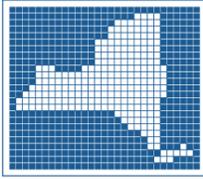


State of the Arts



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

Museum

Kristin Herron, Program Director, kristin.herron@arts.ny.gov
Fabiana Chiu-Rinaldi, Program Officer, fabiana.chiu@arts.ny.gov

Museums allow us to experience great art, to discover stories about objects, and to explore worlds both new and familiar. NYSCA support advances those opportunities by offering funding for museums and related professional service organizations 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.

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 such projects as exhibitions, museum education and interpretation, collections research and cataloguing, audience development 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

Grants for Museum Advancement: Get Ready, Get Set, Go!

The Museum Association of New York manages this technical assistance program on behalf of NYSCA, offering support for the development of strategic plans, opportunities for modest consultancies and travel funds within New York State. Any museum, whether or not it has been previously funded by NYSCA, may receive support through this program. Please note that requests to Get Ready, Get Set, Go! may not duplicate a request to NYSCA.

For further details, including guidelines and an application, please contact:

The Museum Association of New York,
Grants for Museum Advancement: Get Ready, Get Set, Go!
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. Support is available up to \$7500. 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 contact:

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 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.

GENERAL SUPPORT

Kristin Herron, Program Director, kristin.herron@arts.ny.gov
Fabiana Chiu-Rinaldi, Program Officer, fabiana.chiu@arts.ny.gov

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. 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 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 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 budget to up to 9%. 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 Prequalify in the Grants Gateway, click [here](#).
- Its primary focus or mission must be in the discipline in which the organization is seeking General 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 have ongoing programs, 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 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 resident artists and teaching artists.
- Museums must have been open to the public for a minimum of one year prior to the 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.

Definitions:

- 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).

Arts and cultural activities may be very diverse in a museum setting. But, at their heart is an emphasis on the exhibition and interpretation of art, objects or an historic space.

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 General Support 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. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 2. *Organizational Chart*. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 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. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 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. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 5. Up to 15 images or website reference, that best illustrates your museum. Be sure to identify the images. Adobe Acrobat PDF or PowerPoint is preferred. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
 6. Long-Range or Strategic Plan (optional). Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
-

Application Narrative Questions:

Artistic/Programmatic

1. Background

Describe the organization and how it was established, focusing on the activities for which support is requested. Include a description of the organization's collections and their care and management.

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 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. 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. Changes and Challenges

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

Managerial/Fiscal

6. Staff

Identify the key administrative and artistic staff members and their qualifications. Detail any recent significant changes in key staff positions.

7. Governance

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

8. Facilities

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

9. Organizational Development

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

10. 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.

11. 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

12. Constituency

Describe the audiences and communities served.

13. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency.

14. Marketing and Online Resources

Describe the breadth of the organization's marketing strategies.

15. Evaluation

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives. Provide an example of how such evaluation has led to improving/changing a program for the benefit of the public.

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.