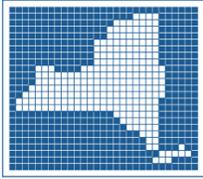


## State of the Arts



**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)

### **State & Local Partnerships**

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State and Local Partnerships (SLP) fosters the growth and development of arts and culture at the local level in all of the state's communities and regions. SLP provides support to Local Arts Councils, Multi-Arts Centers, and Multi-Arts Service Organizations operating at the regional, county, and local levels that advance arts and cultural initiatives and offer comprehensive arts services essential to the state's continued cultural development.

SLP also manages Decentralization (DEC), the Council's statewide regrant program. DEC provides support for community-based arts activities through a local decision-making grant process that reflects the unique character of each of the state's communities. DEC is administered through a network of local arts organizations and is available to artists and organizations in each of the state's 62 counties.

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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### **Definitions**

#### **Local Arts Councils**

Local arts councils provide services and programs to artists, arts organizations and the general public including local arts advocacy, regranting, arts marketing efforts, formal technical and developmental assistance programs and information services.

#### **Multi-Arts Centers**

A multi-arts center is an organization that owns or operates an accessible cultural facility and offers participatory community arts programs, presentations, and exhibitions along with a range of resources for artists and local arts organizations.

#### **Multi-Arts Service Organizations**

Multi-arts service organizations are mission-driven to provide access to professional resources, information, and developmental and/or technical services for artists and arts organizations across the range of artistic disciplines.

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## Goals

- Strengthen the leadership role of arts organizations within their respective communities and their efforts to encourage cultural development and increase resources available for the arts.
- Encourage greater public participation in the arts by all segments of the state's population through support for a wide range of local, regional, and statewide programs and services responding to community cultural needs that reach the full diversity of each community served.
- Enhance the professional capability of multi-arts organizations operating on the local level and of arts service organizations promoting arts development services regionally and/or statewide.

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## Priorities

- SLP primarily supports multi-arts centers, local arts councils, and multi-arts service organizations and places a high priority on organizations that provide a balance of programming and service offerings to their community.
- SLP focuses on issues that affect organizational stability, professionalism, and effectiveness. Priority is given to professional staff development, catalytic projects that enhance the resources and visibility of the arts, and services that support individual artists.
- Organizations that serve as Decentralization sites.

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## Eligibility

- **Local arts councils** that demonstrate a commitment to providing access to service resources and information for artists and arts organizations across artistic disciplines. Support for local arts programming is provided only where there is a documented community need for such activity that does not duplicate existing activities in a community. Local arts councils with missions that are primarily programmatic, as opposed to service-directed, may not be eligible.
- **Multi-arts centers** that are mission-driven to provide a multi-disciplinary menu of arts and cultural activities. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts. (Community Music Schools, including those with some multi-arts programs, are referred to the Community Music Schools category under Music.)
- **Multi-arts service organizations** providing regional or statewide services in multiple discipline areas. Single discipline service organizations are not eligible for support by SLP and should refer, instead, to the relevant NYSCA discipline-based program.

Please note that organizations applying for SLP funding may not apply to the Community-Based Learning category in the Arts Education Program.

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## Technical Assistance

**Limited technical assistance funds are available to NYSCA grantees whose activities are appropriate to the scope of this program. These funds support fees for professional consultants and other related expenses. Assistance may be directed toward a broad range of needs, such as board development, public relations, marketing, fundraising, and long range planning.**

Please consult CNY Arts, the administrator for State & Local partnership-related Technical Assistance, for information and application procedures.

CNY Arts  
Elizabeth Lane, Re-grants Coordinator  
421 Montgomery Street, 11<sup>th</sup> Floor  
Syracuse, NY 13202  
Phone: 315-435-2158

Email: [elane@cnyarts.org](mailto:elane@cnyarts.org)

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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).**

**General Support** is provided arts councils, multi-arts center and multi-arts service organizations whose primary mission is dedicated to fostering the community engagement and development of arts and culture at the local level. General Support applicants may not apply for project support in the same program, and are limited to one additional request Council-wide.

**Organizational Capacity Building** provides support for new or transitioning organizations to build sustainable capacity.

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

**Services to the Field** provides funding for projects that advance community-based cultural development and professional development.

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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 + 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 – *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**

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Arian Blanco, Program Officer, [arian.blanco@arts.ny.gov](mailto:arian.blanco@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, a dance company, a performing arts center operated as a*

*separate entity within a college or university, or a theatre program 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 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.

New applicants are required to contact NYSCA staff well before the deadline.

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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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**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.
- 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. It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public.
- 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.
- 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.
- The organization must employ one or more qualified, salaried administrative staff.

- It must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
  - It must demonstrate a consistent policy of fair payment to resident and contracted artists; teaching artists and instructors.
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### **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.

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.
  2. Organizational Chart.
  3. Long-range or Strategic Plan.
  4. Program Schedule Form - organizations returning from multi-year funding must complete the Program Schedule for each year of the previous funding cycle. ([Download the form here](#)) New applicants or grantees returning from single year funding must complete the Program Schedule for the most recently completed season and the current season.
  5. 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.
  6. Sample of scholarship application form (if applicable).
  7. 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.
  8. Additional materials – any additional materials you wish the Council to consider.
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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 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.

#### **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. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits.

#### **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 by your organization. If scholarships are available, describe how the organization determines the need and your efforts to reach underserved community members. Detail the scholarship application process. Include information regarding the scholarship policy if applicable and the number of scholarships awarded in the previous year.

### **12. Development and Outreach**

Detail efforts being undertaken to cultivate and broaden the organization's constituency including audience or visitorship development goals and strategies.

### **13. Marketing**

Describe the organization's marketing strategies. Include the range of fees and/or admissions charged, if applicable.

### **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.

### **17. Support Materials**

Please list all of the support materials being submitted. These materials are critical to the application's assessment.