

## **New York State Council on the Arts**

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## **Individual Artists**

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For complete instructions on how to apply to NYSCA's FY2016 Grant Program, please [click here](#).

## **Program Goals:**

Individual Artists (IND) offers support for the creation of new work by New York State artists through artist-initiated projects in electronic media (video, sound art, installations, and new technologies) and film production, and the commissioning of new work by composers, choreographers and theatre artists. Artists at various career stages are welcome to apply.

The creation of new work is also supported through Architecture + Design (Independent Projects category). In addition, NYSCA supports artist fellowships in a variety of arts disciplines through the New York Foundation for the Arts' artist fellowships program ([www.nyfa.org/Content/Show/Artists'%20Fellowships](http://www.nyfa.org/Content/Show/Artists'%20Fellowships)).

Each application by an individual artist 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 individual artist.

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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## **Program Information**

### **Types of Support Available:**

#### **Individual Artists (IND) offers support in the following categories:**

- Composers Commissions
- Dance Commissions
- Theatre Artist Commissions
- Film, Media and New Technology Production

**These categories are exempt from the Council's two request limit.**

**Artists applying in these categories cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.**

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

Sponsoring 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 – *Literary Translation category*

Regional Economic Development Program – *All categories*



### **Sponsoring Organization Eligibility Criteria:**

In order to be eligible to serve as a fiscal sponsor for artists applying to IND, 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](#).
  - 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.
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### **Sponsored Artist Eligibility Criteria:**

#### 1. NYS Residency:

The applicant individual(s) must be a *current* New York State resident(s). Proof of New York State residency is required in the form of **two different**, current documents from the list below. All documentation must contain the individual's name and address. Documentation must be dated no earlier than 2014.

- 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 listing *the artist's name and showing a NYS address*.
- NY State Driver's license or NY State ID card.
- Voter's Registration Card.

2. All requests must meet general eligibility requirements for all New York State Council on the Arts organizational applicants.

3. Student projects are not eligible for support.

4. Sponsored artists must be at least 18 years of age at the time of application.

For Applications for Sponsored Requests, also see [Application Instructions for Sponsored Organizations or Individuals](#)

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### **Evaluative Criteria:**

Grant requests are evaluated for artistic quality only, in accordance with NYSCA agency-wide criteria.

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### **Category Information & Questions**

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

### **Composer Commissions**

Support ranging between \$2,500 and \$10,000 is offered annually to an individual artist project for the creation of a new work specified in the application in a variety of music genres. Support will only be provided towards the work specified in the application.

Requests may be initiated by individual artists, musical, presenting or other organizations that are commissioning work for dance, theatre, or as film, video, or radio scores. In every case the application must come under the sponsorship of an eligible New York State nonprofit organization. The commission may involve a solo work or collaboration, but only the principal artist may receive funding. Funding is directed solely toward the commissioned composer's creative fee, exclusive of production expenses or of other costs related to the project. The project must culminate in a public performance of the complete work or work-in-progress; however, a full scale production is not required.

### **Funding Priorities:**

- Artistic significance of the project and its importance to the artistic development of the artist as demonstrated by the proposal and the submitted samples of the artist's work.
- Viability of the project's prospects for completion.
- Relationship and suitability of the project to the artistic goals and mission of the sponsoring or commissioning organization, as applicable.
- Appropriateness of the proposed artist's fee and track record of completing prior artist's projects as demonstrated by required support materials.

### **Requests are considered for Composer Commissions in the following genres:**

- Chamber
- Choral/Vocal
- Electronic
- Opera



- Orchestral
- Jazz
- Solo Instrumental Music
- Scores for Dance, Theatre, Film, Video, New Media, and Radio.

### **Prerequisites:**

- This category is exempt from the Council's two request limit.
- Requests for artists currently on staff and/or on the board of the sponsoring organization will not be considered.
- Artists may be involved as principal personnel in connection with only one project request.
- Sponsoring organizations other than service organizations may request support for only one Composer Commission and/or one Theatre Artist Commission per year, per artist in the Commissions categories.
- Organizations may not impose a fee on artists for submitting their applications; however if an application is funded, there is the option for mutual agreement between artist and sponsoring organization to charge up to 5% of the grant to help cover administrative fees and expenses. This expense must be included in the project budget and indicated in the budget narrative question submitted in support of the application.
- The project must culminate in a public performance of the complete work or work-in-progress; however, a full scale production is not required.
- Artists applying in this category cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.

