

New York State Council on the Arts

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Museum Program

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

Program Goals

Museums allow us to experience great art, to discover stories about objects, and to explore worlds both new and familiar. Within museums arts and cultural activities may be very diverse. But, at their heart is an emphasis on the exhibition and interpretation of art, objects or an historic space. NYSCA advances museums and related professional service organizations by offering support for arts, cultural and heritage activities. The Museum Program underscores the importance of clear planning to foster stronger institutions, and encourages partnerships and collaboration to broaden an organization's perspective and assist in better serving the public.

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.

Program Information

Program Prerequisites:

- A museum is generally defined as an organization that exists for educational and aesthetic purposes. It owns and cares for – and/or uses and interprets – objects and/or a site for the public presentation of regularly scheduled programming and exhibitions. Museums follow accepted professional standards, such as those developed by the American Alliance of Museums. In New York State, most museums must be chartered through the [New York State Museum Chartering Program](#).
- For NYSCA application purposes, the term "museum" includes historic houses and sites, and does not generally include organizations that primarily manage living collections. Such organizations should consult [New York State's Zoos, Botanical Gardens and Aquariums Program \(ZBGA\)](#).
- Museums must have been open to the public for a minimum of one year prior to the application deadline.
- Museums should provide significant ongoing services to the public. The strongest applicants provide programming for a minimum of 120 days per year by the deadline. Organizations open to the public by appointment only do not meet this requirement.
- Museums 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, the museum 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.

Types of Support Available:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below). Applicants to the Museum Program may make one request.

General Support is provided for museums focused on arts, cultural and heritage activities. General Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

Project Support can support exhibitions, museum education and interpretation, collections research and cataloguing, audience development, salary support, and 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.

Other Support

Mini-Grants and Travel Grants

The Museum Association of New York manages this technical assistance program on behalf of NYSCA, offering opportunities for projects up to \$5,000 and travel funds up to \$1,000 within New York State. Any museum, whether or not it has been previously funded by NYSCA, may apply to this program. Please note that requests to Mini-Grants or Travel Grants may not duplicate a request to NYSCA.

For further details, including guidelines and an application, please consult the Museum Association of New York website at www.manyonline.org.

The Museum Association of New York,
Mini-Grants and Travel Grants
265 River Street
Troy, NY 12180
t: 518.273.3400
t: 800.895.1648
e: director@manyonline.org
url: www.manyonline.org

Conservation Treatment

The Conservation Treatment Grant Program offers support for treatment procedures to aid in stabilizing and preserving objects in museum collections. Support may be provided for treatment of paintings, works on paper (i.e. maps, prints, posters), textiles, furniture, sculpture, and ethnographic, historical, and decorative objects. The work must be performed under the direction of a professional conservator. The maximum grant award is \$7,500. The program is managed on behalf of NYSCA by the Greater Hudson Heritage Network and provides support state-wide.

Any non-profit museum or cultural organization in New York State is eligible to apply, provided the organization does not have in-house conservation staff with expertise in the area for which support is requested. Objects to be treated must be owned by the applicant institution.

For further details, including guidelines and an application, please consult the Greater Hudson Heritage Network website at www.greaterhudson.org.

Conservation Treatment Grant Program
Greater Hudson Heritage Network
2199 Saw Mill River Road
Elmsford, NY 10523
t: 914.592.6726
e: info@greaterhudson.org
url: www.greaterhudson.org



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

Organizations applying for or receiving General Support in the Museum Program 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*

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](#).

Category Information & Questions

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 museums including those operated as independent entities within their own organizations, or who provide significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based. For example, *a museum operated as a separate entity within a college or university, or a museum operating as a discrete entity within a multi-arts center.*

When considering 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 may not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. In the Museum Program, recent awards for museums have ranged from less than 1% of a museum's operating budget to up to 9%. General Support is generally awarded on a multi-year basis.

