

## New York State Council on the Arts

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

## Architecture + Design

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For complete instructions on how to apply to NYSCA's FY2016 Grant Program, please [click here](#).

## Program Goals

Design is everywhere. From the Montauk lighthouse to Buffalo's Olmsted parks, from Manhattan's skyscrapers to Adirondack camps, from Russel Wright tableware to Tiffany jewelry, New York State boasts testaments to the importance of design in the world around us. Architecture + Design supports organizations and individuals working to further innovation and excellence in the design arts, to preserve New York State's architectural + design heritage and to encourage the development of design literacy for all New Yorkers.

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.

## Program Information

### Program Prerequisites:

- The program prioritizes the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and interior design.



- Applicants may make one request in the Architecture + Design Program, not including the Council-wide exempt categories.
- Applicant organizations (including sponsoring organizations) 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, 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.

### 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 to the Architecture + Design Program may make one request.

**General Support** is provided for organizations whose primary mission is Architecture + Design. General Support applicants may not apply in Project Support, and are limited to one additional request Council-wide.

**Project Support** is provided for applicants from a variety of arts disciplines undertaking projects or programs which promote an understanding of architecture and/or design, and may be directed at a general or professional audience. Such arts and cultural programming might include: exhibitions, publications, workshops, conferences, public programs, or services to the field. Neither restoration nor preservation projects are supported in this program.

**Independent Projects Support** allows individuals (or a team), sponsored by a non-profit, to creatively explore, or to research an issue or problem in the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and/or interior design and/or historic preservation which advances that field and contributes to the public's understanding of design. Independent Projects are *exempt* from the Council-wide 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.

### Technical Support

The Preservation League of New York State administers two grant programs on behalf of the New York State Council on the Arts. Preserve New York provides support for historic preservation documentation projects including Historic Structures Reports, Historic Landscape Reports, and Cultural Resources Surveys. The



League also manages the Technical Assistance Grants which provide support for modest projects like buildings conditions assessments and structural analyses.

Organizations may apply both to NYSCA and Preserve New York Technical Assistance Grants.

For further details, including guidelines and an application, please consult the Preservation League of New York State website at [www.preservenys.org](http://www.preservenys.org).

Preservation League of New York State  
44 Central Avenue  
Albany, NY 12206  
t: 518.462.5658  
url: [www.preservenys.org](http://www.preservenys.org)

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### **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*

Literature Program – *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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## Category Information & Questions

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

### General Support

General Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities for organizations whose mission is in one of the design fields supported by Architecture + Design.

General Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based. For example, *a community design center operated as a separate entity within a college or university.*

When considering General Support the Council examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its public service.

General Support grants will be no less than \$5000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. General Support is awarded on a multi-year basis.

Sponsored Projects are Not Eligible for Support in this Category.

### General Support Prerequisites:

In order to be eligible to apply for General Support, an applicant organization must meet the following minimum criteria:

- Its primary focus or mission must be in Architecture + Design – in the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and/or interior design; or the organization must have significant ongoing activities in those fields; 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 artists.

## General Support Questions:

### *Artistic/Programmatic*

#### 1. **Background**

Describe the organization and how it was established, focusing on the architecture/design activities for which support is requested. Provide the organization's url and any other social media links.

#### 2. **Artistic/Cultural Vision**

Articulate the organization's artistic and/or cultural vision.

#### 3. **Program Overview**

Describe programs and/or services for the coming year and how they will help the organization to realize its artistic and cultural vision. Discuss any new programs and/or initiatives that are planned for the next two years, the goals in undertaking these activities, and the expected outcomes.

#### 4. **Evaluation**

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.

#### 5. **Changes and Challenges**

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

### *Managerial/Fiscal*

#### 6. **Staff**

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

#### 7. **Governance**

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

#### 8. **Facilities**

Describe the facilities used for programming and administration and how they are maintained.

#### 9. **Organizational Development**

Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

**10. 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.

**11. Artist and Programmatic Consultant Fees**

Indicate how payment to artists and any outside consultants is determined. Please include the range of fees.

***Service to the Public***

**12. Constituency**

Describe the audiences and communities served.

