ANDREW M. CUOMO
Governor

KATHERINE NICHOLLS
Chair

MARA MANUS
Executive Director

FY2020 APPLICATION MANUAL

NYSCA is pleased to announce two important changes in the NYSCA FY2020 application process:

1.   Applicants will no longer need to register requests on the NYSCA website;
2.   Applicants will submit applications through the NYSCA-New York State Consolidated Funding Application (the **NYSCA-CFA**).

Organizations who have applied for NYSCA capital funding and funding from the Regional Economic Development Council will be familiar with the Consolidated Funding Application. The NYSCA-CFA is a modified version of that Consolidated Funding Application.

The Grants Gateway will continue to be a critical part of the NYSCA grants Prequalification and contracting process for FY2020.

Key Dates

Guidelines Released	January 23, 2019
Application Period Begins	February 11, 2019
Applications Due	**March 28, 2019 4pm**
Award(s) Announced By	EST December 15, 2019

The NYSCA application process requires that all applicants:

Review Requirements   **Prequalify in the Grants Gateway**   **Register in the NYSCA-CFA**   **Apply through the NYSCA-CFA**

Training and Application Resources

During the Application Period, designated NYSCA staff members will be available to answer questions from applicants. NYSCA encourages all applicants to consult with the designated Program staff regarding the types of programs that can be funded and the application questions and required documents. No Program staff will review any documents or written materials or provide any feedback on the merit of any portion of an application. NYSCA Program staff will generally respond to all questions only by phone or during guidelines sessions held around the state. Please submit questions at least two weeks before the application deadline, i.e., by March 14, 2019. NYSCA can not guarantee a response to questions submitted later than this date. Contact information for the designated Program staff for each program can be found here.

NYSCA offers webinars and training sessions about the application process. A schedule of webinars and training sessions and other application resources is available here.

In addition, we strongly urge all applicants to:

❏ Carefully review the Application Manual contained within this document as well as the appropriate Program Guidelines;
❏ Visit NYSCA's online application guide: https://www.arts.ny.gov/application-guide;
❏ Participate in the webinars and/or trainings with NYSCA; check for dates and times and links to recorded sessions on the NYSCA website at https://arts.ny.gov/trainings2020.

Who to contact with questions:

❏ For program/grant request questions, as noted above, contact the designated NYSCA Program staff listed in the applicable Program Guidelines.
❏ For Prequalification questions, contact Grants Gateway help listed on page 13 of this Manual.
❏ For technical (computer) questions on the NYSCA-CFA online application, contact the CFA helpdesk at CFA-tech@ny.gov.
❏ For all other questions, contact the NYSCA Help Desk at Help@arts.ny.gov.

Review Requirements

New York State of Opportunity. Council on the Arts

Eligibility

NYSCA awards contracts to nonprofit organizations either incorporated in or registered to do business in New York State, Native American tribes in New York State, and units of government in New York State municipalities. An organization must have its principal place of business located in New York serving the State's constituents.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on their behalf. See *Fiscal Sponsor Instructions* below.

Applications must meet all eligibility requirements by the application deadline or the application will not be evaluated:

1. **Prequalification**: Nonprofits must register with Grants Gateway and be Prequalified at the application deadline. Applicants are strongly encouraged to review their Document Vaults prior to the deadline to ensure that their documents are up to date. (Units of local government and Native American tribes are exempt from the Prequalification requirement.)

2. **Activity Period**: The activity period for the request must fall within January 1, 2020 to December 31, 2020. Work outside this period is not eligible for funding opportunity.

3. **Final Reports**: *For all current grantees*, the timely submission and NYSCA staff approval of all mandated Final Reports is required before an application can be made to NYSCA. Please log onto the NYSCA website and visit the Organization Home page to review the report(s) that are due, overdue or incomplete. All Final Reports must be submitted and approved prior to the application due date.

Ineligible Activities

New York State law and NYSCA policy restrict the types of activities and expenditures that NYSCA may fund. NYSCA is unable to award funding for the following:

- ❏ Accumulated deficits and debt reductions
- ❏ Activities not open to the public (for example: activities restricted to an organization's membership). **Funded activities must be open to the public and promoted as such.**
- ❏ Competitions and contests
- ❏ Expenses that are not specifically directed towards programs in New York State
- ❏ Entertainment costs for receptions, openings, and fundraising benefits/events
- ❏ Major expenditures for the establishment of a new organization
- ❏ Operating expenses and fellowships at professional training schools that are not open to the general public
- ❏ Operating expenses of privately owned facilities (such as homes and studios)
- ❏ Out-of-state travel expenses

- ❏ Programs of public school districts or their components or affiliates
- ❏ Programs that are essentially recreational, rehabilitative, or therapeutic
- ❏ Programs of New York State agencies or departments
- ❏ Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
- ❏ Programs of public colleges and universities except under limited circumstances. Entities with close public college or university affiliations will be examined on a case-by-case basis to determine eligibility. Such applicants are strongly advised to contact NYSCA program staff in advance of the application deadline to determine eligibility.

Grant Amounts

❏ NYSCA's overall funding is determined annually during the State's budgeting process and approved by the NYS Legislature. There is no assurance that the NYSCA's funding awards will remain the same over an annual or multi-year term. Previous grant funding from NYSCA does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels.

