



## SCHENECTADY COUNTY INITIATIVE PROGRAM (CIP) 2019-2020 REQUEST FOR PROPOSALS

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### A. PROGRAM OBJECTIVE

*By resolution of the Schenectady County Legislature, dedicated funds from the County's Hotel/Motel Bed Tax will be distributed to local organizations in support of activities in the performing, literary and visual arts, County tourism, and/or historic preservation. The projects supported by the CIP grant funding should provide significant benefit to Schenectady County residents and visitors, and should enhance Schenectady County's visibility and quality of life.*

### B. GENERAL PROGRAM GUIDELINES

- Applicants are required to be project specific in their proposal; requests for general operating support or general support for fundraising events\* will not be considered.
- Average grant award ranges from \$500 - \$3,000. Maximum request is \$5,000.
- Grant awards are not guaranteed from year to year. Awardees must re-apply each grant cycle.
- Applications will be judged on the following criteria:
  - i. Existing community support for the organization including membership, subscribers, program participation and volunteers and financial support for proposed program.
  - ii. Additional private or other funds to be generated in support of the proposed program.
  - iii. Collaboration with other Schenectady County nonprofit organizations.
  - iv. Estimated community participation in or attendance at the proposed program.
  - v. The extent to which the proposed program is likely to enhance the visibility and/or attractiveness of Schenectady County and increase visitors from outside of Schenectady County.
  - vi. Proposed activity represents a project involving historic preservation, or the performing/visual/literary arts.
  - vii. The effective use of the County Initiative Program award for the proposed program with respect to quality, soundness of program administration, adequacy and appropriateness of cost involved and need for the funds to ensure program success
  - viii. Projects that received funding in past years will also be judged on growth (new challenges, changes in programming, greater organizational professionalism, funding growth, or audience reach.)
  - ix. Projects that have not received funding in past years will be judged on sustainability and the potential to grow larger and attract more participants in future years.
  - x. Additional consideration will be given to projects that are proposed as part of existing or proposed 2019 Schenectady County Special Events. Please call Jason Lecuyer, Director of Special Events, to discuss your proposal **prior** to submitting your application.
  - xi. Proposals for general support of fundraising events will not be considered. Awards may be given in support of events that do have a fundraising component, but award must be used in support of an aspect of the event that includes historic preservation, tourism, or the performing/visual/literary arts.

### C. ELIGIBILITY

To be eligible for a grant from The Schenectady County Initiative Program, an organization must meet each of the following criteria:

- The organization must be an established association or institution whose earnings do not benefit any individual. Evidence of this status must be presented in the form of ONE of the following:
  - i. IRS letter of tax-exempt not-for-profit status (501(c)(3) organizations)
  - ii. Charter issued by the Board of Regents under Section 216 Education Law
  - iii. Letter on official letterhead, signed by the appropriate county, city, town or village executive or departmental official, verifying the organization's status as an official agency or entity thereof
- The organization must be up-to-date with all required filings with the New York State Attorney General Charities Bureau and the IRS (if applicable).
- The organization must be located in or have a physical presence/office in Schenectady County and the program services for which funding is being requested must be provided within Schenectady County.
- The organization may not exclude persons because of disabilities, religious preference, age, gender, ethnic background or other practices prohibited by provision of the 1991 American with Disabilities Act, Fair Labor Standards, and Affirmative Action Policies set by the US Government.
- Programs/Projects must take place within Schenectady County and must increase tourism and/or involve historic preservation and/or the performing/visual/literary arts.
- Programs/projects must take place between **April 1, 2019 - March 31, 2020**.

#### The following are not eligible for funding:

- Projects that take place outside of Schenectady County, or that are presented by organizations based outside of Schenectady County with no or little presence within the County.
- Works of individual artists, except under the sponsorship of such organizations listed above.
- Programs or projects that are not open to the public, or those that primarily serve the organizations' own members or subscribers.
- Requests for Capital Projects or the purchase of equipment, except such equipment directly related to programs or exhibits of the performing, visual or literary arts and/or historic preservation.
- Proposals for general support of fundraising events.

#### Other Eligibility Guidelines:

- Only one application per organization will be considered per funding cycle.

### D. PROCESS

- Applicants must use the official CIP form to be considered for an award. Copies are available at the Office of the Schenectady County Legislature, 620 State Street, 6th Floor, Schenectady, NY. Applications can also be downloaded from the Schenectady County website: [www.schenectadycounty.com/cip](http://www.schenectadycounty.com/cip).
- Mailed applications must be post-marked no later than **Thursday, January 31, 2019**. Late proposals and submissions will not be accepted after this date. No exceptions will be made.
- One original, plus 12 copies of application should be mailed or hand-delivered to:

**Schenectady County Initiative Program  
Schenectady County Legislature Office  
620 State Street, 6<sup>th</sup> Floor • Schenectady, NY 12305**

- Applications WILL NOT be accepted via email.
- A citizens' advisory committee will review the applications and recommend awards.
- Announcement of awards will be made at the March 2019 meeting (tentative) of the Schenectady County Legislature, through a Legislative Resolution.

