



**Council on  
the Arts**

ANDREW M. CUOMO  
Governor

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Interim Executive Director

# **GUIDELINES AND APPLICATION INSTRUCTIONS**

New York State Council on the Arts  
State & Local Partnership Program  
FY2017

**Guideline Release Date: February 8, 2016**

**Application Due Date: March 30, 2016 by 4:00 PM**

**New York State Council on the Arts**

**Timetable of Key Events:**

Event:	Date:
Open Period Begins	February 8, 2016
Open Period Ends/ Application Period Begins	February 25, 2016
Applications Due	March 30, 2016; 4pm EST
Award(s) Announced By	November 15, 2016

**Eligibility:**

The New York State Council on the Arts awards grants to nonprofit organizations either incorporated in or registered to do business in New York State, Indian tribes in New York State, and units of government in municipalities in New York State. An organization must have its principal place of business located in New York serving the State's constituents.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

See the Eligibility section for a more detailed description.

**Inquiries & Designated Contact Information:**

Contact Information for the State & Local Partnerships program is as follows:

Arian Blanco, Program Director (212) 459-8815; or [arian.blanco@arts.ny.gov](mailto:arian.blanco@arts.ny.gov)  
Leanne Tintori Wells, Program Director (212) 459-8816; or [leanne.wells@arts.ny.gov](mailto:leanne.wells@arts.ny.gov)

**Prequalification:**

All Applicants must be registered with Grants Gateway and be Prequalified at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered. For more information about Grants Gateway and Prequalification, please visit the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) or contact the Grants Reform Team at: [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). The Grants Reform help desk/hotline can be reached at (518) 474-5595.

Grants Gateway Document Vaults must be submitted no later than March 22<sup>nd</sup> in order to prequalify your organization by the March 30<sup>th</sup> deadline. If you wait until March 22<sup>nd</sup>, NYSCA cannot guarantee any issues that arise during staff review, including missing or incorrect documents, will be resolved by the application deadline. Consequently, NYSCA urges you to submit immediately.

If you are already prequalified, please check your vault status to ensure that none of your documents expires prior to the March 30<sup>th</sup> application due date.

New to Grants Gateway? Visit [www.grantsreform.ny.gov](http://www.grantsreform.ny.gov) for information on how to begin the prequalification process.

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## About the New York State Council on the Arts (NYSCA)

### *Mission*

The New York State Council on the Arts is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens. The Council believes in supporting the following:

- Artistic excellence and the creative freedom of artists without censure, and
- The rights of all New Yorkers to access and experience the power of the arts and culture, and the vital contribution the arts make to the quality of life in New York communities.

NYSCA strives to achieve its mission through its core grant-making activity and by convening field leaders, providing information and advisory support, and working with partners on special initiatives to achieve mutual goals. Further, NYSCA's vision for cultural development in the State is reflected in the following goals:

- Sustaining a vital ecosystem of individual artists and cultural organizations that supports the creation, presentation, critical review, and distribution of the arts and culture;
- Celebrating our rich range of artistic and cultural resources inclusive of diverse cultures and aesthetics;
- Encouraging artistic and discipline field advancement;
- Broadening public access, appreciation, participation, and education in the arts and culture throughout the State; and
- Providing recognition and professional advancement for artists and arts administrators.

### *Values*

At NYSCA, our efforts are guided by our belief in the fundamental importance of arts and cultural expression in people's lives and a commitment to serving our three constituencies: artists, arts and cultural organizations, and the public. We believe that:

Artists are at the center of creative endeavor. Therefore, we are committed to providing artists with opportunities for artistic development and the public presentation of their work. Toward this end, the Council encourages arts and cultural organizations to work with artists to support the creation, presentation, and dissemination of their work, and serves as an advocate on artists' issues.

**Strong arts and cultural organizations are vital to connecting the arts to people's lives.** We are committed to assisting a wide range of arts and cultural organizations – small and large, new and established – to achieve their artistic, programmatic, educational, community, and organizational goals. As the arts field evolves and changes, NYSCA seeks to support organizational development and ongoing professional development, continuity of leadership, and improvement of professional conditions for leaders within cultural organizations.

Every citizen of New York State can have a meaningful connection to creativity and every community has a right to cultural self-determination. The Council is also committed to make the arts accessible to all the citizens of New York State. We aim to support worthy artistic and cultural activities that serve traditionally underserved communities or populations. These are the racially or culturally diverse, economically disadvantaged, people with disabilities, rural populations, and those who may experience discrimination on the basis of age, gender, or sexual orientation. We are committed to fostering public understanding and enjoyment of arts and culture through support of arts education, public participation, and lifelong learning programs in schools and community settings for children and adults.

## **NYSCA Grants**

NYSCA accepts grant proposals for the advancement of the arts each year. For FY2017, NYSCA will provide for grants in 15 discipline-based funding areas.

- Architecture & Design: This program prioritizes the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and interior design.
- Arts Education: This program is committed to nurturing the creativity of all New York's citizens, especially the learners and leaders of tomorrow.
- Dance: This program supports quality programming and efforts to build audiences for the art form throughout the State.
- Electronic Media & Film: This program advances artistic exploration and public engagement in the media arts.
- Facilities: This program supports Arts and cultural organizations that own or lease buildings and face myriad challenges in managing those structures.
- Folk Arts: This program supports traditional cultural expressions through which a group maintains and passes on its shared way of life.
- Individual Artists: This program offers support for the creation of new work by New York State artists through artist initiated projects in electronic media (video, sound art, installations, and new technologies) and film production, and the commissioning of new work by composers, choreographers and theatre artists.
- Literature: This program offers support to a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public.
- Museums: This program advances museums and related professional service organizations by offering support for arts, cultural and heritage activities by underscoring the importance of clear planning to foster stronger institutions, and encourages partnerships and collaboration to broaden an organization's perspective and assist in better serving the public.
- Music: This program fosters the creation, production, and performance of musical events of outstanding professional quality by offering support for public performances by established and emerging professional music organizations representing a broad spectrum of musical expression.
- Presenting: This program develops, nurtures, and strengthens presenters of live professional performing arts inclusive of works that explore multiple disciplines and arts forms, boundaries between art disciplines, and new forms of expression.
- Special Arts Services: This program provides organizational and project support for professional arts activities that serve distinct cultural communities.

- State and Local Partnerships: This program fosters the growth and development of arts and culture at the local level in all of the State's communities and regions.
- Theatre: This program offers support to professional theatre companies with ongoing production and development programs, and service organizations.
- Visual Arts: This program offers support to a wide range of contemporary art activity for the benefit of the public and the advancement of the field.

Within each of the 15 discipline-based funding categories NYSCA provides the ability to request funds in a range of varying subcategories, including but not limited to General Operating Support, Project Support and Re grants and Partnerships.

## Eligibility

The New York State Council on the Arts awards grants to nonprofit organizations either incorporated in or registered to do business in New York State, Indian tribes in New York State, and units of government in municipalities in New York State. An organization must have its principal place of business located in New York serving the State's constituents.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

A fiscal sponsor is a New York State nonprofit organization that applies to NYSCA on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a NYSCA-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the NYSCA grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

### ***Eligibility Requirements***

Applicants must meet all of the following eligibility requirements by the application deadline established on page 2. Organizations must be compliant with the eligibility requirements identified below at the application due date as identified on page 2 of this document.

#### **1. Prequalification**

Nonprofits must be registered with Grants Gateway and Prequalified at the time and date that the application is due. Applicants are strongly encouraged to review their document vaults prior to the application deadline to ensure that their documents are up to date. Additional information on registering with Grants Gateway and the Prequalification process can be found in the Prequalification section of this document. (Units of local government and Indian Tribes are exempt from the prequalification requirement.)

#### **2. Final Reports**

For all current grantees, the timely submission and staff approval of all mandated Final Reports is required before an application can be made to the Council. Please log onto the NYSCA website and visit the Organization Home page on the online grant application system to review the report(s) that are due, overdue or incomplete. All Final Reports must be submitted and approved prior to the application due date noted on page 2 of this document.

#### **3. Activity Period**

The activity for the request must fall within the January 1, 2017 to December 31, 2017. Work outside this period is not eligible for this request.

## Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require nonprofits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

All Applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from nonprofit Applicants that have not registered and are not Prequalified in the Grants Gateway by the application due date and time listed at the beginning of this document cannot be evaluated. If you are not Prequalified at that time and date, your application will not be considered. **Such applications will be disqualified from further consideration.**

Grants Gateway Document Vaults must be submitted no later than March 22<sup>nd</sup> in order to prequalify your organization by the March 30<sup>th</sup> deadline. If you wait until March 22<sup>nd</sup>, NYSCA cannot guarantee any issues that arise during staff review, including missing or incorrect documents, will be resolved by the application deadline. Consequently, NYSCA urges you to submit immediately.

Below is a summary of the steps that must be completed to meet registration and Prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements and an online tutorial is available to further explain the process.

**PLEASE NOTE: The information included here regarding Prequalification is not intended to be exhaustive, and Applicants should visit the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) or contact the Grants Reform Team ([grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov)) for more information about Grants Gateway and Prequalification. The Grants Reform help desk/hotline can be reached at (518) 474-5595.**

### 1. Register for the Grants Gateway

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Reform Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your Username please email [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.

### 2. Complete your Prequalification Application

- Log in to the Grants Gateway. **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification application. Optional Documents are not required unless specified in this document.
- Specific questions about the Prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@its.ny.gov. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

### 3. Submit Your Prequalification Application

- After completing your Prequalification application, click the **Submit Document Vault** link located below the Required Documents Section to submit your Prequalification application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification application has been approved, you will receive a Gateway notification that you are now Prequalified to do business with New York State.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. Expired documents will lead to the loss of Prequalification status.

If you are not yet registered with Grants Gateway, there are many resources available to help you understand how to register and become Prequalified:

- [The NYS Grants Reform Website](#)
- [Video: Grants Gateway Registration](#)
- [New York State Prequalification System for Grants Contract Vendors: A Resource Manual and Users Guide for Not-for-Profit Vendors](#)
- Biweekly Document Vault webinars. All information can be found on the Grants Reform website [Training Calendar](#).

The Grants Reform Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Learn more including times and dates for these webinars: <http://grantsreform.ny.gov/training-calendar>. Any additional technical training related to this application will also be posted to the training calendar.

You can also contact the Grants Reform Team for additional assistance:

Phone: (518) 474-5595

Email: GrantsReform@its.ny.gov

## Grant Amounts

The Council's overall funding is determined annually during the State's budgeting process and approved by the NYS Legislature. There is no assurance that the Council's funding awards will remain the same over an annual or multi-year term.

Previous grant funding from the Council does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels.

The Council does not make grants in amounts less than \$2,500, nor does it make grants that would constitute the sole source of financial support for an organization.

The Council rarely funds more than 50% of a project's entire budget, and in the case of requests for general support, the Council rarely funds more than 25% of an organization's budget.

### ***Single-year and Multi-year Grants***

Some Council grants are awarded on a single-year basis, and some grants are awarded on a multi-year basis and are renewable for up to five years.

Organizations with a continuing multi-year grant or grants must register each of those grants in the NYSCA system for each year they are in effect. Failure to register a continuing multi-year grant will result in cancellation of the grant.

Multi-year support is awarded when the panel, staff, and Council agree that a similar level of service or activity will be sustained by the applicant organization over successive years. Multi-year grants represent the Council's agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years. Annually, multi-year grantees are required to: update the Organizational Information Profile, register for continued multi-year support, notify Council staff of their programming, activities and any major institutional changes, and file annual final reports.

## **Funding Restrictions**

### ***Limitations of the Number of Applications***

For FY2017, organizations are limited to two grant requests each. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories are exempt from the two request limit (in other words, requests in these categories do not count towards an organization's limit of two requests).

- Architecture and Design Program - *Independent Projects category*
- Dance Program – *Rehearsal Space and Residencies category*
- Electronic Media & Film Program – *Workspace, Art & Technology category*
- Facilities Program - *All categories*
- Folk Arts Program - *Apprenticeships category*
- Folk Arts Program - *Regional and County Folk Arts Programs category*
- Individual Artists Program – *All categories*
- Literature Program – *Translation category*
- State and Local Partnership Program - *Decentralization category*
- All Programs - *Regrants and Partnerships category*

### ***Ineligible Activities***

New York State law and Council policy restrict the types of activities and expenditures that the Council may fund. The Council is unable to award funding for the following:

- Accumulated deficits and debt reductions
- Activities not open to the public, for example, activities restricted to an organization's membership. Funded activities must be open to the public and promoted as such
- Competitions and contests

- Components of an organization's budget that are not directed towards programs in New York State
- Entertainment costs for receptions, openings, and fundraising benefits/events
- Major expenditures for the establishment of a new organization
- Operating expenses and fellowships at professional training schools that are not open to the general public
- Operating expenses of privately owned facilities (such as homes and studios)
- Out-of-State travel expenses
- Programs of public school districts or their components or affiliates
- Programs that are essentially recreational, rehabilitative, or therapeutic
- Programs of New York State agencies or departments
- Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
- Programs of public colleges and universities except under limited circumstances. Entities with close public college or university affiliations will be examined on a case-by-case basis to determine eligibility. **Such applicants are strongly advised to contact Council program staff listed on page 2 of this document in advance of the registration deadline to determine eligibility.**

## Application Timeline

### 1. *Open Period*

**For FY2017, the grant opportunity timeline will commence with an open period during which** NYSCA staff members will be available to answer questions that arise during the development of a funding proposal. NYSCA encourages all applicants to consult with Program staff regarding the types of programs that can be funded as well as to secure input on how best to complete their application well before the application period opens.

