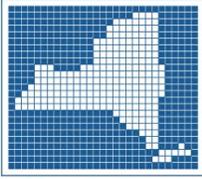


State of the Arts



**NYSCA**

New York State Council on the Arts  
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## **Individual Artists Program**

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Deborah Lim, Program Officer, [deborah.lim@arts.ny.gov](mailto:deborah.lim@arts.ny.gov) (Dance Commissions only)

Individual Artists (IND) offers support for the creation of new work by New York State artists through artist-initiated projects in electronic media (video, sound art, installations, and new technologies) and film production, and the commissioning of new work by composers, choreographers and theatre artists. Artists at various career stages are welcome to apply.

The creation of new work is also supported through Architecture + Design (Independent Projects category). In addition, NYSCA supports artist fellowships in a variety of arts disciplines through the New York Foundation for the Arts' artist fellowships program.

Each application by an individual artist must be sponsored by an eligible New York State nonprofit organization. The Council cannot make grants to individuals. Grants are awarded to the sponsoring organization, which then directs the funds to the individual artist.

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.

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### **Types of Support Available:**

#### **Individual Artists (IND) offers support in the following categories:**

- Composers Commissions
- Dance Commissions
- Theatre Artist Commissions
- Film, Media and New Technology Production

**These categories are exempt from the Council's two request limit.**

**Artists applying in these categories cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.**

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

Sponsoring 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 - *Regrants and Partnerships category*

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**Sponsoring Organization Eligibility Criteria:**

In order to be eligible to serve as a fiscal sponsor for artists applying to IND, the sponsoring 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](#).

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### **Sponsored Artist Eligibility Criteria:**

#### 1. NYS Residency:

The applicant individual(s) must be a *current* New York State resident(s). Proof of New York State residency is required in the form of **two different**, current documents from the list below. All documentation must contain the individual's name and address.

- o Telephone Bill.
- o Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
- o NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
- o Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
- o NY State Driver's license or NY State ID card.
- o Voter's Registration Card.

2. All requests must meet general eligibility requirements for all New York State Council on the Arts organizational applicants.

3. Student projects are not eligible for support.

4. Sponsored artists must be at least 18 years of age at the time of application.

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### **Evaluative Criteria:**

Grant requests are evaluated for artistic quality only, in accordance with NYSCA agency-wide criteria.

### **Nonprofit Sponsorship of Artist Applications**

Sponsoring organizations may serve as fiscal agents for the project and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal and administrative services to the artists they sponsor. When choosing a sponsor, the artist must understand and establish the role of the sponsor organization, which must be fully described in the NYSCA application. Artists are strongly encouraged to meet with the sponsoring organization prior to the preparation of the application. All sponsoring organizations should work with the artist(s) to comply with the Program's requirements and procedures. Artists may consult with NYSCA staff if they have questions about their relationships with sponsors.

**NOTE: Sponsors may not impose a fee on artists for submitting their applications. However, sponsors may charge an administrative fee if a project receives funding: up to 5% for Commissions and up to 7% for Film, Media & New Technology Production of the grant award received. This expense must be included within the Project Budget, and indicated in the budget narrative question. Artistic control of, and proprietary rights to the project rest exclusively with the artist. In addition, any arrangement for services provided to the artist, including application consultation, budget or work samples, should be clearly described in the application.**

**Sponsoring organizations are responsible for:**

- Knowledge and understanding of NYSCA criteria and relevant guidelines.
- Consulting with the artist regarding project eligibility, and conveying all relevant NYSCA application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including Organizational Budget, Events Schedule (where applicable) and Cultural Data Project Report.
- Executing a letter of agreement with the artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing the artist of funding decisions in a timely manner (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.
  
- **Artists are responsible for:**
- With assistance from the fiscal sponsor, completing the online application form including the narrative questions and the budget sections.
- With assistance from the fiscal sponsor, uploading all support materials.
- Keeping themselves apprised of all NYSCA deadlines.

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**FILM, MEDIA, AND NEW TECHNOLOGY PRODUCTION**

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Support is offered annually for the creation of new works in a variety of media related mediums. A project can combine media, including, but not limited to, work for tape, installation, single-channel work, or interactive disc formats. The Individual Artists Program supports projects utilizing production methods and tools ranging from analog to digital. Grant amounts range from \$5,000 to \$25,000. Requests are considered for Film, Media and New Technology Production projects in the following genres:

- o Animation (pre-production, production and post-production)
- o Art/Experimental (pre-production, production and post-production)
- o Audio Art/Installation (pre-production, production and post-production)
- o Documentary (post-production only)
- o Installation/Performance (pre-production, production and post-production)
- o Interactive/Digital Technology (pre-production, production and post-production)

- o Narrative (pre-production, production, post-production)
- o Radio (pre-production, production and post-production)

### **Funding Priorities:**

- Funds from this category do not cover equipment purchase and out-of-state travel expenses. Support for documentaries is only provided for the post-production phase. Eligible expenses include the following:
- **Pre-production** includes expenses related to research and development, scriptwriting and archive searches. The director must initiate pre-production requests.
- **Production** includes expenses of shooting, equipment rental, stock, crew, field or studio recording, processing, synthesis, creation of software and hardware specific to the artwork, and personnel.
- **Post-production** includes completion expenses such as flatbed or facilities rental, effects, sound mix, captioning for the hearing impaired, and editing salaries that are incurred up to and including the first-release print/master tape or equivalent.
- Experimental approaches to documentary production are encouraged.

