



WESTCHESTER ARTS GRANTS 2008
CATEGORY: BASIC PROGRAM SUPPORT

WHAT IS THE WESTCHESTER ARTS COUNCIL?

Westchester Arts Council was established in 1965 as a private, not-for-profit organization. It is Westchester County's officially designated arts council. Through funds allocated by Westchester County government, the Arts Council supports the arts in Westchester in all its diverse disciplines and forms. In collaboration with artists, cultural organizations, government, business, schools and human service agencies, the Arts Council provides cultural and educational services to individuals and communities. The Arts Council strives to ensure that all County residents have access to a rich and diverse array of cultural programs and activities.

The belief that the arts are for everyone is fundamental to the Arts Council and informs all our programs and activities including decisions regarding awarding of grants.

Each year, the Westchester County Executive and the Board of Legislators provide funds, administered by Westchester Arts Council, to support cultural activities throughout the county. The Arts Council's programs and services are also made possible in part by the New York State Council for the Arts (NYSCA) and the Westchester delegations of the New York State Senate and the New York State Assembly. The arts are important to communities, and funding them is a shared endeavor of individuals, business, and government at all levels.

WHAT IS THE WESTCHESTER ARTS GRANTS PROGRAM?

Through its Westchester Arts Grants program, the Arts Council provides financial and technical support to Westchester-based artists, to arts organizations and historic sites, and to community-based groups. Grants are designed to help cultural organizations maintain financial stability and grow both artistically and administratively. They also support individual artists in their efforts to create new work and to share their talents with the broader community.

Grants are available in several categories, Basic Program Support, Arts Alive Project, Arts Alive Artist, Arts Partners Challenge, JPMorgan Chase Regrant Program for Capacity and Municipal Challenge. Artists on the Arts Council's roster are eligible for residency grants.

WESTCHESTER ARTS COUNCIL DOES NOT FUND:

- Programs conducted outside of Westchester
- Activities restricted to an organization's membership
- Prize money or awards
- Benefits, projects, and staff primarily used for fund raising purposes
- Refreshment costs

- Purchase of equipment
- Building renovation, maintenance of facilities, or capital expenditures
- Reduction of deficits from current or prior years
- Religious institutions
- Government agencies
- College or university departments
- Organizations whose primary activities are therapeutic except through special initiatives
- Projects or programs that begin before funding decisions have been made

GENERAL INFORMATION ABOUT BASIC PROGRAM SUPPORT GRANTS

WHAT ARE BASIC PROGRAM SUPPORT GRANTS?

Basic Program Support grants support organizations that provide a full season of cultural events and activities. Organizations may apply for general funding, which supports all of your programs. There are three tiers of Basic Program Support (Tier I/Cultural Destinations, Tier II, and Tier III), please see page 8-9 of these guidelines for specific eligibility requirements to determine which tier is most appropriate for your organization. Organizations that would like to apply in the Tier I/Cultural Destinations category must first be pre-approved. To apply in the Tier 1/Cultural Destinations category, contact Catherine Bruno at 428-4220 ext. 238.

If your organization is not eligible for Basic Program Support, you may be eligible for project support in the Arts Alive category. You may not apply for Basic Program Support if you have received an Arts Alive grant in the same funding year. (Basic Program Support grantees, are encouraged to serve as fiscal conduits, if they have not applied directly to NYCSA, for artists or organizations applying for Arts Alive grants). Please see page 19 of these guidelines for a list of available funding categories.

