

## New York State Council on the Arts

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

## State & Local Partnerships Program

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

## Program Goals

State and Local Partnerships (SLP) fosters the growth and development of arts and culture at the local level in all of the state's communities and regions. SLP provides support to Local Arts Councils, Multi-Arts Centers, and Multi-Arts Service Organizations operating at the regional, county, and local levels that advance arts and cultural initiatives and offer comprehensive arts services essential to the state's continued cultural development.

SLP also manages Decentralization (DEC), the Council's statewide regrant program. DEC provides support for community-based arts activities through a local decision-making grant process that reflects the unique character of each of the state's communities. DEC is administered through a network of local arts organizations and is available to artists and organizations in each of the state's 62 counties.

## Program Information

### Definitions

#### Local Arts Councils

Local arts councils provide services and programs to artists, arts organizations and the general public including local arts advocacy, regranting, arts marketing efforts, formal technical and developmental assistance programs and information services.



## Multi-Arts Centers

A multi-arts center is an organization that owns or operates an accessible cultural facility and offers participatory community arts programs, presentations, and exhibitions along with a range of resources for artists and local arts organizations.

## Multi-Arts Service Organizations

Multi-arts service organizations are mission-driven to provide access to professional resources, information, and developmental and/or technical services for artists and arts organizations across the range of artistic disciplines.

## Goals

- Strengthen the leadership role of arts organizations within their respective communities and their efforts to encourage cultural development and increase resources available for the arts.
- Encourage greater public participation in the arts by all segments of the state's population through support for a wide range of local, regional, and statewide programs and services responding to community cultural needs that reach the full diversity of each community served.
- Enhance the professional capability of multi-arts organizations operating on the local level and of arts service organizations promoting arts development services regionally and/or statewide.

## Priorities

- SLP primarily supports multi-arts centers, local arts councils, and multi-arts service organizations and places a high priority on organizations that provide a balance of programming and service offerings to their community.
- SLP focuses on issues that affect organizational stability, professionalism, and effectiveness. Priority is given to professional staff development, catalytic projects that enhance the resources and visibility of the arts, and services that support individual artists.
- Organizations that serve as Decentralization sites.

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:

**Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below).** General Support is limited to one request Council-wide.

**General Support** is provided to arts councils, multi-arts center and multi-arts service organizations whose primary mission is dedicated to fostering the community engagement and development of arts and culture at the local level. General Support applicants may not apply for project support in the same program, and are limited to one additional Project Support request Council-wide.



**Organizational Capacity Building** provides support for new or transitioning organizations to build sustainable capacity.

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

**Services to the Field** provides funding for projects that advance community-based cultural development and professional development.

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#### **Technical Assistance:**

**Limited technical assistance funds are available to NYSCA grantees whose activities are appropriate to the scope of this program. These funds support fees for professional consultants and other related expenses. Assistance may be directed toward a broad range of needs, such as board development, public relations, marketing, fundraising, and long range planning.**

Please consult CNY Arts, the administrator for State & Local partnership-related Technical Assistance, for information and application procedures.

CNY Arts  
Elizabeth Lane, Regrants Coordinator  
421 Montgomery Street, 11<sup>th</sup> Floor  
Syracuse, NY 13202  
Phone: 315-435-2158  
Email: [elane@cnyarts.org](mailto:elane@cnyarts.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 + 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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### **Evaluative Criteria:**

Grant requests are evaluated in accordance with [agency-wide criteria](#).

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### **Program Eligibility Criteria:**

In order to apply for NYSCA State & Local Partnerships 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.
- **Local arts councils** that demonstrate a commitment to providing access to service resources and information for artists and arts organizations across artistic disciplines. Support for local arts programming is provided only where there is a documented community need for such activity that does not duplicate existing activities in a community. Local arts councils with missions that are primarily programmatic, as opposed to service-directed, may not be eligible.
- **Multi-arts centers** that are mission-driven to provide a multi-disciplinary menu of arts and cultural activities. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts. (Community Music Schools, including those with some multi-arts programs, are referred to the Community Music Schools category under Music.)
- **Multi-arts service organizations** providing regional or statewide services in multiple discipline areas. Single discipline service organizations are not eligible for support by SLP and should refer, instead, to the relevant NYSCA discipline-based program.



**Please note: Organizations applying for SLP funding may not apply to the Community-Based Learning category in the Arts Education Program.**

**Sponsored requests are not eligible for support in this program.**

**Program Questions:**

*All applicants to the State & Local Partnerships program must complete the following questions:*

**1. Background**

Provide an overview of your organization including its history.

