

New York State Council on the Arts

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Music

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For complete instructions on how to apply to NYSCA's FY2016 Grant Program, please [click here](#).

Program Goals

The Music Program fosters the creation, production, and performance of musical events of outstanding professional quality. Music offers support for public performances by established and emerging professional music organizations representing a broad spectrum of musical expression. Music also offers support for services to nonprofit music organizations and artists, community schools of music, and projects exploring new technology in music.

Applicants producing performances are encouraged to explore new and recent repertoire, unless their mission is specific to a particular period of music. The Music Program encourages innovative programming and adventuresome approaches to performance and presentation.

Funding for national organizations is only provided for specific activities occurring in New York State.

Organizations and/or individuals requesting support for Music Commissions should refer to the Individual Artists guidelines.

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.

Program Information

Types of Support Available:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below). Applicants wishing to make two requests in the Music project categories in FY16 should first speak to Program staff regarding eligibility for General Support.

General Support is provided for organizations whose primary mission is music. General Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

Project Support is provided for applicants in the following categories:

1. Project Support
2. Community Music Schools
3. Services to the Field

Regrants and Partnerships Support is made by invitation from the Council only, and is *exempt* from the Council-wide two-request limit.

Artistic Evaluation:

NYSCA must be able to evaluate an applicant's artistic quality on an ongoing basis. It is the responsibility of all current and prospective applicants to inform staff of events well in advance of the event date. This is required so that staff or advisory panelists may attend and evaluate the events. Email notification of public performances in New York State should be sent to msc@arts.ny.gov

Musical Instrument Loan Support:

Organizations interested in purchasing a musical instrument may apply for a loan from the Musical Instrument Revolving Loan Fund, which provides low interest loans to eligible NYSCA applicants. An announcement of availability of loans, special application procedures, and the deadline for loan requests will be emailed to all NYSCA applicants in the summer of 2015.

Eligibility to Apply for other NYSCA Support and Exemptions from the Two-Request Limit:

Organizations applying for or receiving General Support from NYSCA may also apply for Project Support in one other program. Sponsored applicants and those funded under the following programs are exempt from the two-request limit:

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 – Literary Translation category

Regional Economic Development Program – All categories

State and Local Partnership Program - Decentralization category

All Programs - Re-grants and Partnerships category

Evaluative Criteria

Grant requests are evaluated in accordance with agency-wide [criteria](#).

Category Specific Information and Questions

Applicants are required to complete those questions that correspond to the category for which they are applying

General Support

General Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities.

General Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based, for example, the education programs of an arts center operated as a discrete entity within a parent community service organization.

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

General Support grants will be no less than \$5,000 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 Support is awarded on a multi-year basis.

Eligibility Criteria:

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

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#).
- The timely submission and staff approval of all mandated Final Reports is required before an application can be considered for funding. Please sign in to the NYSCA website and view the Organization Home Page on the online grant application system to review the reports that are due, overdue, or incomplete.
- Its primary focus or mission must be in the discipline in which the organization is seeking General Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public; and

- 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; and
- 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; and
- The organization must employ one or more qualified, salaried administrative staff; and
- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to resident artists and teaching artists.
- Funding for national organizations is only provided for specific activities occurring in New York State

Sponsored Requests are Not Eligible for Support in this Category.

General Support Questions:

Artistic/Programmatic

1. Background

Describe the organization and how it was established, focusing on the activities for which support is requested.

2. Artistic/Cultural Vision

Articulate the organization's artistic and/or cultural vision.

3. Program Overview

Describe programs and/or services planned for the coming year. How will they help the organization to realize its artistic and cultural vision? Discuss any new programs and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. The description of programs should indicate the concert venues, dates, theme (if any) and intended programming for these performances. What repertoire is performed, and why? Only indicate projects or services occurring in New York State.

4. Changes and Challenges

Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

Managerial/Fiscal

5. Staff

Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes in key staff positions.

6. Governance

Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.

7. Facilities

Describe the facilities used for programming and administration. Please indicate seating capacity and provisions for handicapped accessibility.

8. Organizational Development

Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

9. Finances

- Detail plans for meeting current and future expenses, including sources of earned and unearned income.
- Explain any current and/or recurring surplus or deficits.
- How will the scope of the activity change if the full request for NYSCA funding is not received?

10. Artist and Programmatic Consultant Fees

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

Service to the Public

11. Constituency

Describe the audiences and communities served.

12. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency.

13. Marketing

Describe the organization's marketing strategies.

14. Online Resources

Describe the organization's use of the Internet and social media.

15. Evaluation

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.

16. 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.

Project Support:

This category offers support to professional music organizations producing and performing concerts either in their home county or elsewhere in New York State. Support in this category is usually awarded on a multi-year basis.

