

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

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New York, NY 10010-3953

212-459-8800

[www.arts.ny.gov](http://www.arts.ny.gov)

## **Literature Program**

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### **Information Outlined Below:**

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

## **Program Goals**

The Literature Program offers support to a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public. Literary genres supported include fiction, poetry, drama, and literary (creative) prose. NYSCA is committed to the development and support of literary activity for underserved areas and audiences, and to activity that supports writers who represent the cultural diversity of New York State. Priority is given to applicants that demonstrate artistic excellence as well as a consistent policy of payment to writers and substantial efforts to reach and to creatively engage a wide audience through innovative literary programming and promotional efforts.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and to reflect in their workforces, artists and programmatic offerings New York State's diversity of people, geography and artistic interests.



## 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 Literature 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 literary. General Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

**Project Support** is provided in the following categories. Applicants may apply in up to two of the following project categories in Literature for FY16, for a total of two requests Council-wide:

- Book & Literary Magazine Publication
- Public Programs
- Literary Translation (exempt from the two-request limit)

**Regrants and Partnerships Support** is made by invitation from the Council only, and is *exempt* from the Council-wide two-request limit. The Services to the Field category in the Literature Program has been incorporated into the Regrants and Partnerships category. Applicants who formerly applied in the Services to the Field category may be eligible to apply in the Regrants and Partnerships category, but must consult with NYSCA staff prior to making an application.

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### Technical Assistance

The Literature Program provides technical assistance to literary publishers, literary presenters, and individual writers through a number of literary service partners, as listed below. It also supports information access for the general public. **Applicants seeking Technical Assistance should consult directly with the technical assistance providers listed in these guidelines.**

#### Statewide Literary Website for Literary Audiences

Bright Hill Literary Center and Press / New York State Literary Website (LitTree)

94 Church Street, P.O. Box 193

Treadwell, NY 13846-0193

Contact: Bertha Rogers

607-829-5055

E-Mail: [wordthur@stny.rr.com](mailto:wordthur@stny.rr.com)

[www.nyslittree.org](http://www.nyslittree.org)

LitTree offers a comprehensive listing, by county, of writers who have lived or worked in New York State, as well as listings of the State's important literary sites, libraries and bookstores. It also offers a calendar of literary events, as well as links to the websites of many literary organizations.

## Technical Assistance for Literary Publishers

Council of Literary Magazines and Presses (New York Technical Assistance Program - NYTAP)  
154 Christopher Street, Suite 3C  
New York, NY 10014-2839

Contact: Kathy Daneman, Director of Programs and Strategic Outreach  
E-Mail: [kdamenam@clmp.org](mailto:kdamenam@clmp.org)

Ted Dodson, Director of Membership and Development  
[tdodson@clmp.org](mailto:tdodson@clmp.org)

[http://www.clmp.org/about/nytap\\_1.html](http://www.clmp.org/about/nytap_1.html)

CLMP provides assistance to nonprofit literary magazines and small presses in the form of regrants, consultancies, workshops, roundtable meetings, travel funds, mentorships and online resources in areas such as distribution, fundraising, publicity and marketing through its New York State Technical Assistance Program, funded by NYSCA.

Literature Program Technical Support

### Book Redistribution to Libraries in Underserved Communities (The Poulin Project)

Distribution to Underserved Communities (DUCS)/  
Art Resources Transfer  
526 West 26th Street, Suite 614  
New York, NY 10001

Contact: Kylie Gilchrist, D.U.C. Library Program Coordinator/attn. The Poulin Project  
(212) 255-2919  
E-Mail: [info@ducprogram.org](mailto:info@ducprogram.org)  
<http://www.artresourcestransfer.org/duc.php>

Publishers may donate returned, surplus and slightly hurt books for redistribution to institutional libraries serving seniors, young people, incarcerated persons and the general public.

