



# SARATOGA ARTS

## Arts Grants – Project Revision Request Form

*All project changes and/or revisions must be approved by the Grants Coordinator. Please complete this form in its entirety in order to begin the project revision process.*

Mae Hailu, Grants Coordinator

[mhailu@saratoga-arts.org](mailto:mhailu@saratoga-arts.org)

Saratoga Arts, 320 Broadway, Saratoga Springs, NY 12866.

<b>Organization/Artist Name:</b>	Village of Ballston Spa Committee on the Arts	
<b>Project Title:</b>	Holiday Banner/Ornament Program – “Let There Be Peace on Earth”	
<b>Form Completed By:</b>	Bernadette VanDeinse-Perez, Trustee	
<b>Date Completed:</b>	Tuesday, November 1, 2022	
<b>Contact Email:</b>	<a href="mailto:trusteebernadette@villageofballstonspa.org">trusteebernadette@villageofballstonspa.org</a>	<b>Contact Phone:</b> 518-879-6822

**Below, please indicate the nature and purpose of the changes you are seeking to make to your project. Please include as much detail as possible about what you would like to change and why.**

<b>What are the changes you are seeking to make to your project?</b>
<p>The Village of Ballston Spa Committee on the Arts would like to repurpose the grant from a mural project to a community arts project during the holidays. The Holiday community arts program provides screen-printed canvas holiday stockings in either banner form or large ornament form to students and residents to paint and decorate. The canvases have the word “peace” in various languages printed on them. The languages selected were the languages spoken by the children in Ballston Spa Central School District, which include Spanish, Ukrainian, Hebrew, Hindi, Chinese, Korean and more. After items are decorated, they will be collected and used throughout the Village for the Holiday decorations and on the Village’s Holiday Tree.</p> <p>***Please see attached narrative from the artist for more details.***</p>

<b>What has necessitated this change (i.e. postponement due to illness, location difficulties, etc.)?</b>
<p>The Committee on the Arts diligently searched for a suitable location for a mural, however, the available wall location needed significant improvements and other properties are not available at this time.</p>



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**How will these changes impact your use of your project funding?**

Funding was previously planned to be used on an artist for a historic-themed mural. The change in scope now will purpose the funding toward screen-printing of the banners for a community-arts project for the holidays.

**In what ways will the changes to your project affect the community impact/success of your project?**

The holiday project is highly engaging and invites children and adults to participate and express themselves creatively. All items will then be displayed, also allowing the community to enjoy to creativity of the participating community artists.

**Is there any other information you think is important to include in order to provide context or detail?**

Please see the attached narrative from the artist Mark Blech.

*Thank You for completing the project revision form. We will be in contact with regarding your requested changes and their approval status.*

*Please contact [mhailu@saratoga-arts.org](mailto:mhailu@saratoga-arts.org) if you have any questions.*

## **Project Narrative: Village of Ballston Spa – Holiday Banner/Ornament Program**

### **Brief project overview**

The Ballston Spa Holiday Program is an engaging community art program for people of all ages, background and ethnic make up. The theme this year is "Let There Be Peace on Earth" and includes banners and ornaments decorated by participants. This year theme focuses on the ethnic diversity of our community. The banners will be hung on the Victorian street lights poles and the ornaments will be hung on the holiday tree.

### **Please explain how the requested funds will be used.**

The requested funds will be used to purchase canvas, printing supplies, sewing supplies, printing material and labor to make 64 double sided banners and 375 ornaments that will be distributed for free to participants. Each finished banner consists of 2 silk screened canvases, in the shape of a holiday stocking, allowing 2 people per banner to participate. They are 36 inches tall by 26 inches wide. Once painted, they will be sewn together to make a single banner. The ornaments will be either double sided, 2 silk screened canvases, or single sided, and sewn together after painted, allowing for more participants and taking into consideration the age of the children participating. Younger children tend to lack the concentration to paint both sides. The ornaments, in the shape of holiday stockings, are 16 inches tall by 8 inches wide and will have a canvas strap for hanging, and be returned to participants, if desired to be used as a holiday stocking for next year.

### **How will this project impact the community and/or address the community needs.**

This program is a favorite of the village for the last 5 years (taking one year off for COVID). It supports inclusion and promotes community engagement and pride. Participants and visitors can walk through our commercial district and see the displayed artwork while shopping and supporting our local businesses. As an art program it supports personal achievement in a non-competitive format. Each banner and ornament is silk screen with imagery in a coloring book style, for people to engage with at a level that they are comfortable with. This year, with the theme of "Peace" the banners is silk screened with the text "Let there be Peace on Earth" while the ornaments are silk screened with one of 12 languages for the word "Peace". The languages were selected through researching the languages spoken most prevalently in the BSCSD schools. Our goal is for people to understand that no matter what language you speak, we all want peace in our community and our world.

