

# New York State Council on the Arts FY2015 Application

## Frequently Asked Questions

### General Questions

#### 1. How do I apply for NYSCA funding in FY2015?

This year's application is comprised of three important steps:

1. Prequalify by the June 27<sup>th</sup> application deadline date. Go to [www.grantsreform.ny.gov](http://www.grantsreform.ny.gov) for more information and to register and prequalify, or call 212-459-8844 or 212-459-8846 to get help.
2. Submit your required information in the NYSCA portal ([www.arts.ny.gov](http://www.arts.ny.gov)).
3. Answer required questions and upload required documents in the Grants Gateway Grant Opportunity Portal ([www.grantsgateway.ny.gov](http://www.grantsgateway.ny.gov)).

Applications WILL NOT be reviewed unless all segments of the application are complete and submitted to their various portals by June 27<sup>th</sup> at 4:00PM.

We have created a webinar to highlight the process of successfully applying for a NYSCA grant. The presenters review **both** required platforms used in the application: NYSCA Portal and Grants Gateway Grant Opportunity Portal.

Please [click here](#) to view the NYSCA-Grants Gateway Application Webinar.

#### 2. How many Grants Opportunities may I apply for?

Applicants may apply to two non-exempt funding categories, and cannot apply for both General Support and another non-exempt category in the same NYSCA program. Please see the [NYSCA guidelines](#) for a complete list of exempt funding categories.

#### 3. Must my organization be prequalified by Grants Gateway in order to apply?

All applicants must be prequalified by Grants Gateway by the application deadline of June 27 at 4 pm.

#### 4. In the past, my organization was able to submit supplementary materials after the application deadline. Will this be possible this year?

Unfortunately, once your application is submitted, supplementary materials cannot be uploaded, and there will not be any opportunities to submit these materials after the application deadline.

**5. The Cultural Data Project report requires budgets for two complete fiscal years. For which years are these budgets required?**

Budgets are to be submitted for the two most recent years for which your organization has a completed audit or financial statement.

**6. How can I determine the status of my application during the course of the review process? When can I find out whether or not my Grants Opportunity has been funded?**

The Gateway system will have a calendar function on the face page that should show the rough timeline for the review process, both within and outside of our agency, so the applicant can track the progress.

**7. I am an individual artist. How do I go about applying for funding?**

Individuals can only apply through a fiscal sponsor. Please read the guidelines for the respective category for guidance on working with a fiscal sponsor.

**8. I am applying for a new grant. I have completed a CDP and have filled out the Organization Info, Organization Budget, Registration Form and Application Form on the NYSCA website, am I done?**

No. After finishing the above, you must submit your request in Grants Gateway. [Click here](#) for step-by-step instructions on how submit your request in Grants Gateway.

**9. Is there a phone number for the NYSCA Helpdesk.**

No, all help desk questions must be submitted through the website. However, if you have a question about prequalification you may call NYSCA's Prequalification Specialists with any questions on prequalification: (212)459-8844 or (212)459-8846.

## **Prequalification Questions**

**1. How will my organization know if we are still prequalified?**

Your organization's current status is displayed on your Document Vault homepage. When checking your status do not access or make changes to the document vault or you will change your status from 'prequalified' to 'open' and you could jeopardize your opportunity for FY15 funding if your vault is not closed by the June 27<sup>th</sup> deadline.

Contact the NYSCA's Prequalification Specialists with any questions on prequalification: (212)459-8844 or (212)459-8846.

**2. I understand that documents that have expired should not be uploaded on Grants Gateway before June 30<sup>th</sup> and that I should not open my document vault before that time.**

If your organization has previously indicated that its financial documents are due to expire on June 30<sup>th</sup>, then you have a couple of options. If you have all of your current financials ready to submit and you are absolutely certain that your documents are correct, then please contact a member of the NYSCA Prequalification staff and work with them to upload your documents and then quickly close up your document vault.

If you are unsure as to whether you have the correct financial documents, then we strongly recommend that you wait until after June 27<sup>th</sup> to complete this process. After the June 27<sup>th</sup> deadline closes, we will be happy to work with you to correct and update your document vault so you can be prequalified once again.

### **NYSCA Application Portal Questions**

**3. How can I check if my request is registered in the NYSCA portal?**

When you log into the NYSCA website, scroll to the bottom of your home page. All non-sponsored registered requests will appear with a PENDING status. To see all sponsored registered requests (if any), press the SPONSORED PROJECTS link at the bottom of the page.

PLEASE NOTE: This only confirms that the request is REGISTERED, not if the application form has been completed on the NYSCA portal or the Grants Gateway portal.

**4. Why can't I find the Organization Budget Form or Registration Page?**

First, you must complete or update your Organizational Information Form before gaining access to the Organization Budget Form. Following submission of the organization budget form, you will be able to register your request(s).

This should be stated more clearly in the overall application instructions as well as for those pertaining to ongoing multi-year grants.

**5. What is my DUNS number and where can I find it?**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with

the US Federal government for contracts or grants.

