

***Request for Proposals
Oneida County
Partners in Prosperity Funding
Arts & Culture Fund - 2015***

PURPOSE:

To provide funding for projects in Oneida County that expands the region's access to arts & culture. The Arts & Culture Fund Grant Program is designed for activities or plans that are ready to implement but are lacking the final piece of the puzzle to take these projects from the planning stage to implementation. This funding is not for planning projects or projects previously completed. General operating or administrative activities are not eligible costs.

A designated fund of \$330,000 has been established and approved by the Oneida County Board of Legislators, pursuant to Resolution No. 315, adopted November 12, 2014. These funds will be utilized to increase the promotion and access to arts & culture activities in our county. The intent is to award grants that will result in expanding the availability of arts & culture experiences to Oneida County residents. Actual awards will be based on the number of applications and the quality of the proposals received.

ELIGIBILITY:

- ❖ Eligible applicants are not-for-profit organizations that are associated with the arts & culture network in Oneida County;
- ❖ The project must support arts & culture;
- ❖ The project must be "ready to go" and must show the need for funding to make the project proceed;
- ❖ The application must be accompanied by a letter of support from the proposing organization as well as any partner organization(s) that will participate in the project.

APPLICATION DEADLINE: FEBRUARY 9, 2015

SUBMISSION REQUIREMENTS:

- ❖ Project Description
 - The applicant will provide a detailed narrative that describes the goals and projected outcomes of the proposed project. The narrative should include the following:
 - Name and address of Proposing Organization;
 - Name, phone number and email address of Project Point of Contact;
 - Names and addresses of Partner Organizations (if applicable);
 - Project Title;
 - Statement of Need (problem(s) to be addressed);
 - Purpose of the proposed project;
 - Anticipated benefits resulting from the project;

- Proposing Organization’s commitment to the project (include a description/evidence of commitment – in-kind contributions can be used.); and
- Statement(s) of support and commitment from the Partner Organization(s)(if applicable).

❖ **Scope of Work**

The applicant will provide an outline of tasks to be performed along with a timeline for individual tasks and project completion. In addition, plans that outline the work to be performed will be submitted, if applicable. These plans should include architectural drawings, site plans, construction plans, quotes from equipment vendors or any other applicable documents.

❖ **Organizational Structure**

A description of the proposing organization and all partner organizations (if applicable) will be provided that includes the responsibilities of each participant including their capacity for project completion. This description will identify any subcontractors to be used by the applicant and their qualifications for involvement with the proposed project. An organizational chart will be included that shows the relationship of each participating organization.

❖ **Budget**

A budget will be provided that corresponds to the project tasks listed in the Scope of Work. It should indicate the cost of the project, including consultants, labor, materials, etc. All sources of project funding are to be included.

General operating and/or administrative activities are not eligible costs for this grant funding.

❖ **Project Evaluation/Outcomes**

The applicant will submit the following at the completion of the grant period:

- a narrative that describes project work completed and outlines the benefits realized;
- documentation of project costs incurred that includes invoices, cancelled checks and other documentation that may be required; and
- a narrative self-evaluation that summarizes how the project goals were achieved and what impediments were encountered.

AWARD SELECTION:

An award selection committee will review each application and make a final determination of awards. Unanimous approval of the screening committee is required. Award amounts will be based on the quality of the application and adherence to the submission requirements. Incomplete submissions will be disqualified from funding.

Recommendations for all awards will be forwarded by the screening committee to the Oneida County Board of Legislators for final approval.

PROJECT ADMINISTRATION:

The Arts & Culture Fund Grant Program will be administered through the Oneida County Department of Planning. All program applicants selected will be required to coordinate their activities and cooperate with this designated County department. There will be a minimum of two (2) progress meetings with each awardee during the program period to evaluate project development.

Proposals are to be submitted to:

Regina Venettozzi, Chief Planner
Oneida County Department of Planning
Boehlert Center at Union Station
321 Main Street
Utica, New York 13501

QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION SHOULD BE DIRECTED TO:

Regina Venettozzi, Chief Planner
Oneida County Department of Planning
798-5710
rvenettozzi@ocgov.net