Contact information for this program is included on page 2.

### 2. *Application Period*

The application period opens on February 25, 2016. To establish a complete application, each applicant must register their request in the NYSCA system **and** submit a Grants Gateway application for each program they are applying to. To ensure the fairness of the FY2017 NYSCA application process for all NYSCA applicants and in compliance with New York State procurement guidelines, Program Staff will not be able to discuss or review application contents or answer substantive questions about proposed projects or program guidelines once the active application opens.

However, NYSCA and Grants Gateway staff are always available to answer any technical questions about how to utilize the NYSCA or Grants Gateway systems. Please do not hesitate to contact NYSCA's offices with questions. Phone: 212-459-8800. NYSCA has a [Help Desk](#) designed to assist applicants with the technical aspects of the online application process.

Grants Gateway staff is also available to answer technical questions about the Grants Gateway system. They can be contacted at [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov); or (518) 474-5595.

**Please note that as the application deadline approaches, staff receive a high volume of calls and emails and response times may slow. We strongly urge all applicants to begin the prequalification and application process as soon as possible.**

### 3. *Applications Due*

Applications are due at the date and time established on page 2 of this document. **When submitting your application in the Grants Gateway please be aware that only a Grantee Contract Signatory or a Grantee System Administrator can submit an application on behalf of your organization. Other roles may be able to initiate an application but the actual submission must be completed by the roles previously mentioned. If you are signed in to the Grants Gateway with any other role you will not be able to submit your application.** Applications submitted after the deadline will not be eligible for funding.

## Overview of the Application Process

The following sections provide an overview of the steps needed to complete an application by various types of applicants. Organizations applying on their own behalf will follow the steps outlined in the Standard Instructions section below. Organizations applying as a fiscal sponsor for another organization will follow the steps outlined in the Fiscal Sponsor Instructions.

All successfully submitted applications will be reviewed and evaluated by NYSCA staff, advisory panels and Council. Funding notifications will be issued in Fall 2016. **All new FY2017 contracts will be issued on or around January 1, 2017 and will have a January - December 2017 contract term. This is the period in which the funded activity must occur. Please plan accordingly.**

## Standard Instructions

### **Step 1: Register each new request on the NYSCA website**

Applicants for new support must register all requests on the NYSCA website. The NYSCA portal will open on February 25, 2016 and close at the application due date established on page 2 of this document. To successfully register a request, organizations must, in this order:

1. Complete the Organization Information
2. Complete the Organization Budget
3. Complete the Registration Form

After completing these three sections, the NYSCA website will generate a unique 'Project ID' for each successfully registered request. Applicants are required to include this 'Project ID' as part of each Grants Gateway application.

Instructions for the NYSCA website can be found on page 15 of this document.

### **Step 2: Complete NYSCA's application in the Grants Gateway**

All applicants for new support must also complete an application on the Grants Gateway for each request. NYSCA's Grants Gateway application will open February 25, 2016 and close on the application due date established on page 2 of this document. In the Grants Gateway, applicants must:

1. Complete the Project / Site Address
2. Answer all Program Specific Questions
3. Complete an Expenditure Budget
4. Complete a Work Plan
5. Upload Support Materials

## Fiscal Sponsor Instructions

**What is a Fiscal Sponsor?** A Fiscal Sponsor is a New York State nonprofit organization that applies to NYSCA on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a NYSCA-funded project, receiving and disbursing funds related to the grant, assuring that the project is carried out as described and submitting the final report of grant activity.

### Completing a sponsored application for new NYSCA support is a five step process:

**Step 1:** The Fiscal Sponsor registers each sponsored request on the [NYSCA website](#). To successfully register a request fiscal sponsors must, in this order:

- Complete the Organization Information
- Complete the Organization Budget
- Complete the Registration Form

**Step 2:** The Fiscal Sponsor sends the Sponsored Request Form to the Sponsored Entity to complete and return. A copy of the Sponsored Request Form can be found in the appendix of this document.

- Upon registering a request(s), you are provided a link to download the Sponsored Request Form for the Sponsored Entity to complete.
- The NYSCA website will also generate a unique 'Project ID' for each successfully registered request. Each Fiscal Sponsor is required to include the 'Project ID' as part of each Grants Gateway application. The 'Project ID' is also required on the Sponsored Request Form.

**Step 3:** The Sponsored Entity completes the Sponsored Request Form. This form is a fillable PDF. The Sponsored Request Form requires the following information:

- General Information on the Sponsored Organization/Individual
- Project Budget
- Project ID
- Narrative Application Questions

**Step 4:** The Sponsored Entity returns the completed Sponsored Request Form and required support materials to the Fiscal Sponsor well before NYSCA's application deadline.

**Step 5:** Fiscal Sponsor completes and submits one Grants Gateway application for each sponsored request.

- Each Sponsored Request Form must be uploaded as a support material to the Grants Gateway application.
- Include the unique 'Project ID' as part of the Grants Gateway application.
- In the Program Specific Questions section of the Gateway, please answer the Basic Eligibility Questions for the Fiscal Sponsor organization and the first two Standard Questions. If additional Standard questions appear please enter N/A.
- All other Program Specific Questions are completed on the Sponsored Request Form. Please do not complete any other Category Specific Questions in the Grants Gateway.

## Training and Application Resources

Webinars and training sessions about the application process including how to work in both the NYSCA and the Grants Gateway system will be offered. A schedule of webinars and training sessions and other application resources will be available. Please see [NYSCA's Training Calendar](#) and the [Grants Reform Training Calendar](#). We strongly urge all applicants to:

- Carefully review the Guidelines and Application Instructions contained within this document and on both the [NYSCA homepage](#) and [Grants Reform website](#).
- Participate in the webinars and/or trainings with NYSCA and Grants Gateway.
- Visit [NYSCA's YouTube channel](#) and [Grants Reform YouTube channel for tutorials](#).
- Contact [NYSCA Program Staff](#) with questions about the guidelines or proposed projects before NYSCA's Grants Gateway application opens on February 25, 2016.
- Review the [Grantee User Guide](#) found on the Grants Reform website.

## The Application Process

The following sections illustrate the steps needed to complete an application by various types of applicants. This process begins with registration in the NYSCA system and is followed by submission of a Grants Gateway application.

### Registering in the NYSCA System

Registering your request is the first step to apply for NYSCA FY2017 Funding. To register, organizations must complete three forms: Organization Info, Organization Budget and Registration. Organizations will not be granted access to the Registration Form until the Organization Info and Organization Budget forms have been completed.

#### Getting Started

Login to the [NYSCA system](#).

**Login**

---

Please enter your username and password

Username

Password

**Login**

---

**New User to NYSCA?**  
Click [here](#) for instructions on creating a NYSCA account for your organization.

---

**Need Your Password?**  
Fill in your User Name and click the button below. Your current password will be emailed to you.

**Send Password**

#### Organization Information

To begin the registration process, select Organization Info on the left navigation bar.



Complete the Organization Information questions. Use the “Save” and “Next” buttons to move through the required questions. If you are unsure how to answer a question, click on the underlined questions for help. A complete list of questions is available following the screenshots in this section.

**Organization Information >> Demographic Information**

**Organization's Legal Name:** NYSCA Arts Organization  
**Federal Employer ID# (FEI):** 66-7777777      **501(c)(3):** Yes  
**NP Type:** NP Dept of State      **Year Incorporated:** 1982  
**Charities Registration Number:**      **Fiscal Year Ends:** 1231

**AKA**

**Web Site(URL)**  Click on any underlined questions for help.

\* **Address1**

**Address2**

\* **City**

\* **State** New York

\* **Zip Code**

\* **Organization's Phone**  (Enter in XXX-XXX-XXXX format)

\* **Applicant County** New York ▼

\* Required field Save Next>>

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 [Staff](#)

↑ You are here

Upon completing the Organization Information, click Submit. You may review all your answers on one screen using the Review/Print button. While this screenshot is not repeated, this function is available on subsequent screens.

**Organization Information**

**If all your information is complete and accurate and you are ready to submit your form, select the Submit button.**

If you would like to obtain a print of your information, select the Review/Print button. Your form will display in a new browser window. Select 'File', 'Print' on your browser menu to print the form.

Submit Review/Print

---

**SAVE your data before changing pages with one of the buttons below.**

[Staff](#)
 [Board](#)
 [Const1](#)
 [Const2](#)
 [Const3](#)
 [Facilities](#)
 [Submit](#)

## Organization Budget

Select Organization Budget on the left navigation bar. Click 'Edit Org Budget' to begin.

Portfolio Home  
 Organization Info  
 Project Contacts  
**Organization Budget**  
 Grant History  
 Application History  
 Change Password

## Org Budget >> Intro Page

The Organizational Budget Form provides fiscal details about your organization's operating budgets for three years. For your convenience, the information entered here is saved and carried forward each year. Capital income and expenses and depreciation are not reported on this form.

This form is always available for you to update with your latest figures or projections. Please note that these figures will be used in evaluating your grant requests. Your organization is responsible for maintaining this information in an accurate and timely manner. Enter all figures as whole dollars, with no commas or decimals.

To continue, click 'Edit Org Budget' to enter or update budget figures. Click 'View Org Budget' to review or print your current figures. Click 'View Blank Form' to review or print a blank budget form.

Complete the Organization Budget questions. Use the “Save” and “Next” buttons to move through the required questions. If you are unsure of what a question is asking, click on the underlined questions for help. A complete list of questions is available following the screenshots in this section.

## Org Budget >> Earned Income

Modified on: 02/04/2016      Budget Status: In Progress      [View budget summary](#)

EARNED INCOME	Prior completed fiscal year	Last completed fiscal year	Current fiscal year(actual plus projected)
<u>Admissions</u>	\$5,500	* <input type="text"/>	* <input type="text"/>
<u>Contracted Services</u>	\$500	* <input type="text"/>	* <input type="text"/>
<u>Tuition and Workshop Fees</u>	\$0	* <input type="text"/>	* <input type="text"/>
<u>Fundraising Events</u>	\$10,500	* <input type="text"/>	* <input type="text"/>
<u>Sales/Concessions</u>	\$3,000	* <input type="text"/>	* <input type="text"/>
<u>Rental Income</u>	\$0	* <input type="text"/>	* <input type="text"/>
<u>Advertising/Sponsorships</u>	\$250	* <input type="text"/>	* <input type="text"/>
<u>Investment/Dividends/Transfer</u>	\$15,500	* <input type="text"/>	* <input type="text"/>
<u>Other Earned Revenue</u>	\$1,500	* <input type="text"/>	* <input type="text"/>

\* Required field

**SAVE your data before changing pages with one of the buttons below.**

Earned  
  Contributed  
  Personnel  
  Oth Expenses  
  In Kind/Assets  
  Done

↑  
You are here

Upon completing the Organization Budget, click Submit. You may review all your answers on one screen using the Review/Print button.

## Registration Form

To access the Registration Form, click Edit Your Registration Form

 **Org Budget >> Congratulations**

Your organization's budget form has been completed. You may return at any time to update your figures as needed by clicking on the "Organization Budget" link on the left navigation bar.

During the registration period, you are now able to register your NYSCA requests for this year.

[Edit Your Registration Form](#)

To begin the Registration Form, click 'Begin New Project'.

 **FY17 Registration >> Projects Page**

No projects to be displayed.

[Begin New Project](#) [View Blank Registration Form](#) [View Registration](#)

Complete the Registration questions. Use the "Save" and "Next" buttons to move through the required questions. If you are unsure of what a question is asking, click on the underlined questions for help. A complete list of questions is available following the screenshots in this section.

 **FY17 Registration >> Program/Category/Application**

Please wait for the screen to refresh after selection of Program and Category.

\* Program Name

\* Program Category

**Based on your program/category selection, your application deadline is March 31.**

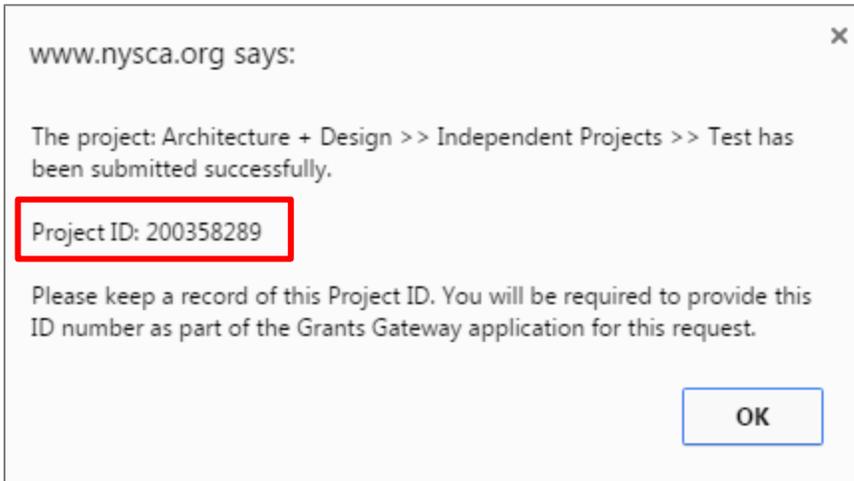
\* Required field

---

**SAVE your data before changing pages with one of the buttons below.**

 You are here

Upon completing all Registration questions, click Submit. A pop-up will appear confirming submission and providing your Project ID. Make note of this Project ID as it will be required in the Grants Gateway application.



