

New York State Council on the Arts

300 Park Avenue South, 10th Floor

New York, NY 10010-3953

212-459-8800

www.arts.ny.gov

Special Arts Services

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

Information Outlined Below:

[Program Goals](#)

[Program Information](#)

[Category Information & Questions](#)

- [General Support](#)
- [Project Support](#)
- [Instruction & Training](#)
- [Regrants and Partnerships](#)

[Support Materials](#)

- [Category Specific Support Materials](#)

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

Program Goals

Special Arts Services (SAS) provides organizational and project support for professional arts activities that serve distinct cultural communities as follows: programs that enhance access to the arts for historically underserved communities, 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 or with disabilities; and arts programs that promote intergenerational and multi-cultural communities, including ethnic traditions that serve their own unique and diverse populations.

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.

While all NYSCA supported programs 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, however the proposed program must occur within the same area where the underserved community resides, and the program 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.

Program Information

Program Prerequisites:

- Application 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 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](#).

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 Special Arts Services categories in FY16 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 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 the mission of special arts services, and may be directed at a general or professional audience. Such arts and cultural programming might include: exhibitions, performances, workshops, conferences, public programs, or services to the field.

Instruction & Training is provided for applicants from a variety of arts disciplines undertaking training projects or programs which promote an understanding of the mission of special arts services, and may be directed at a general or professional audience.

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*

Literature Program – *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 SAS 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.

Category Information & Questions

Applicants are also 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.

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, the education programs of an arts center operated as a discrete entity within a parent community service organization.

When considering the provision and level of 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.

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 *Special Arts Services*; 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.

Sponsored Projects are Not Eligible for Support in this Category.

General Support Questions:

Artistic/Programmatic

1. Background

Describe the organization and how it was established, focusing on the 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. Changes and Challenges

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

Managerial/Fiscal

5. Staff

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

6. Governance

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

7. Facilities

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

8. Organizational Development

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

9. 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. NOTE: Do not include in-kind services as part of the project budget; indicate them separately in the budget notes field.

10. 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

11. Constituency

Describe the audiences and communities served including numbers in attendance.

12. Development and Outreach

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

13. Marketing

Describe the breadth of the organization's marketing strategies.

14. Online Resources

Describe the organization's use of the Internet and social media.

15. Evaluation

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

16. 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.

Project Support

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 within the same area where the underserved community resides. Examples of project support category activities include:

- 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 season 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.

Project Support grants range between \$2,500 up to \$20,000 and may not exceed 50% of the project budget.

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

Project Support Questions:

Artistic/Programmatic

1. Program Summary

Describe your project, providing an overall summary and context. For performing arts programs, discuss special features such as guest artists or new works. Include title(s), number of productions and performances of each. 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 proposed 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. Indicate how the proposed project relates to your organization's mission and/or history of programs for community audiences. What planning and/or research has been completed to ensure the project's success? Note whether the program marks a new direction for the organization.

3. Project Staff

Detail the key staff and/or consultants, as well as their qualifications, as related to this project. Describe their credentials and relationship to the community served.

4. Artists

Please provide brief bios of participating 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?

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, and indicate their qualifications and duties. Include any recent relevant changes or developments in the organization's management, and describe 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

As NYSCA can only support up to 50% of a project's cost, detail how other funds will be raised. Please use the budget notes to itemize the project budget indicate revenue that is confirmed or secured. Detail the plan for meeting the expenses of the program, highlighting new sources of income and new fundraising projects or initiatives. NOTE: Do not include in-kind services as part of the project budget, include them separately in the budget notes field.

Service to the Public

11. Mission and 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. Please explain the significance of the proposed program or service in relation to the organization's mission, long range or strategic plan, and the audience served. Describe your efforts to be responsive to community needs and demographics and list the results.

12. Marketing and Promotion

Discuss how this project will be marketed, and explain how the efforts will reach the project's intended audience, including use of the Internet and social media, ticket pricing, etc., and describe 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?

14. 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.

