

**FY2017 Sponsored Project Budget Form  
- New York State Council on the Arts -**

	<b>Project Budget</b>
<b>EARNED INCOME</b>	
Admissions	
Contracted Services	
Tuition and Workshop Fees	
Fundraising Events	
Other Earned Revenue	
<b>Total Earned Income</b>	

<b>CONTRIBUTED INCOME</b>	
Corporate Support	
Foundation Support	
Private Support	
NEA Support	
Federal Support	
State Support (non-NYSCA)	
County Support	
Municipal Support	
<b>Total Contributed Income</b>	
Other Revenue	
<b>TOTAL INCOME</b>	

<b>EXPENSES</b>	
Personnel - Administrative	
Personnel - Artistic	
Personnel -Technical/Production	
Fringe Benefits	
Outside Artistic Fees and Services	
Other Outside Fees and Services	
Regrants	
Space	
Travel	
Marketing/Advertising	
Remaining Operating Expenses	
<b>TOTAL EXPENSES</b>	

<b>Surplus (Deficit) Before NYSCA</b>	
NYSCA Grants Received/Requested	
<b>Surplus (Deficit) After NYSCA</b>	

**Budget Notes**  
(2000 character limit)

## Sponsored Request Form

### Architecture + Design - Independent Projects

Answer the questions below on this form, including the Project Budget, and return to your Fiscal Sponsor. A completed Sponsored Request Form is required from all sponsored organizations and individuals. In the event that an applicant fails to submit the completed Sponsored Request Form, the application will not be eligible for review. Please review the [program guidelines](#) carefully for program prerequisites and eligibility requirements.

(2000 character limit per question)

#### **Independent Projects Questions:**

Artist Name	<input type="text"/>
Project Title	<input type="text"/>
Project ID	<input type="text"/>

#### ***Artistic/Programmatic***

##### **1. Project Overview**

Describe the project, emphasizing the design work which is part of this request. Discuss how this design project will advance and provide a contribution to its field.

## **2. Project Context**

Provide context to show how this project builds on similar work in your field, is unique or tackles an issue/problem in the field in a new way.

### ***Managerial/Fiscal***

## **3. Project Lead or Team**

Highlight the qualifications of the individual (or team) demonstrating how the individual or team possesses the necessary experience and qualifications to advance this project.

**4. Project Management**

Detail the time frame for project completion during the application grant period. If more than one person is involved, describe how the work will be delegated or coordinated.

***Service to the Public***

**5. Project Accessibility**

Define the project's intended audience and how this project will be made accessible to that audience.

## ***Support Materials***

### **6. Support Materials**

Please submit the required support materials as detailed in the guidelines and list them here.

### **Independent Projects Support Materials:**

*Please send the required support materials below to your Fiscal Sponsors.*

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2016. NYSCA is not responsible for any broken, inactive or password protected links.

**In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review.** For a more detailed description of how to submit your support materials for this application, please click [here](#) for more information.

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each.
2. *Up to 15 images or website reference*, representative of recent work and your proposed project. Be sure to identify the images.
3. *Proof of New York State Residency*. Please refer to the “Eligibility Criteria” for details on acceptable documentation. We must have two different documents *for each person* listed in the project title. For example: Smith/Jones: Suburban Landscapes requires a total of 4 forms of proof of residency while Thompson: Green Design requires 2 forms of proof.
4. *For projects intended for installation in public spaces only*: please provide documented permission to use the site.
5. *For projects involving a publication only*: an outline and up to 5 pages of sample text.