

New York State Council on the Arts300 Park Avenue South, 10th Floor

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www.arts.ny.gov**Arts Education**Kathleen Masterson, Program Director, kathleen.masterson@arts.ny.govKaren Helmerson, Senior Program Officer, karen.helmerson@arts.ny.govChristine Leahy, Program Officer, christine.leahy@arts.ny.gov**Information Outlined Below:**[Program Goals](#)[Program Information](#)[Category Information & Questions](#)

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For complete instructions on how to apply to NYSCA's FY2016 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, 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 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 + 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*

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.
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Category Specific Information & Questions

Applicants are 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 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, the education programs of an arts center operated as a discrete entity within a parent community service organization.

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 \$5,000 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.

Eligibility Criteria:

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 arts education; or the organization must have significant ongoing activities in arts education; and
- It must have ongoing classes, programs, exhibitions, productions or other art and cultural activities that are open to the general public; and
- The organization makes evident a substantial commitment to arts education and culture, with a prior record of accomplishment in arts education programming; or the organizational mission is primarily devoted to arts education or arts and culture, with a prior record of accomplishment in arts education; 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.

Sponsored Requests are not eligible in the General Support category.

General Support Questions:

Artistic/Programmatic

1. Background

Describe the organization and how it was established, focusing on the arts education activities for which support is requested.

2. Artistic/Cultural Vision

Articulate the organization's artistic, and/or cultural vision and its philosophy of arts education.

3. Program Overview and Detail

Describe arts education programs and/or services planned for the coming year. How will they help the organization to realize its artistic and cultural vision? Discuss any new programs and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. List the total numbers of schools to be served by county. Include representative detail (3 schools) on the following (or note here that this information is being uploaded as a supporting document):

- The arts discipline/s to be taught
- The number of artist contact sessions per student
- The grade levels of the students involved, and the numbers of students served per grade and per school, and the overall number of students served
- The names/locations of proposed partner schools and whether they have Title I designation.

4. Changes and Challenges

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

Managerial/Fiscal

***** ATTENTION GENERAL SUPPORT APPLICANTS: In the Gateway application form, please place the answers to the questions on **Staff** and **Governance** in the boxes provided for Question 25 and Question 26 respectively. We apologize for this inconvenience. *****

5. Staff

Identify the key administrative and artistic/education staff members responsible for this program and their roles. Detail any recent significant changes in key staff positions. Discuss how teaching and resident artists are selected and retained.

6. Governance

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

7. Facilities

Describe the facilities used for arts education programming and administration.

8. Organizational Development

Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

9. Finances

- Detail plans for meeting current and future expenses for arts education programming, including sources of earned and unearned income. Indicate whether income for arts education programming is confirmed or pending.
- Explain any current and/or recurring surplus or deficits
- How will the scope of the activity change if the full request for NYSCA funding is not received?
- Detail amounts of matching funds anticipated from school partners
- Detail amounts to be set aside for scholarship recipients

10. Artist and Programmatic Consultant Fees

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

Service to the Public

11. Constituency

Describe the audiences and communities served.

12. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency.

13. Marketing

Describe the organization's marketing strategies.

14. Online Resources

Describe the organization's use of the Internet and social media. Please give the urls of the organization's websites here.

15. Evaluation

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives, and how these are linked to goals and standards. Note how outcomes of evaluation/assessment processes are compiled and applied.

16. 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, discussing the ways in which partners communicate to better serve and advance programming, and any plans for enhancing collaborative activity and community outreach.

17. Scholarships

Articulate the process and criteria used for selecting scholarship recipients, noting the number of recipients per year, whether the scholarships are full or partial, and how scholarship opportunities are advertised. (Disclosure of federal income tax returns should not be required of scholarship applicants.)

18. Support Materials Listing

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

Community-Based Learning

Community-Based Learning support is provided for ongoing arts activities in community settings that provide in-depth and sustained experiences to learners of all ages. Participants may include children, adults, families, and life-long learners. Applications for intergenerational programs are welcomed. Activities may include workshops, classes, and training in the arts offered by arts organizations. Support is also granted to community-based, non-arts organizations offering arts activities to the public in partnership with artists and arts groups, provided that students engage in a course of sequential arts learning as a primary goal of the program. The Council emphasizes the quality of the arts process and learning experience above the creation of a finished product such as an exhibition or performance. Applicants must demonstrate a consistent policy of fair payment to resident artists and teaching artists.

