

New York State Council on the Arts

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Theatre

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Information Outlined Below:

Program Goals

Program Information & Questions

Category Information & Questions

- Services to the Field

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

Program Goals

NYSCA offers support to professional theatre companies with ongoing production and development programs, and service organizations that build and reinforce administrative and institutional skills, provide resources and information, assist in the professional development of artists, and enhance education about and access to theatre for all audiences.

Funded applications reflect the full range of theatrical expression. Traditional forms (classic, contemporary and musical theatre) and experimentation that crosses disciplinary boundaries, as well as proposals that are creative and experimental in their use of new technology are welcomed. NYSCA encourages performances that reach under-served audiences and constituencies, activities that provide opportunities for diverse artists and administrators, and imaginative approaches to theatre for young audiences.

Organizations and/or individuals requesting support for Theatre Artist 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 to reflect in their workforces, artists and programmatic offerings 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 Theatre project categories in FY17 should first speak to Program staff regarding eligibility for General Operating Support.

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

Project Support is provided for applicants from a variety of arts disciplines in the following categories:

1. Professional Performances
2. 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.

Technical Assistance:

The Theatre Program offers a limited amount of technical support to its grantees in such areas as board development, fundraising, marketing and organizational planning. Funding is directed to consultants for their work with an organization that receives ongoing Program support. The Program's technical assistance fund is administered by [Alliance of Resident Theatres/New York](#) (ART/NY). Please consult with Program staff for further information about technical support.

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

Organizations applying for or receiving General Operating 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 + 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.

Program Eligibility Criteria:

In order to be eligible to apply for NYSCA Theatre 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.
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Program Questions:

*All applicants to the Theatre Program
must complete the following three questions:*

1. Staff

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

2. Governance

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

3. 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. Remember to include any financial notes in the Project Budget area.

Category Specific Information & Questions:

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

Services to the Field

Services to the Field offers support for service organizations and for activities that provide managerial, artistic or information services to individual theatre artists and/or organizations. These services may include publications, professional development through workshops, symposia and roundtables, managerial support, information resources, projects that utilize technology, subsidized space for rehearsals and performances, festivals, and initiatives extending beyond the scope of an organization's general programming.

New applicants to this category must contact NYSCA staff before submitting their request. And all other applicants are always encouraged to contact NYSCA staff well before the application deadline.

Prerequisites

Applicants must be able to document a history of providing service(s) to the Theatre field of New York State.

Sponsored Projects are Not Eligible for Support in this Category.

Services to the Field Questions:

Artistic/Programmatic

1. Program Overview

Describe the services to be offered. Note how these services support the mission and other activities of the organization. If this is a service organization, outline the range of services that it provides.

2. Program Context

Describe the significance of the proposed services for the targeted community to be served.

3. Changes and Developments

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

Managerial/Fiscal

4. Facilities

Describe the office and other facilities. Will the proposed activity require the use of additional space? If so, please describe.

Service to the Public

5. Audience

Describe the audiences and communities served by the proposed service.

6. Marketing

Describe marketing efforts for the proposed service. Have there been any recent changes in the approach to marketing? Describe the use of online resources and social networking sites for this particular project.

7. Evaluation

How does the organization evaluate this program?

8. Outreach

Describe overall outreach activities, including education programs, discount ticketing, talk-backs, newsletters, etc. Describe any outreach to under-served populations, community-based organizations, or social service agencies.

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.

Program Support Materials:

*All applicants to the Theatre Program
must submit the following support materials:*

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each - upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. *Organizational Chart* - upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. *Up to 5 representative marketing materials* (sample programs, brochures, show announcements or flyers) that reflect activity from two recent productions. Do not include press coverage, reviews or notices.- upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
4. *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. – Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.

Services to the Field/Support Materials:

1. Scans of materials that document current activity and outreach relating to the request, as well as activity from the past two years.
 2. Scans of evaluative reports and/or participant surveys relating to the request from the past two years.
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