## Technical Assistance for Literary Presenters

Literary Presenters Technical Assistance Program (LitTAP)  
Contacts: Laurie Dean Torrell, New York State Director  
Debora Ott, Founding Director  
E-Mail: [Ideant@justbuffalo.org](mailto:Ideant@justbuffalo.org), [dott@littap.org](mailto:dott@littap.org)  
<http://www.littap.org/index.php?id=97>

The Literature Program offers a technical assistance program, LitTAP, for New York State nonprofit literary presenters at all budget levels statewide. Sponsored by Just Buffalo Literary Center, the project features an extensive technical assistance website, consultancies, and convenings of the State's literary field.

## Grant Information for Individual Writers Sample Translator's Contract

PEN American Center



568 Broadway, Suite 401  
New York, NY 10012-3225  
(212) 334-1660  
E-Mail: [pen@pen.org](mailto:pen@pen.org)  
<https://www.pen.org/>

Monitors worldwide freedom of expression issues and publishes "Grants and Awards Available to American Writers". A sample translation contract is also available on the PEN website at:  
<http://www.pen.org/translation/modelcon.html> .

### **Support of Writers' Fees for Readings and Workshops in New York State Career Information for Writers**

Poets & Writers  
90 Broad Street, Suite 2100  
New York, NY 10004  
(212) 226-3586  
<http://www.pw.org>

Readings & Workshops Regrant Funding  
Contact: Bonnie Rose Marcus, Director, Readings/Workshops  
E-Mail: [rwny@pw.org](mailto:rwny@pw.org)  
212-226-3586 x4  
<http://www.pw.org/funding>

Tools for Writers  
Contact: Evan Smith Rakoff  
E-Mail: [esmithrakoff@pw.org](mailto:esmithrakoff@pw.org)  
<http://www.pw.org/toolsforwriters>

Poets & Writers offers online information to individual writers. Through a NYSCA regrant program, Poets and Writers also provides matching funds to non-profit organizations in support of writers' fees for public literary readings and writing workshops in all 62 counties of New York State. Organizations may not apply to NYSCA and to Poets and Writers for the same project in the same fiscal year.

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

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

Architecture + 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*

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## **Evaluative Criteria**

Grant requests are evaluated in accordance with agency-wide [criteria](#).

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## **Program Eligibility Criteria:**

In order to apply for NYSCA Literature 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.
- 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.

## Artistic Evaluation

NYSCA must be able to evaluate an applicant's artistic quality on an ongoing basis. It is the responsibility of all current and prospective applicants to inform staff of public programs well in advance of the event date. This is required so that staff and/or advisory panelists may attend and evaluate the events. Email notification is welcomed. Applicants offering public literary programs are asked to submit video documentation of literary events as support material.

## Category Specific Information & Questions:

*Applicants are also 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. A primary focus in the discipline in which the organization is seeking General Support, or significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support, is necessary. For example, a writing center operated as discrete entity within a larger entity such as a YMCA/YMHA.

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 \$5000 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:

- 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 Pre-qualify in the Grants Gateway, click [here](#).
- Its primary focus or mission literary; or the organization must have significant ongoing literary activities; and
- It must have ongoing programs, publishing activity, 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 and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is

primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; 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 (not contracted) 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 literary artists.

Sponsored Projects are Not Eligible for Support in this Category.

## **General Support Questions:**

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

#### **1. Request Overview**

Describe programs and/or services for the year for which support is requested and how they will 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, the goals in undertaking these activities, and the expected outcomes.

#### **2. Background**

Describe the organization and how it was established, focusing on the program-specific activities for which support is requested that took place in the past two years.

#### **3. Artistic/Cultural Vision**

Articulate the organization's artistic purpose and its place within its cultural community.

#### **4. Artistic Changes and Challenges**

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

#### **5. Facilities**

Describe the facilities used for programming and administration and how they are maintained. Please include seating capacity and provisions for handicapped accessibility.

### ***Managerial/Fiscal***

#### **6. Staff**

Identify the key administrative and artistic staff members responsible for this program, specifying those with responsibility for artistic/curatorial decisions. Detail any recent significant changes in key staff positions.

#### **7. Governance & Organizational Development**

Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight. Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

#### **8. Finances**

Detail plans for meeting current and future expenses. Include sources of earned and unearned income.



Explain any current and/or recurring surplus or deficits, including significant fluctuations in the organization budget. Indicate the current amount of the organization's cash reserve, if any.