Applicants producing performances are encouraged to explore new and recent repertoire, unless their mission is specific to a particular period of music.

Funding for national organizations is only provided for activities occurring in New York State.

Eligibility Criteria:

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

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#)
- Produce one season or festival (multiple performances on consecutive days) of at least three performances in each of the past two years, and project a season or festival of at least three public concerts annually during the grant period.
- For opera companies, annually produce at least two fully staged operas, with orchestra, or one fully staged opera with orchestra plus a minimum of one concert (group vocal) recital accompanied by an instrumental ensemble.

For Sponsored Requests, Please see [Application Instructions for Sponsored Organizations and Activities](#)

Project Support Questions:

Artistic/Programmatic

1. Program Overview

Describe the program(s) planned for the proposed year. Specifically, identify the concert venues, dates, and intended programming for upcoming performances. Only indicate programming occurring in New York State.

2. Challenges and Developments

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



Managerial/Fiscal

3. Artist Fees

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

4. Project Personnel

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

5. Finances

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

6. Organizational Development

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

Service to the Public

7. Audience/Marketing

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

8. Education and Interpretation

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

9. Community Context

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

Community Music Schools

Funding available in this category supports the core activities of community music schools. Although the school may have a single or multi-disciplinary focus, for the purpose of this category, the school's principal focus should be music instruction. In addition, residencies, performances, and presentations by professional artists should serve the instructional components of the school and provide additional opportunities for the broader community to engage in arts activities.

Definition:

A community music school is an organized and permanent non-degree-granting, nonprofit institution that provides quality arts instruction and participation to all interested persons, regardless of age, race, gender, religion, ethnic origin, financial means or level of ability.

Awards in this category are generally made on a multi-year basis.

Eligibility Criteria:

In order to be eligible to apply for Community Music Schools, an applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#)
- Operation for a minimum of two years.
- Owns or operates an accessible cultural facility.
- At least 100 students enrolled over the course of a year.
- Offers year-round instruction and programming.
- Professional artistic staff and faculty.
- Provides sequential curriculum to serve a diverse enrollment.
- Has articulated standards of mastery for beginning, intermediate and advanced students.
- Provides scholarship support for a substantial proportion of the student body.

Sponsored Requests are Not Eligible for Support in this Category

Note: Arts instruction that takes place in prekindergarten-12 classes during school hours is not eligible for support. Applicants that offer such instruction are advised to consult with the Arts Education Program.



Community Music Schools Questions:

Artistic/Programmatic

1. Program Overview

Describe the programs and services planned for the coming year, highlighting new or expanded activities, and noting student eligibility requirements.

2. Changes/Developments

Describe any significant changes or developments in the organization since last reviewed by the Council.

3. Facilities

Briefly describe the organization's facilities.

Managerial/Fiscal

4. Finances

Describe plans, projects and activities for meeting projected expenses, including fundraising initiatives. Note the board's involvement. How would the scope of the project change if the full request for NYSCA funding is not received? Use the Budget Notes section of the Project Budget to indicate income sources and itemize principal expense items, including personnel, outside artists' fees, marketing and remaining operating expenses.

5. Evaluation

Describe the evaluation process and the role of the board and senior staff in ongoing evaluation and assessment of music education activities.

Service to the Public

6. Community Served

Identify the size, cultural/ethnic makeup, and age range of the student body, along with the strategies for achieving or maintaining diversity. Give an overview of how the school deepens an awareness and understanding of the musical arts to the student body and community.

7. Comparable Services

What other public or private organizations provide music education in the surrounding geographic area? If working in partnership with any organizations, describe that relationship.

8. Scholarship Support

What percentage of your student body receives scholarship support (tuition subsidies)? If there is a sliding scale, please describe.

Services to the Field

This category offers support to organizations that provide professional services on a regional or statewide basis to music organizations, artists, and facilities for performance and composition that incorporate new technologies. Such services may include, but are not limited to, technical assistance in administrative areas, projects that utilize technology, booking and promotional services, and concert and artist management. Support is also available for publications that specifically benefit the professional music field or its audience. Applications from national service organizations must be only for activities occurring within New York State.

Facilities using new technologies are supported for residencies, studio time (up to 80 hours), technical instruction and access to equipment. Artists selected to participate in funded programs in facilities using new technologies must be New York State residents.

Eligibility Criteria:

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

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#)
- The organization must have a paid administrator.

Sponsored Requests are Not Eligible for Support in this Category.

Services to the Field Questions:

Artistic/Programmatic

1. Program Summary

Briefly describe the services or facilities being provided, highlighting new or expanded activities. For artist residency programs, detail length of residency, number of hours of computer studio time, available equipment and services, and any responsibilities the artist might have for community engagement and performance as part of the project.

2. Delivery

Describe the organization's technical, administrative, and informational capacity to deliver the service.