### **Fiscal Sponsorship of Composer Commissions:**

Sponsoring organizations may serve as fiscal agents for the commission, and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and production services to the artists they sponsor. When choosing a sponsor, the artist must understand and establish the role of the sponsor organization, which must be fully described in the NYSCA application. Artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the artist(s) to comply with the Program's requirements and procedures. Artists may consult with NYSCA staff if they have questions about their relationship with their sponsor.

**NOTE: Sponsors may not impose a fee on artists for submitting their applications. However, sponsors may charge an administrative fee of up to 5% if a project receives funding. This expense must be included within the Project Budget, and indicated in the budget narrative question. Artistic control of, and proprietary rights to the project rest exclusively with the artist. In addition, any arrangement for services provided to the artist, including application consultation, budget or work samples, should be clearly described in the application.**

**Each organization submitting an application for a commission is responsible for:**

- Knowledge and understanding of NYSCA criteria and relevant guidelines.
- Consulting with the artist regarding project eligibility, and conveying all relevant NYSCA application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including Organizational Budget, and Events Schedule (where applicable).
- Executing a letter of agreement with the artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing the artist of funding decisions promptly (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.
- Ensuring that the lead artist named in the application receives the artist's fee specified in the application

**Artists are responsible for:**

- In association with the applicant organization, completing the online application form including the narrative questions and the budget sections.
- With assistance from the applicant organization, uploading all support materials.
- Keeping themselves apprised of all NYSCA deadlines.

**Composer Commissions Questions:**

***Artistic/Programmatic***

**1. Project Description**

Describe the project for which you are seeking support.

**2. Artist's Statement**

Provide a statement written by the composer describing the overall vision, stylistic and thematic qualities of the proposed work.

**3. List and describe each work sample's relationship to proposal**

Describe each work sample and the relationship between the work sample and the proposed project, noting any stylistic or technical elements that are directly related to the proposed project. If the proposed project represents a new direction or departure from your past work as demonstrated in the work sample, this should also be discussed.

## ***Managerial/Fiscal and Service to the Public***

### **4. Prior Support**

Describe any prior support from the NYSCA Individual Artists Program to the artist, sponsoring or commissioning organization (if not a service organization), the year it was funded and the status of the project.

### **5. Artist Credentials**

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed commission.

### **6. Schedule**

List projected performance dates and locations of the commissioned work.

### **7. Budget**

Does the organization have other funding committed for this Commission? Indicate if a fee is being charged for sponsoring this request. **NOTE: The project budget must only include the direct costs involving the creation of this work, principally the artist's fee, along with an administrative fee (if applicable) not exceeding 5% of the total grant awarded. DO NOT include any production-related expenses as part of this commissioning budget.**

### **8. Support Materials**

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials. These materials are critical to the application's assessment.

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## **Dance Commissions**

Dance Commissions encourage choreographers and companies to collaborate in order to broaden their repertoires. Sponsoring organizations may request support ranging from \$2,500 to \$10,000 for each commissioning project for up to two commission requests each year. Any dance commissioning funds awarded should go entirely to the artist.

**Dance Commissions are closely integrated into the programming of the sponsoring applicant and therefore require more organizational information in the application than do Composer and Theatre Artist Commissions.**

**Eligibility Criteria:**

New York State-based professional dance companies and alternative spaces that present dance and have a prior funding history with the Dance Program are eligible to apply.

For a dance company, commissioned works may be revivals, reconstructions of existing works or new works by guest choreographers. A guest choreographer is defined as one who does not have a permanent or ongoing relationship with the company as a resident choreographer.

For an alternative space, the commissioned artist should not be a direct applicant to the NYSCA Dance Program in the same request year.

**Funding Priorities:**

- Artistic significance of the project and its importance to the artistic development of the artist as demonstrated by the proposal and the submitted samples of the artist's work.
- Viability of the project's prospects for completion.
- Relationship and suitability of the project to the artistic goals and philosophy of the sponsoring organization/commissioning company.
- Appropriateness of the proposed artist's fee and track record of completing artist's projects as demonstrated by required support materials.

