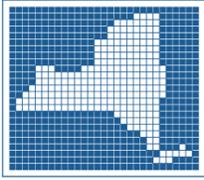


State of the Arts



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

Grants for conservation treatment are available through a program administered by the Greater Hudson Heritage Network. 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.

REGRANTS AND PARTNERSHIPS

Kristin Herron, Program Director, kristin.herron@arts.ny.gov
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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. Funding in the Regrants and Partnerships category is available only at the invitation of the Council.

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.

Eligibility Criteria:

In order to be eligible to apply for Re-grants and Partnerships 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 Re-grants 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; and

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 Re-grants and Partnership 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 5 representative program materials* (sample brochures, promotional material, websites, application forms). Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. *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. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.

Application Narrative Questions:

Artistic/Programmatic

1. Program Summary

Describe the regrant or partnership program, its priorities, and the constituents served. How does it differ from or complement other programs in the community or field? Provide the organizational URL.

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. Governance

Describe the involvement of the board in management and program oversight.

6. 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.

7. Finances

- Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income.

- Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

Service to the Public

8. Constituency

Describe the audiences and communities served.

9. Marketing/Outreach

What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups.

10. Selection Process

Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

11. 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.

12. 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.

13. Support Materials

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.