The website will then redirect to your Projects Page where you can review all registered projects and begin a new registration if necessary. Your Project ID is displayed on this page. Sponsored Requests can be located the applicable Sponsored Request Form by clicking on the Program Name.

Program	Category	Project ID	Request Amt	Actions
<a href="#">Architecture + Design</a>	Independent Projects	200358289	\$50	<a href="#">Edit</a> <a href="#">Delete</a> Registered

Click here to register another request

Sponsored Request Forms are located here

## **Organization Information**

See below for the full list of information needed to complete the Organization Information section.

### **Demographic Information**

- AKA
- Website (URL)
- Address1
- Address2
- City
- State
- Zip Code4e4
- Organization's Phone
- Applicant County

### **Contact Person Information**

- Primary Contact
  - First Name
  - Last Name
  - Title
  - Phone
  - Fax
  - Email Address
- Secondary Contact
  - First Name
  - Last Name
  - Title
  - Phone
  - Fax
  - Email Address
- Board Chairman/President
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email Address
  - Street Address1
  - Street Address2
  - City
  - State
  - Zip Code

### **Applicant Non-Profit Status**

- Applicant Organization is a NYS nonprofit corporation through the Department of State.
- Charities Registration Number
- Any other tax-exempt status

### **Organization Profile**

- Applicant Discipline
- Applicant Institution
- Applicant Status
- Organization's DUNS Number
- Organization's Latitude
- Organization's Longitude

- Constituents/Participants Breakdown

## **Organization Mission**

### **Organization Activities**

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

### **Organization Staff Members (Details)**

- First Name
- Last Name
- Title
- Year Start
- Annual Salary Range
- Full time?

### **Organization Staff Members (Totals)**

- Number of Full-time Staff
- Number of Part-time Staff
- Number of Volunteers
- Number of Interns
- Number of Independent Contractors

### **Organization Board Officers (Details)**

- First Name
- Last Name
- Profession/Affiliation
- Year Elected

### **Organization Board Officers (Totals)**

- Total Number of Board Members

### **Organization Constituency 1**

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

### **Organization Constituency 2**

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

### **Organization Constituency 3**

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

### **Organization Facilities**

- Organization's facilities/real estate are: Donated or Shared?
- If rented, date current lease expires?
- Days/Hours/Season of Operation
- Number of Paid Visitors/Users/Audience
- Number of Free Visitors/Users/Audience
- Total Number of Visitors/Users/Audience
- Number of Paid Virtual Audience
- Number of Free Virtual Audience
- Total Number of Virtual Audience
- Paid Attendance – Children
- Free Attendance - Children
- Total Attendance – Children

### **Project Contacts**

- First Name
- Last Name
- Phone
- Email Address

*Questions Subject to Change*

### **Organization Budget**

You must provide the following information for your prior completed fiscal year, last completed fiscal year, and current fiscal year (actual plus projected).

#### **Earned Income**

- Admissions
- Contracted Services
- Tuition and Workshop Fees
- Fundraising Events
- Sales/Concessions
- Rental Income
- Advertising/Sponsorships
- Investment/Dividends/Transfer
- Other Earned Revenue
- Total Earned Income

#### **Contributed Income**

- Corporate Support
- Foundation Support

- Private Support
- NEA Support
- Federal Support
- State Support (non-NYSCA)
- County Support
- Municipal Support
- Total Contributed Income
- Other Revenue

**Total Income**

**Expenses**

- Personnel - Administrative
- Personnel - Artistic
- Personnel - Technical/Production
- Fringe Benefits
- Outside Artistic Fees and Services
- Other Outside Fees and Services
- Re grants
- Space
- Travel
- Marketing/Advertising
- Remaining Operating Expenses

**Total Expenses**

- Surplus (Deficit) Before NYSCA
- NYSCA Grants Received/Requested
- Surplus (Deficit) After NYSCA

**In-Kind Contributions**

- In-Kind Contributions

**Organization Assets**

- Savings / Checking Accounts
- Endowment Funds
- Capital Property / Real Estate

***Registration Information***

See below for the full list of information needed to complete the Registration Information section.

**General Information**

- Project Description
- Project Total Cash Expenses
- NYSCA Grant Request

**Project Contact**

- Contact First Name
- Contact Last Name
- Contact Phone
- Contact Email

**Project Activity / Audience Information**

- Arts Discipline
- Activity Type
- NEA Primary Strategic Outcome

**Sponsored Project (only if applicable)**

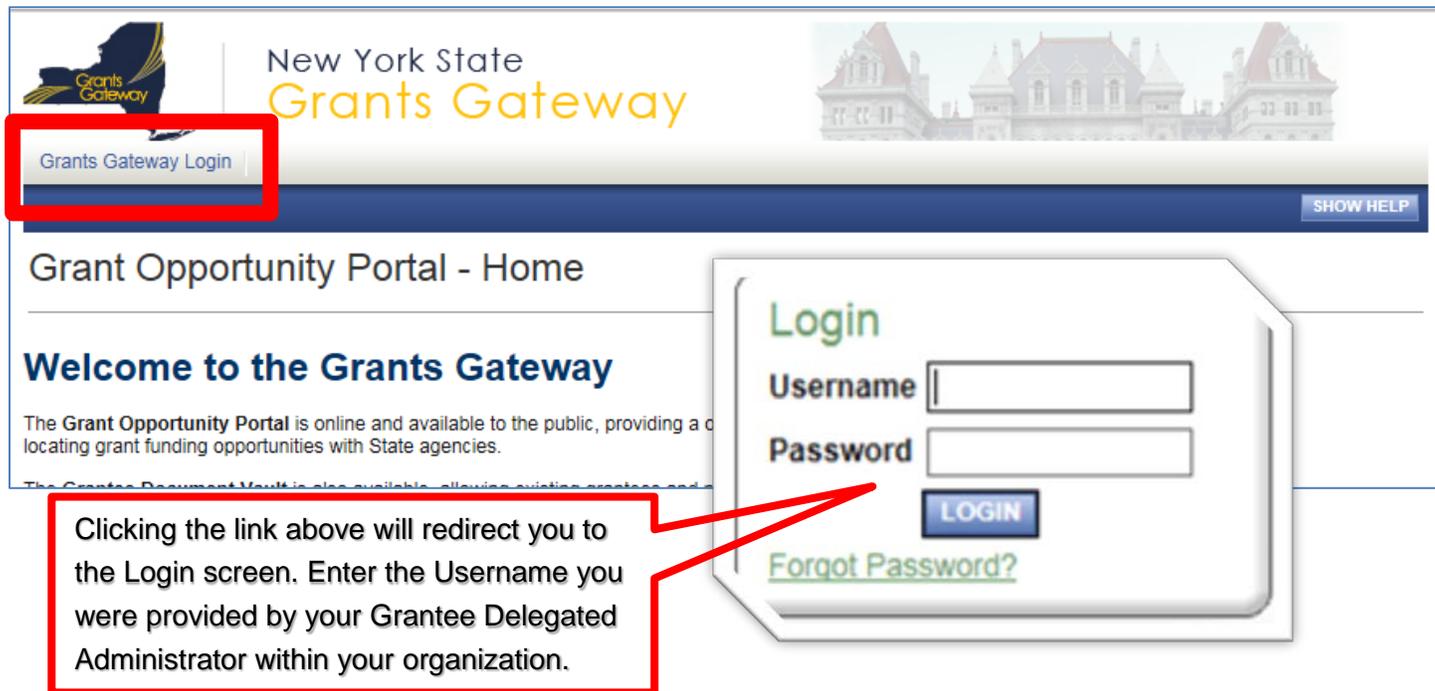
- Sponsored Organization Name
- Sponsored Organization Address
- Sponsored Organization Phone
- Sponsored Organization Fax
- Sponsored Organization Email
- Sponsored Organization Contact
- Contact Title
- Nature of Sponsored Organization
- Goals and Activities

*Questions Subject to Change*

## Completing the Application in the Grants Gateway

### Getting Started

To get started in the [Grants Gateway](#), click on Grants Gateway Login in the upper left hand corner of the screen.



New York State  
**Grants Gateway**

Grants Gateway Login

SHOW HELP

### Grant Opportunity Portal - Home

## Welcome to the Grants Gateway

The **Grant Opportunity Portal** is online and available to the public, providing a convenient way to locate grant funding opportunities with State agencies.

The **Grantee Document Vault** is also available, allowing existing grantees and...

**Login**

Username

Password

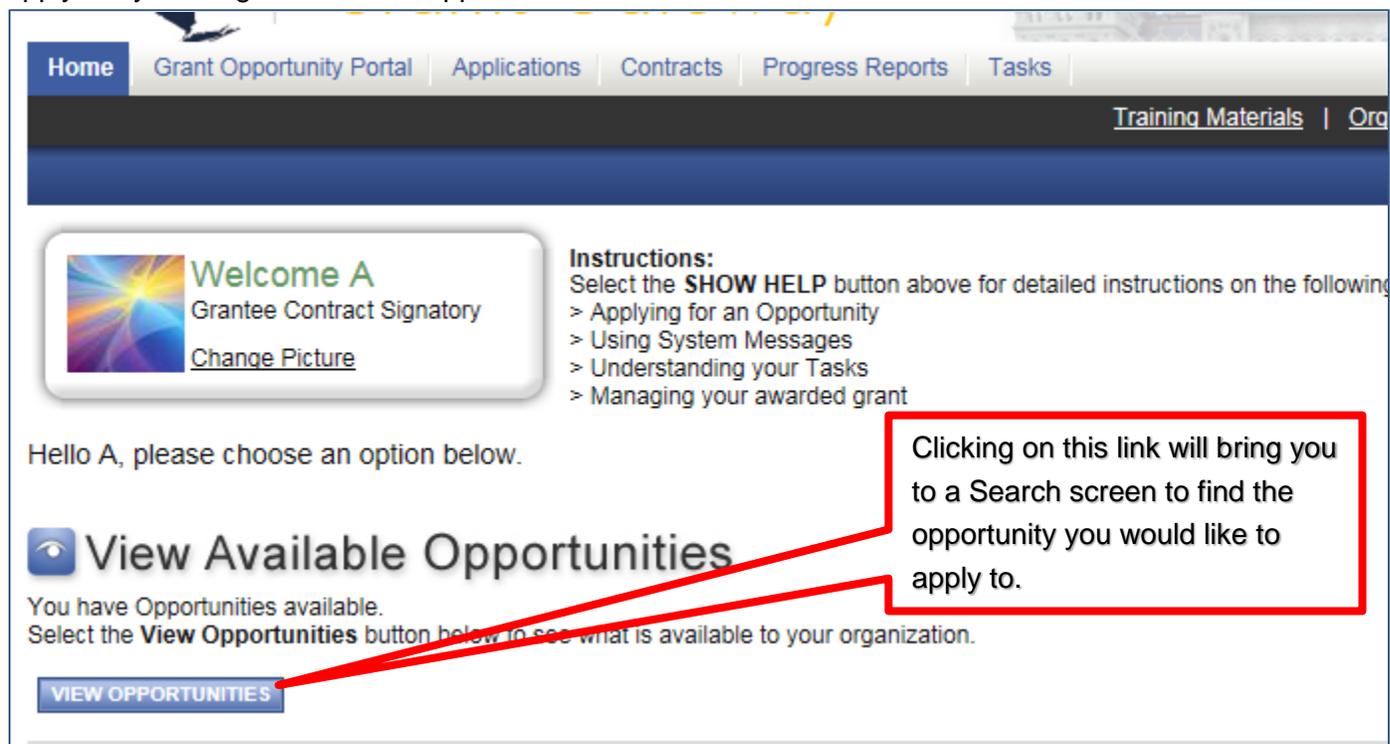
**LOGIN**

[Forgot Password?](#)

Clicking the link above will redirect you to the Login screen. Enter the Username you were provided by your Grantee Delegated Administrator within your organization.

### Locating and Initiating an Application

Once you're logged in, you are brought to the Home screen where you begin your search for an opportunity to apply to by clicking on the View Opportunities button.



Home | Grant Opportunity Portal | Applications | Contracts | Progress Reports | Tasks | Training Materials | Org

**Welcome A**  
Grantee Contract Signatory  
[Change Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following:  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello A, please choose an option below.

**View Available Opportunities**

You have Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**

Clicking on this link will bring you to a Search screen to find the opportunity you would like to apply to.

Using the Search functionality, locate and click on the opportunity you would like to apply for, then click the APPLY FOR GRANT OPPORTUNITY button at the bottom of the screen.

