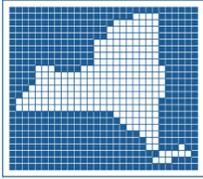


State of the Arts



NYSCA

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

212-459-8800  
[www.arts.ny.gov](http://www.arts.ny.gov)

## Architecture + Design

Kristin Herron, Program Director, [kristin.herron@arts.ny.gov](mailto:kristin.herron@arts.ny.gov)  
Christine Leahy, Program Officer, [christine.leahy@arts.ny.gov](mailto: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.

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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).** 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.

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## **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](http://www.preservenys.org)

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## **Eligibility to Apply for other NYSCA Support and Exemptions from the Two-Request Limit:**

Organizations applying for or receiving General Support from NYSCA may also apply for Project Support in one other program. Sponsored applicants and those funded under the following programs are exempt from the two-request limit:

Architecture and Design Program - *Independent Projects category*

Dance Program – *Rehearsal Space and Residencies category*

Electronic Media & Film Program – *Workspace, Art & Technology category*

Facilities Program - *All categories*

Folk Arts Program - *Apprenticeships category*

Folk Arts Program - *Regional and County Folk Arts Programs category*

Individual Artists Program – *All categories*

Literature Program – *Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

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## **Evaluative Criteria**

Grant requests are evaluated in accordance with agency-wide criteria.

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## **REGRANTS AND PARTNERSHIPS**

Kristin Herron, Program Director, [kristin.herron@arts.ny.gov](mailto:kristin.herron@arts.ny.gov)  
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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.

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## **Eligibility Criteria:**

In order to be eligible to apply for Regrants and 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; 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](#).
- Its primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnership 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; 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.
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### **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!***

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### **Mandatory Support Materials for Regrants and Partnership 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 5 representative program materials* (sample brochures, promotional material, websites, application forms). Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. *For existing Regrant Programs:* Please upload a list of the most recent grantees, including the award amount, brief award description and location in New York State. 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. Program Summary**

Discuss the goals and priorities of this regrant program. Identify your key constituents. Detail how this program is different from, or complementary to, other grant programs in the field.

## ***Managerial/Fiscal***

### **2. 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.

### **3. Relationship to Mission**

Describe how the regrant program relates to the organization's mission, goals and programming.

### **4. Selection Process**

Describe the process used for evaluating grants. Please summarize, describing the application and review process, and any restrictions that exist.

### **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**

If relevant to the project, detail plans for meeting current and future expenses beyond income from NYSCA. Include any 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?

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

### **7. Scope of Activity**

Discuss how many requests are usually received as well as the average request and grant amount. Identify how diverse the pool of applicants and awardees is (in terms of geography, size and type of institution). Please use average figures from the past two years in answering this question.

### **8 Marketing & Outreach**

Describe the strategies for outreach and promotion of this program, as well as how constituent development is handled.

### **9. Evaluation**

Detail how the regrant program is evaluated and assessed for effectiveness. Highlight how evaluation has led to any changes in the program.