❏ NYSCA does not make grants in amounts less than $2,500, nor does it make grants that would constitute the sole source of financial support for an organization.

❏ NYSCA rarely funds more than 50% of a project's entire budget, and in the case of requests for general support, NYSCA rarely funds more than 25% of an organization's budget.

❏ Please review the applicable Program Guidelines for more information on average grant amounts.

Single-year and Multi-year Grants

NYSCA awards both single-year and multi-year grants.

❏ NYSCA awards multi-year grants when the panel, staff, and Council of NYSCA agree that a similar level of service or activity will be sustained by the applicant organization over successive years.

❏ Multi-year grants represent NYSCA's agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years.

❏ Annually, multi-year grantees must update the Organizational Information Profile, register for continued multi-year support, notify NYSCA staff of their programming, activities and any major institutional changes, and file annual final reports.

❏ NYSCA reserves the right to change its multi-year grant process during the multiyear period in its discretion and require different updates or updates through other methods.

Search NYSCA Grants

Find out more about current and past grants awarded by NYSCA by searching the grants database located on the NYSCA website at:
http://www.nysca.org/grant_app/org_search.cfm

NYSCA Programs Overview

NYSCA makes grants in the following funding areas:

- ❏ **Architecture & Design**: Includes the fields of architecture, landscape architecture, historic preservation, community centered design, fashion, graphic, industrial and interior design.
- ❏ **Arts Education**: Committed to nurturing the creativity of all New York's citizens, especially the learners and leaders of tomorrow.
- ❏ **Dance**: Supports quality programming and efforts to build audiences for the art form in the State.
- ❏ **Electronic Media & Film**: Advances artistic exploration and public engagement in the media arts.
- ❏ **Facilities Projects**: Supports Arts and cultural organizations that own or lease buildings and face myriad challenges in managing those structures.
- ❏ **Folk Arts**: Supports traditional cultural expressions through which a group maintains and passes on its shared way of life.
- ❏ **Individual Artists**: Supports the creation of new work by New York State artists through artist initiated projects in electronic media and film production, and the commissioning of new work by composers, choreographers and theatre artists.
- ❏ **Literature**: Supports a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public.
- ❏ **Museums**: Advances museums and related professional service organizations by offering support for arts and cultural activities, underscoring the importance of clear planning to foster stronger institutions and encouraging creative thinking to better engage the public.
- ❏ **Music**: Fosters the creation, production, and performance of musical events of outstanding professional quality by offering support for public performances by established and emerging professional music organizations representing a broad spectrum of musical expression.
- ❏ **Presenting**: Develops, nurtures, and strengthens presenters of live professional performing arts inclusive of works that explore multiple disciplines and arts forms, boundaries between art disciplines, and new forms of expression.
- ❏ **Special Arts Services**: Provides organizational and project support for professional arts activities that serve distinct cultural communities.
- ❏ **State and Local Partnerships**: Fosters the growth and development of arts and culture at the local level in all of the State's communities and regions.
- ❏ **Theatre**: Supports professional theatre companies with ongoing production and development programs, and service organizations.
- ❏ **Visual Arts**: Supports a wide range of contemporary art activity for the benefit of the public and the advancement of the field.

Click on the links above for the FY2020 Program Guidelines for each of the programs or visit http://www.arts.ny.gov/program-guidelines.

Funding Restrictions

Limitations on the Number of Applications

Organizations may make up to two grant requests each. Each ongoing multi-year grant counts as one of these requests. However, the following categories are exempt from the two request limit (in other words, requests in these categories do not count towards an organization's limit of two requests):

❏ Architecture + Design Program — Independent Projects category
❏ Dance Program — Rehearsal Space and Residencies categories
❏ Electronic Media & Film Program — Art & Technology Initiative (Workspace category)
❏ Facilities Projects 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
❏ State and Local Partnership Program — Decentralization category
❏ All Programs — Regrants and Partnerships category

Before starting an account in the NYSCA-CFA, Applicants should review the NYSCA Program Guidelines to determine what program and program category best suits their organization or project and review program-specific eligibility restrictions.

We encourage all nonprofit organizations to consider multiple programs and program categories to which the organization may be eligible to apply.

Organizations may need to contact program staff listed in the applicable Program Guidelines before submitting an application in some Program categories.

Funding Criteria

NYSCA, program staff, and panelists use three primary criteria outlined in statutory requirements to evaluate all grant applications. Every narrative question you will answer as part of your application is labeled based on which of the three funding criteria it addresses.

Service to the Public

As a public funder, NYSCA must ensure that its grants support a broad array of cultural activity that fully represents the diversity of the State and that the supported events are accessible to the broadest possible public in every region of the State. In addition, it must ensure that organizations comply with public safety and accessibility laws. Applicants will be evaluated based on the following criteria:

- ❏ **Promotion and Outreach:** an organization demonstrates that it makes significant efforts to reach a broad and diverse audience through marketing and public relations efforts.
- ❏ **Audience Development:** the organization offers thoughtful and well-designed educational and interpretive activities that help build audience appreciation and understanding of the organization and its work.
- ❏ **Audience/Visitor Participation:** the organization's commitment to its programs and activities as demonstrated through attendance data (relevant to the population of the community served) as well as customer satisfaction surveys (if available and appropriate).
- ❏ **Safety & Accessibility:** the activities and events that support is being sought for will take place in venues that are fully accessible to the public and comply with all safety and accessibility standards.
- ❏ **Diversity of Programming:** programming reflects significant efforts to reach a broad array of artists and audiences.
- ❏ **Community Service:** the organization brings value to its community through partnerships with local businesses and schools, free and low-cost events, and in other appropriate ways.