Class size and numbers of sessions should be of sufficient scope to justify NYSCA support. A rule of thumb for a strong program would be a minimum of eight consecutive classes or workshop sessions offered weekly or monthly, serving a group of at least 8-10 participants.

This category supports in-depth, sequential learning projects. One-time workshops, single performances, drop-in programs, or one-time visits to cultural institutions are ineligible outside of a broader learning context.

Projects must be open to the general public in the community. That is, if an after-school or weekend arts learning activity is directed toward boys ages 10-18, it may not be restricted to boys attending a specific school, but must be open to all eligible boys in the neighborhood. If an arts activity takes place on school grounds, it must be offered outside of regular school hours, and not as part of an extended school day during which the presence of a certified teacher is required. This category does not support professional training of artists. However, project expenses may include orientation of teaching or resident artists to the project's goals and objectives.

Priorities

The priorities of the Community-Based Learning category include projects that:

- Deepen and broaden the general public's knowledge, experience and participation in the various arts disciplines
- Take place in rural and underserved communities with limited access to arts programming
- Apply state and/or national arts learning standards to community arts education programs. See the Common Core Education Standards Initiative: <http://www.corestandards.org> and NYS Arts Standards: <http://www.p12.nysed.gov/ciai/arts/artstand/home.html>

Eligible Expenses – Community-Based Learning

- Requests to NYSCA may not exceed 50% of the total project cost.
- NYSCA support is primarily directed toward artists' fees, but may also include scholarship support, administrative support and the cost of materials. These costs should be detailed in the finance portion of the application, and may include:
 - costs for assessment, evaluation or documentation of the project:
 - costs for art materials and transportation of art materials or musical instruments necessary for the project; and/or
 - costs for administrative personnel representing no more than 15% of the applicant organization's total administrative costs for the project, which may include project director and consultant fees.
- Applicants conducting projects that are entirely supported by income from student tuition may apply **only** for scholarship support.

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

Community-Based Learning Questions:

Artistic/Programmatic

1. Project Description

Provide a brief narrative description of the proposed project that includes:

- Arts discipline/s taught
- Number of sessions offered per class/workshop
- Beginning and ending dates of classes/workshops
- Duration and frequency of class/workshop sessions
- Demographic description of students served by the project, including age range and number of students on scholarship
- Numbers of students to be served (per class and project total)

2. Project Overview

Discuss how the project relates to the organization's mission. Is this a new initiative or an ongoing activity? Describe how the project builds on previous work.

3. Goals/Outcomes

What are the learning goals and outcomes for the proposed project? How will these goals be achieved? Describe programs and/or services planned for the coming year.

Managerial/Fiscal

4. Project Team

Describe the roles and credentials of the teaching/resident artists, staff, consultants, and/or other individuals involved in the project. How are they selected and supervised? Describe how the artist(s) and your organization will partner in the planning and implementation of this project.

5. Facilities/Venues

Describe the venue(s) and classroom facilities for the project, noting location/s.

6. Evaluation/Assessment

Describe plans for evaluating the project, including how the progress toward stated goals will be measured. Describe how the impact of this project will be assessed as it relates to artistic

accomplishments and educational gains for the participants. If an evaluation report will be generated, indicate how it will be utilized, noting staff or consultants involved. Describe how project-related feedback directly from the community is gathered, assessed and utilized.

7. Finances - Please address the following:

- Describe plans for meeting the expenses of this project.
- Will the scope of the project change if the full request for NYSCA funding is not received? Please explain.
- **NB:** Please be sure to break out the following information pertaining to the project's Income and Expenses in the project **budget notes** section of the application:
 - Contributed Income - detail sources and whether funds are confirmed or pending.
 - Earned Income – note the per-student tuition or fee charged for the proposed project along with any additional earned revenue related to the project.
 - On-Staff Artistic Personnel/Outside Artistic Personnel – specify daily or hourly rates and prorated salary of relevant artistic staff for the project, as well as for teaching/resident artists (outside artistic costs).
 - Administrative Personnel – indicate prorated salary or fees for the project.
 - Remaining Operating Expenses – itemize the principal expenses for the project not included in other expense categories, including the amount projected for scholarship support for the project.

Service to the Public/Outreach

8. Participant Selection

Summarize the selection process, if any, for students participating in the project.

9. Marketing

Describe how the applicant organization will reach the target population to be served by this project. How will the project be promoted and publicized? Please give the url/s of the applicant organization's website/s here.

