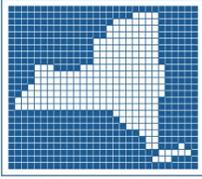


State of the Arts



NYSCA

New York State Council on the Arts
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Theatre

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NYSCA offers support to professional theatre companies with ongoing production and development programs, and service organizations that build and reinforce administrative and institutional skills, provide resources and information, assist in the professional development of artists, and enhance education about and access to theatre for all audiences.

Funded applications reflect the full range of theatrical expression. Traditional forms (classic, contemporary and musical theatre) and experimentation that crosses disciplinary boundaries, as well as proposals that are creative and experimental in their use of new technology are welcomed. NYSCA encourages performances that reach under-served audiences and constituencies, activities that provide opportunities for diverse artists and administrators, and imaginative approaches to theatre for young audiences.

Organizations and/or individuals requesting support for Theatre Artist Commissions should refer to the Individual Artists guidelines.

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 to reflect in their workforces, artists and programmatic offerings 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 wishing to make two requests in the Theatre 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 theatre. 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. Professional Performance
2. 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.

Technical Assistance:

The Theatre Program offers a limited amount of technical support to its grantees in such areas as board development, fundraising, marketing and organizational planning. Funding is directed to consultants for their work with an organization that receives ongoing Program support. The Program's technical assistance fund is administered by Alliance of Resident Theatres/New York (ART/NY). Please consult with Program staff for further information about technical support.

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 – *Translations 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

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Application to the Regrants & Partnerships Programs category is by invitation only. Applicants are required to get staff approval prior to submitting a request in this category.

This category is exempt from the Council's two-request limit.

The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. These activities are carried out with funds granted through the Regrants & Partnerships category.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services can have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category. Organizations applying to the Council in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, describing the demographics of the recipients.

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 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; 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.

Application Instructions:

Only complete NYSCA applications are reviewed for funding support by the Council. A complete NYSCA application includes:

Pre-application Submissions -

1. *The Organization Profile* - completed prior to Application submission by filling out and submitting through the NYSCA website. To log in to the NYSCA website* and to submit your Organization Profile click [here](#). Upon login, the Organization Profile link will appear in the gray left hand column.
2. *The Organization Budget* - completed prior to Application submission by filling out and submitting through the NYSCA website along with the Organization Profile. To log in to the NYSCA website* and to submit the Organization Budget click [here](#). Once you have logged in and completed the Organization Profile page, the Organization Budget link will appear in the gray left hand column.
3. *The Cultural Data Project New York State Funder's Report*, along with the audit or financial statement relied on to complete the CDP Funder's Report. This should be prepared prior to the application date and uploaded into the CDP website.

Application Submissions -

1. *Applicants must submit a completed Online Application form* with clear and sufficient responses to all questions. Beginning in FY15 the online Application is no longer filled out and submitted through the NYSCA web site. The NYSCA Application Forms can only be accessed and submitted through the new [Grants Gateway Grants Opportunity Portal](#). A complete Application is comprised of the following components:
 - *a copy of the Organization Profile*, uploaded into the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal
 - *a copy of the Organization Budget*, uploaded into the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal
 - *a copy of the Cultural Data Project New York State Funder's Report **and** the most recent audit or financial statement relied on to complete the CDP Funder's Report*, uploaded to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal
 - *all Mandatory Support Materials for the General Support Request (as listed below)*
 - *the funding request -please note that the request amount may not exceed 25% of the total Project Budget.*

**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

Mandatory Support Materials:

The following Mandatory Support Materials for Re-grants and Partnership Supports must be submitted with the Online Application into the Grants Gateway Portal.

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. *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.
4. If applicable, service-related projects must provide evaluation materials such as samples of surveys or feedback forms, along with outcomes/results.
5. *Long-range or Strategic Plan* – if applicable, upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
6. *Additional materials* - 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.