Artistic/Programmatic Excellence

NYSCA believes in artistic excellence without boundaries, and its evaluation process embraces the widest variety of cultural and artistic expression being offered to the public in a broad array of settings and contexts, including classrooms and community centers, parks, open spaces, and traditional venues. NYSCA considers four dimensions of artistic excellence when evaluating applications:

- ❏ **Idea:** the concept or artistic impetus behind the artistic work or services proposed.
- ❏ **Practice:** the effectiveness of the artistic work and the impact it has on those experiencing it, or in the case of services, the effectiveness of the services in practice and their impact on the community served.
- ❏ **Development:** the contribution the artistic work makes to the development of the artists involved, the art form, and the arts generally, or for services, the contribution the services make to the development of a vibrant arts and cultural community in the State.
- ❏ **Context:** the context in which the work or services are being presented and the appropriateness of the work or services in that context.

Funding Criteria

NYSCA, program staff, and panelists use three primary criteria outlined in statutory requirements to evaluate all grant applications. Every narrative question you will answer as part of your application is labeled based on which of the three funding criteria it addresses.

Managerial/Fiscal Competence

As part of the review process, NYSCA reviews submitted materials and publicly-available documents to ensure that funded organizations will be ethical and effective stewards of granted public funds. NYSCA considers three dimensions of managerial and fiscal competence when evaluating applicant organizations:

Governance: The organization should have a diverse board of directors or trustees that provides oversight for the organization, including by:
- ❏ Adopting enabling documents, including a mission statement that relates directly to the organization's activities and defines its core values, functions and purpose.
- ❏ Developing and overseeing the budget and board and executive performance.
- ❏ Maintaining accountability by upholding legal standards and ethical norms.
- ❏ Maintaining and enforcing a conflict of interest policy ensuring that transactions with related parties are reasonable and approved by independent persons in compliance with law.
- ❏ Monitoring and strengthening the organization's core programs and services.

Organizational Management: Organizational management will be assessed based on the extent to which the leaders of the organization comprehend their role and advance the mission. Responsible management includes:
- ❏ Existence of a qualified staff appropriate to the size and mission of the organization.
- ❏ Appropriate compensation of artists.
- ❏ Development and implementation, under the oversight of the board, of a strategic or annual plan to monitor financial conditions while fulfilling program activities.

Financial Management: The organization will be evaluated based on whether it provides adequate financial management, including developing and maintaining:
- ❏ Adequate financial resources for operating costs, cash reserve, short and long-term capital needs and endowment.
- ❏ A balanced and realistic operating budget which includes contingencies, contains realistic projections of revenues and expenses, and is overseen by the board; a deficit reduction plan for any accumulated deficits.
- ❏ Annual reports of financial condition and activities, prepared under the oversight of the board and in accordance with New York law.
- ❏ Internal financial processes, including handling of checks, expense reimbursement, cash disbursements, and payroll management, in order to prevent errors and misuse of funds.

In evaluating all of the criteria, NYSCA considers the following as the circumstances may require:
- ❏ **Educational Impact:** The nature and extent of the applicant's planned efforts to educate and orient the public about the proposed project or activities of an organization.
- ❏ **Geographic Location:** The scarcity or availability of comparable services or activities in the geographic region in which proposed services or activities will take place.
- ❏ **Funding Availability:** The nature and extent of the availability of other public and private funds to support comparable activities.

Fiscal Sponsor Instructions

What is a Fiscal Sponsor?

Individual Artists and unincorporated arts organizations are not eligible to apply directly to NYSCA but may still receive funding through our grant programs — including commissions through our Individual Artist Program — by applying through a Fiscal Sponsor. A Fiscal Sponsor is a non-profit organization incorporated or registered to do business in New York State that applies to NYSCA on behalf of individual artists, unincorporated arts organizations or groups, or non-profit arts organizations choosing not to apply directly themselves. The Fiscal Sponsor accepts the fiscal responsibility for a NYSCA-funded project, receiving and disbursing funds related to the grant, ensuring that the project is carried out as described and submitting the final report of grant activity. The fiscally-sponsored artist or group (the Sponsored Entity) completes the project activity (the Sponsored Request). Sponsored Requests are exempt from the two-request limit with respect to the Fiscal Sponsor.

Completing a Sponsored Request for new NYSCA support is a five-step process:

Step 1: The Fiscal Sponsor carefully reviews the Program Guidelines to confirm Sponsored Requests are accepted in the specific program category and to review requirements.

Step 2: The Fiscal Sponsor sends the Sponsored Request Form to the Sponsored Entity to complete and return. Download the Program-specific Sponsored Request Form by visiting the appropriate Program page here.

