Support for Regrants and Services
FY2025
NYSCA Support for Regrants and Services

Application to this opportunity is by invitation only.

INTRODUCTION

To provide more opportunities for artists and arts organizations, NYSCA works with non-profit organizations to administer targeted funding not directly offered within NYSCA Support for Organizations. Applicants are invited based on an identified, unmet need, as well as their service capacity.

Regrants and Services cover a range of services, from the administration of regrant and technical assistance funds to grants for targeted support with a focus on creativity and public engagement.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of the overall program costs. Organizations receiving support for Regrants and Services are required to report on the distribution of funds, including a description of the demographics of the recipients.

There are two opportunities within these guidelines: Regrants and Services and Statewide Community Regrants.

Applications will be evaluated according to the following three criteria: Creativity, Public Service, and Managerial & Financial.

For questions, please contact Program Staff in the discipline area most aligned with the Regrant Program. View contact information here: https://arts.ny.gov/contact.

Prerequisites

- A primary focus, mission, ongoing activities and/or services in the area in which the organization is seeking a NYSCA Regrant or Service Program
- A demonstrated willingness to reach beyond their current membership in providing services or regrant awards
- Substantial commitment to arts and culture with a prior record of accomplishment in producing or presenting cultural activities or services
- Demonstrated 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
- Employed full time staff of one or more qualified, salaried executive personnel
- A viable, committed board of directors that exercises oversight and accountability for governance, operations, programming, and finances

- A demonstrated consistent policy of fair payment to consultants, organizations, and artists
NYSCA MISSION AND VALUES

Mission
To foster and advance the full breadth of New York State’s arts, culture, and creativity for all.

NYSCA Values:

- The vast diversity of New York State communities.
- Equitable engagement with the arts for people of all ages and inclusive of all backgrounds.
- Access to the full breadth of arts and culture.
- The vital role that arts and culture play in the health of the economy and people.
- The constant evolution of artmaking and creative practice.
- Creativity as a community asset.

Commitment to Underrepresented Communities
NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA communities; neurodiverse communities; underserved older adults; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.
INELIGIBLE ACTIVITIES AND COSTS

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:

- Costs that are funded by another government or private grant or loan source, including but not limited to the Payroll Protection Plan (PPP) loans and Shuttered Venue Operators Grant (SVOG) programs from the Federal Small Business Administration (SBA)
- 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. “By Appointment Only” does not fulfill this requirement.
- Competitions and contests
- Components of an organization’s budget that are not directed towards programs in New York State
- Entertainment costs (including food, catering and refreshments) for programs, receptions, openings, and fundraising benefits/events
- Major expenditures for the establishment of a new organization
- Costs of lobbying activity
- Operating expenses and fellowships at professional training schools that are not open to the general public
- Administrative overhead or fees charged by an affiliated institution or university
- 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
- 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. Please review and complete this form and submit before the application deadline to Megan White, Deputy Director of Programs
BEFORE YOU APPLY

Review the FY2025 NYSCA Application Manual (pdf):

1. Review NYSCA’s general requirements
2. Become Submit a prequalification application in the New York Statewide Financial System (SFS) online portal

An organization must be “Prequalified” before the opportunity deadline to be eligible for funding. **Prequalification EXPIRES ANNUALLY** and new documents must be uploaded each year.

**NEW THIS YEAR**: Applicants must submit Prequalification applications in the New York Statewide Financial System (SFS) online portal. **Returning NYSCA applicants** that were previously Prequalified in Grants Gateway prior to January 2024 need to verify their Prequalification Status and Expiration Date in SFS.

**Returning NYSCA Applicants:**
- Log into SFS and **verify your organization’s grant profile information**, including your organization’s address, contact information, and Charities Registration No., are entered correctly
- Assign User Roles (if not already assigned)
- Submit a Prequalification Application in SFS if your organization’s prequalification will expire before the NYSCA opportunity deadline

**New NYSCA Applicants:**
- Register for SFS: Obtain a login
- Verify and add missing information to **your organization’s grant profile information**, including your organization’s address, contact information, and Charities Registration No.
- Assign User Roles
- Submit a Prequalification Application in SFS

Please consult the SFS Reference Guide for help adding user roles.

For help logging into SFS, adding user roles, or locating your organization’s SFS Vendor ID, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (855) 233-8363.

