

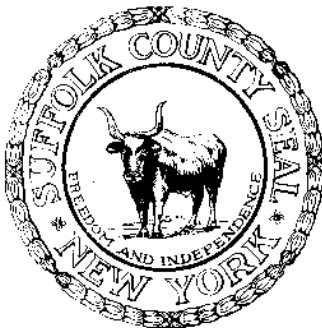
**SUFFOLK COUNTY  
OFFICE OF CULTURAL AFFAIRS**

**Emerging Film Festivals  
GUIDELINES**

Developed by the  
**SUFFOLK COUNTY FILM COMMISSION**

Supporting community arts organizations, including collectives, that embody artistic excellence 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  
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, 2017**

Diana Cherryholmes, Chair

Campbell Dalglish

Susan Gatti

Jake Gorst

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. Strong consideration will be given to applications of \$5,000 and above.**

# Application Deadline: February 24, 2017

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](mailto:Janet.Scheel@suffolkcountyny.gov).  
RSVP not required but is helpful in the event of a weather cancellation notice.

### January 17, 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.

### January 23, 2017

2:00 p.m. - 4:00 p.m.

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

### January 25, 2017

11:00 a.m. - 1:00 p.m.

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

### January 26, 2017

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

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

## TO APPLY:

Application documents are available at [suffolkartsandfilm.com](http://suffolkartsandfilm.com). Applicants must review these documents before beginning an application. Completed applications must be submitted online by 4:30 p.m. on the day of the deadline.

SUFFOLK COUNTY  
**Emerging Film Festivals Grant Guidelines**

**ELIGIBILITY**

1. Have the arts as the center of its mission.
2. Be in operation for at least one year.
3. Program 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 traditions.
4. Increase visitation to downtown locations for arts, heritage and cultural events.

**OBJECTIVES & CRITERIA**

Application to the Suffolk County Film Commission 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 Suffolk County Film Commission 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 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 traditions as well as attracting 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 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?

**TIP**

**The Film**

**Commission 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.**

**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**

<b>Percentage of Project</b>		<b>Percentage of Project</b>	
<b>Cost That Is Leveraged</b>	<b>Points Awarded</b>	<b>Cost That Is Leveraged</b>	<b>Points Awarded</b>
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

**INELIGIBLE EXPENSES**

- Expenses incurred or obligated prior to or after the grant period - January 1, 2017 through December 31, 2017.
- 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 Film Commission, Office of Film & Cultural Affairs. The Suffolk County Film Commission 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.suffolkcountyfilmcommission.com](http://www.suffolkcountyfilmcommission.com)



### Project Evaluation

SCOCA staff or a member of the Citizen's Arts Advisory Board may do the evaluation.

## 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: February 24, 2017**
  - **One (1) paper copy** of the completed application and required attachments must be received by 4:30 pm on the above date at the Suffolk County Film Commission 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 4:30p.m. 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, 11<sup>th</sup> 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 Film Commission will review the application according to a merit-based scoring system. Based on this review, the Film Commission 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 Film Commission 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](mailto:diana.cherryholmes@suffolkcountyny.gov), [erin.reyes@suffolkcountyny.gov](mailto:erin.reyes@suffolkcountyny.gov), or [janet.scheel@suffolkcountyny.gov](mailto:janet.scheel@suffolkcountyny.gov).

**ADDRESS:** Suffolk County Film Commission, H. Lee Dennison Bldg., 100 Veterans Memorial Highway, 11<sup>th</sup> 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
  - 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 at 631-853-4800. 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 February 17, 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
Demonstrates community need	0-20
Demonstrates grant opportunity goals	0-20
Leverage of Additional Funds*	0-20
<b>TOTAL</b>	<b>0-100 POINTS</b>

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

Cost That Is Leveraged	Percentage of Project Points Awarded	Cost That Is Leveraged	Percentage of Project Points Awarded
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