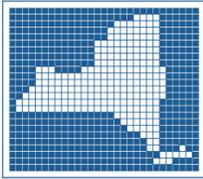


State of the Arts



NYSCA

New York State Council on the Arts
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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.

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.

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.

New applicants to SLP are strongly advised to consult with SLP staff well before the deadline.

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

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, 11th Floor
Syracuse, NY 13202
Phone: 315-435-2158

Email: elane@cnyarts.org

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.

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 – *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.

ORGANIZATIONAL CAPACITY BUILDING

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This category provides entry point support for new organizations in the first 2-3 years of development, as well as for existing organizations embarking on a new programmatic direction or organizational restructuring. This funding is intended to assist organizations in building sustainable capacity. Funds awarded in this category are dedicated to the support of organizational and programmatic development and designed to move an organization to the next level of success in achieving its mission. Organizations applying in this category may not also apply for General Support in the same year.

Funds awarded in this category support:

1. **Organizational Development:** Administrative salary for a professional staff position that directly augments the organizational capacity needed to carry out programmatic and developmental activities. This can be inclusive of professional development and board and fund development.
2. Program development and planning related to evaluating effectiveness of current programs and development of new programs. Program development can include workshops, classes, or seminars in a range of arts disciplines designed either for the general public or for the professional development of individual artists from a range of disciplines. Activities must offer ongoing, sequential professional instruction, and be widely publicized and economically accessible to all segments of the community.
3. Planning and implementation of marketing and promotion strategies that serves to build demand for your programs and/or services. This can be for an all-inclusive plan that encompasses website development and social media strategies.

Funding is awarded on a single-year basis for up to three years. Grants in this category range from \$2,500 to \$10,000 and cannot exceed 50% of the expenses.

Organizations with budgets under \$250,000 will be given priority.

Organizations must apply on their own behalf (no fiscal sponsors).

New applicants are required to contact NYSCA staff for a pre-application consultation well in advance of the deadline.

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.

Eligibility Criteria:

In order to be eligible to apply for Organizational Capacity Building, 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.

- The primary mission of eligible organizations must be dedicated to long-term arts and cultural development of a local community, county, or region and the advancement of the arts and cultural field.
- Local arts councils, multi-arts centers and service organizations with a demonstrated commitment to the arts and cultural field through a range of ongoing multi-disciplinary programs and direct arts services open to the general public.
- An active Board of Directors representative of the community and involved in the organization's policy development and planning.

.This category does not fund:

- General operating expenses or expenses related to one-time projects.
- Expenses related to the operation of privately owned facilities.
- Scholarships or fellowships.
- Property or mortgage payments.
- Major expenditures for the establishment of a new organization.

Administrative costs or expenditures or equipment purchase unrelated to the proposed project.

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 Organizational Capacity Building 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 Plan including staffing structure, operations, and program development.
3. Long-range or Strategic Plan.
4. Program Schedule Form – All applicants must complete the Program Schedule Form ([Download the form here](#)) for the most recently completed year and the current year.

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. 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.
7. Additional materials – any additional materials you wish the Council to consider.

All of the above support materials, if applicable, should be submitted into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

Application Narrative Questions

Artistic/Programmatic

1. Program Overview

Provide an overview of your organization including its history. Detail any previous strategic planning and describe the organization's readiness for this next phase of growth.

2. Project Summary

Describe the scope of the project and provide an outline/timeline for implementation of the project. Detail how this project relates to your organization's mission and how this project will help your organization grow to the next level.

3. Facilities/Technology/Instruction

Describe your facilities, equipment, and/or available technical support as it relates to your project. List the required qualifications for new staff or consultants engaged in the project and provide a job description(s).

Managerial/Fiscal

4. Governance & Staff

Detail the current board and staffing structure. Describe the board and/or governing body in detail including committee structure, diversity, meeting schedule and approach to staff and fiscal oversight. Provide job descriptions for current administrative staff.

5. Fees and Subsidy

Detail the staff and/or consultant fees related to this project. For program development projects, detail the fee or tuition structure for the workshops, programs and services to be offered and the range of fees paid to those artists and/or instructors. If scholarships are available detail how your organization determines need and efforts to reach underserved community members. Detail the scholarship application process, benefits provided and what (if any) in-kind services (e.g. volunteer work in return for scholarship consideration) will be asked of scholarship recipients.

6.. Finances

Detail plans for how your organization meets current expenses and how you plan to meet the expenses of the proposed project. Provide a 3-year plan demonstrating how your organization will sustain this next phase of development. Identify non-NYSCA support allocated to the proposed project.

Service to the Public

7 Constituency, Development and Outreach

Describe the audiences and communities served. Detail how this project will cultivate and broaden your organization's constituency.

8. Marketing and Outreach

Describe your organization's current marketing strategies including the use of Internet and social media if applicable and how this project will impact or alter the current plan.

9.Evaluation

Describe the method of evaluation for your organization's programs and how the evaluative outcomes inform future programs and services. Detail the benchmarks for the proposed project.

10. Context

Describe how your organization's programs complement other similar arts and cultural services in your community and describe any partnerships or collaborations with other organizations.

Support Materials

11. Support Materials

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