For additional assistance with the Prequalification process, email prequal@arts.ny.gov.

**Please note**, NYSCA and the Statewide Financial System are not likely to resolve any issues with a prequalification application less than 7 days before an application deadline.

*The FY2025 NYSCA Application Portal for this opportunity will open online on 6/5/24.*
REGISTRATION QUESTIONS

This information will automatically appear on your NYSCA application.

- Organization Name
- DBA/AKA
- EIN Number
- Phone
- Primary Contact
- Address
- County
- Website
- SFS Vendor ID Number
- Organization Type
- Mission Statement
- Social Media
- Executive Director
- Executive Director Email Address
- Facilities
- Hours: When open to the public
- Organization Unique Entity ID Number (UEI)
- Other Social Media
- Contact Information
NYSCA wants you to share how you see your organization. Please select from the following dropdown menu the choice that best defines your non-profit’s work. To see the main discipline areas at NYSCA, please see https://arts.ny.gov/funding-areas.

**Drop Down: Organization Type**

Arts Council
Arts Education Provider
Community Center
Community Music School
Dance Company
Design Arts Organizations
Folk and Traditional Art
Literary Organization
Media Arts Organization
Multi-Arts Center
Museum
Music Ensemble
Presenting Organization
Service Organization
Theater Company
Visual Arts
Other _____
PANEL SELECTION

Applications are reviewed and scored by an Advisory Panel. These panels are made up of professionals from across the state whose expertise spans a range of artistic practices as well as many facets of non-profit management. Please select which panel you would prefer to evaluate your proposal (More information, including panel descriptions, is available here):

- Arts Education Panel
- Electronic Media and Film Panel
- Dance Panel
- Design Arts
- Folk Arts Panel
- Literature Panel
- Museum Panel
- Multidisciplinary Panel
- Music Panel
- Presenting Panel
- State & Local Services
- Theater Panel
- Visual Arts Panel
REGRANTS AND SERVICES QUESTIONS

Application to this category is by invitation only.

Attendance

- Number of people served (audience/visitors/participants) data:
  - In-person attendance – your fiscal years 2022, 2023
  - Virtual – your fiscal years 2022, 2023
- Attendance notes [text box]: please provide any additional notes that would help us to understand or break down your attendance figures, e.g., “10,000 in person attendance means 1,000 workshop students and 9,000 performance attendees” or “5,000 virtual attendance means 4,000 in publication sales and 1,000 participants in virtual reading.”

Please respond to the following. Please provide answers separately, with headers for each criterion, combined into one essay. Remember: we should be able to understand how your work connects to NYSCA’s mission and values within your description.

CREATIVITY (up to 5,000 characters)

- Describe the program, its priorities, goals, and the constituents served.
- Discuss how this program relates to your organization's mission, goals, and programming.
- For ongoing regrant program, describe the average number of requests received for each of the past two years. If relevant, include the average request amount, grant amount, and the geographical reach. For a new program please state the anticipated number of requests, and the geographical reach.

PUBLIC SERVICE (up to 5,000 characters)

- Describe the strategies for outreach and marketing to ensure diverse, equitable and inclusive opportunities for both new constituents and those not currently served.
- If this program request includes a regrant component, please describe the application and selection process, noting what is required of applicants, restrictions, and if applicable, the panel review, composition of the panel and the review process.
- Explain how the impact of this program will be evaluated and assessed.

MANAGERIAL & FINANCIAL (up to 5,000 characters)

- Detail who is responsible for the administration and implementation of this opportunity. Describe their role, duties, and how this work is managed in relation to other responsibilities. Identify if this is a full time, part-time or consultant position. Include a brief biographical statement for each individual detailing their relevant experience.
• Outline the work plan and schedule for the FY2025 Regrants and Services activity cycle.
• Tell us about the Board’s role in this initiative.

TOTAL OPERATING EXPENSES

What are your Total Operating Expenses for your organization’s Fiscal Year Ending in 2023? [$   ]

Please use a number that is consistent with your uploaded financial documents. This number should reflect a 12-month period and may be a projected budget. It should exclude expenses for capital projects and depreciation. NYSCA will use this number as well as your budgets and publicly available financial information to assess your relative organizational size for review process and funding priority.