### **9. Artist and Programmatic Consultant Fees**

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

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

### **10. Constituency, Development and Outreach**

Describe the audiences and communities served. Detail efforts being undertaken to cultivate and broaden the organization's constituency.

### **11. Marketing and Online Resources**

Describe the organization's marketing strategies. Describe your use of the Internet and social media.

### **12. Evaluation**

How does the organization evaluate its programs, services, and/or other organizational initiatives? How are the evaluative results applied?

### **13. Community Context**

Identify the other organizations in your market 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.

### **14. 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 Literature Program General Support Category that follows the guidelines questions.

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## **Public Programs**

The Public Programs category offers project support to organizations that present professional writers to the public as part of a reading series. It also offers support for other public literary programs including writing workshops, literary festivals and book fairs, book discussion groups led by published writers, lectures by writers, writers' tours, and literary programs involving electronic media. This category also serves organizations whose primary focus is not literary. Funding in this category is directed toward writers'/curators' fees and promotional activities.

### **Eligibility Criteria:**

In order to be eligible to apply for Public Programs, 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](#).

## Prerequisites

- All applicants must offer literary programming that is open to the public.
- All applicants must have completed at least one year of such programming prior to the application deadline.
- All applicants are expected to demonstrate an ongoing commitment to paying writers' fees. (Refer to the Resources menu at [www.LitTAP.org](http://www.LitTAP.org) for updates on suggested minimum writers' fees.)
- Reading series applicants:
  - must offer a minimum of four literary readings per year (four different authors).
- Reading series at colleges and universities are eligible for support provided:
  - they are promoted to and attended by the general public.
  - they are not offered for college credit to students.
- Writing workshops applicants:
  - must offer a minimum of eight consecutive sessions per year
  - must be taught by a professional writer/teacher.

**Please note that the request amount should not exceed 50% of the total Project Budget.**

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

## Public Programs Questions:

### *Artistic/Programmatic*

#### **1. Literary Program Overview**

Describe the curatorial (artistic) approach to the reading series, writing workshop or other public program for the request year, including discussion of the artist selection process. Provide a two-sentence biography on 4 of the writers/teachers/literary artists proposed for the request year. (Provide complete roster of proposed writers/teachers on the [Literary Presenters' Fact Sheet](#) (see Mandatory Support Materials).

#### **2. Literary Staff**

List the key literary staff, including the literary curator, and their responsibilities.

#### **3. Artist Fees**

Discuss the policy regarding payment of artists' fees. Explain any changes or improvements planned.

### *Managerial/Fiscal*

#### **4. Fiscal Overview**

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and



activities for meeting current and future expenses for the literary programs, including income earned from admissions and sales. Detail organizational efforts to increase individual and foundation/corporate donations for the literary programs.

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

### **5. Audience/Promotional Overview**

Describe the audience for the literary programs. Describe the specific marketing and promotional efforts that will be used to target and broaden this audience for the request year, including use of online resources. Please note the names of publications in which the organization advertises and the size of your mailing and e-mail lists.

### **6. Support Materials Listing**

Provide here a list of all support materials being uploaded into Grants Gateway with this Public Programs request. Please refer to the list of mandatory support materials for the Literature Program Public Programs Category that follows the guidelines questions.

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## **Book and Literary Magazine Publication**

The Book and Literary Magazine Publication Category offers project support for artistic, editorial, production, promotional and distribution costs incurred in the publication of the work of noncommercial literary presses and magazines, including online and digital publishers. Publishers must principally publish poetry, fiction, drama, or literary (creative) nonfiction. Publishers demonstrating an ongoing commitment to payment of authors and editors will be given priority.

**First-time applicants in this category are required to contact NYSCA staff before submitting a request.**

### **Eligibility Criteria:**

In order to be eligible to apply for Book and Literary Magazine Publication 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 Pre-qualify in the Grants Gateway, click [here](#).

### **Prerequisites**

- Noncommercial *book publishers* must have produced at least two new volumes (not reprints) of poetry, fiction, drama or literary nonfiction in the two years prior to the application deadline.
- Noncommercial *literary magazine publishers* must have published at least two separate issues in the two years prior to the application deadline. Double issues count as one issue.