NEW FOR 2008-2009

As part of its recent strategic planning process, the Arts Council's Board of Trustees examined the county's changing demographics in light of its programs and services as well as its role as the county's designated arts agency. As a result, the board incorporated into its 2007 strategic plan a number of goals related to inclusiveness. The Arts Council recognizes that the demographics of an organization's service area inform its efforts to be inclusive and, therefore, grantees will address this goal in different ways. However, our expectation is that all funded organizations will strive to help the Arts Council meet its overall goal of inclusiveness in the delivery of cultural services. Over the next three years, Basic Program Support grant awards will be increasingly determined by organization's on-going inclusive efforts at every level. Here is a timeline of what will be required:

2008-2009:

- On page five of the FY2008 application, applicants are required to describe their diversity efforts based on their service area and mission. The Arts Council has included demographics of the county with the guidelines to assist applicants in

answering this question. As an example, if your organization serves the entire county, base your answer on the countywide demographics; if you serve the region, base your answer on the regional statistics; if you serve only one or two communities, or if you serve only youth for example, use those demographics in framing your answer.

- To assist grantees in their efforts to meet the spirit and substance of the Arts Council's strategic plan, the Arts Council will host four workshop sessions with outside consultants. The executive director/president and at least two other board members must participate in two of these organizational development sessions on inclusiveness provided by the Arts Council. Each of the two different sessions will be offered twice so to provide enough dates for applicants to meet the requirement. In addition, the Arts Council's Affiliate Committee is planning a conference in May, which will focus on diversity. Attendance at the conference by the executive director/president and two other board members may be substituted for one of the two development sessions.

As part of your 2008 Basic Program Support application, it is required that your Board President sign a certification stating:

1. the new requirements have been presented to your full board
2. the executive director/president and at least two other board members will participate in two organizational development sessions
3. if funded, as part of your 2008 Basic Program Support contract, you will be required to develop a diversity plan during the year

2009-2010

- Funded organizations will be required to submit a short-form application and include a diversity plan. The application and diversity plan will be reviewed by diversity experts and feedback will be provided to the organizations.

2010-2011

- Organizations will be required to submit full Basic Program Support applications. As they review applications, the panel will assess the quality of the diversity plan and the applicants' progress/success in meeting its diversity goals. Applicants' demonstration of inclusive efforts will be a significant criterion in awarding grants.

Is Application Assistance Available?

Yes. Because of guidelines changes, it is highly recommended all applicants attend. Guideline and application seminars will be held on:

- **Wednesday, March 12 at 4 pm** at the Arts Exchange, home of the Westchester Arts Council
- **Thursday, March 20 at 6 pm** at the Arts Exchange, home of the Westchester Arts Council
- **Tuesday, April 1 at 11 am** at the Arts Exchange, home of the Westchester Arts Council

Please note we also be reviewing the JPMorgan Chase Regrant Program for Capacity grant at these workshops as well.

If you plan on attending one of the seminars, please RSVP to Anthony Pellegrino at (914) 428-4220, ext. 225.

We encourage you to attend the application seminars, which are free. If you are not able to attend any of the application seminars, you can schedule an appointment with staff. Contact Catherine Bruno at (914) 428-4220, ext. 238 to make an appointment.

WHAT ARE THE BASIC ELIGIBILITY REQUIREMENTS FOR BASIC PROGRAM SUPPORT?

To be eligible for a Basic Program Support Grant, regardless of the tier in which you are applying, your organization must:

- Demonstrate 501(c)(3) federal tax exempt status as a private, not for profit organization incorporated in Westchester
- Have a mission statement that clearly delineates the arts or local history as primary, both in focus and in actual operation (“arts” includes developing skill in or knowledge of a discipline)
- Have a governing board that meets regularly, operates under a set of Bylaws and has at least one-third of its members residing in Westchester County
- Present a full season of exhibitions, programs and activities in Westchester that are open and accessible to the public

There are additional eligibility requirements specific to each tier. See pages 8-9.

Please note: Organizations whose primary purpose is to provide skills-based arts instruction must allocate at least 20% of their Basic Program Support request to offering need-based financial aid for children (prekindergarten-18).

ARE THERE OTHER RESTRICTIONS?

Yes. Basic Program Support Grants do not support:

- Individuals
- Non-Westchester based organizations
- Organizations currently supported through an Arts Alive Grant
- Organizations whose primary activities are arts-in-education
- School systems, libraries, and social service agencies

WHAT ARE THE STEPS IN SUBMITTING AN APPLICATION?