Instruction & Training

Instruction & Training offers an opportunity for study with a goal of advanced training towards a professional career in the arts or instruction in the traditional art of and for members of an ethnic community. This category fosters professional development in a variety of arts disciplines including preserving the traditional art forms of specific cultures.

Areas given priority for professionally-directed instruction and training are: Pre-Professional Development, Professional Development and Traditional Arts Study.

Funding in Pre-Professional and Professional Development is limited to organizations whose priority is serving ethnic and new American populations. Non-degree granting community-based organizations that have in the past recruited participants served by this Program may apply for scholarships for professional training.

Applicant organizations must state which course of study is provided. Classes must be regularly occurring and taught by professional artists in community-based venues. Applicant organizations must provide guidance through all levels of artistic development and are required to provide documentation of the results of their programs.

The following are ineligible for support:

Single-instructor programs; programs offered in cooperation with schools, school districts, or BOCES, and offered during school hours, or which take place immediately after school hours in school facilities; one-time workshops or programs of very short duration; activities in the summer and during school vacations that are not an integral part of year-round instruction and training programs.

Pre-Professional Development

Pre-Professional Development supports professional instruction in the arts to prepare the participants for more advanced study, with the long-range goal of career entry.

Professional Development

This area of support encourages career development to prepare participants for direct entry into the field. Support is available for intensive concentration programs in a special area of study or scholarships for a multi-level, advanced curriculum. Applications must demonstrate an extended curriculum in a particular arts discipline whose focus is advanced levels of instruction. Evidence of the success in placement of students in career settings or otherwise advancing their goals is required.

Traditional Arts

This area of support recognizes the importance of sustaining the cultural life and practices of people by supporting historical memory and training younger members of a community. Grants are awarded for projects focusing on an art form that is part of a community's particular ethnic heritage.

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

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

Instruction & Training Questions:

Artistic/Programmatic

1. **Project Overview**

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?

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.

5. **Finances**

As NYSCA can only support up to 50% of a project's cost, detail how other funds will be raised. Please use the budget notes to itemize the project budget indicate revenue that is confirmed or secured. Detail the plan for meeting the expenses of the program, highlighting new sources of income and new fundraising projects or initiatives. NOTE: Do not include In Kind services as a part of the project budget; indicate them separately in the budget notes field.

Service to the Public

6. **Project Accessibility**

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

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.

Application to the Regrants and Partnerships Programs category is by invitation only.



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. NOTE: Do not include in-kind services as a part of the project budget, indicate them separately in the budget note 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:

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 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. *Up to 3 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices
 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. *Long-range or Strategic Plan*
 6. *Additional materials* – any additional materials you wish the Council to consider
-

Project Support:

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each.
2. Up to 10 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. Depending on the focus of your project request, please upload to the Pre-Submission- menu of the Grants Gateway Grant Opportunity Portal one other support document.

Suggestions are 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.
-

Instruction & Training:

1. Student event and program schedule form: Organizations returning from multi-year funding must complete the program/class schedule for each year of the previous funding cycle. New applicants or grantees returning from single year funding must complete the program/class schedule for the most recently completed season and the current season. Download [the form \[here\]](#), fill in and then upload to the pre-submission upload menu of the grants gateway grant opportunity portal application.
 2. *Résumés or biographical statements* of Instructors and other key personnel including class schedules and curriculum brochures to be uploaded to the pre-submission upload menu of the grants gateway opportunity portal application.
 3. Representative list of former students who have entered professional careers to be uploaded to the pre-submission upload menu of the grants gateway grant opportunity portal application
 4. Representative list of former students who have entered professional careers to be uploaded to the pre-submission upload menu of the grants gateway grant opportunity portal application. 4. If applicable, a list of scholarship students for the current year, noting whether full or partial scholarship. Also, indicate the number of years in which subsidy was received and which scholarships are projected to continue in 2015 to be uploaded to the pre-submission upload menu of the grants gateway grant opportunity portal application.
-

Re-grants and Partnerships:

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