**2. Staff**

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

**3. Governance**

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

**4. 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:** Use the "Budget Notes" section of the Project Budget to annotate additional detail pertaining to income and expenses lines.

**5. Facilities**

Describe the facilities used for programming and administration.

**6. Constituency**

Describe the audiences and communities served by your organization. If scholarships are available, describe how the organization determines the need and your efforts to reach underserved community members.

**7. Marketing**

Describe the organization's marketing strategies including use of internet and social media. Detail efforts to reach constituents in underserved communities. Include the range of fees and/or admissions charged, if applicable.

**8. Evaluation**

Detail how the organization evaluates its programs, services and/or organizational initiatives. If it is a project request, outline the benchmarks for the proposed project and describe how this project will be evaluated.

**9. 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.

## 10. Support Materials

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment. Note: Only marketing materials may be forwarded in hard copy directly to Program Staff. The remainder of the Support Materials must be uploaded with the application.

### Category Specific 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 primary artistic mission and 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.

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 museum, a dance company, a performing arts center operated as a separate entity within a college or university, or a theatre program operating as a discrete entity within a multi-arts center.*

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.

New applicants are required to contact NYSCA staff well before the deadline.

### 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 the discipline in which the organization is seeking General Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support. It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public.
- 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.

- 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.
- The organization must employ one or more qualified, salaried administrative staff.
- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- It must demonstrate a consistent policy of fair payment to resident and contracted artists; teaching artists and instructors.

**Sponsored Requests are not eligible for support in this category.**

### **General Support Questions:**

#### **1. Artistic/Cultural Vision**

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

#### **2. Changes and Challenges**

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

#### **3. Organizational Development**

Outline the approach to institutional and succession planning, highlighting the roles of staff and board. Detail any recent significant changes in key staff positions.

#### **4. Artist and Programmatic Consultant Fees**

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

#### **5. Development and Outreach**

Detail efforts being undertaken to cultivate and broaden the organization's constituency including audience or visitorship development goals and strategies.

## Organizational Capacity Building

This category provides entry point support for new organizations in the first 2-3 years of development, as well as for existing organizations embarking on a new programmatic direction or organizational restructuring. This funding is intended to assist organizations in building sustainable capacity. Funds awarded in this category are dedicated to the support of organizational and programmatic development and designed to move an organization to the next level of success in achieving its mission. Organizations applying in this category may not also apply for General Support in the same year.

Funding is awarded on a single-year basis for up to three years. Grants in this category range from \$2,500 to \$10,000 and cannot exceed 50% of the expense.

Organizations with budgets under \$250,000 will be given priority.

Funds awarded in this category support:

- **Organizational Development:** Administrative salary for a professional staff position that directly augments the organizational capacity needed to carry out programmatic and developmental activities. This can be inclusive of professional development and board and fund development.
- Program development and planning related to evaluating effectiveness of current programs and development of new programs. Program development can include workshops, classes, or seminars in a range of arts disciplines designed either for the general public or for the professional development of individual artists from a range of disciplines. Activities must offer ongoing, sequential professional instruction, and be widely publicized and economically accessible to all segments of the community.
- Planning and implementation of marketing and promotion strategies that serves to build demand for your programs and/or services. This can be for an all-inclusive plan that encompasses website development and social media strategies.

New applicants are required to contact NYSCA staff for a pre-application consultation well in advance of the deadline.

### Prerequisites:

In order to be eligible to apply for Organizational Capacity Building, an applicant organization must meet the following minimum criteria:

- The primary mission of eligible organizations must be dedicated to long-term arts and cultural development of a local community, county, or region and the advancement of the arts and cultural field.
- Local arts councils, multi-arts centers and service organizations with a demonstrated commitment to the arts and cultural field through a range of ongoing multi-disciplinary programs and direct arts services open to the general public.
- An active Board of Directors representative of the community and involved in the organization's policy development and planning.

This category does not fund:

- General operating expenses or expenses related to one-time projects.



- Expenses related to the operation of privately owned facilities.
- Scholarships or fellowships.
- Property or mortgage payments.
- Major expenditures for the establishment of a new organization. Administrative costs or expenditures or equipment purchase unrelated to the proposed project.

**Sponsored Requests are not eligible for support in this category.**

**Organizational Capacity Building Questions:**

**1. Artistic/Cultural Vision**

Describe the organization’s programmatic vision.

**2. Program Summary**

- Describe the scope of the project and provide an outline/timeline for implementation of the project. Detail how this project relates to your organization's mission and how this project will help your organization grow to the next level.