[Click here to request your D-U-N-S Number via the Web.](#) If one does not exist for your business location, it can be created within 1 business day.

**6. How do I find my latitude and longitude? Why aren't the numbers I've entered being accepted in the NYSCA system?**

To find your latitude and longitude using your street address, please [click here](#). Enter your street address and click 'Go.' Your latitude and longitude will display in a box below the map titled 'Get the Latitude and Longitude of a point.' Copy each number completely and paste it into the corresponding field on the NYSCA Organization Information.

In order to be accepted by the NYSCA portal:

Your latitude will be a positive number between 35 & 50 with six decimal places.

Your longitude will be a negative between -70 & -85 with six decimal places. **You must include the negative sign (-) in the field.**

**7. I see that Slideroom is no longer being used. Do I still need to upload work samples and other supplemental materials? If so, where would I upload the materials?**

Yes. All work samples and support materials will be uploaded into the Grants Gateway application where requested. NYSCA is no longer using Slideroom for support materials.

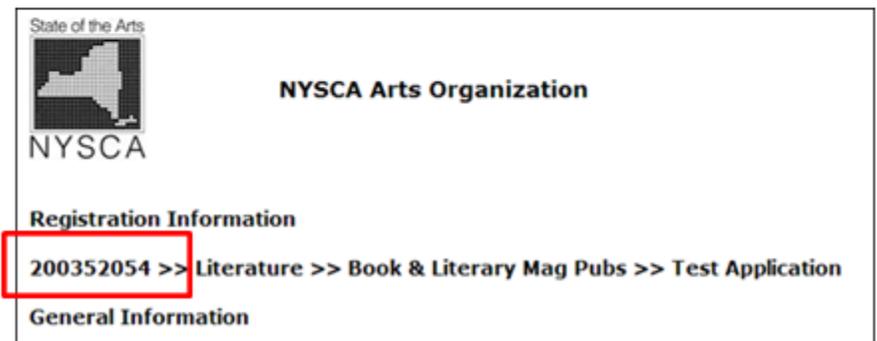
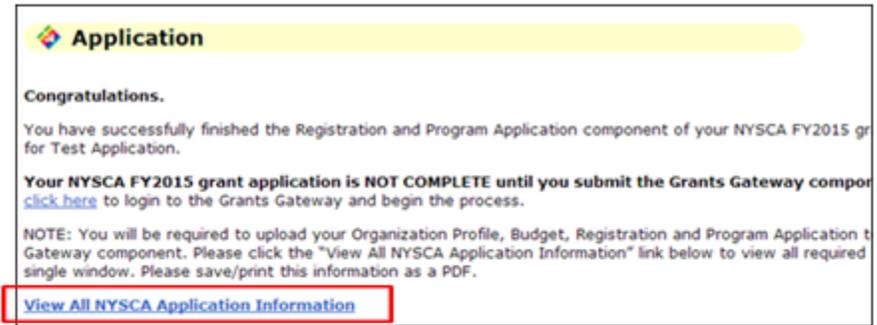
For more information on support materials requirements, please [click here](#).

**8. If my organization has a multi-year contract or an extended contract, do we still have to go to the Grants Gateway and submit an application?**

No. Continuing multi-year or extension contract grantees only need to register their contracts in the NYSCA website by completing their Organization Information Form, followed by completion of the Organization Budget Form through the links on the left side of the page, followed by completion of the Registration Form. Grantees will be asked to 'Accept' their listed contracts, which will register them in our system. **The Cultural Data Project report must also be updated on the Cultural Data Project website.** NYSCA will access the CDP website to collect each organization's information.

**9. Where is my Unique App ID?**

The Unique Application ID is generated by the NYSCA system. The Unique Application ID can be found on the first page of the 'All NYSCA Information' packet available once you submit your application on the NYSCA portal. Please see below:



**10. If we are sponsoring an individual artist or unincorporated arts organization, do we have to submit the CDP and work plans for each sponsored artist's application?**

Yes. Sponsoring organizations must submit a complete application in both the NYSCA Portal and Grants Gateway for **each** project or artist they are sponsoring. A complete application includes all required support materials.

**Grants Gateway Application**

**1. Is there a phone number for Grants Gateway?**

There is a number for technical questions for Agate Software. That number is 1-800-820-1890.

**2. Who can create and submit an application in the Grants Gateway?**

In order to create an application, you must log in as a Grantee or Grantee Contract Signatory. The organization’s Delegated Administrator can assign these roles.

Only a **Grantee Contract Signatory** or **Grantee System Administrator** can submit an application.

For more information on ‘roles’ please review page 24 of the [Grants Gateway Application Guide](#).

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No. Continuing multi-year or extension contract grantees only need to register their contracts in the NYSCA website by completing their Organization Information Form, followed by completion of the Organization Budget Form through the links on the left side of the page, followed by completion of the Registration Form. Grantees will be asked to ‘Accept’ their listed contracts, which will register them in our system. **The Cultural Data Project report must also be updated on the Cultural Data Project web site.** NYSCA will access the CDP website to collect each organization’s information.

