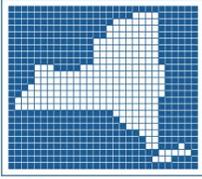


State of the Arts



NYSCA

New York State Council on the Arts
300 Park Avenue South, 10th Floor
New York, New York 10010

212-459-8800
www.arts.ny.gov

Special Arts Services

Susan Peirez, Program Director, susan.peirez@arts.ny.gov

In the Special Arts Services grant category, support is available for organizations that provide programs that enhance access to the arts for historically underserved communities. Examples of programs eligible for grants in this category are: activities that bring the arts to isolated geographic areas and to communities with high rates of poverty, programs for people with disabilities, scholarship programs for arts training and tuition-free or low cost classes serving students from historically underserved communities and students with disabilities, and arts programs that promote multicultural and intergenerational communities.

Special Arts Services supports the activities of established and emerging organizations and professional training in arts disciplines to promote advanced study or entry of underserved artists towards an arts career. Special Arts Services encourages collaborations and innovative projects, whether they are multi-disciplinary activities or in a specific discipline of the performing arts, visual arts or media.

Though all Programs supported by NYSCA must be open to the general public; programs supported by Special Arts Services must specifically occur within and primarily directed for the underserved communities it seeks to serve.

Community-based organizations may apply for Special Arts Services grants that would support activities outside of their communities, but these programs must be primarily marketed to the specific underserved community served by the applicant, and the activities must relate directly to the mission of the organization.

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.

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 Special Arts Services project categories in FY15 should first speak to Program staff regarding eligibility.

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

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

1. Instruction and Training
2. Project Support

Regrants and Partnerships Support is made by invitation from the Council only, and is *exempt* from the Council-wide two-request limit.

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

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*

LiteratureProgram – *Literary Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

Evaluative Criteria:

Grant requests are evaluated in accordance with agency-wide criteria.

PROJECT SUPPORT

Susan Peirez, Program Director, susan.peirez@arts.ny.gov

Project Support is available for ongoing programming and related activities involving performing, visual or literary arts. These activities must be professionally directed and take place in, or tour in, historically underserved communities.

Examples of projects eligible for support in this category include but are not limited to:

- Community-based, professionally directed performances by a dance, music or theatre company.
- An annual program involving more than one art form, such as exhibitions, presentations of music, dance or theatre, and/or literary readings.
- A series of visual arts exhibitions or a series of film and electronic media screenings.
- A season of programs in a single art form (performing, visual, literary or media) consisting of various types of activities such as workshops, family or youth programs and performances.
- Touring of an exhibition(s) or a performing arts company.
- Services providing access to arts programming within historically underserved communities.

Priority is given to organizations that pay fees to artists and curators and those that provide ongoing programming that is not available elsewhere in the specific community. Generally, this category does not support single, one-time activities such as a single exhibition or festival.

Funding may cover fees for artists, guest curators, designers, film/video rental costs, preparation and production costs, publicity, catalogues or program notes, publication expenses, outreach workshops related to these programs involving artists, and reasonable administrative expenses. Organizations may not require or request artists to pay a fee of any kind to participate in activities.

NOTE: Organizations that receive funding through other Council program areas must contact with Special Arts Services staff before the deadline to describe how the proposed programs differ from activities supported by other Council discipline areas.

Eligibility Criteria:

In order to be eligible to apply for Project 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 Pre-qualify in the Grants Gateway, click [here](#).
- Its primary focus or mission must be in the discipline in which the organization is seeking Project Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public; and
- The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, 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 employ one or more qualified, salaried administrative staff; and
- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to resident artists and teaching artists.

Application Instructions:

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
2. Organization Budget
3. Registration
4. Program Application

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders*.

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).

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

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)
4. Mandatory Support Materials (See Below)
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal.

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](#)

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

Also note that you 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!

Mandatory Support Materials for General Support Request:

The following Mandatory Support Materials must be submitted by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

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 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.

1. Event and program schedule form: Organizations returning from multi-year funding must complete the event schedule for each year of the previous funding cycle. New applicants or grantees returning from single year funding must complete the event schedule for the most recently completed season and the current season. [Download the form](#), fill in and then upload to the pre-submission upload menu of the grants gateway grant opportunity portal application.
2. Resumes of key personnel including artistic staff. For exhibitions and performances, please provide biographical information for exhibiting artists and curators to be uploaded to the pre-submission upload menu of the grants gateway grant opportunity portal application.
3. Audio or visual examples of work by representative artists to be included in the program. For exhibitions, include 10 images of the work to be exhibited and 2 to 3 images of the exhibition space.-all to be uploaded to the pre-submission upload menu of the grants gateway grant opportunity portal application.
4. Representative examples of promotional materials for past activities to be uploaded to the pre-submission upload menu of the grants gateway grant opportunity portal application.

Application Narrative Questions:

Artistic/Programmatic

1. Theme and Focus

Briefly describe the program of activities requested, indicating the theme and focus of exhibitions or other special events. Indicate how other special events relate to your organization's mission and/or history of programs for community audiences. For performing arts programs, discuss special features such as guest artists or new works. Include title(s), number of productions and performances of each and note whether the program marks a new direction for the organization. For exhibitions, provide a brief summary of the program content and design and list the artists, objects/art work being presented. For a service activity, indicate its relationship to other programs in your organization. If this organization is a first-time applicant to Special Arts Services, provide a brief history of programs and achievements that relate to this request.

2. Changes/Developments

If not a first-time request, describe any significant changes or developments since the last Council review. Highlight any recent achievements or programmatic challenges.

3. Artistic Staff

Identify the key artistic staff member (e.g., director(s), curator(s)) responsible for implementing this project. Describe their credentials and relationship to the community served.

4. Artist's Role

If the organization is applying for exhibitions featuring the work of living artists, describe how the artists are involved in or are contributing to the program content and design. What is the financial arrangement with the artists? Are they being paid?

5. Facilities

Describe the community-based facilities in which the activities will take place. For performing arts programs, detail their suitability in terms of production values, including lights, sound, floor, and other performance requirements. Note challenges, if any, and plans to address them.

6. Touring

If this is a touring request, list the venues and dates. Describe the fiscal and programmatic responsibilities of any host organization.

7. Time Frame

For exhibitions, what is the time frame for the exhibition(s) and what are gallery hours when it is open to the public?

Managerial/Fiscal

8. Staff

List principal administrative staff, indicating their qualifications and duties. Indicate any recent relevant changes or developments in the organization's management, and any changes expected for the proposed grant period

9. Governance

Describe the board's committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.

10. Finances

Detail the plan for meeting the expenses of the program, highlighting new sources of income and new fundraising projects or initiatives. Itemize in the budget notes major expense items and indicate revenue that is confirmed and/or secured

Service to the Public

11. Mission and Audience

Please explain the significance of the proposed program or service in relation to the organization's mission and the audience served. Who is the primary audience? Describe your efforts to be responsive to community needs and demographics and list the results. For services requests, indicate who is using this service, the level of activity and whether the service is new or ongoing.

12. Marketing and Promotion

Briefly describe marketing, outreach and audience development strategies, including use of the Internet and social media, ticket pricing, etc., and describe a recent success.

13. Community Context

Identify other organizations which provide similar or complementary arts services to the community. How does the organization work in partnership with them?