

**New York State Council on the Arts**

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[www.arts.ny.gov](http://www.arts.ny.gov)

**Literature Program**

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**Information Outlined Below:**

Program Goals

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- Public Programs

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

**Program Goals**

The Literature 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. Literary genres supported include fiction, poetry, drama, and literary (creative) prose. NYSCA is committed to the development and support of literary activity for underserved areas and audiences, and to activity that supports writers who represent the cultural diversity of New York State. Priority is given to applicants that demonstrate artistic excellence as well as a consistent policy of payment to writers and substantial efforts to reach and to creatively engage a wide audience through innovative literary programming and promotional efforts.

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 Literature project categories in FY15 should first speak to Program staff regarding eligibility for General Operating Support.

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

**Project Support** is provided in the following categories. Applicants may apply in up to two of the following project categories in Literature for FY16, for a total of two requests Council-wide:

- Book & Literary Magazine Publication
- Public Programs
- Literary Translation (exempt from the two-request limit)

**Regrants and Partnerships Support** is made by invitation from the Council only, and is *exempt* from the Council-wide two-request limit. The Services to the Field category in the Literature Program has been incorporated into the Regrants and Partnerships category. Applicants who formerly applied in the Services to the Field category may be eligible to apply in the Regrants and Partnerships category, but must consult with NYSCA staff prior to making an application.

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### Technical Assistance

The Literature Program provides technical assistance to literary publishers, literary presenters, and individual writers through a number of literary service partners, as listed below. It also supports information access for the general public. **Applicants seeking Technical Assistance should consult directly with the technical assistance providers listed in these guidelines.**

#### Statewide Literary Website for Literary Audiences

Bright Hill Literary Center and Press / New York State Literary Website (LitTree)

94 Church Street, P.O. Box 193

Treadwell, NY 13846-0193

Contact: Bertha Rogers, Founding Executive Director

Lawrence Shaw, Administrative Assistant

607-829-5055

E-Mail: [wordthur@stny.rr.com](mailto:wordthur@stny.rr.com)

[www.nyslittree.org](http://www.nyslittree.org)

LitTree offers a comprehensive listing, by county, of writers who have lived or worked in New York State, as well as listings of the State's important literary sites, libraries and bookstores. It also offers a calendar of literary events, as well as links to the websites of many literary organizations.

## **Technical Assistance for Literary Publishers**

Council of Literary Magazines and Presses (New York Technical Assistance Program - NYTAP)  
154 Christopher Street, Suite 3C  
New York, NY 10014-2839

Contact: Paul Legault  
Director of Programs and Strategic Communications  
[plegault@clmp.org](mailto:plegault@clmp.org)

Montana Agte-Studier  
Director of Membership and Development  
[magte-studier@clmp.org](mailto:magte-studier@clmp.org)

[http://www.clmp.org/about/nytap\\_1.html](http://www.clmp.org/about/nytap_1.html)

CLMP provides assistance to nonprofit literary magazines and small presses in the form of regrants, consultancies, workshops, roundtable meetings, travel funds, mentorships and online resources in areas such as distribution, fundraising, publicity and marketing through its New York State Technical Assistance Program, funded by NYSCA.

Literature Program Technical Support

### **Book Redistribution to Libraries in Underserved Communities (The Poulin Project)**

Distribution to Underserved Communities (DUCS)/

Art Resources Transfer

526 West 26th Street, Suite 614

New York, NY 10001

Contact: Kylie Gilchrist, D.U.C. Library Program Coordinator/attn. The Poulin Project  
(212) 255-2919

E-Mail: [info@ducprogram.org](mailto:info@ducprogram.org)

<http://www.artresourcestransfer.org/duc.php>

<https://www.artresourcestransfer.org/poulin>

Publishers may donate returned, surplus and slightly hurt books for redistribution to institutional libraries serving seniors, young people, incarcerated persons and the general public.

## **Technical Assistance for Literary Presenters**

Literary Presenters Technical Assistance Program (LitTAP)

Contacts: Laurie Dean Torrell, New York State Director

Debora Ott, Founding Director

E-Mail: [ldcant@justbuffalo.org](mailto:ldcant@justbuffalo.org), [dott@littap.org](mailto:dott@littap.org)

<http://www.littap.org/index.php?id=97>

The Literature Program offers a technical assistance program, LitTAP, for New York State nonprofit literary presenters at all budget levels statewide. Sponsored by Just Buffalo Literary Center, the project features an extensive technical assistance website, consultancies, and convenings of the State's literary field.

## **Grant Information for Individual Writers**

### **Sample Translator's Contract**

PEN American Center

568 Broadway, Suite 401

New York, NY 10012-3225

(212) 334-1660  
E-Mail: [pen@pen.org](mailto:pen@pen.org)  
<https://www.pen.org/>

Monitors worldwide freedom of expression issues and publishes "Grants and Awards Available to American Writers". A sample translation contract is also available on the PEN website at:  
<http://www.pen.org/translation/modelcon.html> .