**13. Development and Outreach**

Detail efforts being undertaken to cultivate and broaden the organization’s constituency.

**14. Marketing and Online Resources**

Describe the breadth of the organization’s marketing strategies.

**15. 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.

***Support Materials***

**16. Support Materials**

Please submit the required support materials as detailed in the guidelines and list them here.

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**Project Support**

Project Support offers funding for projects or programs which promote an understanding of architecture and/or design, and may be directed at a general or professional audience. Such arts and cultural programming might include: exhibitions, publications, workshops, conferences, public programs, or services to the field. Projects are welcome in the fields of historic preservation, architecture, landscape architecture, fashion, graphic, industrial, and interior design.

Neither restoration nor preservation projects are supported in this program.

Emerging Architecture + Design organizations may seek salary support for a design or historic preservation professional with whom the organization’s growth and development would be advanced. Support is available for no more than three years.

Project Support grants will be awarded for minimum of \$2,500. Generally such grants are no larger than \$25,000. Project support grants may not exceed 50% of the project budget.

Sponsored Projects are Not Eligible for Support in this Category.



## Project Support Questions:

### *Artistic/Programmatic*

#### **1. Program Summary**

Describe your project, providing an overall summary and context. Why is this project important now? What planning and/or research has been completed to ensure the project's success?

#### **2. Exhibitions (Other projects enter N/A)**

What are the dates and venue(s)? What is the subject and significance of the exhibition? How is the proposed exhibition different from others on a similar topic/architect? If this is a traveling exhibition project, please describe the schedule and any plans to revise content for additional sites.

#### **3. Project Staff**

Detail the key staff and/or consultants, as well as their qualifications, as related to this project.

#### **4. Artists**

If the project involves the work of living architects and/or designers, describe their involvement.

#### **5. Technology**

If the artistic elements of the project involves the use of technology, please discuss how this is incorporated into the project, as well as the organization's technical and staffing capacity for this use.

### *Managerial/Fiscal*

#### **6. Mission and Long-Range Plan**

Describe how this project connects to the organization's mission and long-range or strategic plan.

#### **7. Catalog/Publication (Other projects enter N/A)**

If relevant, describe editorial policies, method of soliciting articles and fee schedules for contributors. Detail the publication schedule. Discuss online components. Identify current print run, sales, subscription numbers. Describe outside distributors. Where will the publication will be sold and for how much?

#### **8. Workshops (Other projects enter N/A)**

Describe the program's instructional goals. Where will the workshop be held? Detail the registration fee, scholarship options and selection process. Detail the compensation instructors will receive. How will the organization recruit and select participants? How will this program be documented and disseminated?

#### **9. Salary Support (Other projects enter N/A)**

Why is this position critical to your organization at this time? How/where will the organization recruit for this position? What are the position requirements? Will it be full- or part-time? What will the incumbent accomplish during the grant period? Who will supervise? How will the organization sustain this position?

#### **10. Work Plan**

Outline what the project team will be doing and when. Bullet point the key tasks, identifying who will be responsible for each. For Salary Support requests: What tasks does the organization expect the individual to accomplish during the grant period?

## 11. Finances

As NYSCA can only support up to 50% of a project's cost, detail how other funds will be raised. Identify sources as pending or secured. Please use the budget notes to itemize the project budget. For Salary Support requests: the project budget may only include the salary and fringe of the proposed new staff member.

### *Service to the Public*

## 12. Audience

Describe the primary audience for this project and why this project is important and/or appropriate to that audience. Be sure to include the projected number of participants and their cost to participate.

## 13. Education and Interpretation

How does this program deepen public appreciation and advance understanding of the arts? Describe any educational or interpretive components of this project, such as printed program material, lecture/demonstrations, programming for children and families.

## 14. Marketing

Discuss how this project will be marketed, and explain how the efforts will reach the project's intended audience.

## 15. Evaluation

Describe primary expectations for this project and explain how it will contribute to the organization's public service. Discuss the method(s) used to measure this impact.

## 16. Community Context

Identify any other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance or differ from the project proposed here. Describe any relevant partnerships or collaborations.