- *Online literary magazine publishers* must have created the equivalent of two separate online issues in the two years prior to the application deadline. Online content should be refreshed in accordance with the applicant's stated publication schedules.
- Principal editorial offices must be located in New York State.

**University presses, writing competitions, and projects requiring writers to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use budget notes to explain.**

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

## **Book and Literary Magazine Questions:**

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

#### **1. Editorial Overview**

Describe the editorial approach of the press or magazine. Detail editorial plans for the request year (FY15), highlighting any new editorial direction. Summarize plans for the following year (FY16).

#### **2. Publishing Schedule**

Discuss any significant changes in the volume of publication, providing a reason for the changes. Discuss policy for maintaining and reissuing backlist titles or for archiving back issues.

Applicants must use the Book Publication Fact Sheet or Literary Magazine Publication Fact Sheet or upload similarly formatted documents, to list the literary titles or magazine issues published last year and those planned for publication in the request year. Book publishers should provide names of authors, projected release dates, and genre. Magazine publishers should provide statistics on numbers of issues per year, page count, print run, etc.

#### **3. Editorial Staff**

List the names of the key editorial staff along with their titles and responsibilities.

#### **4. Artists' Fees**

Describe the system used for payments to editors, authors, and translators, including royalty structure. Explain any changes or improvements planned.

### ***Managerial/Fiscal***

#### **5. Managerial Staff**

List the key managerial staff and their titles and responsibilities.

#### **6. Fiscal Overview**

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses. Detail efforts to increase individual as well as foundation/corporate donations for the press or magazine. Include earned income.

**NB: Writing competitions and projects requiring authors to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use budget notes to explain.**

## **7. Governance**

Detail the separate functions and activities of the -editorial board and the board of directors. Note any changes or improvements in board activity planned for the request year (FY15). For applicants using a fiscal sponsor: List here the names and titles of principal board of directors and editorial board members for the press or magazine. Sponsored organizations also should provide the organization's mission statement here as well.

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

### **8. Audience**

Describe the audience for the literary publications.

### **9. Marketing**

Describe specific marketing, sales campaigns, and promotional efforts intended to reach and broaden this audience. Note special marketing plans for individual titles or issues.

### **10. New Technologies/Access**

Describe the use of technologies such as web-based publishing, e-Books, mobile devices and apps, social networking, Live Streaming, etc. to better reach and serve the public, including artists and audiences with disabilities. Discuss the use of universal access technologies such as Braille, recorded books, and large type.

### **11. Support Materials Listing**

Provide here a list of all support materials being uploaded into Grants Gateway with this Book and Literary Magazine Publication request. Please refer to the list of mandatory support materials for the Literature Program Book and Literary Magazine Publication Category that follows the guidelines questions.

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## **Literary Translation**

New York State historically has welcomed speakers of other languages, and 30% of the State's population speaks a first language other than English. The availability of high-quality world literature in excellent English translation is essential to a literate democracy. NYSCA continues to provide support for translators' fees for the completion of literary translations in progress into English. Accuracy and literary quality of the translation are the paramount category criteria. Grant range: \$2,500 - \$10,000.

Translators must be New York State residents and may not submit the same project to NYSCA more than once. Individuals may not apply directly for Council funding; translation requests must be sponsored by a nonprofit organization. Literary magazine and book publishers are encouraged to apply on behalf of translators they plan to publish. Applications that present a commitment of publication or performance from a



literary publisher or presenter as well as a clear plan for bringing the translated work before New York State public will take priority in the event of tied ratings.

See “Tools for Translators” (<http://www.pen.org/translation>) as well as a model translator's contract (<http://www.pen.org/model-contract>) from PEN American Center’s Translation Committee, 588 Broadway (Suite 303), New York, NY 10012, (212) 334-1660.