### **Support of Writers' Fees for Readings and Workshops in New York State Career Information for Writers**

Poets & Writers  
90 Broad Street, Suite 2100  
New York, NY 10004  
(212) 226-3586  
<http://www.pw.org>

Readings & Workshops Regrant Funding  
Contact: Bonnie Rose Marcus, Director, Readings/Workshops  
E-Mail: [rwny@pw.org](mailto:rwny@pw.org)  
212-226-3586 x4  
<http://www.pw.org/funding>

Tools for Writers  
Contact: Evan Smith Rakoff  
E-Mail: [esmithrakoff@pw.org](mailto:esmithrakoff@pw.org)  
<http://www.pw.org/toolsforwriters>

Poets & Writers offers online information to individual writers. Through a NYSCA regrant program, Poets and Writers also provides matching funds to non-profit organizations in support of writers' fees for public literary readings and writing workshops in all 62 counties of New York State. Organizations may not apply to NYSCA and to Poets and Writers for the same project in the same fiscal year.

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### **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*

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## **Evaluative Criteria**

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

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## **Program Eligibility Criteria:**

In order to apply for NYSCA Literature 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.
- 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.

## **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 public programs well in advance of the event date. This is required so that staff and/or advisory panelists may attend and evaluate the events. Email notification is welcomed. Applicants offering public literary programs are asked to submit video documentation of literary events as support material.

## **Category Specific Information & Questions:**

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

## Public Programs

The Public Programs category offers project support to organizations that present professional writers to the public as part of a reading series. It also offers support for other public literary programs including writing workshops, literary festivals and book fairs, book discussion groups led by published writers, lectures by writers, writers' tours, and literary programs involving electronic media. This category also serves organizations whose primary focus is not literary. Funding in this category is directed toward writers'/curators' fees and promotional activities.

### Eligibility Criteria:

In order to be eligible to apply for Public Programs, 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](#).

### Prerequisites

- All applicants must offer literary programming that is open to the public.
- All applicants must have completed at least one year of such programming prior to the application deadline.
- All applicants are expected to demonstrate an ongoing commitment to paying writers' fees. (Refer to the Resources menu at [www.LitTAP.org](http://www.LitTAP.org) for updates on suggested minimum writers' fees.)
- Reading series applicants:
  - must offer a minimum of four literary readings per year (four different authors).
- Reading series at colleges and universities are eligible for support provided:
  - they are promoted to and attended by the general public.
  - they are not offered for college credit to students.
- Writing workshops applicants:
  - must offer a minimum of eight consecutive sessions per year
  - must be taught by a professional writer/teacher.

**Please note that the request amount should not exceed 50% of the total Project Budget.**

For Applications for Sponsored Requests, Please see [Application Instructions for Sponsored Organizations or Individuals](#).

### Public Programs Questions:

#### *Artistic/Programmatic*

##### **1. Literary Program Overview**

Describe the curatorial (artistic) approach to the reading series, writing workshop or other public program for the request year, including discussion of the artist selection process. Provide a two-sentence biography on 4 of the writers/teachers/literary artists proposed for the request year. (Provide

complete roster of proposed writers/teachers on the [Literary Presenters' Fact Sheet](#) (see Mandatory Support Materials).

## **2. Literary Staff**

List the key literary staff, including the literary curator, and their responsibilities.

## **3. Artist Fees**

Discuss the policy regarding payment of artists' fees. Explain any changes or improvements planned.

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

#### **4. Fiscal Overview**

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses for the literary programs, including income earned from admissions and sales. Detail organizational efforts to increase individual and foundation/corporate donations for the literary programs.

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

#### **5. Audience/Promotional Overview**

Describe the audience for the literary programs. Describe the specific marketing and promotional efforts that will be used to target and broaden this audience for the request year, including use of online resources. Please note the names of publications in which the organization advertises and the size of your mailing and e-mail lists.

#### **6. Support Materials Listing**

Provide here a list of all support materials being uploaded into Grants Gateway with this Public Programs request. Please refer to the list of mandatory support materials for the Literature Program Public Programs Category that follows the guidelines questions.

### **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.

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

### **Public Programs Support Materials:**

1. *Representative promotional brochure/calendar*, listing literary programs produced in the current year (year prior to request year).

2. *Résumés* of key literary personnel, including literary coordinator or curator, and *brief bios* of proposed writers and writing teachers for the season.
3. For writing workshops only: a *ten page sample of student work* from the workshop or from an anthology or publication produced by the workshop.
4. A completed Literary Presenters' Fact Sheet ([click link here](#)). Please complete this sheet, or upload a similarly formatted document (see upload instructions above). Detailed schedules for literary festivals and book fairs should be listed on this sheet.
5. Up to three minutes of video showing recent literary readings, writing workshops or other literary public programs activities. (Required in FY15).
6. *Additional (Optional) Support Materials*. Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.