

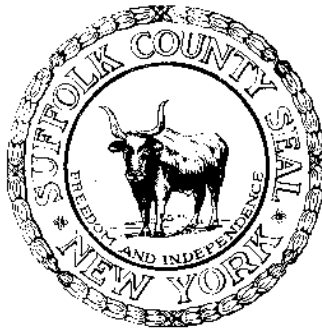
**SUFFOLK COUNTY
OFFICE OF CULTURAL AFFAIRS**

**EMERGING FILM FESTIVALS
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.

To provide funds to organizations working to execute and promote media content and emerging film series/festivals open to the public.



**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
P.O. BOX 6100, HAUPPAUGE, NY 11788
PHONE 631-853-4800

Suffolk County Film Commission

Diana Cherryholmes, Chair

Campbell Dalglish

Susan Gatti

Naomi Hogarty

Donna McKenna

Greg Pace

Greg Schimizzi

Dylan Skolnick

Julie Stone

Lenny Stucker

Steven Taub

Jim Vignato

Economic Development & Planning Staff: Erin Reyes and Janet Scheel

The Suffolk County Film Commission reviews the applications for funding and makes recommendations to the County Executive and the Suffolk County Legislature for their consideration. Requests of \$5,000 and above are requested.

Application Deadline: October 20, 2017 for 2018 calendar year projects.

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 or Janet.Scheel@suffolkcountyny.gov.
RSVP not required but is helpful in the event of a weather cancellation notice.

September 18, 2017

4:00 p.m. - 6:00 p.m.

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

September 19, 2017

11:00 a.m. - 12:30 p.m.

Babylon Citizens Council on the Arts, Art Center, 149 North Wellwood, Lindenhurst, NY 11757

September 20, 2017

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

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

September 22, 2017

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

Media Room, H. Lee Dennison Building, 100 Veterans Memorial Highway, Hauppauge, NY 11788
Enter through the South Entrance.

TO APPLY:

Application documents are available at suffolkartsandfilm.com. Applicants must review these documents before beginning an application. Completed applications must be submitted online by 4:30 p.m. October 20, 2017.

www.suffolkcountyfilmcommission.com

SUFFOLK COUNTY
Emerging Film Festivals

ELIGIBILITY

1. Organization has the arts as the center of its mission.
2. Be in operation for at least one year.
3. Project must take place in Suffolk County.
4. 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.

FUNDING PROVIDED FOR PROJECTS THAT MEET THESE GOALS

1. Promote affordable and accessible spectator and participatory arts experiences and cultural events for community members.
2. Increase opportunities for professional Suffolk County performing, visual, literary, and media artists to engage with the community.
3. Encourage presentations of underrepresented artists and arts reflecting ethnic and indigenous traditions.
4. Increase visitation to downtown locations for arts, heritage and cultural events.

CULTURAL COMPETITIVE

GRANT CRITERIA

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

The following factors will be allocated points as per the scoring system (pg. 10 and alongside the question title) in the evaluation process by the Citizens Advisory Board for the Arts to evaluate the grant submissions.

PROJECT QUALITY, TOTAL POINTS = 40

Project Overview (Total Possible Points = 25)

A project that embodies the highest level of artistry and artistic vibrancy. A project that fosters cultural participation in order to build strong communities. Describe your event. Describe how your event helps to build or enhance the community in its geographic region. Discuss any previous experience you or your organization may have had with similar projects.

Project Artist, Administrative and Technical Personnel (Total Possible Points 10)

A project that fosters proactive engagement of essential artistic and technical personnel. Please indicate if this artist(s) is or recently has performed in your region, or is this artist presenting an artform that is scarce. Please provide the following information:

- Names of essential artistic and technical personnel
- An abbreviated bio for each person listed
- Additional relevant information for each person listed, i.e.: web page address, IMDB link, etc.

Project Collaborators (Total Possible Points 5)

Please describe your collaborators and/or partners, if any. Collaboration can provide great depth to enlist partners in the development and presentation for a community arts project. Please note that although collaborative partners may be an asset, it is not necessary for a successful art project.