1. Read through the guidelines and application form carefully.
2. Type your application or generate it on a computer, following the same format as the enclosed application. You may request an application via e-mail, in a Microsoft Word format, by contacting Anthony Pellegrino at (914) 428-4220, ext. 225 or apellegrino@westarts.com.

3. Review the checklist provided with the application to make sure that you have included all the support materials required.
4. Make sure the application form is signed.
5. Complete and submit a typed application along with copies and supplementary materials by **April 18, 2008**. Your application must be postmarked or delivered by this date. There will be no extensions. If you are delivering your application, we must receive it by 5:00 p.m. on **April 18, 2008**. The Arts Council will not accept applications via e-mail or fax. We encourage you to use certified mail and to keep a copy of your receipt and completed application. If applications are lost in the mail or not delivered for any reason, the Arts Council will not accept a replacement without a receipt from the post office indicating the mail date. Please note that these standards are maintained as a matter of fairness to all applicants.

**Please send your application to:
Basic Program Support Grants
Westchester Arts Council
31 Mamaroneck Avenue, 3rd Floor,
White Plains, NY 10601**

HOW ARE GRANTS DETERMINED?

Once your application is submitted, the Arts Council staff reviews it for completeness. As part of the review process, a staff member may contact you by telephone to clarify certain information; however, it is your responsibility to submit a complete and accurate application. Then, an independent panel reviews your application, along with other applications in the same category and/or group.

Each application is reviewed by a peer panel. Panel representatives are professionals from outside Westchester County. An individual panelist presents your application to the full panel. Panel deliberations proceed until the members reach a consensus on each application. The panel makes recommendations for funding as well as for the dollar amount of awards.

The Grants Committee of the Arts Council's Board of Trustees reviews the panel's recommendations and makes its recommendation to the Arts Council's Board of Trustees, which makes the final decision on all grants.

WHAT IS THE COMPOSITION OF THE PANEL?

To insure impartiality and to avoid conflicts of interest, the Arts Council selects panelists from outside Westchester to adjudicate applications for the Basic Program Support category.

The Arts Council also solicits recommendations for panelists from individuals and organizations who have expertise in particular artistic fields. Each panel consists of a group of experts in a variety of disciplines. Each panel has a sufficient number of

participants to insure a wide diversity of viewpoints, ethnicity and experiences, and artistic disciplines.

WHEN WILL WE KNOW IF WE HAVE BEEN AWARDED A BASIC PROGRAM SUPPORT GRANT?

All Basic Program Support Grant applicants will be notified by Mid June 2008.

WHAT IS THE APPEALS PROCESS?

If your organization does not receive a grant, the Arts Council will review a written request for reconsideration. You may appeal only under the following circumstances. You must demonstrate:

- that the panel did not adhere to the review criteria specified
- that the Arts Council provided incomplete or incorrect information to the panel

The Arts Council will accept appeal requests up to thirty days after the date of the rejection notification. Requests must be made in writing, addressed to the Deputy Director of the Arts Council.

CONTRACT FOR SERVICES

Organization receiving grants must sign a contract for services with the Westchester Arts Council. The contract states the responsibilities of the applicant, as well as the amount of funding and the approved use of funds. As noted on pages 2-3, this year, the contractual agreement will include a statement which must be signed by the organization's board chair/president that states the organization will develop a diversity, executive director/president and at least two board members must participate in two organizational development sessions and these requirements have been presented to the organization's entire board.

WHAT ARE THE REPORTING REQUIREMENTS?

If your organization receives a Basic Program Support Grant, you will be required to complete an interim and final report.

HOW SHOULD WE ACKNOWLEDGE SUPPORT?