### **How will you assess the success of your project**

We will assess the success of our program by the return of enough banners to hang on the 32 Victorian lamp posts in the village and by the return of enough ornaments to decorate the village holiday tree in Wiswall Park. Historically, this program is a beloved program for the village and the display is enjoyed by residents and visitors. The display is installed by the DPW staff the week after thanksgiving and will remain up until mid-January.

## **Project Narrative: Village of Ballston Spa – Holiday Banner/Ornament Program**

### **How will you publicize the event?**

We will notify people through Facebook postings, by contacting participating groups directly, such as: the Girl and Boy Scouts, Senior groups, Saratoga Bridges, Veteran groups, the Elks, 4-H and by posting on the Village Library website.

### **What does your organization hope to accomplish with this project**

We hope to build community pride and ownership through direct involvement in beautifying the village on the holiday season. The theme supports and understanding of the diversity that exists in our community and our shared hope for "Peace" and brotherhood. Along with each ornament is information about all the languages included on the various ornaments. The simple idea, that two, sometimes opposing, cultures each have a word for Peace. And that by having both languages on the same ornament shows that the two cultures have something in common.

### **What is the most critical element of your project and what is the estimated cost/dollar amount?**

The most critical element of our project is the materials to make and print the 120 banners ( single sided canvases making up one banner, 60 banners, 2 banners will hang per Victorian pole) and 370 double sided ornaments. The estimated cost for materials is \$4350.

### **How would you project change, maintain artistic integrity if you receive less than the amount requested?**

Our project would change by not having enough banners or ornaments to meet the demand by people wishing to participate; this would damage the artistic integrity by not being inclusive of the whole community. Also, should we receive less than the amount requested we would not be able to produce enough banners or ornament necessary to create a display that would cover the whole commercial district or enough ornaments to decorate the village Holiday tree.

### **Could you change project delivery if necessary due to venue closure, social distancing or other impact of the ongoing covid pandemic**

Since the display is outside, there is no threat of venue closure, social distancing or impact by Covid. We distribute the banners and ornaments, to the participants through a no contact system. Requests are made via email; the materials are put in a plastic bag and left outside under a pop up tent for individuals to pick up at their leisure. Materials are generally left overnight, which allows the materials to be safe from virus contamination. They are returned in the same manner, bins are left under the pop up tents for individuals to drop off their finished work. They are left outside for at least 12 hours to make sure they are safe from pick up.

### **How many artists are involved?**

650 approximately

**Project Narrative: Village of Ballston Spa – Holiday Banner/Ornament Program**

**How many youth?**

500

**How many are ethnic?**

100

**Other constituents**

50 intellectually different/special needs individuals.

**How many individuals will benefit from this project?**

2500

PROJECT REVENUE	EXPLANATION Please provide a breakdown for revenue listed. Expand worksheet cell if needed.	A: Revenue (\$)
<b>Earned Income</b>		
Admissions/Box Office		\$ -
Membership Dues		
Tuition, Workshop Fees, etc.		
Sales, Concessions, etc.		
Parking		
Other (Please describe)		
<b>Unearned Income</b>		
Individual Contributions		
Corporate / Business Contributions		
Government Grants - <b>not CAG</b>	Village of Ballston Spa	\$ 2,500.00
Foundation Grants		
Fundraising Events		
Other (Please describe)		
<b>Value of In-Kind Support</b>		
<b>TOTAL</b>		\$ 2,500.00

PROJECT EXPENSES	EXPLANATION Please provide a breakdown for expenses listed. Expand worksheet cell if needed.	B: Total Project Expenses (\$)
<b>Project Personnel</b>		
Administrative	Labor to Design the program, order materials, create silk	\$ 3,150.00
Artist Fees		
Artistic Supply Fees	Silk screen supplies, ink, canvas, sewing supplies, strap, grommets	\$ 4,350.00
Technical		
Other		
<b>Outside Professional Services</b>		
Administrative		
Technical		
Space Rental		
Equipment Rental		
Technology Improvements		
Artistic Supplies		
Travel/Transportation		
Advertising/Promotion		
Remaining Operating Expenses		
Event Insurance		
<b>TOTAL</b>		\$ 7,500.00
Total Expenses (B)	\$ 7,500.00	
- Total Revenue (A)	\$ 2,500.00	
Total Cost	\$ 5,000.00	←
Arts Grant Received		
Budget Notes:		

<i>Type of In-Kind Support</i>	<i>Explanation</i>	<i>Estimated Value</i>	
<b>Personnel</b>			
Administrative			
Artistic			
Technical			
<b>Equipment Rental/Purchase</b>			
<b>Space Rental</b>			
<b>Travel/Transportation</b>			
<b>Advertising/Promotion</b>			
<b>Other In-Kind</b>			
<b>Other In-Kind</b>			
<b>Other In-Kind</b>			
<b>Other In-Kind</b>			
<b>TOTAL In-Kind Support</b>			



October 24, 2022  
Frank Rossi, Jr., Mayor  
Village of Ballston Spa  
66 Front Street  
Ballston Spa, NY 12050

Dear Mayor Rossi:

Thank you for asking us to submit a proposal for accounting and bookkeeping services to the Village of Ballston Spa. We have worked to develop a complete accounting and finance solution for our municipal clients.