(Please Note for Steps 2, 3 and 4: For Architecture + Design Program - Independent Projects, there are required uploads on the Sponsored Request as set forth in the Guidelines but no actual Sponsored Request Form to complete.)

Step 3: The Sponsored Entity completes the Sponsored Request Form and/or other required support materials. This form is a fillable PDF. The Sponsored Request Form requires the following information:

- ❏ General Information on the Sponsored Entity
- ❏ Project Budget
- ❏ Narrative Application Questions

Step 4: The Sponsored Entity returns the completed Sponsored Request Form and/or required support materials to the Fiscal Sponsor well before NYSCA's application deadline.

Step 5: Fiscal Sponsor completes and submits one NYSCA-CFA for each sponsored request. See page 25 of this Manual for detailed information on how to complete the NYSCA-CFA application as a Fiscal Sponsor.

Prequalify in the Grants Gateway

All NYSCA applicants must be Prequalified to do business with New York State in the Grants Gateway at the application due date and time to be eligible for funding. Prequalification requires organizations to submit key documents online on the Grants Gateway into a Document Vault and answer questions about fiscal and managerial capacity and integrity.

RETURNING applicants must ensure that their Document Vault in the Grants Gateway is up to date and Prequalified. Returning applicants should update and submit the Document Vault for review according to the steps outlined here.

NEW applicants must create and submit a Document Vault in the Grants Gateway, according to the steps outlined here.

NYSCA recommends that applicants start the Grants Gateway process as soon as possible and aim to complete Prequalification well in advance of the application deadline. NYSCA and Grants Gateway cannot guarantee that any issues in a last minute submission can be resolved by the application deadline. **As a rule of thumb, NYSCA and Grants Gateway are not likely to review or revolve any issues by the application time and due date in any Document Vault submitted after 7 days before the application time and due date, i.e., after 4:00 pm on March 21, 2019.**

NYSCA and Grants Gateway both offer resources on how to register on the Grants Gateway and Prequalify:

- ❏ https://www.arts.ny.gov/application-guide/prequalify
- ❏ https://grantsmanagement.ny.gov/get-prequalified
- ❏ Video: Grants Gateway Registration
- ❏ Video: Document Vault Tutorial
- ❏ PDF: Grants Gateway Vendor User Guide
- ❏ PDF: Prequalification Resource Manual and User Guide

The Grants Gateway Team provides live help desk support for Grants Gateway users weekdays between 8:00 am and 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays between 4:00 pm and 8:00 am for account lockouts and basic questions at (800) 820-1890 or helpdesk@agatesoftware.com.

NYSCA's Prequalification Team assists Grants Gateway with the review of Vaults if an applicant has chosen NYSCA as its primary agency when registering with Grants Gateway. Applicants can contact the NYSCA Prequalification Team by emailing Help@arts.ny.gov. NYSCA encourages new applicants in particular to contact the NYSCA Prequalification Team with questions or a request for a brief informal phone introduction to the process.

Register

[Access the NYSCA-CFA](#), where you will apply. **You no longer need to register on the NYSCA website.** Click "Register" on the right-hand side of the page. On the registration page, enter an email address, organization name, and project name. If you are applying for General Operating Support, state "General Operating Support."

The next screen verifies registration for the project and provides a project-specific token or password. **Print out this page and/or save it for your records.** You will need the token to revise or update your application.

You will receive an email with instructions to activate your account and confirm registration.

