

**FY 2017 Sponsored Organization Information Form**

**- New York State Council on the Arts -**

**Music Program**

**Basic Organizational Information**

For project support applicants only. Sponsored requests are not available for other funding categories

Organization Name \_\_\_\_\_

AKA \_\_\_\_\_

Federal Employer ID# \_\_\_\_\_

Year Founded \_\_\_\_\_

Web Site(URL) \_\_\_\_\_

Organization's Phone \_\_\_\_\_

Address1 \_\_\_\_\_

Address2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant County \_\_\_\_\_

## Project Contact

Name

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Title

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Phone

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Fax

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Email Address

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**Organization Mission**

(1000 character limit)

**Organization Activities**

(1000 character limit)

Activities: Give a brief summary of your organization's activities that provides a general overview of what you do as an organization. Please relate these activities to your mission statement in the previous question.

**Organization Constituency**

(1000 character limit)

Given your mission to the community you serve, how does your organization address diversity and inclusiveness?

What actions has your organization taken to make your facilities, programs, and/or communications systems accessible and usable by all?

Briefly describe your facilities, if any. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future.

**Organization Facilities (if applicable)**

Organization's facilities/real estate are:  Owned  Rented  Donated  Shared

If rented, date current lease expires?

Days/Hours/Season of Operation

Please indicate the number of each event your organizations hosts annually. Enter zero if your organization does not host a particular event:

Productions

Exhibitions

Classes

Tours

Films

Lectures

Performances



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

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
<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>			

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
<b>Surplus (Deficit) Before NYSCA</b>			
NYSCA Grants Received/Requested			
<b>Surplus (Deficit) After NYSCA</b>			

<b>IN-KIND CONTRIBUTIONS</b>			
In-Kind Contributions			

<b>ORGANIZATION ASSETS</b>			
Savings / Checking Accounts			
Endowment Funds			
Capital Property / Real Estate			

**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

### Music - Project Support

Answer all questions below on this form, including the Organization Profile, Organization Budget, and Project Budget and return to your Fiscal Sponsor along with your support materials. 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)

#### **Project Support Questions:**

Project Title

Project ID

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

##### **1. Program Overview**

Describe the program(s) planned for the proposed year. How will they help the organization realize its artistic and cultural vision? Specifically, identify the concert venues, dates, and intended programming for upcoming performances. Only indicate programming occurring in New York State.

## **2. Challenges and Developments**

Describe recent significant changes or developments in the season's programs. If the project was previously supported by the Music Program, note any changes that occurred over the last season. Indicate planned changes in programs and repertoire including the performance of works of composers not previously presented.

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

#### **3. Artist Fees**

What are the fees paid to musicians, guest artists, and any related concert personnel for rehearsals and performances?

**4. Project Personnel**

Who is responsible for selection of your organization's repertoire and guest artists? Please provide a brief summary of their background.

**5. Finances**

Describe plans for meeting project expenses, including new fundraising activities. How would the scope of the project change if the full request for NYSCA funding is not received? Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, outside artists' fees, marketing, and remaining operating expenses. The project budget must only include activities occurring in New York State.

**6. Organizational Development**

Describe the role of the board and staff in the development and ongoing assessment of programs and services. Summarize any long-range plan the organization may have.

***Service to the Public***

**7. Audience/Marketing**

Describe the organization's marketing plan, including efforts aimed at reaching new audiences.

**8. Education and Interpretation**

Describe how the content and theme of your concert or festival program will be interpreted for the audience, such as through lecture/demonstrations, lectures, program booklets, talk backs and activities for families and children.

**Community Context**

Are there other organizations providing similar musical performances in the surrounding community? Describe any partnerships or collaborations with community and cultural organizations.

## **Project Support/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. *Recordings, in audio or video, of one or more recent (i.e. within the last year or two) performances which should include a variety of works.* Opera companies are required to submit at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. Relevant printed material (e.g. seasonal brochure, flyer, press kit), and one or two concert programs. We do not use reviews from newspapers or other media coverage in our deliberations, although you are welcome to send one copy of such coverage or any other printed materials for internal review. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. A listing of events that occurred in New York State during the past year, and that are planned for the coming year, including artists, venues and actual or projected attendance. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
4. Website, Facebook, Twitter, Youtube, and other references. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.