**This category is exempt from the two-request limit.**

**Projects must be submitted on behalf of independent literary artists by a New York State non-profit sponsoring organization.**

### **Eligibility Criteria:**

In order to be eligible to apply for Literary Translation, the applicant organization (sponsor) 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 Pre-qualify in the Grants Gateway, click [here](#).
- NYS Residency  
The applicant individual/s translator/s must be a current New York State resident/s and submit proof of residency.
- Student projects are not eligible for support.
- Nonprofit Sponsorship of Literary Translation Applications:

Sponsoring organizations may serve as fiscal conduits for the project and limit their role to receiving, disbursing, and reporting on grants. Others provide additional fiscal and administrative services to the artists they sponsor. Sponsors may not impose a fee on artists for submitting their applications. However, if a project receives funding, sponsors of translation applications may take a fee of no more than 5% of the grant, provided they are presenting a public program featuring the funded translator. This expense should be reflected in the Project Budget submitted in support of the application. Artistic control of and proprietary rights to projects should 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.

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

## Literary Translation Questions:

### Artistic/Programmatic

#### 1. Work to be Translated/Permissions

Give the title, author and genre of the work to be translated into English. Note the original language (specifying dialect) from which the translation is being made. Indicate whether rights to the work have been secured, or when they will be secured.

#### 2. Translator/s Credentials

Identify the translator/s and briefly summarize their professional credentials. Note whether the translator/s have received previous support from NYSCA.

#### 3. Translator's Statement

Provide here (or upload as PDF) a statement from the proposed translator describing the translation project and her/his interest in the work. Detail the translator's artistic concerns and intentions relating to the proposed project. Discuss the need for the translation and New York State community it will represent, if applicable. Also discuss the relevant publication history of the work, and the literary context of the work in its original and any other English translations. Please note the current stage of the project (first draft, second draft, etc.), and the proposed completion date.

### Managerial/Fiscal

#### 4. Mission of Sponsoring Organization

If the translation project has special relevance to the public service mission of the sponsoring organization, please discuss here.

#### 5. Translator/s' Fee/Finances

Specify the translator/s' fee/s and how they have been calculated. Note here and in the project budget the amount and source of any additional income for the translation. Note here if the sponsoring organization intends to access the 5% fee for public presentations of the translation, and include that amount in the project budget under "other outside fees and services."

### Service to the Public/Outreach

#### 6. Publication/Public Programs

Describe plans by the sponsoring organization or other entity for publication and/or public readings presenting the translator/ translation to New York State readers/audiences, stating dates, location/s and nature of activity.

#### 7. Marketing

Detail plans by the sponsoring organization or translator for promoting the published translation and/or the public program featuring the translator to NYS readers/audiences, if applicable.

#### 8. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Literary Translation request. Please refer to the list of mandatory support materials for the Literature Program Literary Translation Category that follows the guidelines questions.

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## Regrants and Partnerships

**Application to the Regrants & Partnerships category is by invitation only. Applicants are required to obtain staff approval prior to submitting a request.**

**Activity in the former Services to the Field category in the Literature Program may be eligible for support in the Regrants and Partnerships category. Please contact Program staff to discuss eligibility.**

**This category is exempt from the Council's two-request limit.**

The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. These activities are carried out with funds granted through the Regrants & Partnerships category.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services can either have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category. Organizations applying to the Council in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, describing the demographics of the recipients.

### Eligibility Criteria:

In order to be eligible to apply for Regrants and Partnerships, 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](#).

Sponsored Projects are Not Eligible for Support in this Category.



## Regrants and Partnerships Questions:

### Artistic/Programmatic

#### 1. Program Summary -

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

#### 2. Mission -

How does this 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.

### Managerial/Fiscal

#### 4. Staffing

Who is responsible for the administration of this project? Describe their role, 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.

#### 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.
- Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

### Service to the Public

#### 8. Constituency

Describe the audiences and communities served.

#### 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.

## 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? Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public.

## 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

## 13. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Regrants and Partnerships request. Please refer to the list of mandatory support materials for the Literature Program Regrants and Partnerships Category that follows the guidelines questions.