SUPPORTING MATERIALS

1. For existing programs, please upload a list of the most recent beneficiaries and/or recipients of your regrant program over the past year, including cost and type of grant or service provided for each as applicable.
2. Resumes or biographical statements of project staff/consultants, maximum of 1 page each
3. Program project budget for FY2025 (There is no required template)
4. Board-approved working budgets for your current fiscal year and last fiscal year (There is no required template, but your budget should show operational income and expenses as well as assets/liabilities and have descriptive notes on each line.)

PROPOSED USE OF NYSCA FUNDS

Should your request be funded, tell us how the award will be allocated by percentage. You may select one or more categories below. The panel will review this information briefly as part of the Managerial & Financial criteria. This information will also be used to complete contracts for funded requests.

Fill out the table below so that the numbers add up to 100%. Please remember:

• If you select Salary, you must enter the following in the notes section. You may include up to 3 positions:
  o Exact title of each position for which you plan to use funds
  o Each position’s annual salary in whole dollars
  o Each position’s work hours per week
  o The total months per year for each position

Example: Artistic Director, $51,234 salary, 37.5 hours/week, 12 month/year

• NYSCA cannot fund out-of-state travel or entertainment costs. For a full list of ineligible costs, please see Page 5 of these guidelines.
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STATEWIDE COMMUNITY REGRANTS

**Application to this opportunity is by invitation only.**

The **NYSCA Statewide Community Regrants** (formerly the Decentralization Program) fosters the continuing development of arts and cultural resources in response to the needs of local communities across all regions of New York State. Statewide Community Regrants (SCR) invest NYSCA funds to serve all communities and people who comprise New York State’s citizens and visitors. NYSCA strongly supports, values, and encourages the sustained and concerted efforts of non-profit art and culture organizations to be inclusive and have its workforce, artists, and programmatic offerings reflect New York State's diversity of people, geography, and artistic interests.

**The Basic Principals of SCR**

- **Local Decision-Making**: A peer panel review process forms the core of local decision making.
- **Technical/Developmental Assistance**: SCR sites actively assist individual artists and arts groups in their efforts to gain tools they need to improve their ability to serve their community.
- **Outreach**: SCR is for everyone. SCR sites are expected to build strong outreach efforts that make program resources evident and available throughout the service area.

Statewide Community Regrant sites are a network of non-profit organizations that serve local and regional cultural organizations and artists through three categories of support: **Community Arts** (required), **Arts Education** (optional) and **Individual Artists** (optional). In addition to administering SCR Regrants, SCR sites provide technical and organizational development assistance essential to successful community cultural development. SCR site administration is governed by a set of procedures outlined in the **SCR Manual** issued by NYSCA and available at every SCR site.

**Program Goals**

The SCR program provides project support to a wide range of professional, vocational, and educational arts and culture organizations through three categories of support: **Community Arts**, **Arts Education**, and **Individual Artists**.

- **Community Arts** grants constitute the majority of SCR regrant activity. These regrants provide support for arts and cultural projects to community-based organizations, groups, collectives, or artists. SCR support enables emerging artists and organizations to grow professionally and enhance the cultural vibrancy of communities and neighborhoods where they live and operate. Community Arts Regrants are capped at $5000.

- **Arts Education** (AE) grants support local cultural organizations and/or teaching artists in providing meaningful arts education for PK-12 public school students and senior adults. AE funds serve to bring teaching artists and their classroom skills into dedicated learning environments for all ages. The **Arts Education** category offers two funding strands: **PK-12 In-School Projects** and **After-School and Community-Based Learning**. Funds can
support sequential arts education projects that take place in-school during the school day and/or after-school and community-based settings for youth and/or senior learners. A maximum of up to 25% of the total SCR budget may be allocated to the Arts Education category. Arts Education regrants are capped at $5000.

- **Individual Artists** (IA) grants support individual professional artists for the creation of a new work in a community setting. This opportunity represents a “live & work” investment in local artists. SCR sites administering this regrant opportunity must be prepared and willing to work with artists to help facilitate the execution, promotion, and community engagement component of the project. A maximum of up to 25% of the total SCR budget may be allocated to the Individual Artist category. Individual Artists regrants are capped at $2500.