DEMONSTRATES COMMUNITY NEED, TOTAL POINTS = 20

Project Community (Total Possible Points 10)

A project that promotes affordable and accessible arts and cultural experiences for the community. All projects must be open to the public. Describe your audience and the community for which the project will take place.

A project that celebrates the diversity of Suffolk County by promoting the presentation of underrepresented artists and arts reflecting ethnic and indigenous traditions as well as attracting or located in underrepresented communities. Community support and interest can be demonstrated by your ability to define the audience and clearly articulate how they benefit from the proposed project. This can include audience demographics, collaboration, the production, and so on.

Outreach and Marketing Plan (Total Possible Points 5)

Describe the marketing and promotional plan. A good marketing plan can help you reach your target audience, boost your supporter base and increase your project's participation rate. Tell us about your target audience. A marketing plan helps you set clear, realistic and measurable objectives for your project.

Accessibility (Total Possible Points 5)

Is this project accessible to all, e.g., physical space, large print programs, sign language interpreters, etc.

DEMONSTRATES GRANT OPPORTUNITY, TOTAL POINTS = 20

Project Artist, Administrative and Technical Personnel (Total Possible Points 10)

A project that strengthens opportunities and resources for professional artists residing in the County.

Cultural Tourism (Total Possible Points 10)

A project that bolsters the visitor base of Suffolk County's downtown centers by promoting a positive downtown image and increasing the visibility of local arts

TIP

The Citizens

Advisory Panel will

not fund what they

do not understand.

Be clear and

concise. Don't

assume they

understand your

organization, or

have even heard

about it.

and culture through engaging cultural events and innovative public art projects. Describe how this project supports the mission to revitalize Suffolk County’s downtown centers?

PROJECT BUDGET TOTAL POINTS =20

The Project Budget is a financial explanation of how your organization proposes to fund the program, as well as explain potential and realistic fundraising sources and revenue streams. We use an excel format.

The proposed project budget must show how Suffolk County funds will be leveraged by additional sources. The point scale is:

*** DEFINED SCALE FOR LEVERAGE OF ADDITIONAL FUNDS**

Percentage of Project		Percentage of Project	
Cost That Is Leveraged	Points Awarded	Cost That Is Leveraged	Points Awarded
50% and higher	20	20 - 24%	5
45 - 49%	18	15 - 19%	3
40 - 44%	15	11 - 15%	2
35 - 39%	12	1 - 10%	1
30 - 34%	10	0%	0
25 - 29%	7		

REQUIRED DOCUMENTS

Submit your organizational financials. We will accept the following forms as a pdf attachment:

- An Audit OR
- 990 Form

INELGIBLE EXPENSES

- Expenses incurred or obligated prior to or after the grant period - January 1, 2018 through December 31, 2018.
- Capital construction or real property.
- Management and General Expenses (administration salaries, office, utilities, insurance, etc.).
- Outside Professional (legal, accounting, public relations, fundraiser).
- Arts projects 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 contributions.
- Benefits and projects planned primarily for fundraising purposes.
- Entertainment and promotions including related expenses such as reception, food, beverages, flowers, and T-shirts.
- Projects 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, Higher Education, and Energy.
- Projects that are restricted to private participation, including those programs which would restrict public access on the basis of race, gender, creed, national origin, age, disability or habitat.
- Any print material where business and sponsors may be present.
- Projects currently in-contract with Suffolk County for Omnibus Grant.

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 Film & Cultural Affairs. The Office of Film & 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.

Required Documents

There are a number of required documents that are issued from the Economic Development and Planning Contracts office. We will schedule a contract signing meeting for your convenience.

Contract Changes

If there are any changes in a Suffolk County funded project or project budget, a request for approval must be submitted in writing to the Suffolk County Office of Film & Cultural Affairs.

Crediting Suffolk County

Credit must be given to Suffolk County in any printed material, programs, press releases, etc. for all funded projects as follows:

- 1) The statement "Public funding provided by Suffolk County"; and
- 2) Logos can be found on www.suffolkartsandfilm.com grants page.



