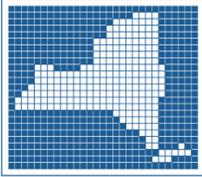


State of the Arts



NYSCA

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Arts Education

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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.

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 to reflect in their workforces, artists and programmatic offerings 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 wishing to make two requests in the Arts Education project categories in FY15 should first speak to Program staff regarding eligibility for General Support.

General Support is provided for organizations whose primary mission is arts education. General 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 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.

SERVICES TO THE FIELD

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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 field at large. 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:

- 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 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 and accountability for governance, operations, programming and finances; and
 - It must demonstrate a consistent policy of fair payment to resident artists and teaching artists.
-

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 Services to the Field Requests:

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.

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.

1. *Résumés or biographical statements* of key staff, maximum of 1 page each.
2. *Organizational Chart.*
3. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity in the past year.
4. *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
5. *Sample questionnaires, surveys, or evaluations of the services.* If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results
6. *Additional materials* - List any optional support materials you wish the Council to consider. Please label non-mandatory support materials in the preferred order of viewing (i.e., "Optional Support Material Sample #1, #2", etc.)

All of the above, if applicable, should be uploaded to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.

Application Narrative Questions:

Artistic/Programmatic

1. Project Description -

Describe the project and the region it will serve. Indicate how it 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 field in New York State.

Managerial/Fiscal

2. Work Plan and Personnel -

Provide a work plan of proposed activities. 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?
- Please break out these figures pertaining to the project's Income and Expenses if they are **not** identified in the finance section of the online application:
 - 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 will benefit broadly.

5. Evaluation/Assessment -

Describe plans for evaluating the effectiveness of the project. How will its impact be assessed?