing
 - The NYSCA grantee must not profit or benefit from the Re-grantee program (i.e. ticket sales, donations, etc.)
 - The program must not be advertised as part of the NYSCA grantee’s season/programming but may be included on the NYSCA grantee’s website and marketing as a “NYSCA Re-grantee-supported project”

Ineligible Projects

Regrant funds are unable to support the following types of projects:

- Projects that take place outside the six (6)-county service area (Allegany, Cattaraugus, Chautauqua, Erie, Niagara, and Wyoming counties)
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Events that take place in private homes
- Activities that are not opened to the general public such as camps, clubs or college associations
- Non-arts related activity including:
 - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising
 - Entertainment such as balloons, clowns, magicians, “sip and paint”
 - Projects that are recreational, therapeutic, rehabilitative or religious in nature including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship

Allowable Expenses

Funds from the *Expanding Access to Arts Funding in WNY* may cover the following program or project related expenses so long as they have not been incurred prior to the grant award:

- Arts activities/projects of applicant organizations including both live and virtual
- Artist fees
- Marketing/publicity costs
- Direct administrative expenses and/or planning and preparation expenses for a proposed event.
- Supplies and materials needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment.
- Equipment, software, subscriptions, and training needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools.

Non-fundable Expenses

Funds from the *Expanding Access to Arts Funding in WNY* may not be used to cover the following expenses:

- Requests greater than an applicant's project expenses minus total project income
- Operating expenses of privately-owned facilities (e.g. homes and studios)
- Acquisition of works of art
- Contingency funds
- The purchase of permanent equipment that exceeds \$1,000 or capital improvements
- Creation of textbooks or classroom material
- Lobbying expenses
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, educational scholarships or other awards to students
- Fees paid to children

Fiscal Sponsorship

Individual artists or collectives may apply through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility requirements as a qualified applicant organization.

- The fiscal sponsor must be based within the six (6)-county service area
- A Regrant applicant may serve as a fiscal sponsor and may sponsor more than one applicant. The fiscal sponsor is not precluded from also directly applying for their own request.
- Direct NYSCA applicants may not serve as a fiscal sponsor for a Regrant applicant; this includes SCRs

Fiscal Sponsor Responsibilities

- Knowledge and understanding of grant opportunity criteria and relevant guidelines.
- Ensure work for which funding is sought will occur within the appropriate contract period and required service area.
- Consulting with the artist or collective regarding project eligibility and conveying all relevant grant application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including an Organizational Budget and Events Schedule (where applicable).
- Execute a letter of agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing sponsored group/artist of funding decisions in a timely manner
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate. Fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, with grants greater than \$600 prior to issuing the grant award check and a 1099 tax form must be issued for the grantees' tax purposes.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period

Additional Fiscal Sponsor Prerequisites and Expectations:

- Sponsoring organizations may serve as fiscal agents for grants being applied to and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and other services to the group/artists they sponsor.
- When choosing a sponsor, the group/artists must understand and establish the role of the sponsor organization, which must be fully described in the grant application. Sponsored groups/artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored party to comply with the Regrant program's requirements and procedures.