**Requests are considered for Dance Commissions as follows:**

Commissioned works may be revivals, reconstructions of existing works or new works by guest choreographers. A guest choreographer is defined as one who does not have a permanent or ongoing relationship with the company as a resident choreographer. The company must schedule the premiere of the commissioned work in New York State, preferably during a home season, within the NYSCA grant period.

**Prerequisites:**

- This category is exempt from the Council's two request limit.
- A request for an artist currently on the administrative staff and/or on the board of the sponsoring organization will not be considered.
- Artists may be involved as principal personnel in connection with only one project request.
- Organizations may not impose a fee on any dance commissioning funds awarded by NYSCA.
- The project must culminate in a public performance within the grant period. However, a full-scale production is not required.
- Artists applying in this category cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.

**Role of Commissioning Organization:**

An applicant organization may serve as a fiscal sponsor for the commissioning project and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide

additional fiscal, administrative, and production services. When choosing a sponsor, the artist must understand and establish the role of the sponsor organization, which must be fully described in the NYSCA application. Artists are expected to meet with the sponsoring organization prior to the preparation of the application. All sponsoring organizations should work with the artist(s) to comply with the Program's requirements and procedures. Artists may consult with NYSCA staff if they have questions about their relationships with their sponsors.

**NOTE: Sponsors may not impose a fee on artists for submitting their applications. Artistic control of, and proprietary rights to the project rest exclusively with the artist. In addition, any arrangement for services provided to the artist, including application consultation, budget or work samples, should be clearly described in the application.**

### **Sponsoring organizations are responsible for:**

- Knowledge and understanding of NYSCA criteria and relevant guidelines.
- Consulting with the artist regarding project eligibility, and conveying all relevant NYSCA application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including Organizational Budget and Events Schedule (where applicable).
- Executing a letter of agreement with the artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing the artist of funding decisions in a timely manner (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.
- Ensuring that the artist(s) named in the application receive the commissioning fee specified in the application.

### **Artists are responsible for:**

- Supplying the sponsoring organization with project information to complete the online application form including the narrative questions and the budget sections, as well as any relevant support materials.
- Keeping themselves apprised of all NYSCA deadlines.

### **Dance Commission Questions:**

#### ***Artistic/Programmatic***

#### **1. Project Summary**

Describe the proposed commissioning project including choreographer name(s), brief bio(s), and plan for the work. If known, provide information on the number of dancers, music, production elements, etc. Give the projected dates and location for the New York State premiere of the commissioned work. Note how and why the commissioned artist(s) was selected.

## 2. Artist Statement

Provide a brief statement written by the artist(s) that addresses their distinctive vision and any stylistic and thematic qualities to be expressed in the proposed work.

## 3. Program Update

If any NYSCA funded dance commissions were realized in the last year, provide the artistic details, including when and where the work(s) premiered in New York State.

### *Managerial/Fiscal*

## 4. Budget

Does the organization have other funding committed for this Commission? For alternative spaces, will the dance artist receive a performance fee on top of this commissioning award? Indicate the amount.  
**NOTE: DO NOT include any production related expenses as part of this Commissioning budget.**

### *Service to the Public*

## 5. Public Performances

How many public performances will each commissioned work receive in New York and on tour during the grant period?

## 6. Audience Development

Describe plans for outreach and educational efforts that will assist in the interpretation of the artist(s) work for the public (i.e., performance program notes, lecture demonstrations, pre-performance discussions, etc.).

## 7. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Note that online materials cannot be password protected. These materials are critical to the application's assessment.

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## Film, Media and New Technology Production

Support is offered annually for the creation of new works in a variety of media related mediums. A project can combine media, including, but not limited to, work for tape, installation, single-channel work, or interactive disc formats. The Individual Artists Program supports projects utilizing production methods and tools ranging from analog to digital. Grant amounts range from \$5,000 to \$25,000. Requests are considered for Film, Media and New Technology Production projects in the following genres:

- Animation (pre-production, production and post-production)
- Art/Experimental (pre-production, production and post-production)
- Audio Art/Installation (pre-production, production and post-production)



- Documentary (post-production only)
- Installation/Performance (pre-production, production and post-production)
- Interactive/Digital Technology (pre-production, production and post-production)
- Narrative (pre-production, production, post-production)
- Radio (pre-production, production and post-production)

