

FY 2018 Sponsored Organization Information Form

- New York State Council on the Arts -

Music Program

Basic Organizational Information

For project support applicants only. Sponsored requests are not available for other funding categories

Organization Name _____

AKA _____

Federal Employer ID# _____

Year Founded _____

Web Site(URL) _____

Organization's Phone _____

Address1 _____

Address2 _____

City _____

State _____ Zip _____

Applicant County _____

Project Contact

Name

Title

Phone

Fax

Email Address

Organization Mission

(1000 character limit)

Organization Activities

(1000 character limit)

Activities: Give a brief summary of your organization's activities that provides a general overview of what you do as an organization. Please relate these activities to your mission statement in the previous question.

Organization Constituency

(1000 character limit)

Given your mission to the community you serve, how does your organization address diversity and inclusiveness?

What actions has your organization taken to make your facilities, programs, and/or communications systems accessible and usable by all?

Briefly describe your facilities, if any. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future.

Organization Facilities (if applicable)

Organization's facilities/real estate are: Owned Rented Donated Shared

If rented, date current lease expires?

Days/Hours/Season of Operation

Please indicate the number of each event your organizations hosts annually. Enter zero if your organization does not host a particular event:

Productions

Exhibitions

Classes

Tours

Films

Lectures

Performances

**FY2018 Sponsored Organization Budget Form
- New York State Council on the Arts -**

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
EARNED INCOME			
Admissions			
Contracted Services			
Tuition and Workshop Fees			
Fundraising Events			
Other Earned Revenue			
Total Earned Income			

CONTRIBUTED INCOME			
Corporate Support			
Foundation Support			
Private Support			
NEA Support			
Federal Support			
State Support (non-NYSCA)			
County Support			
Municipal Support			
Total Contributed Income			
Other Revenue			
TOTAL INCOME			

EXPENSES			
Personnel - Administrative			
Personnel - Artistic			
Personnel - Technical/Production			
Fringe Benefits			
Outside Artistic Fees and Services			
Other Outside Fees and Services			
Regrants			
Space			
Travel			
Marketing/Advertising			
Remaining Operating Expenses			
TOTAL EXPENSES			

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
Surplus (Deficit) Before NYSCA			
NYSCA Grants Received/Requested			
Surplus (Deficit) After NYSCA			

IN-KIND CONTRIBUTIONS			
In-Kind Contributions			

ORGANIZATION ASSETS			
Savings / Checking Accounts			
Endowment Funds			
Capital Property / Real Estate			

**FY2018 Sponsored Project Budget Form
- New York State Council on the Arts -**

	Project Budget
EARNED INCOME	
Admissions	
Contracted Services	
Tuition and Workshop Fees	
Fundraising Events	
Other Earned Revenue	
Total Earned Income	

CONTRIBUTED INCOME	
Corporate Support	
Foundation Support	
Private Support	
NEA Support	
Federal Support	
State Support (non-NYSCA)	
County Support	
Municipal Support	
Total Contributed Income	
Other Revenue	
TOTAL INCOME	

EXPENSES	
Personnel - Administrative	
Personnel - Artistic	
Personnel - Technical/Production	
Fringe Benefits	
Outside Artistic Fees and Services	
Other Outside Fees and Services	
Regrants	
Space	
Travel	
Marketing/Advertising	
Remaining Operating Expenses	
TOTAL EXPENSES	

Surplus (Deficit) Before NYSCA	
NYSCA Grants Received/Requested	
Surplus (Deficit) After NYSCA	

Budget Notes
(2000 character limit)

Sponsored Request Form

Music - Project Support

Answer all questions below on this form, including the Organization Profile, Organization Budget, and Project Budget and return to your Fiscal Sponsor along with your support materials. A completed Sponsored Request Form is required from all sponsored organizations and individuals. In the event that an applicant fails to submit the completed Sponsored Request Form, the application will not be eligible for review. Please review the [program guidelines](#) carefully for program prerequisites and eligibility requirements.

(2000 character limit per question)

Project Support Questions:

Project Title	<input type="text"/>
Project ID	<input type="text"/>

Artistic/Programmatic

1. Program Overview

Describe the program(s) planned for the proposed year. How will they help the organization realize its artistic and cultural vision? Specifically, identify the concert venues, dates, and intended programming for upcoming performances. Only indicate programming occurring in New York State.

2. Challenges and Developments

Describe recent significant changes or developments in the season's programs. If the project was previously supported by the Music Program, note any changes that occurred over the last season. Indicate planned changes in programs and repertoire including the performance of works of composers not previously presented.

Managerial/Fiscal

3. Artist Fees

What are the fees paid to musicians, guest artists, and any related concert personnel for rehearsals and performances?

4. Project Personnel

Who is responsible for selection of your organization's repertoire and guest artists? Please provide a brief summary of their background.

5. Finances

Describe plans for meeting project expenses, including new fundraising activities. How would the scope of the project change if the full request for NYSCA funding is not received? Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, outside artists' fees, marketing, and remaining operating expenses. The project budget must only include activities occurring in New York State.

6. Organizational Development

Describe the role of the board and staff in the development and ongoing assessment of programs and services. Summarize any long-range plan the organization may have.

Service to the Public

7. Audience/Marketing

Describe the organization's marketing plan, including efforts aimed at reaching new audiences.

8. Education and Interpretation

Describe how the content and theme of your concert or festival program will be interpreted for the audience, such as through lecture/demonstrations, lectures, program booklets, talk backs and activities for families and children.

Community Context

Are there other organizations providing similar musical performances in the surrounding community? Describe any partnerships or collaborations with community and cultural organizations.

Project Support/Support Materials:

Please send the required support materials below to your Fiscal Sponsors.

Acceptable file types: 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, 2017. 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. *Recordings, in audio or video, of one or more recent (i.e. within the last year or two) performances which should include a variety of works.* Opera companies are required to submit at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
2. Relevant printed material (e.g. seasonal brochure, flyer, press kit), and one or two concert programs. We do not use reviews from newspapers or other media coverage in our deliberations, although you are welcome to send one copy of such coverage or any other printed materials for internal review. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
3. A listing of events that occurred in New York State during the past year, and that are planned for the coming year, including artists, venues and actual or projected attendance. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.
4. Website, Facebook, Twitter, Youtube, and other references. Upload to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.