10. Community Context

What other community groups and cultural organizations in the area are already involved in related community-based learning activities? Describe any partnerships or collaborations with other organizations, discussing the ways in which partners communicate to better serve and advance programming, and any plans for enhancing collaborative activity and community outreach.

11. Scholarships

Articulate the process and criteria used for selecting scholarship recipients, noting the number of recipients per year, whether the scholarships are full or partial, and how scholarship opportunities are advertised. What percentage of students for the proposed project will receive scholarship support? What measures are used to determine financial need? (Disclosure of federal income tax returns should not be required of scholarship applicants.)

12. Support Materials Listing

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

K-12 In-School Programs

The K-12 In-School Programs category funds cultural organizations that work in partnership with public schools and public school arts teachers to focus on the in-depth exploration of art and the artistic process. The category supports collaborative projects that bring teaching and resident artists into the schools and that emphasize the making of art. Cultural organizations are required to apply with an identified educational partner such as an individual school, a group of schools, a district, or a BOCES. Applicants for new as well as long-term partnerships are welcome to apply.

NYSICA does not fund partnerships that replace, or appear to replace, the role of certified arts teachers in public schools.

Priorities:

The K-12 In-School Programs category welcomes applications for a wide range of projects that:

- Focus on the development and implementation of *sequential, skills-based arts study* that incorporates one or more clearly identified art forms. Projects may enhance learning in the arts or non-arts disciplines, but must *place the arts at the center of the learning experience*;
- Provide *hands-on experiences* for students in the process of creating and understanding art, and place emphasis *on the quality and authenticity of the creative process* through which students learn in and about the arts;
- Are conceived, planned, and implemented by *arts professionals and school-based educators working together* to utilize the resources of the cultural organization, the school, and, where possible, the wider community. The project should reflect a collaborative relationship between the arts organization and the school, and between the participating artists and school-based teachers. School partners are required to *provide a letter of support* for the project that *documents the school's contribution of matching funds* appropriate to the school's budget, and that outlines the school's role in the partnership;
- Offer students an expected *minimum* of 6 artist contact sessions or 6 hours of arts instruction led by teaching or resident artists. Longer-term projects that provide students with 10 or more sessions with the artists are the preferred standard (*please see Eligible Expenses, below*). Double periods constitute two contact sessions and are strongly encouraged where feasible;
- *May or may not culminate in an event or finished product* such as an exhibition, performance, or a presentation of a work-in-progress;
- Occur *during the regular or extended school day*, when a certified teacher is in attendance, but not as part of a recreational after-school program. Extracurricular activities that take place after the school day, in the summer, or during non-school hours may be eligible for support in the Arts Education Community-Based Learning Category. Please refer to those guidelines.
- *Serve at least one class* in the school(s) or are school-wide. Applicants are welcome to apply in this category for *related programs occurring in one or more schools*;
- Are directed toward *development of affective, cognitive or aesthetic abilities*. Please refer to the Common Core Education Standards Initiative: www.corestandards.org and the New York State Arts Standards: <http://www.p12.nysed.gov/ciai/arts/artstand/home.html> for guidance;
- *Incorporate sufficient planning, evaluation and assessment* by arts organizations and partner schools. Applications must include written documentation of the planning and assessment processes that address the clearly articulated goals and learning objectives of both the cultural partner and the school.

Eligible Expenses

- Requests in the K-12 category should not exceed a maximum of 50% of a project's total cash expenses.
- All participating teaching artists or artists-in-residence must be compensated.
- NYSCA funding is directed toward the following expenses. These costs should be detailed in the Project Budget and the Project Budget Notes:
 - Fees for teaching artists and artists-in-residence for the project
 - Costs for project assessment, evaluation and documentation
 - Costs of art materials
 - Costs of transportation of art materials or musical instruments necessary for the project
 - Administrative personnel costs representing no more than 15% of the applicant organization's total administrative costs for the project, which may include project director and consultant fees.
- Eligible projects must require students to participate in a *minimum* of 6 artist contact sessions or 6 hours of arts instruction led by teaching or resident artists. Longer-term projects that provide students with 10 or more sessions with the artists are the preferred standard. Costs for activities such as attendance at single performances or one-time visits to cultural institutions are eligible for support *only* if these activities:
 - Include teaching or resident artist contact sessions before and after such visits or performances
 - Are an integrated component of the entire project
 - Are led by the project teaching or resident artists.

Any travel time related to these types of activities *may not* be included in the minimum requirement of student participation in 6 sessions or 6 hours of arts instruction.