#### Funding Priorities:

- Funds from this category do not cover equipment purchase and out-of-state travel expenses. Support for documentaries is only provided for the post-production phase. Eligible expenses include the following:
  - **Pre-production** includes expenses related to research and development, scriptwriting and archive searches. The director must initiate pre-production requests.
  - **Production** includes expenses of shooting, equipment rental, stock, crew, field or studio recording, processing, synthesis, creation of software and hardware specific to the artwork, and personnel.
  - **Post-production** includes completion expenses such as flatbed or facilities rental, effects, sound mix, captioning for the hearing impaired, and editing salaries that are incurred up to and including the first-release print/master tape or equivalent.
- Experimental approaches to documentary production are encouraged.

#### Prerequisites:

- This category is exempt from the Council's two request limit.
- Artists applying for a documentary project are eligible for post-production support only.
- Artists may be involved as principal personnel in connection with only one project request.
- Artists who receive support for a specific phase of production of a project must complete that phase before applying for additional funds for the same project. In no case shall a phase of production be funded more than once.
- First-time directors may apply, but it is recommended that their work sample should represent a project approaching the rough-cut phase.
- Interdisciplinary work must demonstrate that the core tools are electronic as an aesthetic discipline and primary conceptual component. *"Technology employed as an art form must be the predominant focus"*.
- Organizations may not impose a fee on artists for submitting their applications; however if an application is funded, there is the option for mutual agreement between artist and sponsoring organization to charge up to 7% of the grant award to help cover administrative fees and expenses. This expense must be included in the project budget and indicated in the budget narrative question submitted in support of the application.
- The project must culminate in a public showing of the complete work or work-in-progress.
- Artists applying in this category cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.

## **Nonprofit Sponsorship of Artist Applications:**

Sponsoring organizations may serve as fiscal agents for the project and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal and administrative services to the artists they sponsor. When choosing a sponsor, the artist must understand and establish the role of the sponsor organization, which must be fully described in the NYSCA application. Artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the artist(s) to comply with the Program's requirements and procedures. Artists may consult with NYSCA staff if they have questions about their relationships with sponsors.

**NOTE: Sponsors may not impose a fee on artists for submitting their applications. However, sponsors may charge an administrative fee of up to 7% for a Film, Media & New Technology Production of the grant award received. This expense must be included within the Project Budget, and indicated in the budget narrative question. Artistic control and proprietary rights to the project rest exclusively with the artist. In addition, any arrangement for services provided to the artist, including application consultation, budget or work samples, should be clearly described in the application.**

## **Sponsoring organizations are responsible for:**

- Knowledge and understanding of NYSCA criteria and relevant guidelines.
- Consulting with the artist regarding project eligibility, and conveying all relevant NYSCA application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including Organizational Budget and Events Schedule (where applicable).
- Executing a letter of agreement with the artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing the artist of funding decisions in a timely manner (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.
- Ensuring that the lead artist named in the application receives the artist's fee specified in the application.

## **Artists are responsible for:**

- In association with the fiscal sponsor, completing the online application form including the narrative questions and the budget sections.
- With assistance from the fiscal sponsor, uploading all support materials.
- Keeping themselves apprised of all NYSCA deadlines.

## Film, Media and New Technology Production Questions:

### *Artistic/Programmatic*

#### 1. Project Description

Describe the project for which you are seeking support and the stage of the proposed project (pre-production, production or post-production). What makes this project unique with regard to its topic, aesthetic approach and/or creative and innovative use of technology?

#### 2. List and describe each work samples' relationship to proposal

List titles of each work sample and be sure to note "WIP" to indicate work-in-progress if applicable. Note the release date for completed works and any awards or special recognition. Describe each work sample and the relationship between your work sample and the proposed project, including any notable stylistic or technical elements, new directions or departures from your past work as demonstrated in the work sample.

### *Managerial/Fiscal and Service to the Public*

#### 3. Prior Support

If this proposed project or any other project by the applicant artist received previous support from the Individual Artists Program, indicate project title, fiscal sponsor, year of support and status of project.

#### 4. Artist Credentials

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed project.

#### 5. Production Schedule

Outline the full production schedule for the proposed project, even if applying for only a specific phase of production. Also, briefly outline the marketing/distribution plans and any firm commitments for exhibition or broadcast.