**Prerequisites**

SCR applicant organizations must meet the following minimum criteria:

- The organization sustains an evident and substantial commitment to arts and culture with a prior record of accomplishment in producing, presenting, or providing cultural activities and/or services across arts disciplines.
- The organization must have sufficient organizational resources to provide professional outreach, and technical and developmental services.
- The organization must employ a full-time paid Executive Director and must employ a qualified staff person designated "SCR Coordinator".
- The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls.
- The organization must maintain a designated bank account restricted to SCR regrant funds.
- The organization must have a viable board of directors, with officers, that exercises oversight and accountability for governance, operations, programming, and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- The organization must maintain an SCR Work Plan that is revised annually. The Work Plan serves as a set of policy recommendations, goals, and action steps for overall cultural development within the SCR service area and is inclusive of outreach and development strategies. It is an action plan that is revised annually and identifies the areas of focus and goals for the coming SCR year. The Work Plan is evaluated on:
  - The scope of efforts to identify, reach and serve the full diversity of constituents in the SCR service area.
The effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.

- The quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.

- The quality and consistency of efforts to provide year-round technical and developmental assistance to community-based organizations and local artists.

- The extent of the organization’s commitment to provide adequate resources (beyond NYSCA) to operate an effective SCR Program.

In addition, grantees are required to:

- Maintain a current Local Procedures Manual describing the operational details of the local SCR program.

- Adhere to statewide program guidelines as outlined in the SCR Manual.

- Present an annual Regrant Awards Ceremony that is free and open to the public.

**Statewide Community Regrants Site Administration**

NYSCA provides *Statewide Community Regrants* site administration funds. These funds cannot exceed 30% of the total award. The SCR site administration portion of the request details expenses incurred in administering the local SCR program, primarily salaries, as shown on the budget form. NYSCA recognizes that this administrative support generally does not meet the full administrative expenses of the regrant program.

**NARRATIVE QUESTIONS**

Please respond to the following. Remember: we should be able to understand how your work connects to NYSCA’s mission and values within your description.

**CREATIVITY** (up to 5,000 characters)

- Describe your local Statewide Community Regrants program. List the county or counties served, the funding categories offered, and number of applications received, number funded, and range of award amounts.

- Outline of the goals of the program based on your SCR Work Plan. Tell us your process for evaluating and developing the annual Work Plan. Provide an overview of the needs and challenges as identified in your SCR Work Plan, along with the strategies for meeting those challenges through your program.

**PUBLIC SERVICE** (up to 5,000 characters)

- Describe your service area and detail how your organization identifies underserved communities, arts groups, and artists and the outreach efforts made to expand your engagement with those communities. This may involve partnerships with other organizations or work you are doing separately.

- Briefly describe other arts funding opportunities available within your service area.

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• List the number and locations of application seminars for the past year, whether virtual or live, and proposed for the subsequent SCR cycle.
• Describe your panelist selection process and panel meeting procedures. How does your process ensure regional representation?
• Outline your technical assistance program including a list of the development seminars/workshops offered to local arts groups and artists. Describe the role of SCR staff and outside consultants in providing technical services.

MANAGERIAL & FINANCIAL (up to 5,000 characters)
• Describe your organization and the Board’s role in supporting the SCR program. Detail any additional resources that supplement NYSCA funds.
• Describe the duties of the SCR Coordinator and outline their role in the organization along with the coordinator’s hours, rate of pay, and any other duties or job functions within in the organization. Detail any recent significant changes in key staff positions.

TOTAL OPERATING EXPENSES
What are your Total Operating Expenses for your organization’s Fiscal Year Ending in 2023? [$      ]

Please use a number that is consistent with your uploaded financial documents. This number should reflect a 12-month period and may be a projected budget. It should exclude expenses for capital projects and depreciation. NYSCA will use this number as well as your budgets and publicly available financial information to assess your relative organizational size for review process and funding priority.

SUPPORTING MATERIALS
1. Résumés or biographical statements of the SCR Coordinator
2. 2025 SCR Work Plan
3. Copies of regrant application materials, application forms and guidelines for previous or upcoming year
4. SCR project budget for FY2025 (There is no required template.)
5. Board-approved working budgets for your current fiscal year and last fiscal year (There is no required template, but your budget should show operational income and expenses as well as assets/liabilities and have descriptive notes on each line.)
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**COVER CREDITS**

Row 1: Caramoor summer concert, 2023. Photo courtesy of Caramoor Center for Music and the Arts, Gabe Palacio.

