

New York State Council on the Arts

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Museum Program

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- General Operating Support

For complete instructions on how to apply to NYSCA's FY2017 Grant Program, please [click here](#).

Program Goals

Museums allow us to experience great art, to discover stories about objects, and to explore worlds both new and familiar. Within museums arts and cultural activities may be very diverse. But, at their heart is an emphasis on the exhibition and interpretation of art, objects or an historic space. NYSCA advances museums and related professional service organizations by offering support for arts, cultural and heritage activities. The Museum Program underscores the importance of clear planning to foster stronger institutions, and encourages creative thinking to better serve the public.

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

Program Prerequisites:

- A museum is generally defined as an organization that exists for educational and aesthetic purposes. It owns and cares for – and/or uses and interprets – objects and/or a site for the public presentation of regularly scheduled programming and exhibitions. Museums follow accepted professional standards, such as those developed by the American Alliance of Museums. In New York State, most museums must be chartered through the [New York State Museum Chartering Program](#).
- For NYSCA application purposes, the term "museum" includes historic houses and sites, and does not generally include organizations that primarily manage living collections. Such organizations should consult [New York State's Zoos, Botanical Gardens and Aquariums Program \(ZBGA\)](#).

- Museums must have been open to the public for a minimum of one year prior to the application deadline.
- Museums should provide significant ongoing services to the public. The strongest applicants provide programming for a minimum of 120 days per year by the deadline. Organizations open to the public by appointment only do not meet this requirement.
- Museums 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, the museum 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.

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 to the Museum Program may make one request.

General Operating Support is provided for museums focused on arts, cultural and heritage activities. General Operating Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

Project Support may be sought for exhibitions, museum education and interpretation, collections research and cataloguing, audience development, and 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.

Other Support

Travel Grants

Travel funds for museum professionals are available through the Museum Association of New York. Any museum, whether or not it has been previously funded by NYSCA, may apply to support one or more staff to attend conferences, workshops, conduct research or view exemplary museums within New York State. Registration fees (but not travel costs) for out-of-state conferences is also available. Travel grants may not exceed \$1,000 per museum.

For further details, including guidelines and an application, please consult the Museum Association of New York website at www.manyonline.org.

The Museum Association of New York,
Travel Grants
265 River Street

Troy, NY 12180
t: 518.273.3400
t: 800.895.1648
e: director@manyonline.org
url: www.manyonline.org

Conservation Treatment

The Conservation Treatment Grant Program offers support for treatment procedures to aid in stabilizing and preserving objects in museum collections. Support may be provided for treatment of paintings, works on paper (i.e. maps, prints, posters), textiles, furniture, sculpture, and ethnographic, historical, and decorative objects. The work must be performed under the direction of a professional conservator. The maximum grant award is \$7,500. The program is managed on behalf of NYSCA by the Greater Hudson Heritage Network and provides support state-wide.

Any non-profit museum or cultural organization in New York State is eligible to apply, provided the organization does not have in-house conservation staff with expertise in the area for which support is requested. Objects to be treated must be owned by the applicant institution.

For further details, including guidelines and an application, please consult the Greater Hudson Heritage Network website at www.greaterhudson.org.

Conservation Treatment Grant Program
Greater Hudson Heritage Network
2199 Saw Mill River Road
Elmsford, NY 10523
t: 914.592.6726
e: info@greaterhudson.org
url: www.greaterhudson.org

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

Organizations applying for or receiving General Operating Support in the Museum Program 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 - *Regrants and Partnerships category*

Evaluative Criteria

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

Category Information & Questions

General Operating Support

General Operating Support represents an investment by NYSCA in an organization's 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.

General Operating Support is directed toward ongoing activities of museums including those operated as independent entities within their own organizations, or who provide significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based. For example, *a museum operated as a separate entity within a college or university, or a museum operating as a discrete entity within a multi-arts center.*

When considering General Operating 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 Operating Support grants will be no less than \$5000 and may not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. In the Museum Program, recent awards for museums have ranged from less than 1% of a museum's operating budget to up to 9%. General Operating Support is generally awarded on a multi-year basis.

General Operating Support Prerequisites:

- The applicant's primary focus or mission must be as a museum and
- It must have ongoing programs, exhibitions, or other art, cultural and/or heritage activities that are open to the general public; and
- The organization makes evident a substantial commitment to arts, culture and/or heritage, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts, culture and/or heritage, 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 currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff; and
- It must have a viable, committed board of directors with officers that exercise oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to artists.

Sponsored Projects are Not Eligible for Support in this Category.

General Operating Support Questions:

Artistic/Programmatic

1. Background

Describe the museum and how it was established. Provide the museum's url and any other social media links.

2. Artistic/Cultural Vision

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

3. Program Overview

Describe education and public programs and/or services for the coming year and how they will help the organization realize its artistic and cultural vision. Discuss any new programs and/or initiatives that are planned for the next two years, the goals in undertaking these activities, and the expected outcomes. Please list the exhibition schedule and include brief descriptions of the exhibitions.

4. Collections

Summarize the content and significance of the museum's collections. How recent is the collections management policy? How many objects are in the collection and how much is accessioned and catalogued? What cataloguing system is used and why? For museums without collections, please describe how the museum incorporates art/objects in its programming.

5. Evaluation

Articulate how the museum evaluates its programs. Provide an example of how such evaluation has led to improving your offerings.

6. Changes and Challenges

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

Managerial/Fiscal

7. Staff

Identify the key administrative, artistic and programmatic staff members and their qualifications. Detail any recent significant changes (including vacancies) in key staff positions.

8. Governance

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

9. Facilities

Describe the facilities used for programming and administration, and how they are maintained.

10. Organizational Development

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

11. 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.

12. 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

13. Constituency

Describe the audiences and communities served.

14. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency. Please include your total onsite visitation numbers for the last two years. Please discuss how visitation is trending at your museum.

15. Marketing and Online Resources

Describe the breadth of the organization's marketing strategies.

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.

Support Materials

17. Support Materials

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

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, 2016. NYSCA is not responsible for any broken, inactive or password protected links.

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

Category Specific Support Materials

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

General Operating Support:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each.
 2. *Organizational Chart.*
 3. *Long-Range or Strategic Plan* (optional).
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