## Opportunities

**NOTICE: Online application is required for this opportunity. If you are concerned about your ability to apply online please contact Megan White at [Megan.White@arts.ny.gov](mailto:Megan.White@arts.ny.gov).**

### Funding Profile

**Grant Opportunity ID**  
ART01-VAP17-2017

**Agency**  
Council on the Arts

**Grant Opportunity**  
NYSCA FY2017 Visual Arts Grants

**Contact Name**  
Megan White

**Contact Email**  
[Megan.White@arts.ny.gov](mailto:Megan.White@arts.ny.gov)

**Solicitation Profile**

Visual Arts (VAP) offers support to a wide range of contemporary art activity for the benefit of the public and the advancement of the field. Visual Arts considers living artists to be of primary importance to the visual arts field and directs the majority of its funding to organizations that present visual artists who reside in New York State. Supported activities may include exhibitions, installations, workspace facilities, residencies, publications and critical writing. The goals of Visual Arts are to: Assist New York State visual artists in their efforts to create, present and exhibit new work. •Interpret the work of contemporary visual artists to the public. •Encourage dialogue and critical commentary about the visual arts. •Present high-quality contemporary work that expands traditional parameters and reflects the diverse ethnic and cultural profile of the state. Individual visual artists are not directly funded through this program area. Information on artist fellowships is available at the New York Foundation for the Arts ([www.nyfa.org](http://www.nyfa.org)). The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests. New applicants are encouraged to contact VAP staff in advance of the application deadline.

Full Announcement Details	
<b>Applications Due (Date / Time)</b>	March 22, 2016 / 01:00 PM EST
<b>Bidder's Conference(s)/Application Workshop(s)</b>	None available
<b>Anticipated Award Date</b>	Thursday, September 15, 2016
<b>Anticipated Initial Contract Length</b>	
<b>Total Funding Available</b>	
<b>Anticipated Amount of Award(s)</b>	
<b>Funding Narrative</b>	
<b>Letter of Intent</b>	
<b>Letter of Intent Due</b>	
<b>Narrative</b>	
<b>Questions Due Date</b>	
<b>Questions and Answers Narrative</b>	
<b>Questions and Answers Posting Type</b>	
<b>Questions and Answers Posting Date</b>	
<b>Questions and Answers Link or Upload</b>	
<b>Eligible Applicants</b>	Not-For-Profit, Governmental Entity, Tribal Organization
<b>Target Population(s)</b>	Organizations - Community Based Groups, Organizations - Government Entities, Organizations - Not-For Profits
<b>Service Area(s)</b>	Education Supports, Workforce Development

**APPLY FOR GRANT OPPORTUNITY**

Clicking on this button will begin your application in the Grants Gateway.

Full instructions for initiating an application can be found in our [Grantee Quick Start Guide for Applications](#) and our [Vendor User Guide](#).

## Completing Your Application

The Grants Gateway application consists of a series of forms. Once you have initiated an application, you will complete these forms which will become your grant application. Below is a representation of the Forms Menu. Click each page name starting with Project/Site Address to access the corresponding form. More information on each required form can be found on following pages.

Status	Page Name	Note	Created By	Last Modified By
<b>Contract Documents</b>				
	<a href="#">State of New York Master Grant Contract for Grants</a>			
	<a href="#">Attachment A-1: Program Specific Terms and Conditions</a>			
<b>Application Information</b>				
	<a href="#">Print Application</a>			
	<a href="#">Full Version of RFP</a>			
<b>Program Information</b>				
	<a href="#">Project/Site Addresses</a>			
	<a href="#">Program Specific Questions</a>			
<b>Expenditure Budget</b>				
	<a href="#">Personal Services - Salary</a>			
	<a href="#">&gt; Personal Services - Salary Narrative</a>			
	<a href="#">Personal Services - Fringe</a>			
	<a href="#">&gt; Personal Services - Fringe Narrative</a>			
	<a href="#">Contractual</a>			
	<a href="#">Travel</a>			
	<a href="#">Equipment</a>			
	<a href="#">&gt; Equipment Narrative</a>			
	<a href="#">Space/Property Rent</a>			
	<a href="#">&gt; Space/Property: Rent Narrative</a>			
	<a href="#">Space/Property: Own</a>			
	<a href="#">&gt; Space/Property: Own Narrative</a>			
	<a href="#">Utilities</a>			
	<a href="#">&gt; Utilities Narrative</a>			
	<a href="#">Operating Expenses</a>			
	<a href="#">&gt; Operating Expenses Narrative</a>			
	<a href="#">Other Expenses Detail</a>			
	<a href="#">&gt; Other Narrative</a>			
	<a href="#">Expenditure Summary</a>			
<b>Work Plan: Grantee Defined</b>				
	<a href="#">Work Plan Overview Form</a>			
	<a href="#">Objectives</a>			
<b>Pre-Submission Uploads</b>				
	<a href="#">Pre-Submission Uploads</a>			

## Project/Site Address Form

The first form you will complete is the Project/Site Address form. On this form you will enter "Primary Address" in the Name/Description field and indicate whether your project is statewide. Provide the primary site address where your project operates and select the Regional Council wherein your program is located.

### PROJECT/SITE ADDRESSES

#### Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

Please enter  
"Primary Address"

Project Statewide \*

Address 1

Address 2

City

County

State

NY

Zip

Regional Council:

Agency Specific Region:

## Program Specific Questions Form

In this form, you will begin by entering a title for your grant project. You will then answer a set of Eligibility Questions and Standard Questions common to all applicants for the discipline you are applying for. After completing the common questions, scroll down to locate and complete an additional question set for the subcategory to which you are applying.

**Eligibility Questions, Standard Questions and Category Questions can be found in the Program Information, Questions & Support Materials section.**

**MAKE SURE YOU ARE SAVING FREQUENTLY AND BETWEEN EACH RESPONSE.**

**PROGRAM SPECIFIC QUESTIONS**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

**Project Title \***

**LITERATURE:**

For complete instructions on how to apply for FY17 NYSCA funding, please visit [http://arts.ny.gov/public/grants/how\\_to\\_apply.htm](http://arts.ny.gov/public/grants/how_to_apply.htm). Please review the Literature Guidelines outlined in the RFP closely before beginning your application

Please answer the questions below. All applicants are required to answer the Basic Eligibility Questions. Applicants are also required to complete those Category Specific questions that correspond to the category for which they are applying

**A BASIC ELIGIBILITY QUESTIONS**

1 Have you registered this request on the NYSCA website? \*

2 What category are you applying for? Please enter one of the following: General Operating, Professional Performances, Services to the Field, or Regrants and Partnerships \*

**Callout 1:** Start by entering the title of your project here

**Callout 2:** All questions with a red asterisk must be completed before the application can be submitted

## Budget Forms

Through these forms, you will establish a budget for your grant project. This budget is reflected in the Expenditure Budget Summary Form which is automatically populated by information entered into the corresponding budget detail forms (Personal Services, Contractual, Travel, etc). Note – you do not enter any information into the Expenditure Budget Summary itself. Keep in mind, you only need to fill out expenditure budget detail forms for categories in which you are requesting funding. You do not need to fill out Narrative forms for categories where you are requesting funding. You do not need to enter any information in categories where you will not request grant funding.

**MAKE SURE YOU SAVE BEFORE MOVING ON TO THE NEXT FORM.**

Below is an example of a grant request for \$10,000 to be used for salary support and contractual services.

## PERSONAL SERVICES - SALARY

### Salary Detail

In the Salary section only include staff positions related to the implementation section blank.

### Details

Position/Title \*

Role/Responsibility \*

# in Title \*

### Financial

Annualized Salary Per Position \*

STD Work Week (hrs)

% Funded %

# Months Funded

Total Grant Funds \*

Total Match Funds

Match %

Total Other Funds

Line Total	\$5,000.00
Category Total	\$5,000

Please enter the position that will be supported by the grant. Please enter positions one at a time. If more than one position is supported, hits SAVE and then ADD at the top of the screen to add additional positions.

Please briefly describe the responsibility of the position(s) that will supported by the grant.

The approx. TOTAL salary for all positions supported.

Please enter the portion of the grant request that will be used for the category. **THIS IS THE MOST IMPORTANT FIELD ON ALL FORMS. PLEASE BE ACCURATE.**

Upon saving the Line and Category Totals will populate.

## Contractual Detail

In the Contractual Services section should include costs for services rendered by contractual arrangement. If Contractual is not applicable leave this section blank.

Please enter the type of contractual service (or other category) you will purchase/rent.

such as direct provision

### Details

Contractual - Type/Description \*

Justification \*

### Financial

Total Grant Funds \*

Total Match Funds

Match %

Total Other Funds

Line Total	\$5,000.00
Category Total	\$5,000.00

Briefly describe why you will contract the service (or other category)

Please enter the portion of the grant request that will be used for the category. **THIS IS THE MOST IMPORTANT FIELD ON ALL FORMS. PLEASE BE ACCURATE.**

Upon saving the Line and Category Totals will populate.

Click here to see a summary of the data entered for this category.  
[CATEGORY TOTAL SUMMARY](#)

NOTE: The fields required in 'Contractual' are the same in all other categories, except for Salary, above.

**EXPENDITURE SUMMARY**

**Instructions:**

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Budget Category	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
<b>1. Personal Services</b>						
a) Salary	\$5,000.00	\$0	0%	0%	\$0	\$5,000.00
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
<b>Subtotal</b>	<b>\$5,000.00</b>	<b>\$0</b>	<b>0%</b>	<b>0%</b>	<b>\$0</b>	<b>\$5,000.00</b>
<b>2. Non Personal Services</b>						
a) Contractual	\$5,000.00	\$0	0%	0%	\$0	\$0
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$5,000.00
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
<b>Subtotal</b>	<b>\$5,000.00</b>	<b>\$0</b>	<b>0%</b>	<b>0%</b>	<b>\$0</b>	<b>\$5,000.00</b>
<b>Total</b>	<b>\$10,000.00</b>	<b>\$0</b>	<b>0%</b>	<b>0%</b>	<b>\$0</b>	<b>\$10,000.00</b>
<b>PERIOD TOTAL</b>	<b>\$0.00</b>					

Total = Total Grant Requested

**Work Plan Forms**

The work plan forms are used to outline the scope of work that will be completed with the grant funds. In this section you will enter a work plan period, project summary, and describe your organizational capacity. You will also enter an objective, task, and performance measure(s) as a way of quantifying or qualifying the targeted outcome of your proposed project.

The first form you will complete is the "Work Plan Overview." In this form, you will enter the Work Plan Period of 1/1/2017 – 12/31/2017. You will also enter your project summary and organizational capacity on this form.

## WORK PLAN OVERVIEW FORM

### Instructions:

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From \* To \*

Enter 1/1/2017 To: 12/31/2017

### Project Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

For sponsored projects, please include the name of the sponsored project, organization or artist.

0 of 50000

### Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

For sponsored projects please enter the Organizational Capacity of the sponsoring organization only. Information on the sponsored project, organization or artist should be included in the Project Summary.

0 of 4000

The next form you will complete is the Objectives form. Enter the name of the discipline you are applying for (example, Dance, Theatre) in the Objective Name spot. Leave Objective Description blank.

**OBJECTIVES**

**Instructions:**

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

**Objective Name**

Enter the name of the Discipline you are applying for (ex: Dance, Theatre)

**Objective Description**

Leave Blank

0 of 1000

**Instructions for Adding Tasks for this Objective:**  
Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

Once you save the Objective, hover over the Forms Menu, and a link to the Tasks form will appear.

Back   Menu   **Forms Menu**   Status Changes   Management Tools   Progress Reports

Document Information   **Navigation Links**

Status	Page Name	Note
	<a href="#">Work Plan Overview</a>	
	<a href="#">Objectives</a>	
	<a href="#">Tasks</a>	

Hover your cursor here over the Forms Menu link

Tasks will now show in the menu

**OBJECTIVES**

**Instructions:**

1. Enter an *Objectiv*

You will now complete the Tasks form. Enter the name of the subcategory (example – General Support, Professional Performances, Regrants and Parternships etc,) you are applying for in the Task Name box. Leave the Task description blank.

**TASKS**

**Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
5. Click Forms Menu to return to the navigation links.

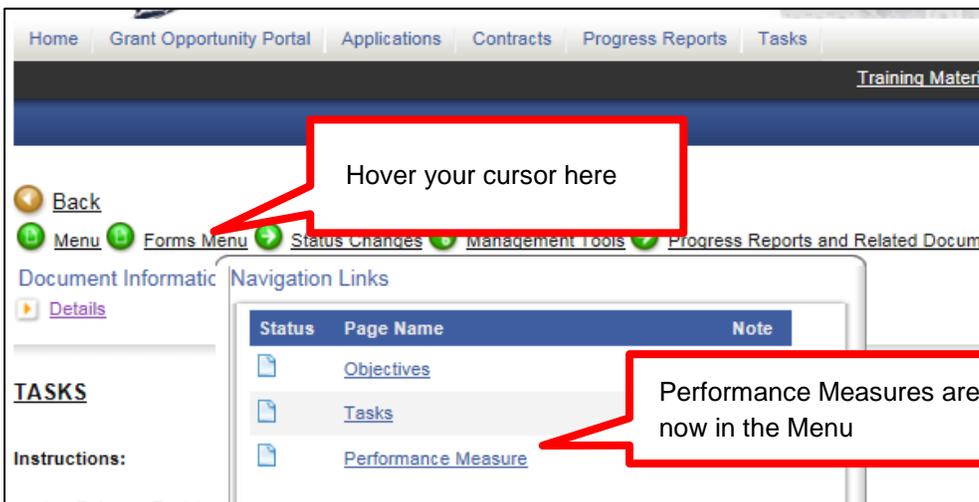
**Objective:**  
**Task Name**

**Task Description**

0 of 1000

**Instructions for Adding Performance Measures for this Task:**  
 Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

Once you save the Task, hover over the Forms Menu, and a link to the Performance Measure form will appear.



