

## 2015 Lackawanna County Arts and Culture Community Project Grant Handbook

### Introduction and Overview

The mission of the Lackawanna County Arts and Culture Department and Council on Arts, Culture and Education 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. Artists and organizations outside of the county may be funded provided that services of comparable quality are not available through residents of the county.

- **Programming must occur from January 1, 2015 to December 31, 2015.**
- **Complete applications must be received by October 10, 2014 at 4:00 pm.**
- **Grant request may not exceed \$3,000.**

First and Second year grant applicants are not required to match funds. Third year and there after must show a 1:1 (dollar for dollar) cash match for the requested funds.

Applicants proposing a project that has been funded in previous years are required to specify anything new or different about the proposed project from previous years.

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:

**Maureen McGuigan, Deputy Director of Arts and Culture**  
300 Cliff St.  
Scranton, PA 18503  
Telephone: 570-963-6590 x 102  
email: [mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org)

**Application may be emailed to: [arts-culture@lackawannacounty.org](mailto:arts-culture@lackawannacounty.org)**

**An email will be sent to confirm receipt of an application by October 17, 2014. If you do not receive an email confirming your application was received, call 570.963.6590 ext 106.**

## **Eligibility Requirements**

- Applicant must be an artist, arts/culture organization or non-profit organization conducting arts activities. 501(c) (3) designation not required. Individuals must provide social security # if awarded and are responsible for all taxes.
- Projects must take place in Lackawanna County.
- 2015 Project must occur between January 1, 2015 and December 31, 2015.
- 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, Everhart Museum and the County Library System currently receive generous support from Lackawanna County. Therefore, grant recipients may not use the arts and culture money to pay these organizations for space rental. These organizations may donate space as an in-kind service or other money may be used in rental fees. Decisions to partner with people or 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**

- **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.
- **Originality:** The project is unique, special and interesting.

**2. Community:**

**25 potential points**

- **Community Support:** Evidence of community support and interest. (may submit up to 3 letters of support)
- **Target Audience and Community Involvement:** Plan for involving or reaching target audience and community.
- **Accessibility:** All segments of the community can experience the project or program.
- **Marketing:** Evidence of marketing plan and accessibility to public.

**3. Administration:**

**25 potential points**

- **Scope:** Scope of project is well thought out and organized.
- **Fiscal Responsibility:** A clearly defined budget with evidence of fiscal responsibility
- **Goals:** Clear objectives and goals.

## 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 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 Process** continued

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. 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 2015 or shortly thereafter.

**All recipients or a designated individual(s) 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. Lackawanna County logo must be used 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 Community Arts and Culture Grant, a program of Lackawanna County Commissioners Corey D. O’Brien, Jim Wansacz and Patrick M. O’Malley”.**
  - c. Lackawanna County logo is to be used on printed material, digital copy available on county web page. [www.lackawannacounty.org](http://www.lackawannacounty.org)



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