Apply Through the NYSCA Consolidated Funding Application
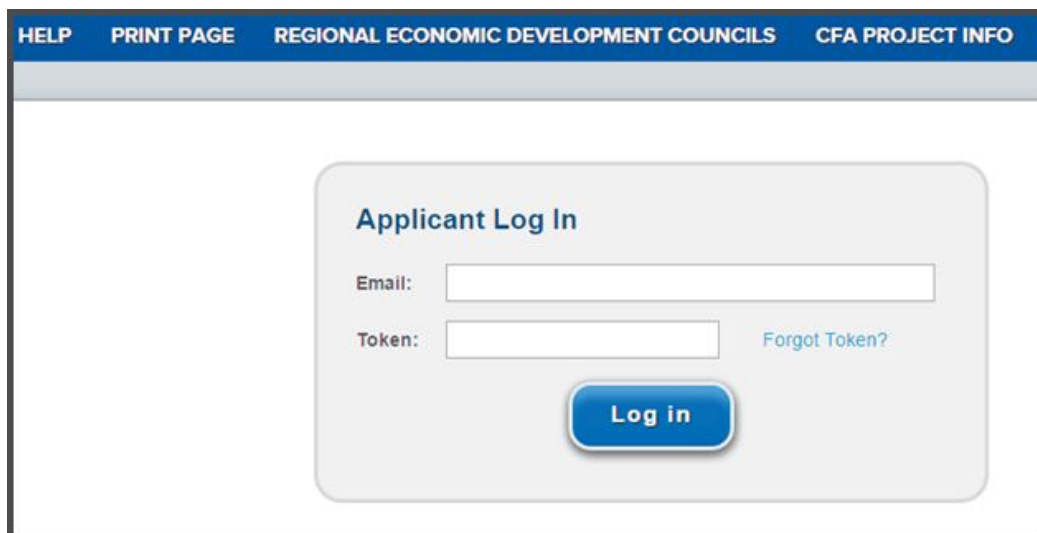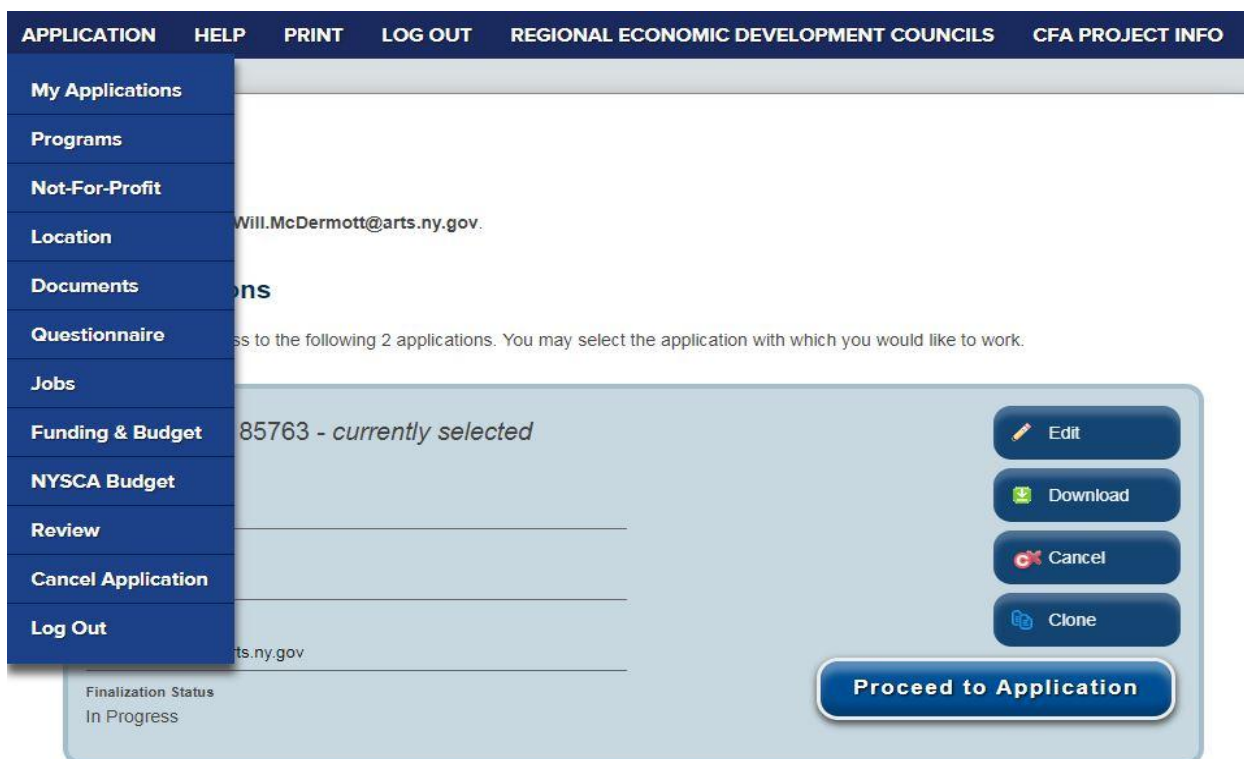
Starting Your Application

If you are submitting more than one funding request, you must start a new application for each request and obtain an application number for each request.

If you have previously registered for a NYSCA- CFA, you may login with your existing email address and token to start a new application(s). If you have more than one project, it is important to use the proper token number, so you don't start or revise the wrong application.

To start a new application with existing credentials, select MY APPLICATIONS under the APPLICATION link located towards the top left corner of the screen, then select START NEW APPLICATION at the bottom of the screen. You will need to submit a project name for each application.

Starting Your Application

Select by Program List

Click the button on the right side of your screen to Proceed to Program List. Do not use the Program Wizard.

Scroll down to select the NYSCA Program to which you will apply. All FY2020 opportunities in NYSCA's core 15 Programs will begin with "Council on the Arts — FY2020 — [Program Name] " and will have the deadline March 28, 2019. Click "ADD" to begin. If you see an error message, simply continue to scroll down to add a program — do not click Restart Program Selection.

Programs Tab: Threshold Questions

Click "answer threshold questions," which are required to continue with the application.

You must answer two Threshold Questions in the CFA to confirm that your organization is aware that it must be Prequalified in the Grants Gateway at the Application Deadline and has reviewed the relevant program guidelines and application materials.

When you are finished, click Save & Proceed With Application.
You will be returned to the screen showing Your Application's Programs.

Starting Your Application

Navigating through the Application

You have the ability to navigate forward and backward through the application using the navigator at the top of every screen. To go to a specific section of the application, hover over the corresponding menu tab. The topics associated with the section will appear. By selecting the blue box that corresponds to the topic of interest, you will be redirected to that section of the application. As you progress through the application, completed sections are indicated by a green check mark.

Scoring Tips

A "Scoring Tips" button may appear under certain questions. Selecting "Scoring Tips" will prompt detailed information to appear providing explanation or instructions relating to the

Programs Tab: Not-for-Profit Questions

You must answer whether you are a not-for-profit organization. Nonprofit organizations, units of municipal government and Native American tribes are all eligible for NYSCA funding.