You will now complete the Performance Measure form. In the Performance Measure Name box, please enter an abbreviated name of the goal or outcome targeted. You should complete the narrative response with the measure you will use to determine if the goal was reached.

## PERFORMANCE MEASURE

### Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, select the **Add** button above.
4. Click **Forms Menu** to return to the navigation links.

Objective: test

Task: test

Performance Measure Name

Please enter an abbreviated name of the goal or outcome targeted.

Narrative

0 of 500

Performance Measures are how you will determine you have successfully achieved your objective. Limit: 250 characters.

For example, if your objective was for your upcoming programming season, your performance measure could reference increased attendance, attracting new audiences or strong reviews.

## Pre-Submission Uploads

The next section of forms are the Pre-Submission Uploads. This is the location where all support materials will be uploaded. In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review. Required Support Materials can be found in the Program Information, Questions & Support Materials section.

### Tips for Uploading Documents

1. Please upload support materials one at a time, saving the screen after each upload.
2. Each upload window on Grants Gateway each accepts only one file. Uploading multiple files will delete the previously uploaded file. Please combine multi-page support materials into a single file.
3. Audio and video files cannot be directly uploaded to Grants Gateway application. To share an audio or video clip you must provide a URL (aka website address) to the segment hosted on your website or another platform including YouTube, SoundCloud, Vimeo, etc. For information on the maximum length allowed for an audio or video clip please review the support materials information for your program.
4. To submit URLs (including audio/video clips, social media profiles and other relevant online content) please create a Word or PDF file with a list of URLs and any notes or descriptions. Each link should begin with http:// and lead directly to the material referenced and demonstrate your work in an accessible and engaging way.
5. 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.
6. Accepted File Types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft Excel XLSX or XLS, Microsoft PowerPoint PPT or PPTX.
7. Files cannot be larger than 10MBs.
8. Do not put any password protection security on any uploads.

#### **ALL APPLICANTS - NYSCA FY2017 Project Budget OR Sponsored Request Form\***

Please download this project budget form, complete and upload here. For sponsored request, please upload the completed Sponsored Request Form here

Browse...

*Document Template:* [Click here](#)

#### **ALL APPLICANTS - Resumes\***

Resumes or biographical statements of up to 3 key staff, maximum of 1 page each.

Browse...

#### **ALL APPLICANTS - Org Chart\***

Organizational Chart

Browse...

#### **ALL APPLICANTS - Sample Marketing Materials\***

Sample Marketing Materials: Up to 5 representative marketing materials (sample programs, brochures, show announcements or flyers) that reflect

Browse...

#### **ALL APPLICANTS - Social Media Links\***

Social Media Links - Website, Facebook, Twitter, YouTube and other social media links. NYSCA reserves the right to review any/all of these online sources as part of your application.

Browse...

#### **GENERAL OPERATING APPLICANTS - Sample work**

Samples of materials that demonstrate the work of the organization. These may include, but need not be limited to: A. Video documentation of past performances, workshops or arts activities. Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed first. Note what phase of the project the sample represents (e.g. "fifth week of two-month developmental workshop", "dress rehearsal", etc.) B. Evaluation/assessment forms or related materials

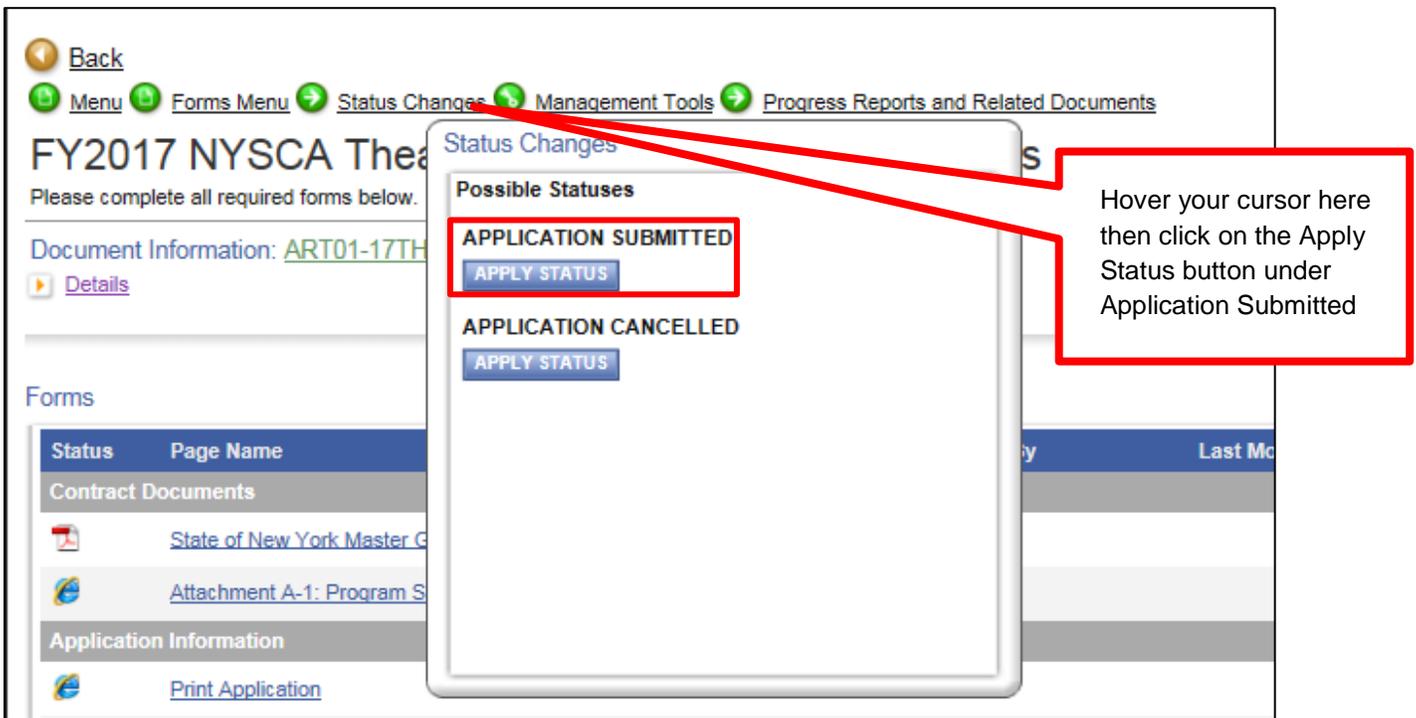
Browse...

All applicants, with the exception of sponsored requests, must download the Project Budget Form provided, complete and submit it on the Pre-Submission Upload screen. A copy of this template can be found in the appendix of this document.

Additional support materials must be uploaded depending on the subcategory for which you are applying. If a template is provided, you will need to download the template, save it to your computer, complete it and resave, then upload to the Pre-Submission Upload page in its designated location.

### **Submitting Your Application**

Once you have completed all information in the Forms menu and you are ready to submit your application, hover your cursor over the Status Changes link until the box for Possible Statuses pops up, and click on the Apply Status button under Application Submitted. If you don't see the option to submit the application, make sure you are logged in as either a Grantee Contract Signatory or a Grantee System Administrator.



After clicking on Apply Status, you will see the following attestation asking you to verify that you are authorized to submit the application on behalf of the organization you are applying for. By clicking on 'I Agree' your application will be successfully submitted, and you will be returned to the Application Main Page.

## Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

**I AGREE**

**I DO NOT AGREE**

You can verify that your application was submitted by clicking on the Details link and seeing your Current Status now shows Assignment of Reviewers. You will also receive an email verifying its submission.

<a href="#">Details</a>					
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	FY2017 NYSCA Theatre Grants - TEST	<a href="#">Linda V</a>	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/22/2016 1:00PM EST

## Funding Criteria

The Council, program staff and panelists use the following three primary criteria outlined in statutory requirements to evaluate all grant applications.

### ***Service to the Public***

As a public funder, NYSCA must ensure that its grants support a broad array of cultural activity that fully represents the diversity of the State and that the supported events are accessible to the broadest possible public in every region of the State. In addition, it must ensure that the organization's and events it supports complies with public safety and accessibility laws. The following are considered elements of service to the public. Applicants will be evaluated based on their strength in these areas.

**Promotion and Outreach:** an organization demonstrates that it makes significant efforts to reach a broad and diverse audience through marketing and public relations efforts.

**Audience Development:** the organization offers thoughtful and well-designed educational and interpretive activities that help build audience appreciation and understanding of the organization and its work.

**Audience/Visitor Participation:** the organization's commitment to its programs and activities - as demonstrated through attendance data (relevant to the population of the community served) as well as customer satisfaction surveys (if available and appropriate).

**Safety & Accessibility:** the activities and events that support is being sought for will take place in venues that are fully accessible to the public and comply with all safety and accessibility standards.

**Diversity of Programming:** programming reflects significant efforts to reach a broad array of artists and audiences.

**Community Service:** the organization brings value to its community through partnerships with local businesses and schools, free and low-cost events, and in other appropriate ways.

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

NYSCA believes in artistic excellence without boundaries, and its evaluation process embraces the widest variety of cultural and artistic expression being offered to the public in a broad array of settings and contexts, including classrooms and community centers, parks, open spaces, and traditional venues.

NYSCA considers four dimensions of proposals when evaluating applications:

**Idea:** the concept or artistic impetus behind the artistic work or services proposed.

**Practice:** the effectiveness of the artistic work and the impact it has on those experiencing it, or in the case of services, the effectiveness of the services in practice and their impact on the community served.

**Development:** the contribution the artistic work makes to the development of the artists involved, the art form, and the arts generally, or for services, the contribution the services make to the development of a vibrant arts and cultural community in the State.

**Context:** the context in which the work or services are being presented and the appropriateness of the work or services in that context.

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

As a public funder, NYSCA must ensure that funded organizations are capable of carrying out their proposals and will be ethical and effective stewards of public funds.

NYSCA considers four dimensions of managerial competence when evaluating applicant organizations.

**Mission:** The organization's activities must relate directly to its written mission statement. A mission statement should (1) define the organization's purpose for being and core values, (2) determine its structure, functions and purpose, (3) be approved by the organization's board, and (4) be reviewed regularly and updated when appropriate.

**Governance:** The organization should have a governing board of directors or trustees, and that group should be diverse and appropriate to the mission of the organization. The board should provide administrative, financial, and ethical oversight for the organization by:

- Adopting enabling documents, including by-laws and a mission statement, both of which are reviewed at regular intervals
- Selecting a chief executive and annually reviewing her/his performance
- Reviewing and approving the annual budget and ensuring that proper financial controls are in place
- Engaging in adequate fundraising for the organization by making a personal contribution to the organization and actively soliciting support on its behalf
- Ensuring fiscal and programmatic integrity and maintaining accountability by upholding legal standards and ethical norms
- Maintaining and enforcing a conflict of interest policy
- Ensuring effective organizational planning by participating in an overall planning process and monitoring its implementation
- Recruiting and orienting new board members and assessing board performance
- Enhancing the organization's public standing and value

- Understanding, monitoring, and strengthening the organization's core programs and services

**Organizational Management:** Organizational management will be assessed based on the extent to which the leaders of the organization comprehend their roles, advance the mission, and plan for the future. Responsible management hinges on the:

- Existence of a professional staff appropriate to the size and mission of the organization
- Implementation of board policies by professional staff
- Comprehension, review, and revision of policies by staff and with the board as needed
- Preparation of a year-end statement of the organization's financial condition and program activities
- Offering of competitive compensation and health benefits to employees
- Appropriate compensation of artists
- Existence of personnel policies that include job descriptions and performance evaluations for board members, staff, and volunteers
- Development and implementation of a strategic plan incorporating input from the board, staff, community and other stakeholders.

**Financial Management:** The organization will be evaluated based on whether it provides adequate human and financial resources to enable the organization to work toward fulfilling its mission and managing those resources appropriately. Successful financial management includes:

- Raising adequate financial resources for operating costs, cash reserve, endowment, and short and long-term capital needs
- Developing a balanced operating budget which includes contingencies, contains realistic projections of revenues and expenses, and is approved by the board
- Reviewing revenues and expenses in relation to budget at regular intervals and taking steps to raise funds or cut costs when necessary to balance the budget
- Establishing a finance committee that meets regularly to review financial statements and that reports directly to the board
- Engaging an independent financial auditor that reports directly to board
- Engaging in cost-effective fundraising activities.
- Written financial policies exist that govern investment of assets, internal control procedures, purchasing practices, reserve funds, compensation expense account reporting, and earned income
- Internal financial processes are monitored, including handling of checks, petty cash, cash disbursements, and payroll management, in order to prevent errors and misuse of funds
- The use of restricted funds is monitored
- Reports comparing Adopted Budget to actual revenue and expenses are made available to appropriate staff in a timely manner
- There is a fund development plan that ensures a diversified funding base
- Financials demonstrate diversified funding base
- Budget variances of more than 10% are noted and explained
- Operating deficits are explained and there is a deficit reduction plan for accumulated deficits.

