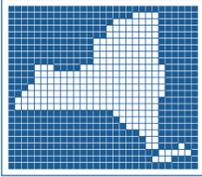


State of the Arts



NYSCA

New York State Council on the Arts
300 Park Avenue South, 10th Floor
New York, New York 10010

212-459-8800
www.arts.ny.gov

Facilities

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Arts and cultural organizations that own or lease buildings face myriad challenges in managing those structures. Through Facilities support NYSCA makes strategic investments in supporting those arts and cultural organizations to help them become more physically accessible, stabilize their facility, support their artistic efforts, and become more sustainable for their communities. Strong Facilities projects combine excellence in design with informed decisions which will positively affect the future of arts and cultural organizations across the state.

NYSCA offers two categories of support to assist the arts and cultural community in meeting those challenges: Capital Projects and Design and Planning Studies.

Support for capital equipment essential to artistic production can be applied for through the [Regional Economic Development](#) Program under the NYSCA category “Artistic Program Capital Equipment Purchases.”

The Council is more likely to support projects that meet **at least one** of the following priorities:

- Projects that improve, expand, or rehabilitate existing buildings to provide access for all.
- Projects that address known health and safety deficiencies.
- Projects that address issues of building stabilization.
- Projects from organizations that further cultural development in rural or minority communities.
- Projects that reduce an organization's operating costs.
- Projects that demonstrate environmental stewardship and/or sustainable building practices.

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.

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 may make one request for Facilities support per year.

Project Support is provided for applicants in the following categories:

1. Capital Projects
2. Design + Planning Studies

Note: Capital Fixtures and Equipment Purchase has moved to the [Regional Economic Development](#) program

Technical Support

The Preservation League of New York State administers Technical Assistance Grants which provide support for modest projects like buildings conditions assessments and structural analyses. Contact the League for application guidelines and the deadline.

Preservation League of New York State
44 Central Avenue
Albany, NY 12206
t: 518.462.5658
url: www.preservenys.org

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

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

Architecture and Design Program - *Independent Projects category*

Dance Program – *Rehearsal Space and Residencies category*

Electronic Media & Film Program – *Workspace, Art & Technology category*

Facilities Program - *All categories*

Folk Arts Program - *Apprenticeships category*

Folk Arts Program - *Regional and County Folk Arts Programs category*

Individual Artists Program – *All categories*

Literature Program – *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.

CAPITAL PROJECTS

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Support is available for “shovel-ready” renovation, expansion, or restoration projects. Additionally, applicants requesting support for installation of elevators, wheelchair lifts, boilers, and HVAC systems should apply under this category. Support in this category is not available for the construction of entirely new facilities.

As required by legislation, all applications in this category are first reviewed by New York State licensed engineers. Only those requests receiving a score of “4” or higher will be forwarded to the full panel.

The Council will award up to 50% of the costs of construction materials and labor. The maximum grant is \$49,500; the minimum grant is \$5,000; awards reflect the applicant’s full eligible request in this category. Organizations may not include other New York State funds in their project budgets. Project budgets may include in-kind goods and services.

Eligibility Criteria:

In order to be eligible to apply for Capital Projects 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](#).
- Applicants must have received NYSCA funding for ongoing programs and activities (not sponsored projects or Decentralization grants) for the previous three consecutive years.
- The applicant cannot have received Facilities funding for more than three years in the last five year period.
- The applicant must prove ownership of the facility or leasehold with an unexpired period of at least six years at the time of application. (A renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval).
- Organizations must own their facility to apply for any exterior rehabilitation projects, such as roof replacement and façade restoration.
- Applicants must have completed any previously supported Facilities projects before applying for a new project.
- The project for which funding is sought cannot be supported by any other New York State programs or agencies. Projects which include other New York State support in the project budget are ineligible for NYSCA support.

These organizations are not eligible.

- Religious institutions or arts organizations requesting funds for a facility they share with or lease from a religious institution.
- Public school districts, public universities, or state agencies, or arts organizations leasing their facility from such an entity.

Additional Information

Deferred Maintenance

NYSCA is unlikely to fund maintenance projects and capital projects that have resulted from deferred maintenance. Examples may include roof repair, servicing of HVAC equipment, and painting.

Americans with Disabilities Act and Section 504

Facilities support is particularly concerned with ensuring access to cultural events and services for all New Yorkers. Applicants whose facilities are not fully accessible to both audience members and artists with disabilities are urged to learn about and work toward compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dormitory Authority Review

Projects of \$1 million or greater must be referred to the Dormitory Authority of the State of New York for technical review and recommendations. This review typically takes 30 days. If the Dormitory Authority determines that a project is technically flawed, it may recommend to the NYSCA that funding be denied. In such an event, it is highly unlikely that the project would be funded by NYSCA.