If you are a not-for-profit organization, you must submit a Vault Identifier from the Grants Gateway. When NYSCA reviews the applications after the deadline, NYSCA will use the Vault Identifier to check with Grants Gateway that you are Prequalified as of the Application Deadline and therefore your application is eligible for review by NYSCA. The Vault Identifier is an 11-digit number in the following format: GDV-XXX-XXXXX.

Completing Your Application

Location Tab

Select the region on the map where your project is located. If your project is located within multiple locations, on the map, please select the region in which the majority of the project will take place. Answer the other basic location questions.

Click Save & Proceed with Application.

Documents Tab

Most programs will have category specific documents to upload. If applicable, select the category to which you are applying and a list of required and optional documents will appear. You must select the same category here and in the Questionnaire Tab.

Click **Choose File** to select a document in the format and size specified in the instructions. Then, click **Upload File** to add the file to your application.

Click Save & Proceed with Application.

Note: Uploaded files must be in **PDF, JPG or ZIP** format and cannot be larger than 10 MB (megabytes) in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *, %, #, ;, : in your document name as this will cause errors in the upload.

If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents in PDF or JPG format.

Note: The Literature, Presenting and State and Local Partnership programs contain categories that require or permit submission of hard-copy support materials. Applicants to those categories must read the Program Guidelines to determine which materials must or may be submitted in hard copy and in what formats.

Hard-copy support materials must be received in NYSCA's office no later than the application deadline. Hard-copy support materials will not be returned. Do not send the only copy of any material. Send to: Program Staff Name; NYSCA Support Materials; 300 Park Ave. South, 10th floor; NY, New York 10010

Completing Your Application

Questionnaire Tab:

Answer all required questions designated by a red circle. A grey circle will appear next to optional questions. The application will save your answers each time you tab or click out of a question box. The time the answer is saved is listed to the right of the answer box.

You will not be able to submit your application until you have completed all required questions.

The Questionnaire questions are generally included at the end of each of the Program Guidelines to allow you to review them before you begin your application in the NYSCA-CFA.

Most programs will have category specific questions. If applicable, select the category to which you are applying and a list of required and optional questions will appear. You must select the same category here and in the Documents Tab.

Q_8286 — ARTISTIC/PROGRAMMATIC — Project Overview: If this is an ongoing program, describe how the project builds on previous work. If this is a new initiative, describe how it relates to the organization's mission.

(This question is associated with your answer selection in question: Q_8249)

min value: 0 , max value: 2000

Completing Your Application

Questionnaire Tab: Project Budget

Three basic financial tables will appear.

Review the Project Budget Worksheet showing the required financial information and the Scoring Tips that will appear. Use this worksheet to prepare your data offline. Do not upload this Worksheet in the NYSCA-CFA. Program Guidelines also state ineligible expenses and other instructions.

Enter the information about the budget for your request.

Project Budget – **Income:** Two tables, one for earned income, and one for contributed income, funding the total project budget (including the NYSCA request). For each requested income item, insert the expected income dollar amount in the first column and insert text to explain the income source and if committed or pending in the second column.

Project Budget – **Expense:** One table listing expected project expense items. For each requested expense item, complete the columns below.

- ❏ **Budget for Proposed Project:** Insert the dollar amount for the relevant listed items of direct expense of your project.
- ❏ **Requested Amount from NYSCA:** Insert the dollar amount of that portion of the relevant listed expense that the applicant requests NYSCA to fund with the proposed grant. No request on a listed expense should exceed the project budget expense for that item. Reminder that the "personnel" items include payments to salaried employee/staff and "outside fees and services" items include payments to someone who is not employee staff. You don't need to request that NYSCA fund all budget items, one or more categories is sufficient.
- ❏ **Budget Notes (Max. 400 characters per line):** Insert detail about the Requested Amounts from NYSCA. Check Scoring Tips for examples.

Note: Total income (earned and contributed) plus total expense of the project should be equal unless your budget notes provide an explanation.

Completing Your Application

Funding Tab

Boxes will appear that require you to enter the requested funding amount and total project budget for your application. These items must be consistent with the project budget completed under the Questionnaire Tab.

NYSCA Tab

Boxes and questions will appear that require you to complete basic information about your organization including contact information, basic activity descriptions and tables for financial information. If you previously applied for NYSCA funding, please note that you no longer need to register and complete the org information on the NYSCA website. Complete all organization information under this Tab.

The NYSCA Tab questions are generally included at the end of each of the Program Guidelines as Standard Questions that all NYSCA applicants must answer.

NYSCA Tab: Organizational Budget

The financial information table asks you to insert dollar amounts of major income and expense items, as well as total liabilities and total assets, for your entire organization for the prior completed year, the most recently completed year and the current budget year.

Click here for a Organization Budget Worksheet showing each of the required budget items and the Scoring Tips that will appear. Use this worksheet to prepare your data offline. Do not upload this Worksheet in the NYSCA-CFA. Program Guidelines also state ineligible expenses and other instructions.

The historical information should be based on IRS 990 Annual Reports, if completed or, if not completed due to timing or exemption, Board-approved financial reports. Scoring Tips provides information on where to find the expense items in your IRS Form 990 Annual Report.