### *Support Materials*

## 17. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.

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### **Independent Projects**

Independent Projects allow for individuals (or a team) to creatively explore, or to research an issue or problem in the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and/or interior design which advances that field and contributes to a broader understanding of design. The category seeks projects that are innovative in nature and emphasize artistry and design excellence. Projects may lead to the creation of design prototypes, explore new technology which impacts design, research a topic in design or architectural history, or engage in critical or theoretical analyses.

Each application by an individual (or team) 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 applicant individual (or team).



Sponsoring organizations should work with the individuals they are sponsoring – parts of the application must be completed by the sponsor while other parts must be completed by the sponsored individual or team. The sponsoring organization will have to upload all materials; thus it is critical for the individuals (or teams) to be timely in working with their sponsor so all of the correct information can be submitted by the deadline.

Funds awarded for Independent Projects are individual artist awards, but are not fellowships. All funded projects are awarded the full amount requested up to \$10,000. Requests must include the artist's fee and may include related project expenses. In addition, sponsoring organizations are eligible to receive an administrative fee of \$750 for each funded project. This must be included in the project budget.

### **Independent Projects Prerequisites:**

#### NOTES ON NONPROFIT SPONSORSHIP OF APPLICATIONS:

Sponsoring organizations serve as fiscal agents for the project and generally limit their role to assisting in the application process, receiving, disbursing, and reporting on grants. The sponsoring organization may provide additional fiscal and administrative services to the architects and designers they sponsor at their discretion. All sponsoring organizations should work with the architect(s)/designer(s) to comply with the Architecture + Design Program's requirements and procedures.

Please enter the Project Title in the registration form as: Last Name: Project Title, for example: Jones: Solar Architecture.

### **INDIVIDUAL (OR TEAM) APPLICANTS:**

In order to be eligible to apply for Independent Project Support, the **sponsored individual (or team)** must meet the following criteria:

- The individual (or team) must be professionals in their related architecture, design and/or historic preservation field. Architectural and design historians qualify. Visual artists whose work references the built environment are not eligible for support.
- The project must emphasize design and reflect one (or more) of the fields supported in the category: architecture, landscape architecture, fashion, graphic, industrial and/or interior design.
- This category cannot support past work or current client work. It is intended to support new ideas and explorations which further the evolution of relevant design fields.
- Individuals may be associated with only one project request per year. If individuals appear on more than one request, both requests will be deemed ineligible for support.
- Faculty in architecture or design schools are welcome to apply. However, their proposed projects must not be part of a course curriculum.
- Student projects are ineligible for support. Currently matriculated students must document that their projects are not related to the completion of a degree.
- The individual (or team) must provide evidence that they are current New York State residents. Proof of New York State residency requires **two** of the documents **per individual** from the list



below. All documentation must contain the individual's name and address. Documentation must be dated no earlier than 2014.

- Telephone Bill.
  - Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
  - NYS or Federal Tax Form (*first page only; social security and financial information should be blocked*)
  - Current lease or mortgage agreement for a home residence listing *the individual's name and showing a NYS address*.
  - NYS Driver's license or NYS ID card. License number may be blocked.
  - Voter's Registration card.
- NYSCA funds cannot be used for out-of-state travel expenses.

#### NOTES FOR ARCHITECTS/DESIGNERS:

Individuals must identify a sponsoring non-profit organization which is eligible to apply to NYSCA. These organizations must be non-profits which are pre-qualified in New York State's Grants Gateway system. Potential applicants may search "Past NYSCA Grants" at [www.arts.ny.gov](http://www.arts.ny.gov) under the Architecture + Design Program to identify organizations which have sponsored individuals in the past, or reach out to a non-profit on their own. Some non-profits issue calls for architects/designers, inviting them to be sponsored. When selecting a sponsor, the architect/designer must understand his/her responsibility to that organization during this process and are strongly encouraged to meet with the sponsoring organization prior to the preparation of the application.

#### Independent Projects Questions:

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

#### **1. Project Overview**

Describe the project, emphasizing the design work which is part of this request. Discuss how this design project will make a new and significant impact in its field.

#### **2. Project Context**

Provide context to show how this project builds on similar work in your field, is unique or tackles an issue/problem in the field in a new way.