General Support Prerequisites:

- The applicant's primary focus or mission must be as a museum and
- It must have ongoing programs, exhibitions, 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 administrative staff; and
- It must have a viable, committed board of directors with officers that exercise oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to artists.

Sponsored Projects are Not Eligible for Support in this Category.

General Support Questions:

Artistic/Programmatic

1. Background

Describe the museum and how it was established. Please detail the exhibitions you are planning for up to the next three years, with brief descriptions. Provide the museum's url and any other social media links.

2. Artistic/Cultural Vision

Articulate the organization's artistic and/or cultural vision.



3. Program Overview

Describe education and public programs and/or services for the coming year and how they will help the organization 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. Please list the exhibition schedule and include brief descriptions of the exhibitions.

4. Collections

Summarize the content and significance of the museum's collections. How recent is the collections management policy? How many objects are in the collection and how much is accessioned and catalogued? What cataloguing system is used and why? For museums without collections, please describe how the museum incorporates art/objects in its programming.

5. Evaluation

Articulate how the organization evaluates its programs. Provide an example of how such evaluation has led to improving your offerings.

6. Changes and Challenges

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

Managerial/Fiscal

7. Staff

Identify the key administrative, artistic and programmatic staff members and their qualifications. Detail any recent significant changes (including vacancies) in key staff positions.

8. Governance

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

9. Facilities

Describe the facilities used for programming and administration, and how they are maintained.

10. Organizational Development

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

11. 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.

12. 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

13. Constituency

Describe the audiences and communities served.



14. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization’s constituency. Please include your total onsite visitation numbers for the last two years. Please discuss how visitation is trending at your museum.

15. Marketing and Online Resources

Describe the breadth of the organization’s marketing strategies.

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.

Support Materials

17. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.



Project Support

Project Support offers an opportunity for museums or related service organizations to seek support for projects or programs which are essential to maintain, improve and/or increase service to their audience/communities. Such arts, cultural or heritage projects may include, but are not limited to: exhibitions, education programs, public programs, salary support for a curator or educator, interpretation, collections research, catalogs, audience development, and services to the field.

Salary Support prioritizes museums which are poised to move forward in their development by adding an additional staff member for a professional collections-based or education position. Support may cover partial salary and benefits only. This opportunity allows museums a chance to establish an important position at a critical point in the museum’s development. Support is available for no more than three years.

Project Support grants will be awarded for a minimum of \$2,500. Generally, such grants are no larger than \$25,000. Project support grants may not exceed 50% of the project budget.

Sponsored Projects are Not Eligible for Support in this Category.

Please Note:

- Organizations seeking support for projects involving archival or library collections should look to either New York State’s Documentary Heritage Program or Program for the Conservation & Preservation of Library Research Materials.



- Organizations seeking conservation treatment support are advised to apply to the Conservation Treatment Grant Program administered on behalf of NYSCA by the Greater Hudson Heritage Network.
- Organizations seeking collections shelving and storage systems are advised to apply under the Facilities Program – Capital Equipment.
- Organizations seeking project support for \$5,000 or less may wish to consider NYSCA's Mini-Grant program, administered by the Museum Association of New York.

Project Support Questions:

Artistic/Programmatic

1. Program Summary

Describe the project, providing an overall summary and context. Why is this project important now? What planning and/or research has been completed to ensure the project's success? For Exhibitions, be sure to include the exhibition dates, venue(s) and detail how the exhibition provides a new perspective on its subject.

2. Collections

Describe the museum's collections, their care and why they are important. Explain how the collections are integral to this project. For non-collecting institutions, how are art/artifacts integral to your project?

3. Project Staff

List the key staff and/or consultants, specifically highlighting their qualifications related to this project.

4. Interpretation

Detail the interpretive approaches that will be used to better engage audiences with the topic or theme. How will this project engage the intended audience with the art/artifacts?

5. Artists

If the project involves the work of living artists, describe their involvement.

Managerial/Fiscal

6. Mission and Long Range Plan

Describe how this project connects to the organization's mission and long-range or strategic plan.