If you receive a grant, you must:

- Include the Arts Council under the appropriate category on your donor list.
- Credit the Arts Council support in all published materials including invitations, posters, programs and other publications promoting the programs and/or projects funded by your Basic Program Support grant by printing the Arts Council's logo and the appropriate credit. For example: The funding credit for Basic Program Support should read:

“The 2008-2009 season is made possible, in part, by the Westchester Arts Council with funds from Westchester County Government.”

Specific language and requirements for the credit will be included in your contract.

WILL THE ARTS COUNCIL MAKE A SITE VISIT?

The Arts Council's staff attends as many funded events as possible. The Arts Council may also invite other professionals in the field or a member of our volunteer corps, Arts Ambassadors, to observe a funded project or activity. If you receive a grant, you are required to provide the Arts Council with the dates, times and locations of funded projects. You are requested to provide up to four complimentary tickets for these site visits. If there is a particular event or program you would like Arts Council staff to attend, please let us know. These site visits may be used as a resource for future panel deliberations.

WHAT ARE THE ADDITIONAL BASIC ELIGIBILITY REQUIREMENTS FOR BASIC PROGRAM SUPPORT GRANT?

Basic Program Support Grants assist your organization in developing and presenting programs that are fundamental to its mission. These programs may be at your institution or at some other site in Westchester County.

The panel reviews your organization and its activities *as a whole*, taking into account, for example, the scope of your programs and services, audience, financial stability and commitment to inclusiveness at all levels of the organization.

Your organization is eligible to apply for Basic Program Support if it meets the following specific criteria. Arts Council staff is available to discuss your eligibility and request prior to the deadline to help you determine the category in which you should apply.

There are three tiers of Basic Program Support:

Tier I / Cultural Destinations

Maximum Grant: \$65,000

Grants in this category are intended to support organizations that have developed as a regional destination attracting visitors and tourists into the county and to support cultural activities. Applicants must be pre-approved before applying for the Cultural Destinations tier.

You belong in this tier if your organization:

- Has received a Basic Program Support Tier II or Tier III grant for two consecutive years
- Had support and revenues of at least \$1,000,000 for presentation programs in 2007
- Has more than one paid, full-time professional staff member who is responsible for the organization's on-going operations
- Provides a full-season of public programs
- Has presented at least two full seasons in Westchester County prior to the time of application
- Draws a regional audience and serves as a regional, cultural attraction

Requests may not exceed 5% of the organization's total income for the last completed fiscal year.

Tier II

Maximum Grant: \$65,000

First time awards generally do not exceed \$5,000.

You belong in this tier if your organization:

- Has an annual income of at least \$200,000.

- Has at least one paid, full-time professional staff member who is responsible for the organization's on-going operations.
- Provides a full-season of public programs: at least ten distinct productions, exhibitions, concerts, performances, or a full schedule of classes/workshops spanning fall and spring, etc.
- Has presented at least two full seasons in Westchester County prior to July 1, 2008.

Requests may not exceed 15% of the organization's total income for the last completed fiscal year.

Tier III

Maximum Grant: \$15,000

First time awards generally do not exceed \$3,000.

You belong in this tier if your organization:

- Has an annual income of at least \$40,000.
- Provides a full season of public programs: at least three distinct productions, exhibitions, concerts, performances, or a full schedule of classes/workshops spanning fall and spring, etc.
- Has presented at least three full seasons in Westchester County prior to July 1, 2008.

Requests may not exceed 15% of the organization's total income for the last completed fiscal year.

IS MULTI-YEAR FUNDING AVAILABLE?

Yes. You may use this application to apply for two-year funding in any tier.

You must complete a full application next year if:

- You are a Y2008 Basic Program Support grantee in Tier I/Cultural Destinations
- You are a first time Basic Program Support applicant
- You applied in Y2006, but were not funded
- You anticipate a substantial change in programming over the next two years

The Council generally requires a modified application in alternative years. Please note, as mentioned previously, in 2009, grantees will be required to submit a diversity plan.

Whether or not an organization receives multi-year funding will be decided by the Grants Committee based on the panel's recommendations, guidelines and criteria.