You must explain in the notes any period in which your total expenses exceeds total income (i.e., you had a deficit) and total liabilities exceed totaled total assets (i.e., you had negative net assets).

Completing Your Application

Certification

Verify your information by entering your name in the box.

Certification

Q_1038

Shared Question

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

max characters: 400

Completing Your Application

Fiscal Sponsor Instructions in the NYSCA-CFA

Each of the Program Guidelines specify which categories, if any, accept Sponsored Requests from groups and/or individual artists. Fiscal Sponsors must directly complete and submit the NYSCA-CFA for each Sponsored Request, including the following:

- ❏ All questions under the Location Tab regarding the Sponsored Request project location.
- ❏ All applicable required uploads under the Documents Tab for the chosen program category and the specific required uploads for Sponsored Requests as noted in the applicable Program Guidelines.

- ❏ Under the Questionnaire Tab:
    - ❏ For the Individual Artists Program: Answer all of the questions.
    - ❏ For all other categories:
        - ❏ Answer the standard program questions on Project Description/Objective/ Performance Measure/Capacity (Max 250 characters each) or other project specific questions with information on the Sponsored Request. Answer any other standard questions with information on the Fiscal Sponsor.
        - ❏ Choose the program category in the drop down and answer the category-specific questions that appear with a (0) zero or NA. NYSCA will evaluate the uploaded material for the answers to these questions.
        - ❏ Answer "yes" that the organization is a Fiscal Sponsor and complete the basic contact and other information fields with information on the Sponsored Request. (In Architecture + Design, Independent Projects and Literature, Literary Translation categories, these fields will automatically appear.)
        - ❏ Answer 0 (zero) in the Project Budget tables at the end. NYSCA will evaluate the uploaded material for the answers to these questions.
    - ❏ All questions under the Funding Tab (Total Project Budget and NYSCA Request dollar amounts).
    - ❏ All questions under the NYSCA Tab with the Fiscal Sponsor's information, not the Sponsored Request information.

Completing Your Application

Review

When you have completed all application questions, select the Save and Proceed button at the bottom of the screen. If you did not answer required questions, a red circle will display next to the questions section. You must go back and complete the required questions before you can finalize and submit your application.

To finalize and submit your application, click the blue button labeled "By Clicking here…." at the bottom of the screen. After you finalize and submit your application, it cannot be modified or amended by you automatically. If you would like to un-finalize you application to edit it, you must email CFA-Tech@ny.gov prior to the closing date Once your application is un-finalized, it will be marked as in progress as opposed to finalized. In order to be considered for FY2020, your application must be re-finalized by 4PM on March 28, 2019. **If the application is not re-finalized by 4PM on March 28, 2019, it will not be reviewed or considered for funding.**

After you submit your application, you will receive a thank you message as well as an e-mail message that acknowledges receipt of your application. You will still be able to login using your registered email address and token to review your finalized application, print, or start a new application for a new project.

Frequently Asked Questions About the NYSCA-CFA

Q: Can I register more than one NYSCA funding application on the same CFA profile and token?
A: Yes. You can create a new application that will be associated to an already registered profile. The email address and token you use to log in will remain the same and you will have the option to start a new application or you can start a new profile by registering a new email address.

Q: I have already applied for funding through the CFA (e.g., for capital funding through the REDCs) but not the NYSCA-CFA. Do I need a new profile and token? Can I clone from one of those applications?
A: You can use the same token if you prefer. You can't clone from REDC or prior capital CFA applications as cloning only works within the same program.

Q: Who should answer my questions?
A: The designated program staff contract for each NYSCA program can be found in the Program Guidelines. Technical (computer) questions can be answered by Cfa-tech@ny.gov. You can always contact Help@arts.ny.gov as well.

Q: When I applied to NYSCA previously, I had to register on the NYSCA website as well as fill out an application? Do I still need to do that?
A. No. You do not need to register on the NYSCA website to apply for FY2020 NYSCA funding. All registration questions from the NYSCA website are included in the NYSCA-CFA. NYSCA is pleased to streamline the application process this year.

Q: Do I need to Prequalify on Grants Gateway if I am not submitting an application in Grants Gateway?
A.Yes. All NYSCA applicants must be Prequalified in the Grants Gateway at the Application Deadline to be eligible for funding. See *Part 3: Prequalify* in this Application Manual for more information.

Q: Will there be a size limit for uploaded documents to the CFA process?
A: Yes. The files must be in PDF, JPG or ZIP format and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *,%,#,:,; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents in PDF or JPG format.

Q: How do I print or download a PDF of my application?
A: Select PRINT from the tab at the top of the CFA screen. You may print or download a PDF of the completed or in-progress application.

Application Review Process

> NYSCA uses a multi-step process involving program staff, peer review panels, a committee of Council members, and the full Council.

Staff Review

Once an organization submits a request, NYSCA's program and administrative staff verify applicant eligibility and review application materials according to the Council's primary criteria identified above and program- and category-specific guidelines. Staff may meet with representatives of the organization, visit facilities, and attend programs to become familiar with the organization and its work.

