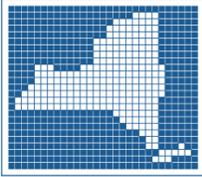


State of the Arts



NYSCA

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

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

Architecture + Design

Kristin Herron, Program Director, kristin.herron@arts.ny.gov
Christine Leahy, Program Officer, christine.leahy@arts.ny.gov

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.

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.

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, 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. Contact the League for application guidelines and the deadline.

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

Preservation League of New York State
44 Central Avenue
Albany, NY 12206
t: 518.462.5658
url: www.preservenys.org

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.

INDEPENDENT PROJECTS SUPPORT

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Independent Projects allow for individuals (or a team) to creatively explore, or to research an issue or problem in the fields of architecture, design and/or historic preservation which advances that field and contributes to the public's 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.

Eligibility Criteria:

SPONSORING ORGANIZATIONS:

In order to be eligible to apply for Independent Project Support, the **sponsoring 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](#).

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)/designers to comply with the Program's requirements and procedures.

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, graphic, fashion, industrial and interior design.
- 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 2013.

- 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.
 - 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 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.

Application Instructions:

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal

Through the [NYSCA application portal](#)*, applicants will submit:

1. Organization Profile
2. Organization Budget
3. Registration
4. Program Application

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

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below).

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

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

Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.

*New applicants can create a NYSCA account [here](#)

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

Also note that you must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!

Mandatory Support Materials for an Independent Projects Support Request:

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

Acceptable file types are: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2014. NYSCA is not responsible for any broken, inactive or password protected links.

For a more detailed description of how to submit your support materials for this application, please click [here](#) for more information.

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. Up to 15 images or website reference, representative of recent work and your proposed project. Be sure to identify the images. Adobe Acrobat PDF or PowerPoint is preferred. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity

Portal application.

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. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 4. For projects intended for installation in public spaces only: please provide documented permission to use the site. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 5. For projects involving a publication only: an outline and up to 5 pages of sample text. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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Application Narrative 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.