New York State Council on the Arts
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Literature Program

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Information Outlined Below:

Program Goals
Program Information
Category Information & Questions
- Regrants and Partnerships Support

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 FY17, 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.

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
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

Community 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

Montana Agte-Studier
Director of Membership and Development
magte-studier@clmp.org

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
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: ldeant@justbuffalo.org, 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
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
212-226-3586 x4
http://www.pw.org/funding

Tools for Writers
Contact: Evan Smith Rakoff
E-Mail: 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.

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 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.

Regrants and Partnerships

Application to the Regrants & Partnerships category is by invitation only. Applicants are required to obtain staff approval prior to submitting a request.

Activity in the former Services to the Field category in the Literature Program may be eligible for support in the Regrants and Partnerships category. Please contact Program staff to discuss eligibility.

This category is exempt from the Council's two-request limit.

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.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services can either have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category. Organizations applying to the Council in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

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.

Eligibility Criteria:

In order to be eligible to apply for Regrants and Partnerships, 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.

Sponsored Projects are Not Eligible for Support in this Category.

Regrants 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 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 Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Regrants and Partnerships request. Please refer to the list of mandatory support materials for the Literature Program Regrants and Partnerships 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.

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.

Regrants and Partnerships Support Materials:

1. *Résumés or biographical statements* of key project staff, maximum of 1 page each.
2. *Organizational chart*.
3. *Up to 5 representative marketing materials* (sample brochures, promotional materials and/or application forms.) that reflect regrant or partnership activity for the past year.
4. *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.
5. *Outreach/promotional plan* for proposed regrant or partnership. - Upload to the Pre-*Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.*
6. *If applicable, service-related projects must provide evaluation materials such as samples of surveys or feedback forms, along with outcomes/results.*
7. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. 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.