3. Facilities/Technology

For residencies, describe the facility, equipment and technical support provided for artists.

Managerial/Fiscal

4. Project Staff

Summarize the roles and credentials of artistic, administrative and technical staff, as well as any advisors and consultants providing the service. Please note any significant changes or accomplishments since your last NYSCA application review (artistic and administrative direction; finances).

5. Finances

Describe plans, projects and activities for meeting current and future expenses of this project. How would the scope of the project change if the full request for NYSCA funding is not received? For residencies, describe the general fee structure and subsidy/scholarship options. Use the Budget Notes section of the Project Budget to indicate income sources, and to itemize principal expense items, including personnel, outside artists' fees, marketing and remaining operating expenses.

6. Evaluation

Describe the methods for ongoing assessment and evaluation.

Service to the Public

7. Audience

Describe the audience for this service in terms of users and level of activity. Summarize the selection process if one is required for participation in the service. If this is a national service organization, state the percentages of services delivered to musicians and music organizations from New York State.

8. Marketing

Indicate how the target market will be reached, specifically describing marketing to musicians and music organizations in New York State.

9. Comparable Services

Are there other organizations in the area providing similar or complementary services to the community? If so, is the applicant working in partnership with any of these or other organizations? Please describe.

Regrants and Partnerships

The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. These activities are carried out with funds granted through the Regrants & Partnerships category.

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, describing the demographics of the recipients.

Application to the Regrants and Partnerships Programs category is by invitation only.

Eligibility Criteria:

In order to be eligible to apply for Re-grants and Partnerships Support an applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is not otherwise exempted from prequalification, the nonprofit organization must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#).
- Its primary focus or mission must be in the discipline in which the organization is seeking Re-grants 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; and
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline; and
- The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; and
- 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; and
- The organization must employ one or more qualified, salaried administrative staff; and
- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

Sponsored Requests are Not Eligible for Support in this Category.

Re-grants and Partnerships Questions:

Artistic/Programmatic

1. Program Summary

Describe the regrant or partnership program, its priorities, and the constituents served. How does it differ from or complement other programs in the community or field? Provide the organizational URL.

2. Mission

How does this program relate to the organization's mission, goals and programming?



3. **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.

Managerial/Fiscal

4. **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.

5. **Governance**

Describe the involvement of the board in management and program oversight.

6. **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.

7. **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 the full request for NYSCA funding is not received?

Service to the Public

8. **Constituency**

Describe the audiences and communities served.

9. **Marketing/Outreach**

What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups.

10. **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.

11. **Evaluation**

How is the effectiveness of this program evaluated and assessed? Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public.

12. 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.

13. Support Materials

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

Support Materials

Support Materials must be submitted by uploading each into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal.

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2015. NYSCA is not responsible for any broken, inactive or password protected links.

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

Category Specific Support Materials

Applicants are required to submit those support materials that correspond to the category for which they are applying.

General Support/Support Materials:

1. *Up to 5 representative marketing pieces (sample programs, flyers, catalogs or brochures) that reflect activity for the past year.* Do not include press coverage or reviews or notices
2. *A listing of events that occurred in New York State during the past year and those that are planned for the coming year, including artists, venues, dates and actual or projected attendance*
1. *Website, Facebook, Twitter, YouTube, and other references.* We reserve the right to review any/all of these online sources as part of your application.
2. *Recordings, in audio or video, of one or more recent (i.e. within the last year or two) performances, which should include a variety of works.* Opera companies are required to submit at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.



Optional:

3. Up to 3 minutes of video on organization activities
 4. Long range or Strategic Plan
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Project Support/Support Materials:

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

1. *Most recent brochure with class/course offerings provided.*
 2. *Sample program of performances, concerts and other events at the school.*
 3. *Video examples of a representative class in session and of a resident ensemble (if applicable).* The video sample should present only the examples you would like the panel to see and hear. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.
 4. *Schedule of class/course fees.*
 5. *Faculty list including brief description of credentials.*
 6. *A listing of workshops and classes that occurred during the past year and that are planned for the coming year, indicating actual or projected enrollment.*
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Services to the Field Support Materials:

1. *Representative samples of print materials relevant to the request (if desired; no more than 3 copies of each).*
2. *Résumés or biographical statements of consultants.*

Regrants and Partnerships Support Materials:

1. *Up to 5 representative marketing materials* (sample brochures, promotional materials and/or application forms.) that reflect regrant or partnership activity for the past year.
2. *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.
3. If this is a regrant, *a list of most recent grantees*, project descriptions and grant amounts.
4. *Outreach/promotional plan* for proposed regrant or partnership.
5. If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results.
6. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. These materials may be important to the Application's assessment. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.). For video, please indicate start and stop points.