**4. If we are sponsoring an individual artist or unincorporated arts organization, do we have to submit the CDP and work plans for each sponsored artist’s application?**

Yes. Sponsoring organizations must submit a complete application in both the NYSCA Portal and Grants Gateway for **each** project or artist they are sponsoring. A complete application includes all required support materials.

**5. How do I find the Application on the Grants Gateway?**

You must be logged into Grants Gateway as a “Grantee,” “Grantee Contract Signatory” or “Grantee System Administrator” in order to create an application. A Delegated Administrator cannot create an application.

(For instructions on creating roles in the Grants Gateway, please review page 18 of the [Grants Gateway Vendor User Guide](#))

Once logged in as the correct role, click on “View Opportunities” under the “View Available Opportunities” heading on the homepage.

There are two ways to locate the NYSCA grant application. Select ‘Council on the Arts’ from the ‘Search by Funding Agency’ dropdown menu and click ‘Search’

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Type ‘Council on the Arts FY2015’ in the ‘Search by Grant Opportunity’ field. On the results

screen, click “Council on the Arts FY2015” under “Grant Opportunity” to view the grant opportunity and begin the application. To begin the application, click on the “Apply for Grant Opportunity” button.

For a detailed guide on how to complete the Grants Gateway application, please [click here](#).

**6. I still can't find the Application in the Grants Gateway.**

When you log onto the Grants Gateway, you will see "View Available Opportunities" on the home page. If you do not see it, you must change your user ID to "Grantee". To do this, log on as the "Grantee Delegated Administrator" (this will probably already be your role, as it explains why you cannot see the applications). Next, click on the "Organization(s)" link in the up-right part of the homepage. Click on "Organization Members". Click on "Current Members". Select your name. Scroll down and under "Role" change to "Grantee Contract Signatory". Click "Save" in upper right corner.

For more information on creating user accounts and assigning roles, please review page 19 of the [Grants Gateway Vendor User Guide](#))

**7. How is the Grants Gateway budget different from the NYSCA project budget? Do I need to complete both?**

The NYSCA Website Project Budget Form requests information about revenue and expenses for the entire project, including non-NYSCA funds. The Grants Gateway Budget is an anticipated expense report showing how the organization plans to use the NYSCA portion of the funds, if granted the requested amount.

For example: The total project budget as indicated on the NYSCA website grant is \$80,000. The permitted request amount is for no more than half the project budget pursuant to the NYSCA grant guidelines, or \$40,000. The Grants Gateway budget form asks the organization to enter only the NYSCA requested fund amount – in this case, the \$40,000.

Applicants must complete both budgets.

**8. Do all Grants Gateway budget categories need to be provided or just the ones applicable to our organization? Can we offer general totals for each category?**

In the various expenditure budget forms (Personal Services, Contractual, Travel, etc.) you will account for how your grant request will be allocated. Please consult the guidelines for eligible expenses.

You only need to fill out the categories where you are allocating requested grant funds. Expense categories do not need to be itemized. Category totals are acceptable. You do not need to add any information in the “Narrative” forms

**9. I see that Slideroom is no longer being used. Do I still need to upload work samples and other supplemental materials? If so, where would I upload the materials?**

Yes. All work samples and support materials will be uploaded into the Grants Gateway application where requested. NYSCA is no longer using Slideroom for support materials.

For more information on support materials requirements, please [click here](#).

**10. Where can I find information about how to create a URL for my uploads of supplemental materials?**

**How to create a YouTube Account:**

<https://www.youtube.com/watch?v=Ehoe1Ks96yE>

**How to upload an 'Unlisted' YouTube video:**

This video will not be visible to the public. Only those you share the link with will be able to view the link.

<http://youtu.be/1f-Zogch8cw?t=11s>

**Upload a video to Vimeo:**

<https://www.youtube.com/watch?v=I9qM7Ot-z1Y>

Vimeo Help - <http://vimeo.com/help/basics>

**Upload a video to Sound Cloud:**

[https://www.youtube.com/watch?v=b0MfJW\\_pZfk](https://www.youtube.com/watch?v=b0MfJW_pZfk)

Sound Cloud Help - <http://help.soundcloud.com/>

**11. What is the maximum file size for uploads?**

The maximum file size is 10M per upload. Gateway will allow for up to 20 separate uploads per request.

**12. I began my application but I need to return to it at another time. How would I be able to return to this application to complete and submit it?**

Make sure to save every page of the application as you complete it. You can return to the application by logging in again and going to your "tasks" on the Grants Opportunities home page.

**13. How do I submit my application?**

Only a Grantee Contract Signatory or Grantee System Administrator can submit an application.

For step by step instructions on how to submit your application, please review page 19 of the [Grants Gateway Application Guide](#).

**14. Once I submit my application, can I reopen the application and revise it?**

No. Once an application is submitted it cannot be reopened.