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

K-12 In-School Programs Questions:

Artistic/Programmatic

1. Project Description

Provide a brief description of the proposed project that includes:

- The arts discipline/s to be taught.
- The number of artist contact sessions per student.
- The grade level/s of students involved.
- The numbers of students served per grade and per school, and the total number of students served by the project.
- The names/locations of proposed partner schools and whether they have Title I designations.

2. Goals/Outcomes

Please articulate the intended arts learning goals/outcomes for the proposed project.

3. Project Plan

Using a clear timeline, outline how the project will be managed to achieve the intended goals and outcomes. Describe the roles of project managers, artists, teachers, and other key project personnel.

4. Lesson Plan

Using a clear timeline, discuss the key activities the students will engage in to achieve the goals and outcomes of the project over the course of study. Include attendance at professional performances or exhibitions. A detailed unit or lesson plan *by grade* is required as support material.

5. Achievements and Challenges

What challenges are anticipated in launching and maintaining the proposed project? If this project has been supported previously in this category, please indicate how it has evolved and developed, including both challenges and achievements.

6. Arts Instruction

Describe how this project will enhance or complement sequential arts instruction and other arts programs (including those provided by other cultural partners) at the school(s). List other cultural partners that are currently providing arts programming in the school(s) and what projects they are involved in at the school/s. Are there certified arts teachers working in the partnership school? If so, please discuss whether and how they will be collaborating on the request project.

Managerial/Fiscal

7. Project Team

Describe the roles and credentials of the teaching/resident artists, staff, consultants, and/or other individuals involved in the project. How are they selected and supervised?

8. Planning Process

Describe the process by which the project plan was developed. Who participated from the school and who participated from the arts organization? How often did the planners meet?

9. Evaluation and Assessment

Describe plans for evaluating the project, including how progress toward stated goals will be measured. Describe how the impact of this project will be assessed as it relates to artistic accomplishments and educational gains for the participants. Indicate if an evaluation report will be generated and how it will be utilized, noting staff or consultants involved.

10. Partnerships

If applicable, describe the applicant organization's past relationship with the school(s). How are the partnership's previous collaborations being evaluated? Discuss outcomes of evaluations and how these will result in changes and improvements to the planning and implementation of the requested project.

11. Finances

- Describe plans for meeting the expenses of this project.
- Will the scope of the project change if the full request for NYSCA funding is not received? Please explain.
- Utilize the Budget Notes section of the Project Budget to explain the following information pertaining to the project's income and expenses:
 - Contributed Income - detail sources, and whether funds are confirmed or pending
 - Dollar amount of the school match
 - Artistic Personnel – specify daily or hourly rates and prorated salary of relevant staff and of teaching and resident artists. (Usually listed in the project budget as “Artistic Personnel” or “Outside Artistic Personnel” lines.)
 - Administrative Personnel – indicate prorated salary or fees for this project, including costs for outside evaluation and assessment. (This should not include school personnel)
 - Remaining Operating Expenses – itemize the principal expenses not included in other expense categories.

Service to the Public/Outreach

12. Project Context

Briefly describe the partner school and its community.

13. Community Engagement

How will parents, guardians and community members be involved in the process? Include plans to involve parents or guardians in the classroom or in culminating event activities. Please provide here the urls for the applicant organization's website and the partner schools' websites, if available.

14. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this K-12 In-School Programs request. Please refer to the list of mandatory support materials for the K-12 Category that follows the guidelines questions.

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.

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?
- 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 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.

Regrants and Partnerships

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.

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

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.

Eligibility Criteria:

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

- Its primary focus or mission must be in arts education; or the organization must have significant ongoing activities or services that address the focus of the NYSCA Arts Education program; and
- It must have ongoing arts education services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline; and
- The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting arts education programs or cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in arts education and 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 consultants, organizations and artists.

Sponsored Requests are not eligible for support in the Re-grants and Partnerships Category.

Re-grants and Partnerships Questions:

Artistic/Programmatic

1. Program Summary

Describe the arts education regrant or partnership program, its priorities, and the constituents served. How does it differ from or complement other programs in the community or field?

2. Mission

How does this arts education program relate to the 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. If this is an ongoing project, briefly outline the history, challenges and achievements of the project to date.

Managerial/Fiscal

4. Staffing

Who is responsible for the administration of this arts education project? Describe their roles, 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

Describe the involvement of the board in management and program oversight for the Re-grant/Partnership activity.