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NEW YORK STATE COUNCIL ON THE ARTS
FY2025 APPLICATION MANUAL

Welcome to the FY2025 Application Manual for the FY2025 funding opportunities for the New York State Council on the Arts (NYSCA). We hope you will find this manual helpful.

This manual will supplement the information provided in each of the above FY2025 Funding Opportunity Guidelines. You can review our guidelines here at this link.

Webinars and office hours for these opportunities will be listed on our website here.

This document contains the following sections:
Key Dates
Who to Contact with Questions
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Key Dates

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Award Announcements: ETA by December 2024 (other than Capital Projects Fund: ETA Spring 2025)

Who to Contact with Questions

For questions, please contact Program Staff in the discipline area most aligned with your request. View contact information here: https://arts.ny.gov/contact. We recommend you submit your questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)
For technical questions on applying, contact help@arts.ny.gov.
Attending information sessions and contacting NYSCA staff is optional. It has no bearing on the review of an application.

For questions on Prequalification in the New York Statewide Financial System, see the “Register and Prequalify in the Statewide Financial System (SFS)” section below.

Q&A Period

NYSCA will post answers to key pertinent questions as received at the following URL up until two weeks before the applicable application deadline. The FAQ document will specify the date of the last revision at the top of the relevant question and will be posted here at: https://arts.ny.gov/FAQforApplicants.

Grant Amounts

NYSCA’s overall funding is determined annually during the New York State's budgeting process and approved by the New York State Legislature. 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. Multi-year grants are subject to adjustment by NYSCA each year.

Review the applicable FY2025 Funding Opportunity Guidelines for more information on specific award level ranges. For example, all Support for Artists grants are expected to be $10,000. Actual award amounts could vary depending on the volume and nature of applications received. Review FY2025 Funding Opportunities here.

Grant Eligibility Requirements

To be eligible you must:

- Be Registered and Prequalified in the New York Statewide Financial System at the application deadline. (See the “Register and Prequalify in the Statewide Financial System (SFS)” section below for instructions.)
- Be a non-profit organization either incorporated in or registered with New York State to do business in NYS with a principal location in New York State and recognized as tax-exempt under the Internal Revenue Code Section as a 501(c)3 or a State- or Federally-recognized Native American nation, or a unit of local or federal government within New York State.
- Have your principal place of business located in New York State.
- NOT be a Limited Liability Corporation (LLC).
- Meet any other eligibility requirements set forth in the applicable FY2025 Funding Opportunity Guidelines.

Note: Individuals and unincorporated groups may not apply, but an eligible non-profit organization, known as a fiscal sponsor, may apply on his/her/their behalf in some opportunities. (See the Fiscal Sponsorships section below for more information.)

Grant Period and Multi-Year Grant Awards

We will generally award FY2025 grants for activity that takes place between January 1, 2025 and December 31, 2025. Exceptions are set forth in the applicable FY2025 Funding Opportunity Guidelines. 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 conditional on NYSCA’s budget appropriation and the applicable contract execution for each successive year. NYSCA reserves the right to change its multi-year grant process during the multi-year period at its discretion, subject to NYSCA's budget appropriations for the relevant year.
If you have a previously-awarded multi-year grant for FY2025:

You do not need to re-apply to receive the FY2025 grant period award. NYSCA will send acceptance and contracting instructions in June 2024.

You must be Prequalified in the Statewide Financial System (SFS) at the time of payment of a multi-year grant.

Prequalification Applications in modification, review or open status are not considered Prequalified. Units of government and Native nations are exempt from the Prequalification requirement.

You must submit any outstanding, overdue NYSCA final reports.

To be eligible for a new FY2025 Support for Organizations grant, you must decline your previously-awarded General Support, Support for Organizations and/or Project Support grant(s) for the FY2025 grant period before the application deadline for FY2025 Support for Organizations. If you have a previously-awarded General Support, Support for Organizations and/or Project Support grant for FY2025, but prefer to decline those in order to apply for FY2025 NYSCA Support for Organizations, please do the following:

Submit a written notification to the appropriate NYSCA Program staff by the FY2025 application deadline and follow any additional NYSCA instructions issued in June 2024.