**3. Fees and Subsidy**

Detail the staff and /or consultant fees related to this project. For program development projects, detail the fee or tuition structure for the workshops, programs and services to be offered and the range of fees paid to those artists and/or instructors. If scholarships are available detail how your organization determines need and efforts to reach underserved community members. Detail the scholarship application process, benefits provided and what (if any) in-kind services (e.g. volunteer work in return for scholarship consideration) will be asked of scholarship recipients.

**4. Finances**

Describe sources of funding (other than NYSCA) and fundraising strategy for this project. Provide detail regarding both secured and pending funding sources how your organization will sustain this next phase of development. Identify non-NYSCA support allocated to the proposed project.

- Note:** Use the "Budget Notes" section of the Project Budget to annotate additional detail pertaining to income and expenses lines.

**5. Constituency, Development and Outreach**

Describe the audiences and communities served. Detail how this project will cultivate and broaden your organization’s constituency.

**Services to the Field:**

Grants are available for projects that advance the professional/organizational development of a defined arts constituency or service area. This category supports the delivery of specific service initiatives focusing on long-term developmental objectives of the targeted constituency(ies). Services may include legal and accounting issues, fiscal and organization management, projects that utilize technology to serve the field, and professional development for individual artists.



SLP encourages collaboration between two or more organizations within this category.

New applicants to this category are encouraged to contact NYSCA staff before the deadline.

**Prerequisites:**

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

- The primary focus or mission must be in the discipline in which the organization is seeking Services to the Field support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support.
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline.
- 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.
- 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.
- The organization must employ one or more qualified, salaried administrative staff.
- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- It must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

**Sponsored Requests are not eligible for support in this category.**

**Services to the Field Questions:**

**1. Program Summary**

Describe the proposed service, the intended outcomes and how this project relates to other programs in the organization. Provide a specific timetable for the project.

**2. Challenges**

- a. Outline the key challenges and how these will be addressed by this service.

**3. Audience/Constituency**

Describe the constituency to be served. Identify methods used to determine the need for this service and outline specific goals of the project related to that need. If applicable, detail the process to be used for selection of participants.

**4. Service Delivery**

Describe how the organization can effectively deliver these services in terms of technical,



administrative, and informational capacity. If a website or listserv is part of the service, detail how does it supports the service(s) and how is it maintained.

## 5. Project Staff

Identify key staff, advisors, and consultants providing this service, summarizing their credentials and roles. If selection of project personnel is pending, describe the process and outline the qualifications of individuals being sought.

## 6. Finances

- a. Describe any plans, projects, and activities for meeting the expenses of this project and how the board is involved in these efforts.

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### Regrants and Partnerships:

The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. These activities are carried out with funds granted through the Regrants & Partnerships category.

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

**All applicants are required to obtain staff approval prior to submitting a request in this category.**

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

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, characterizing the demographics of the recipients.

### Regrants and Partnerships Prerequisites:

**In order to be eligible to apply for Regrants and Partnerships Support, an applicant organization must meet the following minimum criteria:**

- The primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support.

- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline.
- 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.
- 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.
- The organization must employ one or more qualified, salaried administrative staff.
- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- It must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

**Sponsored Requests are not eligible for support in this category.**

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

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

Describe the regrant or partnership program, its priorities, the constituents served and how it differs or complements other programs in the community or field. Provide the organizational URL.

##### **2. Mission**

Describe how does this program relates to your 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.

##### **4. Staffing**

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

##### **5. Governance**

- a. Describe the involvement of the board in management and program oversight.

##### **6. Work Plan**

- a. Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities.

##### **7. Finances**

Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income.



Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

## **8. Marketing/Outreach**

Detail the outreach plan and marketing strategies specific to this project and how diverse communities, arts groups and artists, including those not currently served by the program, are addressed. Include details about technical assistance and resources provided for emerging artists and arts groups.

## **9. Selection Process**

Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

## **10. Evaluation**

Describe how this regrant or partnership is evaluated and how the impact on the community is assessed.

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## **Decentralization:**

The purpose of Decentralization (DEC) is to foster the continuing development of local cultural resources responsive to community needs. These needs are articulated by the DEC site in a Community Cultural Plan. DEC ensures access to arts and culture in each of the 62 counties of New York State, including areas that are geographically isolated, economically disadvantaged and ethnically diverse. The basic principle of DEC regrant funding is local decision-making using a peer panel grant evaluation process.