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

#### **3. Project Lead or Team**

Highlight the qualifications of the individual (or team) demonstrating how the individual or team possesses the necessary experience and qualifications to advance this project.

#### **4. Project Management**

Detail the time frame for project completion during the application grant period. If more than one person is involved, describe how the work will be delegated or coordinated.

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

### **5. Project Accessibility**

Define the project's intended audience and how this project will be made accessible to that audience.

## ***Support Materials***

### **6. Support Materials**

Please submit the required support materials as detailed in the guidelines and list them here.

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## **Regrants and Partnerships**

The Council may contract with nonprofit organizations to administer targeted funding programs and technical assistance services in areas not directly funded by the Council. These activities are carried out with funds granted through the Regrants and Partnerships category. Funding in the Regrants and Partnerships category is available only at the invitation of the Council.

Administrative costs for delivery of services can vary depending on the nature, depth and scope of the work, but rarely exceed 15% of project costs.

### **Regrants and Partnerships Prerequisites:**

- The applicant's primary focus or mission must be in Architecture + Design or the organization must have significant ongoing activities or services in the areas supported by this program.
- The organization 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.

Sponsored Projects are Not Eligible for Support in this Category.

### **Regrants and Partnerships Questions:**

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

##### **1. Program Summary**

Discuss the goals and priorities of this regrant program. Identify your key constituents. Please provide a url for the grant guidelines and application.

## **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**

Identify who in the organization is responsible for the administration of this project. Describe their role, detailing their duties and noting whether this is a full or part-time position. If the coordinator has other responsibilities within the organization, describe them here.

## **5. Work Plan**

Detail the key tasks and time line for successful completion of the next grant cycle. Bullets or outline format are welcome.

## **6. Finances**

Discuss the total amount of funding requests the regrant has been receiving, and the program's ability to meet those needs within the field.

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

## **7. Constituency**

Describe the audiences and communities served.

## **8. Marketing/Outreach**

What are the strategies for outreach and marketing, particularly to reach those not currently served by the program?

## **9. Selection Process**

Describe the application and selection process, noting what is required of applicants, restrictions, and the panel review. Describe the composition of the panel and the review process.

## **10. 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.

## **11. Community Context**

Identify any other organizations in the area that provide similar arts and cultural regrant support, and tell us how their activities support, enhance, or differ from those of this organization.

### ***Support Materials***

## **12. Support Materials**

Please submit the required support materials as detailed in the guidelines and list them here.



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## 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, 2015. 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.

## Category Specific Support Materials

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

### General Support:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each.
2. *Organizational Chart.*
3. *Long-range or Strategic Plan* (optional).

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### Project Support:

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each.
2. *Up to 15 images or website reference*, that best illustrates your project. For exhibitions this must consist of selected images of art/artifacts which will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. Adobe Acrobat PDF or PowerPoint is preferred.

3. *Other*. Depending on the focus of your project request, please submit from the list below.
    - a) **Exhibitions:** Exhibition design layout or sample exhibition script.
    - b) **Catalog/Publication:** Outline and sample text of no more than five pages.
    - c) **Workshops:** Marketing materials related to this program.
    - e) **Public Programs:** Marketing materials related to these programs.
    - f) **Salary Support:** Job description with qualifications and personnel policy
    - g) **Services to the Field:** Promotional materials for this project.
    - h) **Other:** One other document which supports your project.
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### **Independent Projects:**

1. *Résumés or biographical statements* of the individual or team, maximum of 1 page each.
  2. *Up to 15 images or website reference*, representative of recent work and your proposed project. Be sure to identify the images.
  3. *Proof of New York State Residency*. Please refer to the “Eligibility Criteria” for details on acceptable documentation. We must have two different documents *for each person* listed in the project title. For example: Smith/Jones: Suburban Landscapes requires a total of 4 forms of proof of residency while Thompson: Green Design requires 2 forms of proof.
  4. *For projects intended for installation in public spaces only*: please provide documented permission to use the site.
  5. *For projects involving a publication only*: an outline and up to 5 pages of sample text.
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### **Regrants and Partnerships:**

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each.
2. *For existing Regrant Programs*: Please upload a list of the most recent grantees, including the award amount, brief award description and location in New York State.