The Arts Council reserves the right to allocate funding levels based on available funding and/or changes in an organization's eligibility and programming at any time.

WHAT CRITERIA DOES THE PANEL CONSIDER AS THEY REVIEW APPLICATIONS?

The panel reviewing your application for a Basic Program Support grant will consider the merits of your organization as a whole—including, for example, your mission, the full range of activities and services you provide, your efforts towards inclusiveness, financial stability, and the completeness and accuracy of your application. Be sure that your application addresses each of the following points:

Merit of Programs

- Quality of artistic/cultural programming that is consistent with and furthers your organization's stated mission
- Evidence of artistic and programming inclusiveness based on your mission and the demographics of your organization's service area
- Programming that demonstrates creativity and vision
- Programming that demonstrates consistently high quality, whether in innovative or traditional genres
- Effective use of interpretive materials and/or techniques
- Qualifications, background, and experience of the artists involved

Audience Development and Outreach

- Evidence of an inclusive audience/participants based on the demographics of your service area
- Commitment to and effectiveness of educational/interpretive programs
- Effectiveness of marketing efforts
- Community support through evidence of attendance, participation, volunteers, etc.
- Organizations whose primary purpose is to provide skill-based arts instruction must allocate at least 20% of their Basic Program Support grant to providing need-based financial aid to children
- All organizations that provide skills-based arts instruction are reviewed for their efforts to provide need-based financial aid and to inform the community that such opportunities are available

Management & Organization History

- Evidence of inclusiveness on the board and staff
- Qualifications, background and experience of staff or volunteer administrators
- Demonstration of effective fundraising efforts
- Demonstration of fiscal stability
- Demonstration of effective planning
- Evidence of an active and supportive board
- Previous record of administering Westchester Arts Grants, or grants from other funding sources
- Community support as evidenced by financial and in-kind support from local municipalities

For Tier 1/Cultural Destination Applicants ONLY
Regional Efforts

- Efforts to build a regional audience
- Results of these efforts
- Strategies for expanding your audience base from outside the county

INCOME AND EXPENSE FORM

Please refer to the following guidelines while completing the organizational budget beginning on page 12 of the application form:

Income

Each income item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the revenue is received. Show the gross revenue amount received in each category.

Do not include as income:

- Loans
- Prior year's surplus

Earned income includes the following:

- 1) Admissions/ Memberships – Revenue derived from the sale of admissions tickets, subscriptions, etc.
- 2) Contracted Services – Revenue derived from fees earned through the sale of services. Include sale of services, such as workshops; to other community organizations, government contracts for specific services, performances, or residency fees, etc.
- 3) Tuition/Class Fees – Include any fees here earned from your own classes or workshops.
- 4) Other Earned Income – Include gross income derived from concessions, sales, parking, publications, rentals, etc. (specify).
- 5) Total Earned Income – Total of lines 1-4.

Contributed income includes the following:

- 6) Gross from Fundraising Events – Gross proceeds from fundraising events such as galas, benefits, golf-outings, etc.
- 7) Corporate / Business Support – Cash support from contributions given by businesses, corporations and corporate foundations.
- 8) Foundation Support – Cash support from contributions given by private foundations.
- 9) Individual Support – Cash support from contributions given by individual donors.
- 10) Westchester Arts Grant(s) received – Include any grants received from the Westchester Arts Council except for Basic Program Support. Include: Arts Partners Challenge, Challenge for the Arts, JPMorgan Chase Regrant Program for Capacity, Municipal Challenge, Music Therapy and Yonkers Cultural Initiative grants received.
- 11) Other Private Support – Cash support received from any other non-governmental source. Please note the source of this funding.
- 12) Government Support: NEA – Funds from the National Endowment for the Arts received directly by your organization.
- 13) Government / Other Federal –: Funds from such federal agencies as the Institute of Museum Services (IMS), Community Development Block

- Grants, Urban Development Action Grants, National Endowment for the Humanities, Department of Education, etc. received directly by your organization.
- 14) Government Support: NYSCA – Funds from the New York State Council for the Arts received directly by your organization.
 - 15) Government Support: Other State – Funds from any division of New York State government excluding NYSCA.
 - 16) Government Support: County – Funds from Westchester County Government received directly by your organization.
 - 17) Government Support: Municipal – Funds from any local municipal government.
 - 18) Other Unearned – Include any other unearned income, please specify source.
 - 19) Total Unearned Income: Total of lines 6 through 18.
 - 20) Total Income: Total of lines 5 and 19.