State Historic Preservation Office Review

Per Section 14.09 of the New York State Preservation Act, New York State's Historic Preservation Office (SHPO) must review capital projects funded by New York State to "ensure that the effects or impacts on eligible or listed properties are considered and avoided or mitigated during the project planning process." Organizations must go to: <http://www.nysparks.com/shpo/environmental-review/documents/ProjectReviewSubmissionCoverForm.pdf> and submit the form, requesting a SHPO consultation.

Application Instructions:

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal

Through the [NYSCA application portal](#)*, applicants will submit:

1. Organization Profile
2. Organization Budget
3. Registration
4. Program Application

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders*.

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below).

Through the [Grants Gateway Grant Opportunity Portal](#), applicants will also submit:

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)

4. Mandatory Support Materials (See Below)
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal.

Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.

**New applicants can create a NYSCA account [here](#)*

In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review.

Also note that you must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!

Mandatory Support Materials for Capital Projects Request:

The following Mandatory Support Materials must be submitted by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

Acceptable file types are: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2014. NYSCA is not responsible for any broken, inactive or password protected links.

For a more detailed description of how to submit your support materials for this application, please click [here](#) for more information.

1. Site Control Documents: copies of the deed or lease for the property which is a part of this request. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. One set of construction documents sufficiently detailed for bidding. These materials should be prepared by licensed architects or engineers. Capital Projects does not support projects with plans in a "design/build" format nor does it support the completion of construction documents. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. At least two comparable contractors' written estimates based on the construction documents. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.

4. Contractor's estimate summary form. [Download the form here](#), complete and then upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 5. Letter from an architect, engineer, or contractor stating the useful life of the proposed capital project. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 6. Up to 20 images or website reference of the facility and area which is part of this request, and up to 5 images of the consultant's work with descriptive text, for a maximum of 25 images. Adobe Acrobat PDF or PowerPoint is preferred. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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Application Narrative Questions:

Facility Information

1. Site Control Documents

Briefly describe the building. For Ownership: include date of deed, liber number. For Lease: include dates of current lease. If the unexpired period of the lease is less than six years from the application deadline, the project is not eligible. If there is a renewal option, not requiring landlord approval, please note. Other: describe in detail.

2. National/State Registry

If the facility which is part of this application is on the National or State Registry, please identify when it was approved and the registry number. If the facility is currently in the nomination stage, please indicate. If the facility is 50 years or older, please describe.

3. Facility Use

Describe the NYSCA-supported arts and/or cultural program activities and services that take place in the facility that the organization plans to renovate/expand/restore.

Design/Technical Review

4. Project Planning

Establish the need for the project by detailing how you determined that this solution was the best means of addressing the problem and why it must be done now.

5. Construction Work

Provide a detailed description of the work to be performed by the contractors. If this request is part of a larger capital project, briefly describe the full construction project to provide context as to how this request will fit in and be coordinated with the entire construction project.

6. Project Impact

Describe the impact of the completed project on the organization's artistic operations.

7. Consultant's Qualifications

Briefly describe the architect or engineer's qualifications as they relate to the project for which support is requested. List some similar projects that s/he has recently completed. Why is this consultant the right one for this project?

Managerial/Fiscal

8. Project Management

Discuss who will manage the construction project. Describe his or her relevant experience.

9. Finances

Describe how the organization will raise the funds necessary to complete the project and how the finished project will impact the organization's financials. What resources are available, including in-kind support?

10. Long-range Capital Plans

Detail other facility-related projects planned for the next three to five years, how the board is involved with these projects, and the fundraising plan to implement them. Please include any capital campaign goals. Discuss how these capital projects are supported by institutional plans.

11. Maintenance

Describe the ability of the organization to operate and maintain the facility after improvements are made, particularly as related to the organization's business plan.

12. Certified Minority and Women-owned Contractors

Identify efforts made to obtain estimates from certified minority- and/or women-owned construction contractors. Will the project contract with a New York State certified minority or women-owned business?

Service to the Public

13. Constituency

Detail how this project will affect the audience and communities served by the organization, and why it is important to them.

14. Funding Priorities

Describe how this project will best serve the public by meeting one (or more) of NYSCA's funding priorities for this category. Please review the guidelines for the list of priorities.