### ***Educational Impact***

The nature and extent of the applicant's planned efforts to educate and orient the public about the proposed project or activities of an organization

## ***Geographic Location***

The scarcity or availability of comparable services or activities in the geographic region in which proposed services or activities will take place

## ***Funding Availability***

The nature and extent of the availability of other public and private funds to support comparable activities

## **Application Review Process**

The Council uses a multi-step process involving program staff, peer review panels, a committee of Council members, and the full Council, as described in more detail below.

### ***Staff Review***

Once an organization submits a request, the Council's program and administrative staff verify applicant eligibility and review application materials according to the Council's **primary criteria** identified above and program- and category-specific guidelines. Staff may meet with representatives of the organization, visit facilities, and attend programs to become familiar with the organization and its work.

### ***Peer Review Panels and the Rating System***

After staff review, the peer panel convenes with program staff present in each program category. The panel is composed of at least seven people and represents a diverse group of professionals from across the State. Each member has relevant and specific expertise. NYSCA accepts nominations for panelists from the general public. To nominate an individual for panel service consideration, visit the [panelist nomination](#) page.

Staff review results are shared during panel meetings. The panel evaluates and rates each request on a scale from 1-9 according to the Council's three primary criteria:

- Artistic/Programmatic Excellence
- Managerial/Fiscal Competence
- Service/Outreach to the Public

Each request is individually rated by each panel member during a meeting. These ratings are then aggregated to one average score for each request. These ratings are primary to informing the funding recommendations made by NYSCA Program staff for consideration by the appropriate Council Committee.

Staff assigns recommended grant amounts to each request based on the ratings, panel discussion, and the budget allocation to the program. Staff also prepares panel comments which reflect the discussion at the panel meeting. These panel comments help Council Committee and Council members understand the major issues that surfaced during panel discussions. These panel comments are available to the applicants if requested, and become part of the applicant's funding history within the NYSCA.

### **Rating System Score Chart**

<b>Score</b>	<b>Descriptor</b>	<b>Additional Guidance on Strengths/Weaknesses</b>
<b>9</b>	Exceptional	Exceptionally strong (model and standard for field or discipline with essentially no weaknesses)

8	Outstanding	Extremely strong with negligible weaknesses
7	Excellent	Very strong with some minor weaknesses
6	Very Good	Strong with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
4	Satisfactory	Some strengths but with some moderate weaknesses
3	Fair	Some strengths but with at least one major weakness
2	Marginal	A few strengths and a few major weaknesses
1	Poor	Very few strengths and numerous major weaknesses

**Minor Weakness:** An easily addressable weakness that does not substantially lessen impact.

**Moderate Weakness:** A weakness that lessens impact.

**Major Weakness:** A weakness that severely limits impact.

### ***Council Committees***

Funding recommendations, panel ratings and panel comments are presented to the appropriate Council Committee for review and discussion. The Council Committees make funding recommendations to the full Council. Council Committee meetings are open to the public and are webcast. These webcasts are archived and available to the public on the NYSCA website at [www.nysca.org](http://www.nysca.org).

There are two committees composed of Council Members: Visual, Performing and Literary Arts; and Multi-Disciplinary Arts. The Committees may agree or disagree with staff funding recommendations. In the event the Committee makes a funding recommendation that differs from the staff funding recommendations, a new recommendation is agreed upon and the updated recommendation is then presented to the full Council along with the rationale for the recommendation.

Council Committee action is subject to the same scrutiny as peer panel reviews in that a clear rationale must be articulated when adjustments are made, and all actions must be based upon how organizations' applications were evaluated based upon the three primary criteria.

### ***The Council***

Led by the Chair, the full Council reviews the funding recommendations of the Council Committees and votes to approve grants. The Council is the ultimate decision maker and retains the authority to agree or disagree with recommendations, and propose new recommendations. Upon Council approval of a grant, Cultural Service Contracts are issued to the organizations approved for funding. Council meetings are open to the public and are webcast. These webcasts are archived and available to the public on the NYSCA website at [www.arts.ny.gov](http://www.arts.ny.gov).

### ***Applicant Statement***

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting Panelists associated with and/or involved in the activities or affairs of the New York State Council on the Arts (NYSCA) in any way to obtain or share information regarding the NYSCA application review process. This includes all activity associated with NYSCA at its main office, including panel discussions, and all

communication with NYSCA staff including, but not limited to exchanges via email, telephone, or online system.

All data, materials, knowledge and information generated through, originating from, or having to do with NYSCA or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. This also includes, but is not limited to, any information of, or relating to, panel discussion, applications, and funding recommendations.

All inquiries about panel results and proceedings must be communicated to the NYSCA staff directly.

## **Upon Receiving a Grant**

### ***Grant Award Notice***

All applicants are notified by e-mail of the Council's funding decision within 30 days of the Council's decision. This notification is sent to the e-mail address of the person designated as the contact on the Organization Profile.

It is essential that the applicant Organization Information Profile specifies the correct name and e-mail of the person designated to receive official communication from the Council. This information can be updated and checked at any time.

### ***Vendor Responsibility***

Applicant organizations must file a **Vendor Responsibility Questionnaire** online via the New York State VendRep System. Applicant Organizations that had completed this requirement in FY2016 should simply update the certification to remain current for FY2017. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>

### ***NY State Department of Taxation and Finance***

Organizations with outstanding liabilities with the NYS Department of Taxation and Finance are not eligible for funding from the Council. Applicants may be required to provide proof that any such liability has been paid.

### ***Cultural Services Contract***

Grantees receive a Cultural Services Contract that details one or more grants awarded to the organization. The Cultural Services Contract is a binding legal agreement that requires the grantee to carry out certain activities or provide services, paid for, in part, with funding received from the Council.

Noncompliance with the terms of the Cultural Services Contract may require the return of funds to the State, and may affect eligibility for future requests for Council support.

### ***Crediting the New York State Council on the Arts***

Grantees are required to acknowledge funding from New York State. It is essential that the public is informed that public funds are used to support arts programs and services available to New York State residents,

students and visitors. Therefore it is stipulated in the Cultural Services Contract that grantees must credit the Council in press releases, advertisements, programs, and other materials offered to the public. Failure to comply with crediting requirements may jeopardize future funding from the Council.

The required crediting language is:

***"New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature."***

For organizations receiving General Support, acknowledgement of Council support is required for all public programs and services occurring within New York State. If the grant funds projects or services, the acknowledgement of Council support is required on all materials related to the specific funded activities.

Any questions about proper acknowledgement of Council support may be directed to the [Help Desk](#).

### ***The Council on the Arts Logo***

For organizations wishing to incorporate the Council's logo in their print or online materials, the logo is available in [Green](#), [Black](#) and [White](#). Each zip folder contains .EPS, .TIFF and .PNG format of the logo. Black and green logos are also provided in .PDF and .JPG formats. The logo may not be substituted for the required crediting language but may be used in addition to the required language.

### ***Contract Reporting***

All grantee organizations that are awarded a contract in an amount of \$50,000 or more in a single year or \$50,000 or more in the aggregate for a multi-year contract, must submit both an Interim Report and Final Report to NYSCA. Both such reports are comprised of two components – a narrative section that must address the work plan, tasks and performance objectives outlined in the original application, and an expenditure reports that must offer details on how the NYSCA grant money has been spent to date. The expenditure report should be a line-item budget and should be accompanied by receipts, invoices and other documentation that demonstrates that the work has been performed or is scheduled to be performed or is underway and funds are committed to the project.

The Interim Report is due after the start of the contract term. The exact due date will be included in your contract. Upon submission, the Program Director and Senior Auditor will review the Report. If satisfactory, your second claim installment payment voucher will be released. A Final Report is due within 60 days after the end of your contract term. Once again, the Final Report should be comprised of both a narrative report of the work performed throughout the contract period as well as an expenditure budget.

Grantees awarded less than \$50,000 either in a single year or in the aggregate, are required to submit only a Final Report – comprised of both a detailed narrative portion and an expenditure report – within 60 days after the end of the contract term. The Final Report must be received by the required deadline, should demonstrate compliance with the terms of the Cultural Services Contract, and must be approved by both the Program Director and the Senior Auditor.

NOTE: An organization is not eligible to register for new or ongoing (multi-year) funding nor to be issued new Cultural Services Contract(s) if the above required Reports are not submitted or if the Reports submitted are incomplete or if they are disapproved by staff.

## Appeals Process

An applicant may appeal the Council's funding decision. The appeals procedure is set forth in Part 6401 of the New York Codes, Rules and Regulations. Appeals are decided by an Appeals Panel with a minimum of seven members. No members of the Appeals Panel will have participated on the panels which reviewed the applications being appealed. The recommendations of the Appeals Panel are presented to the full Council to be reviewed and decided upon. The Council's decision on an appeal is final and not appealable.

In summary: the process requires that the applicant obtain a verbal statement of the basis for the Council's decision. Requests for statements should be made to the program referred to in the letter notifying the applicant of the Council's decision. If, after reviewing the statement, the organization wishes to pursue an appeal, the appeal must be made in writing to the Council's Executive Director, and the letter must be received no later than 5:00pm on the 21st calendar day after the date of the Council's notification letter to the applicant. If the applicant has not been able to consult with the appropriate program within the time limitation, a written request to appeal must still be submitted within the 21 calendar day time period.

Thereafter, the applicant will receive a written response and in that response, a deadline for the submission of all allowable material supporting the appeal will be established. No deadline date will be set earlier than seven days from the date of the written response. Failure to meet any deadline date in the appeals process results in the loss of the right to appeal the Council decision.

The Appeals Panel evaluates the review process by which the initial grant decision was made and reviews the application and panel notes. The panel does not review the artistic merit of the application.

Dissatisfaction with the denial of a grant or with the amount of the grant is not a valid ground for appeal. One or more of the following are valid grounds for appeal:

- 1. Non-presentation of information**

Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision.

- 2. Misrepresentation of information**

Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision.

- 3. Improper procedure**

Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious.

If the appeal request is successful, the funding decision will be reconsidered by the appropriate program and panel and then by the Council committee and the Council. In the case that the appeal is upheld based on panel bias, the decision will be reconsidered directly by the appropriate Council committee and then by the Council.

All appeals panel meetings are open to the public and are webcast. The Appeals Panel meeting agenda and discussion materials are posted on <http://www.nysca.org/> in advance of the meeting and are available for review by the public.

## Transparency

The Freedom of Information Law, N.Y. Public Officers Law §§ 84–90, grants the right of access to many public documents, including those of the Council on the Arts.

Pursuant to New York’s Open Meetings Law, N.Y. Public Officers Law §§ 100–111, meetings of the Council on the Arts are open to the public and are announced in advance.

# State & Local Partnerships Program Information, Questions & Support Materials

## Program Goals

State and Local Partnerships (SLP) fosters the growth and development of arts and culture at the local level in all of the state's communities and regions. SLP provides support to Local Arts Councils, Multi-Arts Centers, and Multi-Arts Service Organizations operating at the regional, county, and local levels that advance arts and cultural initiatives across artistic disciplines and offer comprehensive arts services essential to the state's continued cultural development.

SLP also manages [Decentralization](#) (DEC), the Council's statewide regrant program. DEC provides support for community-based arts activities through a local decision-making grant process that reflects the unique character of each of the state's communities. DEC is administered through a network of local arts organizations and is available to artists and organizations in each of the state's 62 counties.

## Definitions

### Local Arts Councils

Local arts councils provide services and programs to artists, arts organizations and the general public across artistic disciplines including local arts advocacy, regranting, arts marketing efforts, formal technical and developmental assistance programs and information services.

### Multi-Arts Centers

A multi-arts center is an organization that owns or operates an accessible cultural facility and offers participatory multi-disciplinary community arts programs, presentations, and exhibitions along with a range of resources for artists and local arts organizations. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts.

### Multi-Arts Service Organizations

Multi-arts service organizations are mission-driven to provide access to professional resources, information, and developmental and/or technical services for artists and arts organizations across multiple artistic disciplines.

## Goals

- Strengthen the leadership role of arts organizations within their respective communities and their efforts to encourage cultural development and increase resources available for the arts.
- Encourage greater public participation in the arts by all segments of the state's population through support for a wide range of local, regional, and statewide programs and services responding to community cultural needs that reach the full diversity of each community served.
- Enhance the professional capability of multi-arts organizations operating on the local level and of arts service organizations promoting arts development services regionally and/or statewide.

## Priorities

- SLP primarily supports multi-arts centers, local arts councils, and multi-arts service organizations and places a high priority on organizations that provide a balance of programming and service offerings to their community.
- SLP focuses on issues that affect organizational stability, professionalism, and effectiveness. Priority is given to professional staff development, catalytic projects that enhance the resources and visibility of the arts, and services that support individual artists.
- Organizations that serve as Decentralization sites.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

## Technical Assistance

Limited technical assistance funds are available to NYSCA grantees whose activities are appropriate to the scope of this program. These funds support fees for professional consultants and other related expenses. Assistance may be directed toward a broad range of needs, such as board development, public relations, marketing, fundraising, and long range planning.

Please consult CNY Arts, the administrator for State & Local partnership-related Technical Assistance, for information and application procedures.

