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2011 Lackawanna County Arts and Culture Grant Handbook

Introduction and Overview

The mission of the Lackawanna County Arts and Culture Department and Council on Arts, Culture and Education and the Department of Arts and Culture is to provide access to arts and culture for all residents of Lackawanna County. This is achieved through grant programs for arts and culture organizations and artists, free public arts programming, networking and workshop events and the ARTS Engage! youth art program.

Grants are available for programs and activities that enrich the cultural life of the residents of Lackawanna County with priority given to artists who reside in the county and/or organizations that operate in Lackawanna County. Artists and organizations outside of the county may be funded provided that services of comparable quality are not available through residents of the county.

- **Applications are due Friday, October 15, 2010.**
- **Programming must occur from January 1, 2011 to December 31, 2011.**
- **Grant request may not exceed \$3,000.**

Organizations and artists are not required to match county funding the first year the grant is received. After one year of funding, the applicant will be responsible for fulfilling a 25% cash or secured pledge match. Recipients of two or more years of funding must show a 1:1 cash or secured pledge match for the requested funding.

This handbook is provided to you as a guide to the Lackawanna County Arts and Cultural Grants Program. If you have any questions, please contact

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Eligibility Requirements

- Applicant must be an artist, arts/culture organization or non-profit organization conducting arts activities. (501(c) (3) designation not required)
- Projects must take place in Lackawanna County.
- 2011 grants must occur between January 1, 2011 and December 31, 2011.
- Project must include a component to involve the public i.e. a performance, exhibit, workshop, demonstration, lecture, etc.
- Project must include participation of community partners to demonstrate public support.

Restrictions

Organizations and individual artists are subject to the following restrictions:

- The Scranton Cultural Center and the Everhart Museum currently receive generous support from Lackawanna County. Therefore, grant recipients may not use the arts and culture money to pay these organizations. These organizations may donate space as an in-kind service or other money may be used in rental fees. Decisions to partner with organizations will be decided by the institutions.
- An organization/artist may submit only one application. However, an organization/artist may be listed as a partner on multiple applications. A partner actively participates in the development and implementation of the project.
- No public or private school K -12 may apply.

Grants may not be made for:

- Capital expenditures, including equipment costing more than 10% of the grant request/item or more.
- Activities for which academic credit is given.
- Activities that have already been completed.
- Activities that have a religious purpose.
- Performances and exhibitions outside Lackawanna County.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses, i.e., receptions, parties, gallery openings.
- Lobbyist payments.
- Competitions.
- Art therapy projects.



Criteria

Applications will be scored by reviewers based upon the following criteria:

- | | |
|--|-----------------------------------|
| | 100 points potential score |
| 1. Content: | 50 potential points |
| <ul style="list-style-type: none">• Artistic Merit: Quality of the art.• Project Merit: A well-planned project with a high potential for success and cultural value for the community served.• Accessibility: All segments of the community can experience the project or program.• Originality: Uniqueness to Lackawanna County. | |
| 2. Community Support: | 25 potential points |
| <ul style="list-style-type: none">• Community support and participation must be demonstrated through at least one letter of support for the project. (No more than 3 letters please.) | |
| 3. Administration: | 25 potential points |
| <ul style="list-style-type: none">• A clearly defined budget with evidence of fiscal responsibility and the ability to administer funds to carry out the project must be submitted. | |

Review Process

Applications will be evaluated by an objective regional panel comprised of knowledgeable community members representing arts, culture and the humanities. The panel will convene to review each application with reference to the defined criteria. Grants are awarded based on score and available funding. All applicants will be notified by mail with regard to the decisions of the panel. Panel comments will be available to applicants by phone. Applicants who do not receive adequate scores to merit a grant are encouraged to call Maureen McGuigan, Deputy Director of Arts and Culture, for panel comments.

Appeals Process

Errors may occur in the application process. The County and ACE Council are committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors or omissions. Appeals to the Council may result in an increase in the award amount if the applicant can satisfactorily document that the application was misinterpreted or improperly reviewed through no fault of the applicant. Any change as a result of the



Appeals Process *continued*

appeal process is approved only if the County and Council believe that the error or omission had a significant effect on the recommendation of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreements with the judgment of the advisory panel about the amount of the award are not grounds for appeals.

The appeal of an award decision must be made in writing ten (10) business days from the date reflected on the notification of the award from the County. Letters of appeal should be addressed to the Lackawanna County Department of Arts and Culture. The letter should identify the error or omission and the effect the error had on the recommendation of the advisory panel. If the appeal is supported by the Council, funds will be awarded only if they are available.

Award Process

We will try to fund as many projects as possible with preference given to Lackawanna County residents and organizations. Successful applicants for the funding cycle will be notified of their award in early December. Checks will be issued at an awards ceremony in January of 2011.

All recipients are expected to attend the public awards ceremony.

Acknowledgements

If awarded a grant, The Lackawanna County Arts and Cultural Program Grantee agrees:

1. To include the acknowledgement of arts funding support below **in all printed materials and announcements** relating to its County funded activities and disseminated by the Grantee. The acknowledgement must stand-alone and not be combined with acknowledgements of funding from other public and private sources.
2. To acknowledge Lackawanna County support as follows:
 - a. Incorporate the Lackawanna County logo on all publicity, program and educational materials disseminated by the Grantee. The logo is currently available for download on the Arts and Culture Page of the Lackawanna County Website
 - b. Use the language below in any written descriptions (such as press releases):
"This project was supported by a Lackawanna County Arts and Culture Grant, a program of the Lackawanna County Commissioners and the Lackawanna County Council on Arts Culture and Education."

Reporting Process - A final report is due 30 days after completion of project. Applicants who fail to report may not apply for future grants.