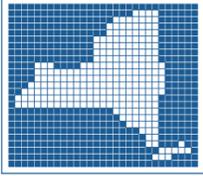


State of the Arts



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

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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 Project Support from the Museum Program may also apply for 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.

PROJECT SUPPORT

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This category 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 minimum of \$2,500. Generally, such grants are no larger than \$25,000. Project support grants may not exceed 50% of the project budget.

Eligibility Criteria:

In order to be eligible to apply for Project 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](#).
- 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.

Projects eligible for support elsewhere:

- 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 NYSCA's Regional Economic Development Program's "Artistic Program Capital Equipment Purchases" category.

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 Project 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 project staff/consultants, maximum of 1 page each. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. Depending on the focus of your project request, please upload to the Pre-Submission-menu of the Grants Gateway Grant Opportunity Portal one other support document.

Suggestions are 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 and personnel policy
 - g) **Services to the Field:** Promotional materials for this project.
 - h) **Other:** One other document which supports your project.
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Application Narrative Questions

Artistic/Programmatic

1. Program Summary

Describe the project, providing an overall summary and context. For Exhibitions, be sure to include the exhibition dates and venue(s).

2. Collections

Describe the museum's collections, their care and why are they 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. Project Context

Discuss why this project is a current priority for the organization. What planning and/or research has been completed to ensure the project's success?

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. Mission and Long Range Plan

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

11. 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?

12. Finances

NYSICA 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 new staff member.

Service to the Public

13. 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.

14. Marketing

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

15. 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.

16. 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.