Expenses

Each item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the expenses are paid. Expense figures should include salaries and fees whether from employees or independent contractors.

- 21) Personnel: Administrative – Personnel salaries are those for which your organization files a W-2 Wages Statement, including payments of salaries and wages for executive and supervisory administrative staff, clerical and other front-of-the-house and box office staff, maintenance, and security staff.
- 22) Personnel: Artistic – Employee salaries and wages for artistic directors and artists.
- 23) Personnel: Technical – Employee salaries and wages for technical or production staff and management.
- 24) Fringe Benefits – Total of all fringe benefits paid to employees.
- 25) Outside Fees/Services: Artistic – Outside fees are payments reported on Form 1099, including payments to firms or persons for artistic services of individuals who are not ordinarily considered employees of your organization.
- 26) Outside Fees/Services: Other – Payments to firms or persons for non-artistic services of individuals who are not ordinarily considered employees of the organization. These may be consultants or employees of other organizations whose services are specifically identified with the project. For example: legal and accounting, advertising, design services.
- 27) Space Rental – Payments specifically identified with rental of office, rehearsal, theater hall, gallery and other spaces.
- 28) Travel – All costs for travel directly related to the travel of individuals.
- 29) Marketing / Advertising – All costs for marketing / publicity / promotion. Do not include payments to individuals or firms that belong under Personnel or Outside Fees/Services: Other.

- 30) Fundraising- All costs associated with fundraising events such as galas, benefits, golf-outings, etc.
- 31) Remaining Operating Expenses – All expenses not entered in other categories. Provide a detailed list of this expense category.
- 32) Total Expense – Total of lines 21-31.

Budget Summary

- 33) Surplus (Deficit) before Basic Program Support award/request – Enter the difference between line 20 (Total Income) and line 32 (Total Expense)
- 34) Basic Program Support received / requested – For the two previous years show the actual Basic Support funds received, if any. In the Request Year column show your 2008-2009 request. The amount requested is usually equal to the amount in line 33.
- 35) Surplus (Deficit) after Basic Program Support award/request – Enter the difference between line 33 and Line 34.

In Kind Contributions

The value of all donated services, materials or facilities. In-kind contributions are **NOT** to be included in the operating budget above. Please detail any significant in-kind contributions anticipated during the request year, such as donated space or printing, in the space provided. Be sure to include any in-kind contributions from municipalities.

WHAT TO INCLUDE WITH YOUR APPLICATION

Submit these items in the following order. Please do not use folders or binders, but instead fasten applications with binder clips. Applications consist of all the items indicated below. Please return a copy of the completed checklist with your original application (see application page 14-15).

I. Application and attachments. A completed application consists of one completed application checklist, a signed application form, an organizational history, Board of Directors list and support materials.

Please submit **ten** collated copies in the following order:

- completed application (one of which must be the signed original)
- organizational history (one page maximum)
- Board of Directors list including name, profession, city of residence, and number of years on the board

II. Collateral Material

Include in your application **one** copy of the following (note: please submit these materials even if you have applied in the past):

- IRS tax exempt letter 501 (c)(3)
- Current Bylaws

Include in your application **two** copies of the following (note: please submit these materials even if you have applied in the past):

