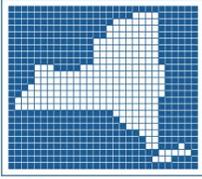


State of the Arts



NYSCA

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Individual Artists Program

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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.

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.

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.

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*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

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](#).

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.

- o Telephone Bill.
- o Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
- o NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
- o Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
- o NY State Driver's license or NY State ID card.
- o 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.

Evaluative Criteria:

Grant requests are evaluated in accordance with NYSCA agency-wide criteria.

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 strongly encouraged 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 sponsors.

NOTE: Sponsors may not impose a fee on artists for submitting their applications. However, sponsors may charge an administrative fee if a project receives funding: up to 5% for Commissions and up to 7% for 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 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, Events Schedule (where applicable) and Cultural Data Project Report.
 - 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.
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- **Artists are responsible for:**
 - With assistance from 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.

DANCE COMMISSIONS

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Deborah Lim, Program Officer, deborah.lim@arts.ny.gov

Dance Commissions encourage choreographers and companies to collaborate in order to broaden their repertoires. Sponsoring organizations may request support between \$2,500 and up to \$10,000 for each commission for up to two commission requests each year.

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.

Support is generally awarded up to a maximum of \$10,000 for choreographers' fees only. Requests may include 100% of the choreographer's fee. An organization may request a

maximum of two project requests for dance commissions with this funding category in any given year.

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 alternative spaces, 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 significance 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 company's grant period.

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 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.

Application Instructions:

The online application form includes the questions below. Sponsors should review the **Nonprofit Sponsorship of Artist Applications section** (see the introduction to Individual Artists) for their responsibilities. Artists should be involved in the writing of the proposal. The Project Budget should reflect only income and expenses relating to the actual commissioning fee. DO NOT include any production related expenses.

Be sure to provide a completed Online Application form with clear and sufficient responses to all questions.

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 - ***to be provided by the Sponsoring Organization***
2. Organization Budget - ***to be provided by the Sponsoring Organization***
3. Registration - ***to be provided by the Sponsoring Organization***
4. Program Application- ***to be provided by the Sponsored Artist***

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders*. **NOTE: Sponsored Artists will be issued a unique username and password by their sponsoring organization to fill in the Program Application form.**

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). **NOTE: Sponsoring Organizations will be responsible for uploading these forms into the Grants Gateway Opportunity Portal.**

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

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

4. Mandatory Support Materials (See Below) **to be provided by the Sponsored Artist**
5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal **to be provided by the Sponsoring Organization**

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](#). **NOTE: This is only for sponsoring organizations that are not already NYSCA applicants.*

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

Sponsoring Organizations 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!

Dance Commissions Specific Support Materials:

The following mandatory support materials must be submitted by the sponsoring organization by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

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.
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.
4. 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.
 - o Telephone Bill.
 - o Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
 - o NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
 - o Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
 - o NY State Driver's license or NY State ID card.

- o Voter's Registration Card.

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.

In the event that an applicant fails to submit one or more of the 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.

Application Narrative Questions for Dance Commissions:

Artistic/Programmatic

1. Project Summary

Describe the proposed commissioning projects 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 the commissioned artist was selected.

2. Program Update

If any NYSCA Dance-funded 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

5. Budget

Does the organization have other funding committed for this Commission? Indicate if a fee is being charged for sponsoring this request. **NOTE: DO NOT include any production related expenses as part of this Commissioning budget.**

Service to the Public

3. Public Performances

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

4. 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.).

5. 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.