### **Prerequisites**

- **This category is exempt from the Council's two request limit.**
- **Artists applying for a documentary project are eligible for post-production support only.**
- Artists may be involved as principal personnel in connection with only one project request.
- Artists who receive support for a specific phase of production of a project must complete that phase before applying for additional funds for the same project. In no case shall a phase of production be funded more than once.
- First-time directors may apply, but it is recommended that their work sample should represent a project approaching the rough-cut phase.
- Interdisciplinary work must demonstrate that the core tools are electronic as an aesthetic discipline and primary conceptual component. Technology as an art form must be the predominant focus.
- Organizations may not impose a fee on artists for submitting their applications; however if an application is funded, there is the option for mutual agreement between artist and sponsoring organization to charge up to 7% of the grant to help cover administrative fees and expenses. This expense must be included in the project budget and indicated in the budget narrative question submitted in support of the application.
- The project must culminate in a public showing; however, a full-scale production or presentation is not required.
- Artists applying in this category cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the

following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.

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### **Application Instructions:**

The online application form includes the questions below. Sponsors should review the **Nonprofit Sponsorship of Artist Applications section** (see the introduction to Individual Artists) for their responsibilities. Artists should be involved in the writing of the proposal. The Project Budget should reflect only income and expenses relating to the actual commissioning fee. DO NOT include any production related expenses.

***Be sure to provide a completed Online Application form with clear and sufficient responses to all questions.***

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal.

Through the [NYSCA application portal](#)\*, applicants will submit:

1. Organization Profile - ***to be provided by the Sponsoring Organization***
2. Organization Budget - ***to be provided by the Sponsoring Organization***
3. Registration - ***to be provided by the Sponsoring Organization***
4. Program Application- ***to be provided by the Sponsored Artist***

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders\*. **NOTE: Sponsored Artists will be issued a unique username and password by their sponsoring organization to fill in the Program Application form.**

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below). **NOTE: Sponsoring Organizations will be responsible for uploading these forms into the Grants Gateway Opportunity Portal.**

Through the [Grants Gateway Grant Opportunity Portal](#), Sponsoring Organizations will also submit:

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)

4. Mandatory Support Materials (See Below) **to be provided by the Sponsored Artist**
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal **to be provided by the Sponsoring Organization**

**Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.**

*\*New applicants can create a NYSCA account [here](#). **NOTE: This is only for sponsoring organizations that are not already NYSCA applicants.***

**In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review.**

***Sponsoring Organizations must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!***

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### **Film, Media and New Technology Production Specific Support Materials:**

The following mandatory support materials must be submitted by the sponsoring organization by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

1. For applicants applying in Pre-Production or Production phases, provide one or two work samples totaling no more than 10 minutes each.

**OR**

For applicants applying in Post Production, a work-in-progress of a minimum of 15 minutes and no more than 20 minutes is required. In addition, a sample of a previously-completed work no longer than 5 minutes is required.

2. Résumé of applicant artist and principal crew and consultants.
3. Applicants for new technology or installation work may submit diagrams, sketches or slides of the proposed work in addition to media work samples. No more than 15 images should be submitted.
4. If applying for pre-production, please provide materials that illustrate the level of work to date, such as a script, description of research, treatment and/or treatment outline.
5. Proof of New York State residency of the artist whose work is to be commissioned must be provided along with other support materials by the application deadline. For proof of residency, **two different**, current documents from the list below must be provided. All documentation must contain the artist's name and address.

o Telephone Bill.

o Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).

- o NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
- o Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
- o NY State Driver's license or NY State ID card.
- o Voter's Registration Card.

Acceptable file types are: 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, 2014. 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 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.

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## **Application Narrative Questions for Film, Media and New Technology Production:**

### ***Artistic/Programmatic***

#### **1. Project Description**

Describe the project for which you are seeking support and the stage of the proposed project (pre-production, production or post-production). What makes this project unique with regard to its topic, aesthetic approach and/or creative and innovative use of technology?

#### **2. List and describe each work samples' relationship to proposal**

List titles of each work sample and be sure to note "WIP" to indicate work-in-progress if applicable. Note the release date for completed works and any awards or special recognition. Describe each work sample and the relationship between your work sample and the proposed project, including any notable stylistic or technical elements, new directions or departures from your past work as demonstrated in the work sample.

### ***Managerial/Fiscal and Service to the Public***

#### **3. Prior Support**

If this proposed project or any other project by the applicant artist received previous support from the Individual Artists Program, indicate project title, fiscal sponsor, year of support and status of project.

#### **4. Artist Credentials**

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed project.

#### **5. Production Schedule**

Outline the full production schedule for the proposed project, even if applying for only a specific phase of production. Also, briefly outline the marketing/distribution plans and any firm commitments for exhibition or broadcast.

#### **6. Additional principal Crew and/or Consultants**

List the names, titles and fees of each principal member of the crew for the proposed project. Briefly summarize each member's tasks and responsibilities as they relate to proposed project.

#### **7. Budget**

The budget form should include both projected and committed financial support for the full project, even if applying for only a specific phase of production. Also, briefly outline the fundraising plan and list funder sources indicating whether it is confirmed or projected.

The budget is important to clarify the applicant's fiscal and managerial abilities. Be sure to describe any in-kind support and how NYSCA funds will be spent. **Please note that the request amount may not exceed 50% of the total Project Budget up to a maximum of \$25,000.**

#### **8. Support Materials**

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials.

**Submitted work samples are the most critical component of the review process, so keep in mind the following:**

- Additional material beyond the maximum allowable time will not be reviewed by Panel.
- Submission of a work-in-progress sample is encouraged, and is required for post-production requests.