- Most recent audited financial statements or IRS Form 990 (within last 18 months)
Please note: If annual operating expenses are more than \$150,000 your organization must submit an audited financial statement; if less than \$150,000, an IRS Form 990 will suffice
- Resumes of key administrative and artistic personnel
- If your organization has membership, a schedule of the dollar categories and a description of membership benefits
- Most recent annual report, if available
- Selected programs, brochures, and press clippings

III. Work Samples

Please submit a sample of work completed in the last year that represents your organization's programming. Follow the format described below, and submit a work sample in **one** of the following categories:

- **Slides or photographs.** Submit a **maximum** of eight different 35-mm slides and/or 8" x 10" photographs which best represent your style. Mark your slides as follows: artist's name (Last, First), date of work, number of slide from 1-8, title of work, medium, dimensions top of work (please indicate top of work with an arrow and also

mark a red dot on lower left corner of each slide): enclose the slides in a clear plastic slide sheet. Also attach a separate sheet of paper with the above information, as well as the applicant organization name clearly indicated.

- **CD Roms.** Submit a **maximum** of eight different jpgs which best represent the artist's work. Name the jpgs as follows: artist's name (Last, First), number of jpg from 1-8. For example: Smith, Jon 1. Each jpg must have a resolution of at least 72 dpi and be 4 inches by 6 inches in size. Attach a hard copy jpg list with the following information: artist's name (Last, First), number of jpg from 1-8, date of work, title of work, medium, and dimensions. Make sure applicant name is included on the list.
- **Video/DVD.** 1/2" VHS or DVD of a live performance. Label both cassette/disc and box with applicant organization name, title of work, date completed, name of artist or performing group, playing time, and production credits including your role(s) in production. Cue up VHS tape to a point at which the material is likely to engage the panel's interest. VHS tapes and DVD's are generally reviewed for between 3-5 minutes.
- **Compact Disc or audiotape.** Compact disc or audiotape of a live performance. Label both disc and box with applicant organization name, title of work, date completed, name of artist or performing group, playing time, and production credits, including your role(s) in the production. Cue up tapes to a point at which the material is likely to engage the panel's interest. Compact discs and audiotapes are generally reviewed for between 3-5 minutes.
- **Manuscript.** Typewritten copy, up to ten pages.

Return of Materials

Although we take the greatest care in handling and returning support materials, the Arts Council is not responsible for any loss or damage to them. If you would like to have your collateral materials and work samples mailed back, enclose a self-addressed envelope with sufficient postage and protection. If you would like to pick up your materials from the Arts Council you may do so during a three-week period in June – July 2008. Due to a lack of storage space, all unclaimed materials will be discarded after the pick-up period. Please indicate how you wish the Arts Council to handle return of materials on your application check list. Please note that applications will not be returned so please keep a completed copy of your application for your records.

WESTCHESTER COUNTY'S DEMOGRAPHIC INFORMATION

Prepared by Westchester County Department of Planning

Characteristics by Age, Race, Hispanic Origin and Ancestry

Figures from the 2000 US Census show that Westchester County's population is at its highest level ever, and that Hispanics and other immigrants account for much of the recent increase. The data also show that while growth is slowing in suburban areas, population in urban centers is increasing, reversing earlier trend.

Since the 1990 Census, Westchester's population has increased 5.6 percent- from 874,866 to 923,459. That's almost 50,000 more people living in the county. The last time population increased was in 1960s when the 1970 Census reported a 9 percent increase from 1960.

In 2000, Hispanics were the fastest growing group of immigrants, with 144,124 residents. Hispanics now account for 15.6 percent of the county's total population compared to 9.9 percent in 1990. The Asian population also grew by 27 percent between 1990 and 2000. There are now 41,367 Asian residents who make up 3.7 percent of the county's total population.

African-Americans also increased from 114,652 in 1990 to 131,132 in 2000. They now account for 14.2 percent of the county's total population compared to 13.1 percent in 1990. By contrast, the number of residents identifying themselves as white dropped by 35,450 to 658,858. While they remain the largest group in Westchester, whites make up a smaller percentage of the total population than they did in 1990. White persons now account for 71.3 percent of the total compared to 79.4 percent in 1990.