7. Catalog/Publication (Other projects enter N/A)

What is the publication schedule (planning, soliciting articles, clearing rights for writing and images, editing, design, layout, printing, etc.)? How many pages will it be? What will the print run be? Who will be the publisher? What will it sell for?

8. Cataloging/Research (Other projects enter N/A)

How recent is the collections management policy? How many objects are in the collection and how much is accessioned and catalogued? What cataloguing system is used and why? How many will be catalogued/researched during the grant period?

9. Salary Support (Other projects enter N/A)

How and where will the organization recruit for this position? Will the position be full-time or part-time? Who will supervise this position? How will this position advance the organization and be sustained into the future?

10. Work Plan

Outline what the project team will be doing and when. Bullet point the key tasks, identifying who will be responsible for each. For Salary Support requests: What tasks does the organization expect the individual to accomplish during the grant period?

11. Finances

NYSCA can only support up to 50% of a project's cost. Detail how other funds will be raised. Identify sources as pending or secured. Use this section and/or the budget notes to itemize the project budget. For Salary Support requests: the project budget may only include the salary and fringe of the staff member.

Service to the Public

12. Audience

Describe the primary audience for this project and why this project is important and appropriate to that audience. Be sure to include projected number of participants and their cost to participate.

13. Marketing

Discuss how this project will be marketed, and explain how the efforts will reach the project's intended audience.

14. Evaluation

Discuss the primary expectation for this project and how will it move the organization forward. Identify what method(s) will be used to measure this.

15. Community Context

Identify any other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance or differ from the project proposed here. Describe any relevant partnerships or collaborations.

Support Materials

16. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.

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.

Regrants and Partnerships Support Prerequisites:

- Its primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnership Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support; and
- It must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls; and
- The organization must employ one or more qualified, salaried administrative staff; and
- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.

Sponsored Projects are Not Eligible for Support in this Category.

Regrants and Partnerships Support Questions:

Artistic/Programmatic

1. Program Summary

Describe the regrant or partnership program, its priorities, and the constituents served. Please provide a url for the grant guidelines and application.

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. 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.

6. Finances

Discuss the total amount of funding requests the regrant has been receiving, and the program's ability to meet those needs within the field.

Service to the Public

7. Constituency

Describe the audiences and communities served.

8. Marketing/Outreach

What are the strategies for outreach and marketing, particularly to reach those not currently served by the program?

9. Selection Process

Describe the application and selection process, noting what is required of applicants, restrictions, and the panel review. Describe the composition of the panel and the review process.

10. 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.

11. Community Context

Identify any other organizations in the area that provide similar arts and cultural regrant support, and tell us how their activities support, enhance, or differ from those of this organization.

Support Materials

12. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.

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.
 2. *Organizational Chart.*
 3. *Long-Range or Strategic Plan* (optional).
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Project Support:

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each.
2. *Up to 15 images or website reference*, that best illustrates your project. For exhibitions this must consist of selected images of art/artifacts which will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. Adobe Acrobat PDF or PowerPoint is preferred.
3. *Other.* Depending on the focus of your project request, please submit from the list below.
 - a) **Exhibitions:** Exhibition design layout or sample exhibition script.
 - b) **Catalog/Publication:** Outline and sample text of no more than five pages.
 - c) **Cataloguing/Research:** Collections management policy and plan.
 - d) **Audience Development:** Marketing materials related to this new audience.
 - e) **Public Programs:** Marketing materials related to these programs.
 - f) **Salary Support:** Job description with qualifications required and personnel policy
 - g) **Services to the Field:** Promotional materials for this project.
 - h) **Other:** One other document which supports your project.

Regrants and Partnerships:

1. *Résumés or biographical statements* of project staff/consultants, maximum of 1 page each.
2. *For existing Regrant Programs:* Please upload a list of the most recent grantees, including the award amount, brief award description and location in New York State.