



Council on  
the Arts



***Congratulations on receiving a grant from the  
Broome, Chenango & Otsego Decentralization (DEC) Program!***

**As A Decentralization Grant Recipient, It Is Your Responsibility To:**

- **Sign a contract** (*Prior to check receipt.*)
- **The following information shall appear AS STATED on all press releases, publications, programs, exhibitions, visual materials, PSAs, etc....:**

*This project is made possible with public funds from the Chenango Arts Council's Decentralization Program, a re-grant program of the NYS Council on the Arts, with support from Governor Cuomo and the NYS Legislature.*

**Broome Hoyt Foundation recipients, please use the credit line:**

*This project is made possible with public funds from the Chenango Arts Council's Decentralization Program, a re-grant program of the NYS Council on the Arts, with support from Governor Cuomo and the NYS Legislature. Additional support for Broome County provided by the Stewart W. & Willma C. Hoyt Foundation.*

(CAC and Hoyt logos are available on our website at [www.chenangoarts.org](http://www.chenangoarts.org), and by e-mail request to [info@chenangoarts.org](mailto:info@chenangoarts.org).)

**PLEASE NOTE: Artists and Organizations receiving funds through the Decentralization Program must not state or imply they receive funds directly from NYSCA. The NYSCA logo should not be used.**

- **Audit one other funded DEC project/event for the funded year (see audit form and assignment sheet link).** You may assign a representative from your organization, a friend, family member or other volunteer to conduct the audit. Audit forms must be submitted to the DEC Coordinator within 30 days of completion of funded project/event. If the event you are charged with auditing requires admission, please arrange for free entrance prior to the event with the group you are required to audit. If you are charging admission for your own event, please provide two complimentary tickets to the event for an auditor's use. This will assist us in meeting the New York State Council on the Arts mandate to have funded programs audited.
- **Take photographs and videos of your event(s)/project(s) and keep copies of press clippings and promotional materials. Include these with your Final Report (we encourage video links!).**
- **Submit a Final Report (see final report link) which is due in the Arts Council office no later than 30 days after completion of the funded project/event.** *If you do not submit a final report, you will be ineligible for future funding.*
- **Inform/invite your public officials to your project/event so they can be aware of the fine work your organization is doing for the community.**

Feel free to contact us (336-2787/ARTS) if you encounter any difficulties in carrying out the services for which you've received funding.