

New York State Council on the Arts

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Arts Education

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- Services to the Field

For complete instructions on how to apply to NYSCA's FY2017 Grant Program, please [click here](#).

Program Goals

NYSCA is committed to nurturing the creativity of all New York's citizens, especially the learners and leaders of tomorrow. We believe that the arts are intrinsically educational and integral to teaching and learning, both in school and community settings. Arts Education Program support may involve any arts discipline supported by NYSCA. Multidisciplinary projects are welcome.

Goals of the Arts Education Program:

- To provide students of all ages and abilities throughout New York State with arts learning experiences of enduring quality through support of applications that emphasize sustained, multi-session hands-on arts learning processes.
- To promote high-quality arts teaching through support of applications that incorporate recognized arts learning standards, along with strong evaluation and assessment components.
- To strengthen NY State's arts learning ecosystem through support of applications that stress fair compensation and meaningful professional development opportunities for teaching and resident artists.
- To encourage innovation and sharing of knowledge in the changing arts education environment through support of applications that provide unique partnerships and exceptional services to the field, as well as through support of regrant activities that reach deeply into all regions of the State.

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 their workforces, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

Program Information

Types of Support Available:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below). Applicants wishing to make two requests in the Arts Education project categories in FY16 should first speak to Program staff regarding eligibility for General Operating Support. Applicants are limited to only one request in the K-12 category and/or only one request in the Community Based Learning category.

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

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

1. Community-Based Learning
2. K-12 In-School Programs
3. Services to the Field

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 Operating 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*

Evaluative Criteria

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

Eligibility Criteria:

In order to be eligible to apply for Arts Education Program support, an applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and 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.
- It must demonstrate a consistent policy of fair payment to resident artists and teaching artists.

The Arts Education Program does NOT support public school teachers' salaries, training or professional development, or parent-teacher associations.

Category Specific Information & Questions

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

Services to the Field

The Services to the Field funding category is designed to support innovative projects of statewide or regional scope and significance, which support the development of the arts education field. Projects supported through this category must provide tangible services to multiple organizations statewide, or within a specific region(s).

Eligible projects in the Services to the Field category must focus on:

1. Building the capacity of cultural organizations and the field in general to engage in arts education and lifelong learning partnerships; or,

2. Improving the practice and knowledge base of the arts education field at large in New York State. Funding may be requested to support professional development for field-specific capacity building within multiple organizations.

Eligibility Criteria:

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

- Its primary focus or mission must be Arts Education; or the organization must have significant ongoing activities in Arts Education; and
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that are open to the general public; and
- The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; 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 of the services to the field project as well as accountability for organizational governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to resident artists and teaching artists and consultants.
- Support cannot be used to fund the salary, training or professional development of public school teachers, or to fund the activities of parent-teacher organizations.

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

Services to the Field Questions:

Artistic/Programmatic

1. Project Description

Describe the arts education services to the field project and the region it will serve, including goals and desired outcomes. If this is an ongoing project, briefly outline the history, challenges and achievements of the project to date. Indicate how the project will either:

- Build the capacity of organizations receiving this service to engage more effectively in arts education or community-based partnerships; and/or,
- Improve the practice and knowledge base of the arts education field in New York State.

Managerial/Fiscal

2. Work Plan and Personnel

Provide a work plan of proposed activities for the services to the field project, including a clear

timeline for activities planned for the request year. Identify those individuals who will be implementing the plan, and briefly describe their credentials.

3. Finances

- Detail plans for meeting current and future expenses beyond income from NYSCA, where appropriate. 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?
- Utilize the Budget Notes section of the Project Budget to explain the following information pertaining to the project's income and expenses :
 - Non-NYSCA contributed Income, if any, for the service project- detail sources and whether funds are confirmed or pending
 - Artistic Personnel costs – specify daily or hourly rates and prorated salary of relevant artistic staff, including teaching artists or consultants for the project
 - Administrative Personnel – indicate prorated salary or fees of relevant administrative staff or consultants for the project
 - Remaining Operating Expenses – itemize principal project expenses not specified above.

Service to the Public/Outreach

4. Dissemination

Describe how the results of the project will be shared so that the arts education field in New York State will benefit broadly.

5. Evaluation/Assessment

Describe plans for evaluating the effectiveness of the arts education service to the field project. How will its impact be assessed? Articulate how the organization evaluates its other programs, services, and/or organizational initiatives, and how these are linked to goals and standards. Note how outcomes of evaluation/assessment processes are compiled and applied.

6. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Services to the Field request. Please refer to the list of mandatory support materials for the Arts Education Services to the Field Category that follows the guidelines questions.

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, 2016. 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.

Services to the Field:

1. *Résumés or biographical statements* of key staff, maximum of 1 page each.
 2. *Organizational Chart.*
 3. *Up to 5 representative marketing materials* (sample organizational programs, flyers, catalogs or brochures, including those related to the project) that reflect activity in the past year.
 4. *Sample questionnaires, surveys, or evaluations of the services.*
 5. *Website, Facebook, Twitter, YouTube, and other social media links.* We reserve the right to review any/all of these online sources as part of your application.
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