6. Work Plan

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, and note sources of contributed income and whether it is confirmed or pending.
- Explain any current and/or recurring surplus or deficits for the organization and the project. How would the scope of the project change if the 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 Regrant/Partnership project- detail income sources and whether funds are confirmed or pending. Include any earned income.
- Administrative Personnel – indicate prorated salary or fees of relevant administrative staff or consultants for the project
- Artistic Personnel costs – specify daily or hourly rates and prorated salary of relevant artistic staff, including teaching artists or consultants for the project, where applicable
- Remaining Operating Expenses – itemize principal project expenses not specified above.

Service to the Public

8. Constituency

Describe the audiences and communities served by the request project.

9. Marketing/Outreach

What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups. Please provide here the urls for the applicant organization's website and any partner organization's websites that reference the project.

10. 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.

11. Evaluation

How is the effectiveness of this program evaluated and assessed? Note how outcomes of evaluation/assessment processes are compiled and applied. Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public. Articulate how the organization evaluates its other programs, services, and organizational initiatives, and how these are linked to goals and standards.

12. 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, discussing the ways in which partners communicate to better serve and advance programming, and any plans for enhancing collaborative activity and community outreach.

13. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Re-grants and Partnerships request. Please refer to the list of mandatory support materials for the Arts Education Re-grants and Partnerships 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, 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.

Category Specific Support Materials

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

General Support:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each along with resumes of up to 3 key teaching or resident.
2. *Organizational Chart.*
3. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.
4. *A representative sample (3) of written letter/s of commitment from school partners* to the arts organization that demonstrate the schools' support of the project (financially and otherwise) and outline anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on school letterhead.
5. *Samples of materials that demonstrate the educational work of the organization.* These must include:
 - Video documentation of past classes, workshops or arts activities *demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work.* Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., "fifth week of ten-week session," "culminating event," etc.)
 - Evaluation/assessment and outcome measurement forms or related materials.
 - Sample units or lesson plans, differentiated by grade.
6. *Long-range or Strategic Plan.*
7. *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.

Community-Based Learning:

1. *Video documentation of past workshops or classes* demonstrating:
 - the quality of the interaction of teaching/resident artists with students, and
 - examples of student work.
 - Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed first. Note what phase of the project the sample represents (e.g., “fifth week of ten- week session,” or “culminating event,” etc.).
 2. *Résumés or biographical statements* of the participating artist(s), principal staff, consultants, and /or other key individuals involved in this project; maximum of 1 page each.
 3. *Representative samples of brochures or marketing materials* relevant to this project or to the organization. Promotional videos should be labeled with preferred order of viewing.
 4. *A sample unit or lesson plan.*
 5. *Samples of evaluative materials* (e.g. entrance and exit surveys, rubrics, etc.), if any, used to measure the success of stated learning goals and outcomes for the project, along with *documentation on outcomes* of past evaluations.
 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.
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K-12 In-School Programs:

1. ***Résumés or biographical statements of the participating teaching or resident artist(s), principal staff, consultants, and /or other key individuals involved in this project; maximum of 1 page each.***
2. *A written letter of commitment from the school partner(s)* to the arts organization that demonstrates the schools’ support of the project (financially and otherwise) and outlines anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on the school(s) letterhead.
3. *Video documentation of past classes workshops or arts activities* demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work. Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., “fifth week of ten-week session,” “culminating event,” etc.). The strongest video submissions:
 - Consist of a single video.
 - Reflect recent work with students in the age group for which NYSCA funding is requested.
 - Provide a “you are there” glimpse into sequential arts learning in the classroom or during a site visit.
 - Reflect student engagement with the work of the teaching artist/s.
 - Provide examples of the outcomes of student work on the project.
 - Include footage demonstrating collaboration between the teaching artist and classroom teacher.
4. *Sample units or lesson plans, differentiated by grade.*

5. *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.

6. **Up to 5 representative organizational marketing materials (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.**

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.* If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results.
 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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Regrants & Partnerships:

1. *Résumés or biographical statements* of key project staff, maximum of 1 page each
2. *Organizational chart.*
3. *Up to 5 representative marketing materials* (sample brochures, promotional materials and/or application forms.) that reflect regrant or partnership activity for the past year.
4. If this is a regrant, *a list of most recent grantees*, project descriptions and grant amounts.
5. *Outreach/promotional plan* for proposed regrant or partnership
6. If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results.
7. *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.