DEC regrant sites are a statewide network of non-profit organizations which serve cultural organizations and artists locally and regionally through three categories of support: Community Arts (required), Arts Education (optional) and Individual Artists (optional). In addition to administering the regrant program, DEC sites also provide technical and organizational development assistance. The combination of regranting and providing capacity building services is essential to successful community cultural development.

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.

## **Goals**

The DEC Regrant program provides project support to a wide-range of professional, a vocational and educational arts and culture in their respective communities and supports the creation of new work by individual artists within a community setting through the Individual Artist Category.



The DEC Regrant program is required to support the development and delivery of community-based arts and cultural programs and services through the Community Arts category:

- **Community Arts** grants constitute the majority of DEC regrant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists and support up to 50% of the project's cash expenses. Individual artists may apply for a community-based project in partnership with a local non-profit organization. DEC support enables emerging artists and organizations to grow professionally and to enhance the cultural vibrancy in communities and neighborhoods where they live and operate. DEC site administration is governed by a set of procedures outlined in a Procedures Manual issued by NYSCA and available at every DEC site.

**Note: Entities currently receiving direct NYSCA funding are not eligible for a DEC Community Arts regrants in the same year.**

DEC Regrant sites may opt to offer grant opportunities through the Arts Education and Individual Artist categories:

- **Arts Education** grants support the role that local cultural organizations and/or individual artists play in engaging K-12 public school students in rich artistic learning experiences. AE funds are designed to support new or first time arts education projects in K-12 school settings. Regrant funds are directed to cultural organizations and/or artists work in partnership with public schools. Regrant projects must focus on the exploration of art and the artistic process. Projects must take place in schools and center on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions with students. AE regrants will fund a maximum of 50% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation. AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.

**A maximum of up to 20% of the total EC Regrant budget may be allocated to the Arts Education category.**

**Note: School partners may not apply directly for DEC Community Arts Education regrant funding.**

**Note: Projects with school partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for a DEC Community Arts Education regrant in the same year.**

- **Individual Artists** grants provide a flat grant of \$2,500 to local artists for the creation of a new work within a community setting. Single county DEC sites may offer a maximum of four grants. Multi-county DEC sites may offer a maximum of two grants per county

An essential element of this funding is the inclusion of community involvement in the development and creative process of the artists' project. The project must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

This regrant opportunity is designed to increase support for local artist-initiated activity and to highlight the role of artists as important, contributing members of the community. These grants are not artist fellowships

but are intended to support creative (not interpretive) artists interested in working within a community setting.

DEC sites administering this regrant opportunity must be prepared and willing to work with **artists to help facilitate the execution, promotion, and the community engagement component of the project.**

**Note: Local arts organizations and artists interested in applying for a DEC regrant must contact the Decentralization site in their area directly for guidelines and application deadlines.**

**Prerequisites:**

In order to apply for NYSCA Decentralization, an applicant organization must meet the following minimum criteria:

- Extent and effectiveness of efforts to reach and serve the full diversity of constituents in the DEC service area.
- Effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.
- Quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.
- Quality and consistency of efforts to provide technical and developmental assistance to community-based organizations and local artists.
- Maintenance of a current local procedures manual describing the operational details of the local DEC program.
- Extent of organization's commitment to provide adequate resources (beyond NYSCA) to operate an effective DEC Program.
- Adherence to statewide program guidelines as outlined in the DEC Procedures Manual.
- Development, maintenance and effectiveness of community cultural regranting plan.
- Present annual regrant awards ceremony which is free and open to the public.

**Decentralization Site Administration:**

The Council provides for Decentralization site administration funds. These funds cannot exceed 30% of the total award. The DEC site administration portion of the request details expenses incurred in administering the local DEC program, primarily salaries, as shown on the project budget form. The Council recognizes that the administrative support it can provide generally does not meet the full administrative expenses of the regrant program

**Sponsored requests are not eligible for support in this program.**

**Program Eligibility Criteria:**

In order to be eligible to apply for Decentralization, 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 organization sustains an evident and substantial commitment to arts and culture, and serves organizations and artists across arts disciplines.
- It must have sufficient organizational resources to provide professional outreach, technical and developmental services.
- The organization must employ a full time paid executive director and must employ a qualified staff person designated "DEC Coordinator".
- It must maintain a designated bank account restricted to DEC regrant funds.
- The organization must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- Maintain a Community Cultural Regranting Plan:  
The Community Cultural Regranting Plan must identify and articulate the community's cultural needs. The Plan should describe those needs over a 2-3 year period and must include both Community Arts and Community Arts Education grants. If including regrants for Individual Artists Commissions, the Plan must outline the process for evaluating the work of individual artists, including a clear statement of how artists' needs are evaluated. The Plan may also encompass other types of non-NYSCA funded regrants and services.