#### 6. Additional principal Crew and/or Consultants

List the names, titles and fees of each principal member of the crew for the proposed project. Briefly summarize each member's tasks and responsibilities as they relate to proposed project.

#### 7. Budget

The budget form should include both projected and committed financial support for the full project, even if applying for only a specific phase of production. Also, briefly outline the fundraising plan and list funder sources, indicating whether each is confirmed or projected.

The budget is important to clarify the applicant's fiscal and managerial abilities. Be sure to describe any in-kind support and how NYSCA funds will be spent. **Please note that the request amount may not exceed 50% of the total Project Budget, up to a maximum request of \$25,000.**

#### 8. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials.

**Submitted work samples are the most critical component of the review process, note the following:**

- Additional material beyond the maximum allowable time will not be reviewed by Panel.
  - Submission of a work-in-progress sample is encouraged and is required for post-production requests.
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### **Theatre Artist Commissions**

Support ranging between \$2,500 and \$10,000 is offered annually to an individual artist project for the creation of a new work specified in the application in a variety of theatrical genres. Support will only be provided towards the work specified in the application.

Individual artists and unincorporated ensembles must apply under the sponsorship of an eligible New York State nonprofit organization. The commission may involve a collaboration, but only the principal artist may receive funding. Funding is directed solely toward the commissioned artist's creative fee, exclusive of production expenses or of other costs related to the project. The project must culminate in a public performance of the complete work or work-in-progress; however, a full-scale production is not required.

### **Funding Priorities:**

- Artistic significance of the project and its importance to the artistic development of the artist as demonstrated by the proposal and the submitted samples of the artist's work.
- Viability of the project's prospects for completion.
- Relationship and suitability of the project to the artistic goals and mission of the sponsoring or commissioning organization, as applicable.
- Appropriateness of the proposed artist's fee and track record of completing prior artist's projects as demonstrated by required support materials.

### **Requests are considered for Theatre Artist Commissions by:**

- Playwrights
- Directors
- Designers
- Librettists for Musical Theatre & Opera
- Solo Theatre Artists
- Performance Artists

### **Prerequisites:**

- This category is exempt from the Council's two request limit.
- Requests for artists currently on staff and/or on the board of the sponsoring organization will not be considered.
- Artists may be involved as principal personnel in connection with only one project request.

- Sponsoring organizations other than service organizations may request support for only one Composer Commission and/or one Theatre Artist Commission per year, per artist in the Commissions categories.
- Organizations may not impose a fee on artists for submitting their applications; however if an application is funded, there is the option for mutual agreement between artist and sponsoring organization to charge up to 5% of the grant to help cover administrative fees and expenses. This expense must be included in the project budget and indicated in the budget narrative question submitted in support of the application.
- The project must culminate in a public performance of the complete work or work-in-progress; however, a full-scale production is not required.
- Artists applying in this category cannot apply for support in the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows the Council to reach a greater number of artists with its limited funds.

### **Fiscal Sponsorship of Theatre Artist Commissions:**

Sponsoring organizations may serve as fiscal agents for the commission, and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and production services to the artists they sponsor. When choosing a sponsor, the artist must understand and establish the role of the sponsor organization, which must be fully described in the NYSCA application. Artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the artist(s) to comply with the Program's requirements and procedures. Artists may consult with NYSCA staff if they have questions about their relationship with their sponsor.

**NOTE: Sponsors may not impose a fee on artists for submitting their applications. However, sponsors may charge an administrative fee of up to 5% if a project receives funding. Artistic control of, and proprietary rights to the project rest exclusively with the artist. In addition, any arrangement for services provided to the artist, including application consultation, budget or work samples, should be clearly described in the application.**

### **Each organization submitting an application for a commission is responsible for:**

- Knowledge and understanding of NYSCA criteria and relevant guidelines.
- Consulting with the artist regarding project eligibility, and conveying all relevant NYSCA application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including Organizational Budget and Events Schedule (where applicable).
- Executing a letter of agreement with the artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing the artist of funding decisions promptly (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.
- Ensuring that the lead artist named in the application receives the artist's fee specified in the application

## Artists are responsible for:

- In association with the applicant organization, , completing the online application form including the narrative questions and the budget sections.
- With assistance from the applicant organization, uploading all support materials.
- Keeping themselves apprised of all NYSCA deadlines.