Project Evaluation

SCOCA staff or a member of the Citizen's Arts Advisory Board may evaluate your project.

TIP

Projects are considered to be an event based function that invites individuals to a location for the purpose of entertainment, art and culture.

APPLICATION LOGISTICS AND DEADLINE

- **DEADLINE: October 20, 2017 for 2018 calendar year projects.**
 - **One (1) paper copy** of the completed application and required attachments must be received by 4:30 pm 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 4:30pm on the above date. Alternatively, an electronic copy may be mailed on a flash drive to the Suffolk County Office of Cultural Affairs at 100 Veterans Parkway, 11th 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 REVIEW:** The CAB will review the application according to a merit-based scoring system. Based on this review, the CAB will make their recommendations to the County Executive and the Suffolk County Legislature. 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 organization 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.

QUESTIONS: If you have questions about the application or the eligibility of a Project, the Suffolk County Department of Economic Development and Planning can assist. Please contact our team at 631-853-4800 or by e-mail to diana.cherryholmes@suffolkcountyny.gov, erin.reyes@suffolkcountyny.gov, or janet.scheel@suffolkcountyny.gov.

ADDRESS: SCOCA/Suffolk County Office of Cultural Affairs, H. Lee Dennison Bldg., 100 Veterans Memorial Highway, 11th Floor, Hauppauge, NY 11788.

NOTE: If you choose to hand deliver, please leave them at the desk with the guards on the Plaza level.

FINAL REPORT REQUIREMENTS

An organization must submit a final report to Suffolk County Office of Cultural Affairs within 60 days after the funded project is completed. Expenses, projects, 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.

The following are considered to be the Final Report.

- Invoices for expenses incurred and charged to the funded project.
- 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 your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., numbers served, demographic information, 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 your efforts.
- Project demographics. We will want to know your attendance count and the demographics of those attending
- The Final Report Form must be submitted in a paper format. Email or electronic submissions are not acceptable.

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 your marketing materials (no more than 3)
 - Sample of your performance using weblinks only.
 - Sample of the artwork
 - Sample of music to your website, (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 your Flash Drive.
 2. See the attached document on how to upload and submit your Application/files using Suffolk County’s FTP filesharing facility, FileZilla.
 - SCOCA Staff will access your files from FileZilla.
 - **SCOCA Staff will email you to confirm that your documents were received.**

Questions or concerns? Call us 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 your documents into the appropriate format, but you **MUST** have an appointment. We will not be providing any formatting assistance as of October 20, 2017.

Questions?

Still Confused?

Please reread the guidelines and make notes to yourselves before calling our office.

Our first question will be to ask if you have read the guidelines.

SCORING SYSTEM

This scoring system is used by the Citizens Advisory Board for the Arts in its evaluation of each application. Each application is scored individually by each panel member and the Points of all panel members are combined. This criteria-based system assists in the panel’s effort to recommend funding for Projects 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 four criteria is indicated on the application.

Criteria	Points Awarded
Project Quality	0-40 Points
Demonstrates community need	0-20 Points
Demonstrates grant opportunity goals	0-20 Points
Leverage of Additional Funds*	0-20 Points
TOTAL	0-100 POINTS

*** DEFINED SCALE FOR LEVERAGE OF ADDITIONAL FUNDS**

Percentage of Project		Percentage of Project	
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40 - 44%	15	11 - 15%	2
35 - 39%	12	1 - 10%	1
30 - 34%	10	0%	0
25 - 29%	7		

SUFFOLK COUNTY ALLIANCE OF ARTS COUNCILS

Babylon Citizen's Council on the Arts, Inc.

Carol Gandarillas
Executive Director
47 W. Main St. 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
Farmingville, NY 11738
Phone: 631-739-4831
Email: mcappasso@yahoo.com
Website: brookhavenarts.com

East End Arts & Humanities Council, Inc.

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](mailto:lynda@isliparts.org)
[Website: www.isliparts.org](http://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

Long Island Latino Arts Council

Alex Lima
(631) 258-9178