### **PROPOSED SERVICES**

EFPR Solutions was created to provide consistent, transparent, and personal service to our clients. Services we would provide include the following:

- Monthly bookkeeping, including voucher review and support – this includes up to 3 user access to AccuFund accounting system with ability to research historical information, print vouchers and abstract reports, as well as other financial reports.
- Payroll processing including payroll tax filing and depositing, payroll reports, W-2's, NYS Retirement reporting, Client access, and New Hire reporting.
- Limited HR support for Workers Comp and Disability Claims and reporting to the County
- Monthly reconciling and reporting with narratives to explain what the reports mean for your Town.
- Annual 1099 preparation and filing
- Closing the accounting records at year end from cash basis to modified accrual.
- Preparation of Annual Update Document and notes that explain the content of the report.
- Assistance with preparation of annual budgets and complying with NYS Tax Cap filings as needed

EFPR Solutions will generate reports and records that are in accordance with NYS Comptroller best practice guidelines and utilize the skills of our own professional staff and professional firms that specialize in critical areas for the Village. We believe these services are best provided as follows:

- EFPR Solutions would provide the services previously described. The attached packet includes information about the unique skill set of key team members.
- Software –
  1. Municipal Accounting Software:
    1. While we are familiar with many software systems, we intend to use AccuFund for a variety of reasons: 1) no software costs for the Village 2) AccuFund meets NYS OSC requirements for accounting and reporting 3) we provide user access via the internet to key Village officials which provides transparency and increased control to the Village 4) *AccuFund* can be used to create vouchers and abstracts
  2. Payroll Software:
    1. We process payroll using ADP RUN. This platform allows us to give online access to our client's employees to view their payroll records and download paystubs whenever they need them. We require a 2-day lead time to process payroll.
  3. Other: EFPR Solutions is dedicated to continually improving our services through the use of technology. We provide online support through Microsoft Teams. This solution allows us to

*EFPR Solutions LLC 100 South Clinton Ave, Suite 1500 Rochester, New York 1462 585.486.0725*



interface with our clients in real time (face to face) helping establish a working relationship with real people divided by many miles of highway.

## FEE PROPOSAL

- **Initial Accounting Data Conversion – \$1,500 (1 time fee)**
  - This service would include the actual setup and conversion of accounting data to AccuFund and the establishment of reports desired by the Board. This includes providing 3 users access to the accounting program via the internet. Data would only be for monthly totals.
- **Annual work - \$28,800 (\$3,600 per month) October 1, 2022 to May 31, 2023**
  - Monthly Bookkeeping Services: voucher review and support, bank reconciliations, and preparation of monthly reports, payroll processing and payroll tax reporting
  - Preparation and filing of Annual Update Document
- **Training and Support for New Treasurer – Billed at standard hourly rates with fee not to exceed \$9,000 without prior approval of Mayor. (Estimate 20 hours per month for 3 months)**

Our hourly fees for additional services not in our fixed fee are normally negotiated at a not to exceed amount because of government budget constraints. When the desired services are identified we will use our standard rates to determine the potential fees, but they could be discounted based on the time of the year and nature of the work. Our standard rates are as follows:

- Hourly Rate
  - Partner or Director - \$ 150 per hour
  - Senior Associate - \$ 95 per hour
  - Associate - \$ 85 per hour

## Other Matters

We understand that the Village could require independent certified audits. While we will not be able to conduct audits since we are not independent, we typically have been able to reduce audit fees because of our knowledge of what CPA firms require. In addition, NYS Municipal law recommends that municipalities conduct annual audits of the Village Justices. We can perform those services at relatively low rates since we would be independent. We would appreciate the opportunity to discuss both of these with you.

We appreciate the opportunity to submit this proposal. If you or any member of the Village Trustees have questions or would like additional information, please contact me at 585-295-0514 office or 585-750.2794 cell.

Very truly yours,

Tina M. DeNigro, SHRM-CP  
Director  
**EFPR Solutions, LLC**  
An Affiliate of EFPR Group LLP