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## 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 that correspond to the category for which they are applying.*



## General Support/Support Materials:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each.
2. *Organizational Chart*.
3. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.
4. *Website, Facebook, Twitter, YouTube, and other social media links*. We reserve the right to review any/all of these online sources as part of your application.
5. *Fact Sheets (click links here for fact sheets)*. Literary publishers applying for General Support must submit the **Book Publication Fact Sheet** or the **Literary Magazine Publication Fact Sheet**, or both, as applicable. Literary presenters applying for General Support must submit the **Literary Presenter's Fact Sheet**.
6. *Hard Copy and Electronic Work Samples*. Literary publishers applying for General Support must submit hard copy and electronic work samples as noted in the Support Material Requirements for the Book and Literary Magazine Publication Category. Hard copy samples should be mailed to:

### New York State Council on the Arts

#### Literature Program FY15 Support Materials

300 Park Avenue South 10<sup>th</sup> Floor

New York, New York 10010

7. *Video*. Literary presenters applying for General Support must submit up to 3 minutes of video showing recent literary readings or other literary public programs activities.
  8. *Long-range or Strategic Plan*.
  9. *Additional (Optional) Support Materials*. Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.
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## Public Programs Support Materials:

1. *Representative promotional brochure/calendar*, listing literary programs produced in the current year (year prior to request year).
2. *Résumés* of key literary personnel, including literary coordinator or curator, and *brief bios* of proposed writers and writing teachers for the season.
3. For writing workshops only: *a ten page sample of student work* from the workshop or from an anthology or publication produced by the workshop.



4. A completed Literary Presenters' Fact Sheet ([click link here](#)). Please complete this sheet, or upload a similarly formatted document (see upload instructions above). Detailed schedules for literary festivals and book fairs should be listed on this sheet.
  5. Up to three minutes of video showing recent literary readings, writing workshops or other literary public programs activities. (Required in FY15).
  6. *Additional (Optional) Support Materials*. Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.
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### **Literary Translation Support Materials:**

1. Proof of translator/s' NYS residency (NYS driver's license, current utility bill, etc.)
  2. 10-page excerpts (15 pages for play scripts) in English and in the original language, from the proposed translation-in-progress (20 pages total, 30 pages for play scripts). Please match the English translation and corresponding original on facing pages, and note the title and original author/translator names on each page. Manuscripts must preserve diacritical marks from the original language.
  3. Copy of the letter granting rights to the translator.
  4. Résumé/s of the proposed translator/s translator/s participating in the project
  5. Additional (Optional) Support Materials. Please label optional material in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc.
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### **Book and Literary Magazine Publications Support Materials:**

1. One *hard copy* of each of the 2 most recent print book titles or literary magazine issues, mailed to:

New York State Council on the Arts  
Literature Program FY15 Support Materials  
300 Park Avenue South/10<sup>th</sup> Floor  
New York, NY 10010

- Materials must be submitted in English or bilingual editions.
  - Please do not re-send magazine issues submitted with previous NYSCA applications.
  - In lieu of hard copies, online book and literary magazine publishers should provide URLs for links to their 2 most recent book titles or literary magazine issues. (See URL instructions above.)
2. *Electronic work samples*: All Book and Literary Magazine Publishers should provide electronic samples of a minimum of 30 pages of writing published by the press in the previous year. The sample may be from a single work or from several different works (for example, a passage from a novel, or a selection



of poems, or a few poems plus a short story, etc.). Please identify the title and author of each sample and the volume or magazine issue in which the sample appears.

3. For book publishers, a copy of the *most recent print catalog*, or a link to an online catalog.
  4. *Résumés* of key literary personnel, including principal editors and managerial staff.
  5. A representative sample of recent *marketing/publicity materials* for the press or magazine.
  6. A completed [Book Publication Fact Sheet](#) or [Literary Magazine Publication Fact Sheet](#), or similarly formatted documents (see upload instructions, above). These forms are mandatory support material.
  7. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing (“Optional Support Material Sample #1, #2”, etc.). For video, if any, please indicate start and stop points.
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#### **Regrants and Partnerships Support Materials:**

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. *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.
5. *Outreach/promotional plan* for proposed regrant or partnership. - Upload to the *Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application*.
6. *If applicable, service-related projects must provide evaluation materials such as samples of surveys or feedback forms, along with outcomes/results*.
7. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing (“Optional Support Material Sample #1, #2”, etc.). For video, please indicate start and stop points.