## Theatre Artist Commissions Questions:

### *Artistic/Programmatic*

#### 1. Project Description

Describe the project for which you are seeking support.

#### 2. Artist's Statement

Provide a statement written by the artist describing the overall vision, stylistic and thematic qualities of the proposed work.

#### 3. List and describe each work samples' relationship to proposal

Describe each work sample and the relationship between the work sample and the proposed project, noting any stylistic or technical elements that are directly related to the proposed project. If the proposed project represents a new direction or departure from your past work as demonstrated in the work sample, this should also be discussed.

### *Managerial/Fiscal and Service to the Public*

#### 4. Prior Support

Describe any prior support from the NYSCA Individual Artists Program to the artist, sponsoring or commissioning organization (if not a service organization), the year it was funded and the status of the project.

#### 5. Artist Credentials

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed commission.

#### 6. Schedule

List projected performance dates and locations of the commissioned work.

#### 7. Budget

Does the organization have other funding committed for this Commission? Indicate if a fee is being charged for sponsoring this request. **NOTE: The project budget must only include the direct costs involving the creation of this work, principally the artist's fee, along with an administrative fee (if applicable) not exceeding 5% of the total grant award. DO NOT include any production related expenses as part of this Commissioning budget.**

## 8. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials. These materials are critical to the application's assessment.

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### Support Materials

Support Materials must be submitted by the Fiscal Sponsor 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.

### Program Support Materials:

*All applicants to the Individual Artist Program must submit the following support materials:*

1. Proof of New York State residency of the artist whose work is to be commissioned must be provided along with other support materials by the application deadline. For proof of residency, **two different**, current documents from the list below must be provided. All documentation must contain the artist's name and address. Documentation must be dated no earlier than 2014.
  - 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 listing *the artist's name and showing a NYS address*.
  - NY State Driver's license or NY State ID card.
  - Voter's Registration Card.

## Category Specific Support Materials:

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

## Composers Commissions Support Materials:

1. Work samples for Composer Commissions should include no more than two representative audio samples of up to 8 minutes each. Applications involving opera must also include at least one video recording. Each work sample must include the title and the year it was composed. Each media work sample must be provided as a URL link.
  2. Résumé of the principal composer, limited to two pages.
  3. OPTIONAL: Up to two 5-page excerpts of previously completed scores. 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, 2015. NYSCA is not responsible for any broken, inactive or password protected links.
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## Dance Commissions Support Materials:

1. A letter of intent from the choreographer/re-stager to be commissioned, including the proposed fee and scheduled rehearsal period.
  2. Résumé of the choreographer/re-stager, no more than 2 pages.
  3. Provide one or two cued, unedited media work samples of the choreographer's recent work and one recent work sample of the host dance company (if appropriate), totaling no more than 20 minutes. All media samples must include name of artist/company, work titles, year of creation and event date. Each media work sample must be provided as a URL link.
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## **Film, Media and New Technology Support Materials:**

1. For applicants applying in Pre-Production or Production phases, provide one or two work samples totaling no more than 10 minutes each.

### **OR**

For applicants applying in Post Production, a work-in-progress of a minimum of 15 minutes and no more than 20 minutes is required. In addition, a sample of a previously-completed work no longer than 5 minutes is required.

NOTE: Each media work sample must be provided as a URL link.

2. Résumé of applicant artist and principal crew and consultants, limited to two pages each.
3. Applicants for new technology or installation work may submit diagrams, sketches or slides of the proposed work in addition to media work samples. No more than 15 images should be submitted.
4. If applying for pre-production, please provide materials that illustrate the level of work to date, such as a script, description of research, treatment and/or treatment outline.

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## **Theatre Artist Commissions Support Materials:**

1. Work samples for directors and designers may include diagrams and sketches of proposed work, and/or slide images of previous projects. No more than 15 images may be submitted.
2. Work samples for playwrights must include one 20-page excerpt of a previously completed play.
3. Résumé of the principal artist(s), limited to two pages each
4. **OPTIONAL:** Media work samples of previous work not to exceed more than two representative samples of up to 5 minutes each. Each work sample must include the title, the company performing the work and the year it was presented. Each media work sample must be provided as a URL link.