CNY Arts  
Elizabeth Lane, Re-grants Coordinator  
421 Montgomery Street, 11<sup>th</sup> Floor  
Syracuse, NY 13202  
Phone: 315-435-2158  
Email: [elane@cnyarts.org](mailto:elane@cnyarts.org)

## Program Prerequisites

In order to apply for NYSCA State & Local Partnerships support, an applicant organization must meet the following minimum criteria:

- **Local arts councils** that demonstrate a commitment to providing access to service resources and information for artists and arts organizations across artistic disciplines. Support for local arts programming is provided only where there is a documented community need for such activity that does not duplicate existing activities in a community. Local arts councils with missions that are primarily programmatic, as opposed to service-directed, may not be eligible.
- **Multi-arts centers** that are mission-driven to provide a multi-disciplinary menu of arts and cultural activities. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts. (Community Music Schools, including those with some multi-arts programs, are referred to the Community Music Schools category under Music.)
- **Multi-arts service organizations** providing regional or statewide services in multiple discipline areas. Single discipline service organizations are not eligible for support by SLP and should refer, instead, to the relevant NYSCA discipline-based program.

**Please note:** Organizations applying for SLP funding may not apply to the Community-Based Learning category in the Arts Education Program.

Sponsored Requests are not eligible for support in this category.

## **Types of State & Local Partnership Support**

### ***General Operating Support***

General Operating Support is provided for organizations whose primary mission is multi-disciplinary community-based arts and cultural development. General Operating Support represents an investment by NYSCA in an organization's primary artistic mission and ongoing work, rather than a specific project or program. General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities.

When considering the provision and level of General Operating Support the Council examines the nature, scope, and quality of an organization's programs and activities, managerial and fiscal competence, and public service.

General Support grants will be no less than \$5000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. General Operating Support is awarded on a multi-year basis.

New applicants are required to contact NYSCA staff well before the deadline.

### ***Prerequisites***

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- The primary focus or mission must be the development of arts and culture at the regional, county and/or local level across artistic disciplines. An organization must have significant ongoing activities that address the focus of the NYSCA State & Local Partnerships program and must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public.
- The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in facilitating cultural activities.
- The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance; an absence of substantial, recurring organizational deficits; a realistic and balanced organizational budget; diverse revenue sources; and strong internal controls.
- The organization must currently employ one or more qualified, salaried (not contractual) full time or part time administrative staff.
- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- It must demonstrate a consistent policy of fair payment to resident and contracted artists; teaching artists and instructors.

### ***Organizational Capacity Building***

This category provides entry point support for new organizations in the first 2-3 years of development, as well as for existing organizations undertaking an organizational restructuring. This funding is intended to assist organizations in building sustainable capacity. Funds awarded in this category are dedicated to the support of organizational and programmatic development and designed to move an organization to the next level of success in achieving its mission. Organizations applying in this category may not also apply for General Operating Support in the same year.

Funding is awarded on a single-year basis for up to three years. Grants in this category range from \$5000 to \$10,000 and cannot exceed 50% of the expense.

Organizations with budgets under \$250,000 will be given priority.

Funds awarded in this category support:

- **Organizational Development:** Administrative salary for a professional staff position that directly augments the organizational capacity needed to carry out programmatic and developmental activities. This can be inclusive of professional development and board and fund development.
- Program development and planning related to evaluating effectiveness of current programs and development of new programs. Program development can include workshops, classes, or seminars in a range of arts disciplines designed either for the general public or for the professional development of individual artists from a range of disciplines. Activities must offer ongoing, sequential professional instruction, and be widely publicized and economically accessible to all segments of the community.
- Planning and implementation of marketing and promotion strategies that serves to build demand for your programs and/or services. This can be for an all-inclusive plan that encompasses website development and social media strategies.

New applicants are required to contact NYSCA staff for a pre-application consultation well in advance of the deadline.

### ***Prerequisites***

In order to be eligible to apply for Organizational Capacity Building, an applicant organization must meet the following minimum criteria:

- The primary mission of eligible organizations must be dedicated to long-term arts and cultural development at the local, county, or regional level and the advancement of the arts and cultural field.
- Local arts councils, multi-arts centers and service organizations with a demonstrated commitment to arts and culture through ongoing multi-disciplinary programming and direct arts services open to the general public.
- An active Board of Directors representative of the community and involved in the organization's policy development and planning.

This category does not fund:

- General operating expenses or expenses related to one-time projects.
- Expenses related to the operation of privately owned facilities.
- Scholarships or fellowships.
- Property or mortgage payments.

- Major expenditures for the establishment of a new organization. Administrative costs or expenditures or equipment purchase unrelated to the proposed project.

## ***Regrants and Partnerships***

Application to the Regrants & Partnerships Programs category is by invitation only. The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. Organizations are invited based on an identified, unmet need within a discipline by Program staff and the service profile of the applicant organization. This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Organizations applying to the Council in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

**This category is exempt from the Council's two-request limit.** This category covers a range of services, including administration of technical assistance funds, professional development and regrants. Services may have either a long-term role in the arts community, or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential. Organizations applying to the Council in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, characterizing the demographics of the recipients.

### **Regrants and Partnerships Prerequisites:**

**In order to be eligible to apply for Regrants and Partnerships Support, an applicant organization must meet the following minimum criteria:**

- The primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support.
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline.
- The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities, or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities.
- It must demonstrate fiscal stability as indicated by such factors as a positive fund balance; an absence of substantial, recurring organizational deficits; a realistic and balanced organizational budget; diverse revenue sources; and strong internal controls.
- The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff.

- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- It must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

### ***Services to the Field***

Grants are available for projects that advance the professional/organizational development of a defined arts constituency or service area. This category supports the delivery of specific service initiatives focusing on long-term developmental objectives of the targeted constituency(ies). Services may include legal and accounting issues, fiscal and organization management, projects that utilize technology to serve the field, and professional development for individual artists.

SLP encourages collaboration between two or more organizations within this category.

New applicants to this category are encouraged to contact NYSCA staff before the deadline.

#### **Prerequisites:**

In order to be eligible to apply for Services to the Field Support, an applicant organization must meet the following minimum criteria:

- The primary focus or mission must be in the discipline in which the organization is seeking Services to the Field support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support.
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline.
- The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities, or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities.
- It must demonstrate fiscal stability as indicated by such factors as a positive fund balance; an absence of substantial, recurring organizational deficits; a realistic and balanced organizational budget; diverse revenue sources; and strong internal controls.
- The organization must employ one or more qualified, salaried administrative staff.
- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- It must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

### ***Decentralization***

The purpose of Decentralization (DEC) is to foster the continuing development of local cultural resources responsive to community needs. These needs are articulated by the DEC site in a Community Cultural Plan. DEC ensures access to arts and culture in each of the 62 counties of New York State, including areas that are geographically isolated, economically disadvantaged and ethnically diverse. The basic principles of DEC regrant funding is local decision-making using a peer panel grant evaluation process.

DEC regrant sites are a statewide network of non-profit organizations which serve cultural organizations and artists locally and regionally through three categories of support: Community Arts (required), Arts Education (optional) and Individual Artists (optional). In addition to administering the regrant program, DEC sites also provide technical and organizational development assistance. The combination of regranting and providing capacity building services is essential to successful community cultural development.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

## Goals

The DEC Regrant program provides project support to a wide-range of professional, vocational and educational arts and culture in their respective communities and supports for the creation of new work by individual artists within a community setting through the Individual Artist Category.

The DEC Regrant program is required to support the development and delivery of community-based arts and cultural programs and services through the Community Arts category:

- **Community Arts** grants constitute the majority of DEC regrant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists and support up to 75% of the project's cash expenses. Individual artists may apply for a community-based project in partnership with a local non-profit organization. DEC support enables emerging artists and organizations to grow professionally and to enhance the cultural vibrancy in communities and neighborhoods where they live and operate. DEC site administration is governed by a set of procedures outlined in a Procedures Manual issued by NYSCA and available at every DEC site.

**Note: Entities currently receiving direct NYSCA funding are not eligible for a DEC Community Arts regrant in the same year.**

DEC Regrant sites may opt to offer grant opportunities through the Arts Education and Individual Artist categories:

- **Arts Education** grants support the role that local cultural organizations and/or individual artists play in engaging K-12 public school students in rich artistic learning experiences. AE funds are designed to support arts education projects in K-12 school settings. Regrant funds are directed to cultural organizations and/or artists working in partnership with public schools. Regrant projects must focus on the exploration of art and the artistic process. Projects must take place in schools and center on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions with students. AE regrant will fund a maximum of 75% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation. AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.

**A maximum of up to 20% of the total DEC Regrant budget may be allocated to the Arts Education category.**

**Note: Projects with school partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for a DEC Community Arts Education regrant in the same year.**

- **Individual Artists** grants provide a flat grant of \$2,500 to local artists for the creation of a new work within a community setting. Single county DEC sites may offer a maximum of four grants. Multi-county DEC sites may offer a maximum of two grants per county

An essential element of this funding is the inclusion of community involvement in the development and creative process of the artists' project. The project must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

This regrant opportunity is designed to increase support for local artist-initiated activity and to highlight the role of artists as important, contributing members of the community. These grants are not artist fellowships but are intended to support creative (not interpretive) artists interested in working within a community setting.

**DEC sites administering this regrant opportunity must be prepared and willing to work with artists to help facilitate the execution, promotion, and the community engagement component of the project.**

**Note: Local arts organizations and artists interested in applying for a DEC regrant must contact the Decentralization site in their area directly for guidelines and application deadlines.**

#### **Prerequisites:**

In order to apply for NYSCA Decentralization, an applicant organization must meet the following minimum criteria:

- The organization sustains an evident and substantial commitment to arts and culture, and serves organizations and artists across arts disciplines.
- It must have sufficient organizational resources to provide professional outreach, technical and developmental services.
- The organization must employ a full time paid executive director and must employ a qualified staff person designated "DEC Coordinator".
- It must maintain a designated bank account restricted to DEC regrant funds.
- The organization must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- Maintain a Community Cultural Regranting Plan:
- The Community Cultural Regranting Plan must identify and articulate the community's cultural needs. The Plan should describe those needs over a 2-3 year period and include strategies and

action steps along with a timeline for how the DEC site will meet those needs. If including re grants for Individual Artists Commissions, the Plan must outline the process for evaluating the work of individual artists, including a clear statement of how artists' needs are evaluated. The Plan may also encompass other types of non-NYSCA funded re grants and services.

- Extent and effectiveness of efforts to reach and serve the full diversity of constituents in the DEC service area.
- Effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.
- Quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.
- Quality and consistency of efforts to provide technical and developmental assistance to community-based organizations and local artists.
- Maintenance of a current local procedures manual describing the operational details of the local DEC program.
- Extent of organization's commitment to provide adequate resources (beyond NYSCA) to operate an effective DEC Program.
- Adherence to statewide program guidelines as outlined in the DEC Procedures Manual.
- Development, maintenance and effectiveness of community cultural regranting plan.
- Present annual regrant awards ceremony which is free and open to the public.

**Decentralization Site Administration:**

The Council provides for Decentralization site administration funds. These funds cannot exceed 30% of the total award. The DEC site administration portion of the request details expenses incurred in administering the local DEC program, primarily salaries, as shown on the project budget form. The Council recognizes that the administrative support it can provide generally does not meet the full administrative expenses of the regrant program

**State & Local Partnership Questions**

**ELIGIBILITY QUESTIONS: ALL NYSCA APPLICANTS** must answer the questions below:

1EQ. ELIGIBILITY QUESTIONS: Have you registered this request on the NYSCA website?

2EQ. ELIGIBILITY QUESTIONS: Does your organization have any outstanding, overdue NYSCA interim or final reports or submitted reports that have yet to be approved by NYSCA staff?

3EQ. ELIGIBILITY QUESTIONS: Is your organization prequalified in the Grants Gateway? Units of local government and Indian Tribes are exempt from the prequalification requirement.

4EQ. ELIGIBILITY QUESTIONS: Is the activity for this request within the January 1, 2017 to December 31, 2017 contract period? Work outside this contract period is not eligible for this request.

**STANDARD QUESTIONS: ALL STATE & LOCAL PARTNERSHIP APPLICANTS** must answer the questions below.

- 1SQ. STANDARD QUESTIONS: Please provide the Project ID for this request generated by the NYSCA website.
- 2SQ. STANDARD QUESTIONS: What category are you applying for?
- 3SQ. STANDARD QUESTIONS: Background  
Provide an overview of your organization including its history.
- 4SQ. STANDARD QUESTIONS: Staff  
Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes in key staff positions.
- 5SQ. STANDARD QUESTIONS: Governance  
Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.
- 6SQ. STANDARD QUESTIONS: Finances  
Detail plans for meeting current and future expenses. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits. Note: Use the "Budget Notes" section of the Project Budget to annotate additional detail pertaining to income and expenses lines.
- 7SQ. STANDARD QUESTIONS: Facilities  
Describe the facilities used for programming and administration.
- 8SQ. STANDARD QUESTIONS: Constituency  
Describe the audiences and communities served by your organization. If scholarships are available, describe how the organization determines the need and your efforts to reach underserved community members.
- 9SQ. STANDARD QUESTIONS: Marketing  
Describe the organization's marketing strategies including use of internet and social media. Detail efforts to reach constituents in underserved communities. Include the range of fees and/or admissions charged, if applicable.
- 10SQ. STANDARD QUESTIONS: Community Context  
Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations.
- 11SQ. STANDARD QUESTIONS: Support Materials  
Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment. Note: Only marketing materials may be forwarded in hard copy directly to Program Staff. The remainder of the Support Materials must be uploaded with the application.

