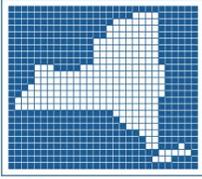


State of the Arts



**NYSCA**

New York State Council on the Arts  
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New York, New York 10010

212-459-8800  
[www.arts.ny.gov](http://www.arts.ny.gov)

## **Special Arts Services**

Susan Peirez, Program Director, [susan.peirez@arts.ny.gov](mailto:susan.peirez@arts.ny.gov)

In the Special Arts Services grant category, support is available for organizations that provide programs that enhance access to the arts for historically underserved communities. Examples of programs eligible for grants in this category are: activities that bring the arts to isolated geographic areas and to communities with high rates of poverty, programs for people with disabilities, scholarship programs for arts training and tuition-free or low cost classes serving students from historically underserved communities and students with disabilities, and arts programs that promote multicultural and intergenerational communities.

Special Arts Services supports the activities of established and emerging organizations and professional training in arts disciplines to promote advanced study or entry of underserved artists towards an arts career. Special Arts Services encourages collaborations and innovative projects, whether they are multi-disciplinary activities or in a specific discipline of the performing arts, visual arts or media.

Though all Programs supported by NYSCA must be open to the general public; programs supported by Special Arts Services must specifically occur within and primarily directed for the underserved communities it seeks to serve.

Community-based organizations may apply for Special Arts Services grants that would support activities outside of their communities, but these programs must be primarily marketed to the specific underserved community served by the applicant, and the activities must relate directly to the mission of the organization.

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.

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## **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 wishing to make two requests in the Special Arts Services project categories in FY15 should first speak to Program staff regarding eligibility for General Support.

**General Support** is provided for organizations whose primary mission is Special Arts Services. General Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

**Project Support** is provided for applicants from a variety of arts disciplines in the following categories:

1. Instruction and Training
2. Project Support

**Regrants and Partnerships Support** is made by invitation from the Council only, and is *exempt* from the Council-wide two-request limit.

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## **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*

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### **Evaluative Criteria:**

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

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### **GENERAL SUPPORT**

Susan Peirez, Program Director, [susan.peirez@arts.ny.gov](mailto:susan.peirez@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, the education programs of an arts center operated as a discrete entity within a parent community service organization.

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 \$5,000 and will not exceed 25% of an organization's budget, *based on the income and expense statement for the organization's most recently completed fiscal year*. General Support is awarded on a multi-year basis.

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### **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 Pre-qualify 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.

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### **Application Instructions:**

### **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!***

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### **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.

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

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* - submitted contiguous with the Online Application Form and 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. *Long-range or Strategic Plan* – upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
  6. *Additional materials* – any additional materials you wish the Council to consider - upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
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## **Application Narrative Questions:**

### **Artistic/Programmatic**

1. **Background**  
Describe the organization and how it was established, focusing on the activities for which support is requested.
2. **Artistic/Cultural Vision**  
Articulate the organization's artistic and/or cultural vision.
3. **Program Overview**  
Describe programs and/or services planned for the coming year. How will they 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, as well as the goals and expected outcomes for these activities.
4. **Changes and Challenges**  
Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

### **Managerial/Fiscal**

5. **Staff**  
Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes in key staff positions.

6. Governance  
Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.
7. Facilities  
Describe the facilities used for programming and administration.
8. Organizational Development  
Outline the approach to institutional and succession planning, highlighting the roles of staff and board.
9. Finances  
Detail plans for meeting current and future expenses, including sources of earned and unearned income. Explain any current and/or recurring surplus or deficits.  
How will the scope of the activity change if the full request for NYSCA funding is not received?
10. 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**

11. Constituency  
Describe the audiences and communities served.
12. Development and Outreach  
Detail efforts being undertaken to cultivate and broaden the organization's constituency.
13. Marketing  
Describe the organization's marketing strategies.
14. Online Resources  
Describe the organization's use of the Internet and social media.
15. Evaluation  
Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.
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.