Peer Review Panels and the Rating System

After staff review, a peer panel convenes in each program category, with program staff present. The panel is composed of at least seven people and represents a diverse group of professionals from across the State. To see a list of recent panelists, visit your discipline's page on the NYSCA website.

Each member has relevant and specific expertise. NYSCA accepts nominations for panelists from the general public. To nominate an individual for panel service consideration, visit the panelist nomination page.

Staff review results are shared during panel meetings. The panel evaluates and rates each request on a scale from 1-9 according to NYSCA's three primary criteria:

- ❏ Artistic/Programmatic Excellence
- ❏ Managerial/Fiscal Competence
- ❏ Service/Outreach to the Public

Each request is individually rated by each panel member during a meeting. These ratings are then aggregated to one average score for each request. These ratings inform the funding recommendations made by NYSCA Program staff for consideration by the appropriate Council Committee.

Staff assigns recommended grant amounts to each request based on the ratings, panel discussion, and the budget allocation to the program. Staff also prepares panel comments that reflect the discussion at the panel meeting. These panel comments help Council Committee and Council members understand the major issues that surfaced during panel discussions. These panel comments are available to the applicants if requested, and become part of the applicant's funding history within NYSCA.

Application Review Process

Rating System Score Chart

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
9	Exceptional	Exceptionally strong (model and standard for field or discipline with essentially no weaknesses)
8	Outstanding	Extremely strong with negligible weaknesses
7	Excellent	Very strong with some minor weaknesses
6	Very Good	Strong with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
4	Satisfactory	Some strengths but with some moderate weaknesses
3	Fair	Some strengths but with at least one major weakness
2	Marginal	A few strengths and a few major weaknesses
1	Poor	Very few strengths and numerous major weaknesses

Minor Weakness: An easily addressable weakness that does not substantially lessen impact.

Moderate Weakness: A weakness that lessens impact.

Major Weakness: A weakness that severely limits impact.

Application Review Process

Council Committees

Funding recommendations, panel ratings and panel comments are presented to the appropriate Council Committee for review and discussion. The Council Committees make funding recommendations to the full Council. Council Committee meetings are open to the public and are webcast. These webcasts are archived and available to the public on the NYSCA website at www.arts.ny.gov.

There are two committees composed of Council Members: Visual, Performing and Literary Arts; and Multi-Disciplinary Arts. The Committees may agree or disagree with staff funding recommendations. In the event the Committee makes a funding recommendation that differs from the staff funding recommendations, a new recommendation is agreed upon and the updated recommendation is then presented to the full Council along with the rationale for the recommendation.

Council Committee action is subject to the same scrutiny as peer panel reviews in that a clear rationale must be articulated when adjustments are made, and all actions must be based upon how organizations' applications were evaluated based upon the three primary criteria.

The Council

Led by the Chair, the full Council reviews the funding recommendations of the Council Committees and votes to approve grants. The Council is the ultimate decision maker and retains the authority to agree or disagree with recommendations, and propose new recommendations. Upon Council approval of a grant, Cultural Service Contracts are issued to the organizations approved for funding. Council meetings are open to the public and are webcast. These webcasts are archived and available to the public on the NYSCA website at www.arts.ny.gov.

Contacting Panelists and Council Members

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting Panelists associated with and/or involved in the activities or affairs of the New York State Council on the Arts (NYSCA) in any way to obtain or share information regarding the NYSCA application review process. This includes all activity associated with NYSCA at its main office, including panel discussions, and all communication with NYSCA staff including, but not limited to exchanges via email, telephone, or online system.

All data, materials, knowledge and information generated through, originating from, or having to do with NYSCA or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. This also includes, but is not limited to, any information of, or relating to, panel discussion, applications, and funding recommendations.

All inquiries about panel results and proceedings must be communicated to the NYSCA staff directly.

Transparency

The Freedom of Information Law, N.Y. Public Officers Law §§ 84–90, grants the right of access to many public documents, including those of the Council on the Arts.

Pursuant to New York's Open Meetings Law, N.Y. Public Officers Law §§ 100–111, meetings of the Council on the Arts are open to the public and are announced in advance.

Grant Award Notice

All applicants are notified by e-mail of NYSCA's funding decision within 30 days of the Council's decision. This notification is sent to the e-mail address of the persons designated as the primary and secondary contacts on the application.

It is essential that the applicant specifies the correct name and e-mail of the person designated to receive official communications from NYSCA about the application. This information can be updated and checked at any time directly on the NYSCA website or by contacting Help@arts.ny.gov.

- ❏ **If your organization is awarded a grant**: Visit the "Managing Your Grant" page on the NYSCA website to find out more information: https://www.arts.ny.gov/manage-your-grant and https://www.arts.ny.gov/step-by-step-contract-guide. These pages include information regarding contracting requirements, reports, crediting NYSCA and Vendor Responsibility.
- ❏ **If your organization has been rejected**: You may appeal the Council's funding decision. Dissatisfaction with the denial of a grant or with the amount of the grant *is not a valid ground for appeal*.

One or more of the following are valid grounds for appeal:

1. *Non-presentation of information*: Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision.
2. *Misrepresentation of information*: Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision.
3. *Improper procedure***:** Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious.

For more information on the Appeals Process, click here.