**GENERAL OPERATING SUPPORT: All applicants to GENERAL OPERATING SUPPORT must complete the following questions.**

- 1G. GENERAL SUPPORT: Program Overview  
Provide an overview of your organization's programs and services with as much specificity as available

for the coming year. Include any new developments or challenges. Outline strategies for how they will be managed. Include the goals and expected outcomes.

2G. GENERAL SUPPORT: Organizational Development

Outline the approach to institutional and succession planning, highlighting the roles of staff and board. Detail any recent significant changes in key staff positions.

3G. GENERAL SUPPORT: Artist and Programmatic Consultant Fees

indicate how payment to artists and any outside consultants is determined. Please include the range of fees.

4G. GENERAL SUPPORT: Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency including audience or visitorship development goals and strategies.

5G. GENERAL SUPPORT: Evaluation

Describe how your organization evaluates the impact of the programs, services, and/or other organizational initiatives against the goals and outcomes stated. Describe the methods to be used for assessment and evaluation.

**ORGANIZATIONAL CAPACITY BUILDING: All applicants to ORGANIZATIONAL CAPACITY BUILDING must complete the following questions.**

10. ORGANIZATIONAL CAPACITY: Program Overview

Describe the organization's programmatic vision and provide a detailed overview of the programs and services currently offered.

20. ORGANIZATIONAL CAPACITY: Program Summary

Describe the scope of the project, how this project relates to your organization's mission and how this project will help your organization grow to the next level. Detail strategies for how the project will be managed and include a timeline for implementation. Outline the goals and expected outcomes.

30. ORGANIZATIONAL CAPACITY: Fees and Subsidy

Detail the staff and /or consultant fees related to this project. For program development projects, detail the fee or tuition structure for the workshops, programs and services to be offered and the range of fees paid to those artists and/or instructors. If scholarships are available detail how your organization determines need and efforts to reach underserved community members. Detail the scholarship application process, benefits provided and what (if any) in-kind services (e.g. volunteer work in return for scholarship consideration) will be asked of scholarship recipients.

40. ORGANIZATIONAL CAPACITY: Finances

Describe sources of funding (other than NYSCA) and fundraising strategy for this project. Provide detail regarding both secured and pending funding sources and how your organization will sustain this next phase of development. Identify non-NYSCA support allocated to the proposed project.

Note: Use the "Budget Notes" section of the Project Budget to annotate additional detail pertaining to income and expenses lines.

50. ORGANIZATIONAL CAPACITY: Constituency, Development and Outreach  
Describe the audiences and communities served. Detail how this project will cultivate and broaden your organization's constituency.
60. ORGANIZATIONAL CAPACITY: Evaluation  
Detail how your organization will evaluate the impact of the project against the goals and outcomes stated. Describe the methods to be used for assessment and evaluation.

**REGRANTS AND PARTNERSHIPS: All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions.**

- 1R. REGRANTS AND PARTNERSHIPS: Program Summary  
Describe the regrant or partnership program, its priorities, the constituents served and how it differs or complements other programs in the community or field. Provide the organizational URL.
- 2R. REGRANTS AND PARTNERSHIPS: Mission  
Describe how does this program relates to your organization's mission, goals and programming.
- 3R. REGRANTS AND PARTNERSHIPS: Scope of Activity  
For ongoing regrant projects, describe the number of requests received on average for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded.
- 4R. REGRANTS AND PARTNERSHIPS: Staffing  
Who is responsible for the administration of this project? Describe their role, detailing their duties and noting whether this is a full time, part-time or consultant position. If the coordinator has other responsibilities within the organization, describe them.
- 5R. REGRANTS AND PARTNERSHIPS: Governance  
Describe the involvement of the board in management and program oversight.
- 6R. REGRANTS AND PARTNERSHIPS: Work Plan  
Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities.
- 7R. REGRANTS AND PARTNERSHIPS: Finances  
Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income.  
Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?
- 8R. REGRANTS AND PARTNERSHIPS: Marketing/Outreach  
Detail the outreach plan and marketing strategies specific to this project and how diverse communities, arts groups and artists, including those not currently served by the program, are addressed. Include details about technical assistance and resources provided for emerging artists and arts groups.
- 9R. REGRANTS AND PARTNERSHIPS: Selection Process  
Describe the application and selection process, noting what is required of applicants, restrictions, and

whether there is a panel review. If applicable, describe the composition of the panel and the review process.

10R. REGRANTS AND PARTNERSHIPS: Evaluation

Describe how this regrant or partnership is evaluated and how the impact on the community is assessed.

**SERVICES TO THE FIELD: All applicants to SERVICES TO THE FIELD must complete the following questions.**

1S. SERVICES TO THE FIELD: Program Summary

Describe the proposed service, the intended outcomes and how this project relates to other programs in the organization. Provide a specific timetable for the project.

2S. SERVICES TO THE FIELD: Challenges

Outline the key challenges and how these will be addressed by this service.

3S. SERVICES TO THE FIELD: Audience/Constituency

Describe the constituency to be served. Identify methods used to determine the need for this service and outline specific goals of the project related to that need. If applicable, detail the process to be used for selection of participants.

4S. SERVICES TO THE FIELD: Service Delivery

Describe how the organization can effectively deliver these services in terms of technical, administrative, and informational capacity. If a website or listserv is part of the service, detail how does it supports the service(s) and how is it maintained.

5S. SERVICES TO THE FIELD: Project Staff

Identify key staff, advisors, and consultants providing this service, summarizing their credentials and roles. If selection of project personnel is pending, describe the process and outline the qualifications of individuals being sought.

6S. SERVICES TO THE FIELD: Finances

Describe any plans, projects, and activities for meeting the expenses of this project and how the board is involved in these efforts.

7S. SERVICES TO THE FIELD: Evaluation

Detail the intended impact and how this will be assessed. Describe the methods to be used for assessment and evaluation.

**DECENTRALIZATION: All applicants to DECENTRALIZATION must complete the following questions.**

1D. DECENTRALIZATION: Program Overview

Describe your local Decentralization program and its relationship to your organization's mission. Include county or counties served, and an outline of the goals of the program in terms of your Community Cultural Plan.

- 2D. **DECENTRALIZATION: DEC Site Profile**  
Returning DEC applicants must detail the number of applicants and the number of funded organizations. Indicate the number of organizations of color, and organizations that serve communities of color. Also provide a list of new first-time applicants to your local program. New DEC applicants should provide projections for the above information for the coming year.
- 3D. **DECENTRALIZATION: Challenges**  
Highlight the primary needs and challenges as identified in the cultural plan, as well as strategies for meeting those challenges through your regrants and services.
- 4D. **DECENTRALIZATION: Cultural Regrant Plan**  
Describe how this plan was redeveloped and how it will be implemented. Note when the Plan last reviewed.
- 5D. **DECENTRALIZATION: Please answer the following question ONLY if you intend to include the Individual Artists Category in your DEC regranting. You may indicate "N/A" if opting out of this regrant opportunity: Describe your process for determining a local need for Individual Artists Projects. Specify how your guidelines will encourage requests from artists who seek community interaction as part of their creative process. Detail how this grant will be promoted to a broad range of artists and arts disciplines in your service area.**
- 6D. **DECENTRALIZATION: DEC Coordinator Position**  
Describe the duties of the DEC Coordinator and outline his/her role in the organization. Detail the coordinator's hours, rate of pay, and any other duties or job functions within the organization. Describe any professional development and training opportunities provided for the coordinator.
- 7D. **DECENTRALIZATION: Panels**  
Describe how your DEC grant panelists are selected. If you are making targeted grants (e.g. for individual artists), how do your panel selection process and panel meeting procedures serve the particular needs of this component? If you are a regional site, how does your panel selection process ensure regional representation?
- 8D. **DECENTRALIZATION: DEC Site Budget**  
Describe plans and resources that supplement NYSCA funds to ensure that program goals are met, noting both cash and in-kind support. Describe your Board commitment towards raising the necessary additional funds to support the DEC program.
- 9D. **DECENTRALIZATION: Governance**  
Detail how will the Board contribute to the success of DEC within the organization and service area.
- 10D. **DECENTRALIZATION: Outreach**  
List the planned schedule of application seminars for the upcoming DEC cycle. Also, describe the outreach plans to ensure DEC program visibility and participation in all parts of the service area. Where applicable, describe how your advisory committee is involved in this work.
- 11D. **DECENTRALIZATION: Technical/Developmental Assistance**  
Outline your technical/developmental services plan in relationship to identified cultural needs. Describe the role of DEC staff and outside professional assistance in providing technical services. Plans may include local assessment methods, constituent meetings, information services, other re-grant programs offered, and a list of development seminars/workshops offered to local groups and artists.
- 12D. **DECENTRALIZATION: Program Context**  
Briefly describe other arts funding opportunities available in the communities within your service area. Describe any efforts made to coordinate and promote these arts funding opportunities.

## Support Materials

Marketing materials only may be submitted via hard copy. All remaining materials must be uploaded via Grants Gateway.

Hard-copy support material submissions must be received in NYSCA's office no later than Thursday, March 31, 2016. Hard-copy support materials will not be returned, therefore please do not send the only copy of any material. NYSCA's address for submission of these materials is:

Program Staff Name  
NYSCA  
Support Materials  
300 Park Ave. South, 10th floor  
NY, New York 10010

All support materials below are uploaded to the Pre-Submission Upload menu in the Grants Gateway.

### ***STANDARD SUPPORT MATERIALS – All Applicants: ALL STATE & LOCAL PARTNERSHIP APPLICANTS must submit the support materials below:***

1. ALL APPLICANTS - NYSCA FY2017 Project Budget: Please download this project budget form, complete and upload here.
2. ALL APPLICANTS - Résumés or biographical statements of up to 3 key staff, maximum of 1 page each
3. ALL APPLICANTS - Organizational Chart
4. ALL APPLICANTS - Long-range or Strategic Plan
5. ALL APPLICANTS - Program Schedule Form - organizations returning from multi-year funding must complete the Program Schedule for each year of the previous funding cycle. ([Download the form here](#)) New applicants or grantees returning from single year funding must complete the Program Schedule for the most recently completed season and the current season
6. ALL APPLICANTS - Up to 3 representative marketing materials (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.  
**Marketing materials may be forwarded in hard copy to Program Staff in lieu of uploading to the portal**
7. ALL APPLICANTS - Website, Facebook, Twitter, YouTube, and other social media links. We also reserve the right to review any/all of these online sources as part of your application.

### ***GENERAL OPERATING SUPPORT: All applicants to GENERAL OPERATING SUPPORT must submit the following support materials.***

1. GENERAL SUPPORT: Sample of scholarship application form (if applicable)

**REGRANTS AND PARTNERSHIPS: All applicants to REGRANTS AND PARTNERSHIPS must submit the following support materials.**

1. REGRANTS AND PARTNERSHIPS: If this is a regrant, a complete list of grantees from the current and previous year, project descriptions and grant amounts
2. REGRANTS AND PARTNERSHIPS: Outreach/promotional plan specific to proposed service

**SERVICES TO THE FIELD: All applicants to SERVICES TO THE FIELD must submit the following support materials.**

1. SERVICES TO THE FIELD: Sample questionnaires or evaluations of the services
2. SERVICES TO THE FIELD: Listing of program participants, if ongoing
3. SERVICES TO THE FIELD: Résumés for consultants, facilitators, speakers, and/or staff
4. SERVICES TO THE FIELD: Outreach/promotional plan specific to proposed service

**DECENTRALIZATION: All applicants to DECENTRALIZATION must submit the following support materials.**

1. DECENTRALIZATION: Résumés or biographical statements of executive director and DEC Coordinator, maximum of 1 page each.
2. DECENTRALIZATION: Community Cultural Regrant Plan and Outreach Plan
3. DECENTRALIZATION: Draft guidelines and application forms for DEC regrant programs
4. DECENTRALIZATION: A list of DEC panelists, their affiliation and county from the most recent DEC cycle
5. DECENTRALIZATION: For multi-county sites: list of advisory committee members and their affiliations, plus a copy of their latest report or policy.

# APPENDIX

## STANDARD SUPPORT MATERIALS REFERENCED TEMPLATES

### ***NYSCA FY2017 Project Budget Form***

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

	Project Budget
<b>EARNED INCOME</b>	
Admissions	
Contracted Services	
Tuition and Workshop Fees	
Fundraising Events	
Other Earned Revenue	
<b>Total Earned Income</b>	<b>\$ 0</b>

<b>CONTRIBUTED INCOME</b>	
Corporate Support	
Foundation Support	
Private Support	
NEA Support	
Federal Support	
State Support (non-NYSOCA)	
County Support	
Municipal Support	
<b>Total Contributed Income</b>	<b>\$ 0</b>
Other Revenue	
<b>TOTAL INCOME</b>	<b>\$ 0</b>

<b>EXPENSES</b>	
Personnel - Administrative	
Personnel - Artistic	
Personnel - Technical/Production	
Fringe Benefits	
Outside Artistic Fees and Services	
Other Outside Fees and Services	
Grants	
Space	
Travel	
Marketing/Advertising	
Remaining Operating Expenses	
<b>TOTAL EXPENSES</b>	<b>\$ 0</b>