The drop in the white population may be partly attributed to the new option in the Census 2000 questionnaire that allowed person to identify themselves using 63 possible combinations of the five racial categories. Some of the 28,161 person who identified themselves as being of two or more races may have responded as being white if the questionnaire did not allow this option.

The Census also showed that in general Westchester urban areas are growing more quickly than suburban areas. In fact, of the 15 largest cities in the state, only five grew in population, and four were in Westchester. Of these four, Westchester's largest city, Yonkers, had the largest population increase with 8,004 new residents- a 4.3 percent increase. The population is now at 196,086. New Rochelle and White Plains each added 4,000 residents.

Seven of Westchester's municipalities had population increases of 10 percent or more- Buchanan, Elmsford, Sleepy Hollow, Peekskill, Port Chester, Rye Brook and Somers. All but Somers and Peekskill are villages, with Peekskill adding 2,897 persons (14.8 percent) and Somers adding 2,130 (13.1 percent). Smaller increases were in the cities of Mt. Vernon and Rye.

While northern Westchester towns continued to grow, 2000 Census data showed that growth has slowed. For example, the growth rate in Somers and Lewisboro fell from 39% and 34% respectively in the 1980s, to 13% and 9% in the 1990s.

The composition of population growth has changed between the 1990s and 2000. Natural increase- the difference between births and deaths- has been relatively stable in recent years. This reflects a leveling off in the annual number of births during the 1990s in contrast to a decade of essentially steady growth during the 1980s. The population growth of recent years has been strongly affected by migration. Westchester County's international migration between 1990 and 1999 amounted to 41,604, which significantly impacted the population dynamics. Among New York State's 62 counties, Westchester ranked fifth by population change due to international migration.

The prime working age population showed a moderate 1.4 percent increase since 1990. The non-working age population has grown more significantly between the 1990 Census and 2000. The under 20 year old population increased 18 percent and the 65 and older group grew 2 percent during that time. However, population projections for the year 2030 show that the 60 and over population will increase by 45% from 2000.

OTHER WESTCHESTER ARTS GRANTS OPPORTUNITIES FOR ORGANIZATION

In addition to Basic Program Support, the Westchester Arts Council provides funding in other categories. What follows is a summary of funding opportunities available and is not intended to serve as specific guidelines. The Arts Council will publish and distribute guidelines prior to application deadlines.

Municipal Challenge

These grants match municipal funds to your organization. Municipal funds must be tax-levied dollars or Community Development Block Grants. Organizations must have received funding through Basic Support, Arts Alive, or the New York State Council for the Arts within the last two years to be eligible. **Deadline for and Availability of the 2007 Municipal Challenge will be announced in the Spring of 2008.**

JPMorgan Chase Regrant Program for Capacity

These grants help small and mid-sized arts organizations to plan more effectively and operate more efficiently. These grants support activities that build your organization's capacity to provide services to the community and are not directly tied to public programs. **Deadline for the 2007 JPMorgan Chase Regrant Program for Capacity is April 25, 2008.** Funding source: JPMorgan Chase Regrant Program.

Arts Alive

Supports cultural programs at the community level, including artist-driven projects, projects produced by emerging cultural organizations, historic sites, projects that showcase particular cultural traditions. This is the category in which first time applicants to the Westchester Arts Council are generally most competitive. **The next deadline for Arts Alive will be in September of 2008.** Funding source: Decentralization Program of the New York State Council for the Arts.

Arts Partners Challenge

Arts Partners Challenge Grants encourage schools, cultural organizations and artists to collaborate on projects that use the arts to improve teaching and learning. Grants provide matching funds that range from \$500 to \$2000 to support partnerships with artists and / or cultural organizations. **The next deadline to apply will be announced in the Spring of 2008.** Funding source: Local Capacity Building Initiative of the New York State Council on the Arts.

The Arts Council will announce additional opportunities if funding becomes available.