## E. GRANTEE RESPONSIBILITIES

- As part of Schenectady County’s governmental obligation, grant awards must be formalized with a Public Benefit Services Agreement (contract). These contracts will be provided to grant recipients by the Office of the Schenectady County Attorney, and must be completed (along with a Schenectady County Finance Department voucher form and an IRS Form W-9 if required) in order for the funds to be released.
- Grantees must provide a certificate of general liability insurance, with Schenectady County named as additionally insured for the specific project.
- Grantee must file timely notice of all funded events and offer 2 tickets (if applicable) to the Citizens Advisory committee so that a review may be conducted by a panelist. Admission to final dress rehearsal is permissible.
- Schenectady County must be acknowledged in all promotional materials, including but not limited to flyers, posters, invitations, brochures, press releases, and print advertising. Exceptions can be made for those materials printed prior to receiving notification of grant funding. Failure to acknowledge Schenectady County in promotional materials (without prior notification) will adversely affect future grant funding. Acceptable acknowledgement is the use of the Schenectady County Seal, or the following acknowledgement (or both, if applicable):

***“Funding for this project made possible in part by a grant from the Schenectady County Legislature through its County Initiative Program”***

- Digital images of the Schenectady County Seal can be obtained by contacting the Director of Public Communications. Acceptable Seal Samples:



- **Please do not use any logo other than the version shown above.**
- Samples of promotional materials that include acknowledgement of Schenectady County **should be submitted to Schenectady County for approval prior to printing and/or distribution.**
- A Final Report Form must be submitted within six (6) weeks after completion of project.
- Failure to meet Program Requirements will result in nullification of Public Benefit Services Agreement, and grant monies must be forfeited/returned.

## F. TECHNICAL ASSISTANCE

*Technical assistance is available to all organizations wishing to submit an application for funding. If you have any questions or need guidance in filling out the CIP application please contact Joe McQueen, Director of Public Communications, at (518) 388-4772 or [Joe.McQueen@SchenectadyCounty.com](mailto:Joe.McQueen@SchenectadyCounty.com). Assistance will be given by phone or in-person (if requested). All requests for assistance must be made by Friday, January 25, 2019.*

**G. GRANT PROCESS TIMELINE**

Applications available on <a href="http://www.schenectadycounty.com">www.schenectadycounty.com</a>	December 21, 2019
Deadline for Technical Assistance	January 25, 2019
Application submission deadline	January 31, 2019
Advisory Committee Review	February 2019
Advisory Committee Recommendation to Schenectady County Legislature	March 2019 (tentative)
Schenectady County Legislature Approval	March 2019 (tentative)
Notification of Award	March 2019 (tentative)
Distribution of Award	As agreements received

**APPLICATION RULES – PLEASE READ CAREFULLY!**

- Please complete application ON FORM PROVIDED. If any other format is used for submitting application, application will be rejected. Applications are available in both Microsoft Word and Adobe PDF formats. Incomplete or illegible applications will not be considered.
- You may include support documents in the form of press clippings, photographs or promotional material. **ONLY ONE SET SHOULD BE SENT** with original copy of application. These documents cannot be returned. DO NOT attach ANY cover letters or support documents (including non-profit status documents) to the photocopied applications. No folders, no covers, no binders, and no loose materials should be included.
- Please complete sections in the spaces provided – do not include attachments except where permitted (Proposed Project Description, Section III or Proposed Project Budget, Section V). If you are attaching additional pages, please make sure to label the additional pages with your organization name.
- **If possible, photocopies should be printed double-sided in order to conserve paper. Please COLLATE and STAPLE photocopies.**
- Grants will not be accepted via email or other electronic submission method; **13 hard-copy applications** (one original and 12 photocopies) are the only way grant proposals will be accepted.
- Original application MUST contain an original signature – no photocopies or faxes will be accepted as an original.
- If your organization received a CIP award in 2018-2019, a completed 2018-2019 Final Report Form must be submitted to Schenectady County prior to submitting a 2019-2020 Application. If your Final Report Form is not submitted, you will not be considered for funding in the 2019-2020 grant funding cycle (the only exception to this rule is for projects that take place after the 2019-2020 application deadline and before the 2018-2019 funding cycle ends). Final Report forms are available online at [www.SchenectadyCounty.com/CIP](http://www.SchenectadyCounty.com/CIP), at the Office of the Schenectady County Legislature, 620 State Street, 6th Floor, Schenectady, or by contacting the Director of Public Communications at 518-388-4772 or Joe.McQueen@SchenectadyCounty.com