## Decentralization Questions:

### 1. Program Overview

Describe your local Decentralization program and its relationship to your organization's mission. Include county or counties served, and an outline of the goals of the program in terms of your Community Cultural Plan.

### 2. DEC Site Profile

Returning DEC applicants must detail the number of applicants and the number of funded organizations. Indicate the number of organizations of color, and organizations that serve communities of color. Also provide a list of new first-time applicants to your local program. New DEC applicants should provide projections for the above information for the coming year.

### 3. Challenges

Highlight the primary needs and challenges as identified in the cultural plan, as well as strategies for meeting those challenges through your regrants and services.

### 4. Cultural Regrant Plan

Describe how this plan was redeveloped and how it will be implemented. Note when the Plan last reviewed.



**5. Please answer the following question ONLY if you intend to include the Individual Artists Projects in your DEC regranting. You may indicate “N/A” if opting out of this regrant opportunity:**

Describe your process for determining a local need for Individual Artists Projects. Specify how your guidelines will encourage requests from artists who seek community interaction as part of their creative process. Detail how this grant will be promoted to a broad range of artists and arts disciplines in your service area.

**6. DEC Coordinator Position**

Describe the duties of the DEC Coordinator and outline his/her role in the organization. Detail the coordinator’s hours, rate of pay, and any other duties or job functions within in the organization. Describe any professional development and training opportunities provided for the coordinator.

**7. Panels**

Describe how your DEC grant panelists are selected. If you are making targeted grants (e.g. for individual artists), how do your panel selection process and panel meeting procedures serve the particular needs of this component? If you are a regional site, how does your panel selection process ensure regional representation?

**8. DEC Site Budget**

Describe plans and resources that supplement NYSCA funds to ensure that program goals are met, noting both cash and in-kind support. Describe your Board commitment towards raising the necessary additional funds to support the DEC program.

**9. Governance**

Detail how will the Board contribute to the success of DEC within the organization and service area.

**10. Outreach**

List the planned schedule of application seminars for the upcoming DEC cycle. Also, describe the outreach plans to ensure DEC program visibility and participation in all parts of the service area. Where applicable, describe how your advisory committee is involved in this work.

**11. Technical/Developmental Assistance**

Outline your technical/developmental services plan in relationship to identified cultural needs. Describe the role of DEC staff and outside professional assistance in providing technical services. Plans may include local assessment methods, constituent meetings, information services, other re-grant programs offered, and a list of development seminars/workshops offered to local groups and artists.

**12. Program Context**

Briefly describe other arts funding opportunities available in the communities within your service area. Describe any efforts made to coordinate and promote these arts funding opportunities.

**13. Support Materials**

Please list all of the support materials and/or work samples you are submitting. These materials are critical to your application's assessment. Note: Only marketing materials may be forwarded in hard copy directly to Program Staff. The remainder of the Support Materials must be uploaded with the application.

## 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.

## Program Support Materials:

*All applicants to the State & Local Partnerships Program must submit the following support materials.*

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
4. Program Schedule Form - organizations returning from multi-year funding must complete the Program Schedule for each year of the previous funding cycle. ([Download the form here](#)) New applicants or grantees returning from single year funding must complete the Program Schedule for the most recently completed season and the current season
5. 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. **Marketing materials may be forwarded in hard copy to Program Staff in lieu of uploading to the portal**
6. 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.

## Category Specific Support Materials:

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

## General Support Materials:

1. Sample of scholarship application form (if applicable)

**Organizational Capacity Building:**

N/A

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**Services to the Field Support Materials:**

1. Sample questionnaires or evaluations of the services
  2. Listing of program participants, if ongoing
  3. Résumés for consultants, facilitators, speakers, and/or staff
  4. Outreach/promotional plan specific to proposed service
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**Regrants and Partnerships Support Materials:**

1. If this is a regrant, a complete list of grantees from the current and previous year, project descriptions and grant amounts
  2. Outreach/promotional plan specific to proposed service
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**Decentralization Support Materials:**

1. Résumés or biographical statements of executive director and DEC Coordinator, maximum of 1 page each.
2. Community Cultural Regrant Plan and Outreach Plan
3. Draft guidelines and application forms for DEC regrant programs
4. A list of DEC panelists, their affiliation and county from the most recent DEC cycle
5. For multi-county sites: list of advisory committee members and their affiliations, plus a copy of their latest report or policy.