Past funding is no guarantee of future funding.

If you do not decline the previously-awarded Support for Organizations and/or Project Support grant(s) by the application deadline, you will not be eligible to submit a new FY2025 Support for Organizations application, and your application for FY2025 Support for Organizations will not be reviewed.

Click here to review the other eligibility requirements in the FY2025 NYSCA Support for Organizations Guidelines, which is available at arts.ny.gov.

The Project Support categories subject to the above guidance are:

- Book & Literary Magazine Publication
- Community Music Schools
- Exhibitions & Installations
- Instruction & Training
- Organizational Capacity Building
- Professional Performances
- Project Support
- Project Support - Community-Based Learning
- Project Support - Pre-K-12 In-School Programs
- Project Support - Presentation
- Public Programs
- Services to the Field
- Workspace Facilities

Having an ongoing multi-year grant or being awarded an FY2025 grant does not disqualify an organization from applying for Capital support.
Register and Prequalify in the New York Statewide Financial System (SFS)

NOTE: As of January 2024, Grants Gateway was retired from service. All prequalification and grant making activities previously conducted in Grants Gateway have moved to the New York Statewide Financial System (SFS).

An organization must be “Prequalified” in the New York Statewide Financial System (SFS) online portal at 4 PM on the FY25 application deadline, July 17, 2024, to be eligible for funding.

Information on Prequalification can be found here.

New Applicants:

Getting Prequalified is a two-step process.

Step 1: Register in the New York Statewide Financial System (SFS): Obtain a Login

Follow the instructions on the New York State Grants Management Website at: https://grantsmanagement.ny.gov/register-your-organization where you can find the registration form, instructions, and related documents.

Step 2: Submit a Prequalification Application

Only accounts assigned the Prequalification Processor role in SFS will be able to navigate to the Tiles described below and submit an application. If these functionalities are not available when you log in, please follow the steps below and contact the SFS Help Desk if you require further assistance.

Log onto the SFS Vendor Portal

1. Navigate to the Prequalification Application by clicking the Grants Management Tile then the Prequalification Application Tile.
   - If these tiles are not available to you, please have the Delegated Administrator add user access for your account in SFS by completing a-c below:
     - Navigate to: View Your Information > Maintain Users
     - Select a user and click ‘Add a User Role’
     - Click the checkbox(es) associated with the applicable role(s) for the user:
       - Prequalification Processor: to apply and review existing prequalification applications
       - Grants Contract Approver: to review, approve, and sign grant contracts
   2. On the Welcome Page, select the applicable option under Select an Activity Below to Initiate, Collaborate or Update a Prequalification Application and click the Next button.
   3. Enter ART01 in the State Agency field.
   4. Complete questions shown about your policies and practices and upload key documents including IRS determination letters, audits, board information, leadership resumes, and more.

Find basic instructions and checklists here: https://grantsmanagement.ny.gov/get-prequalified. For detailed instructions, please refer to pages 20-56 of the SFS Handbook: Grantee Processing in SFS. For technical help with SFS including log in credentials, please contact the SFS Help Desk at helpdesk@sfs.ny.gov. For help with prequalification, please contact prequal@arts.ny.gov.
Returning Applicants:

Prequalification has moved to the New York Statewide Financial System (SFS). Please log onto the SFS Vendor Portal to check on your prequalification status and key expiration dates.

Your prequalification expires annually. You are required to update your application and upload new documents to maintain prequalified status through the application deadline in order for your application to be considered.

Before initiating your grant application for the new grant cycle, log onto SFS to check your prequalification status/expiration date and update your prequalification application to submit your latest filings as required. To view your prequalification status in the SFS Vendor Portal, begin by logging in to the SFS Vendor Portal. From the SFS Vendor Portal homepage, select the View Your Information tile, followed by the View Grants Information tile. An alternative way to navigate to the View Grants Information page is to select the Grants Management - State tile, followed by the Maintain Your Information tile, and finally the View Grants Information tile.

Prequalification Applications in ‘modification,’ ‘review’ or ‘open’ status are not considered Prequalified.

You must have access to Grants Management functionalities in order to upload and save documents and submit your Prequalification Application for review. For instructions on how to submit a Prequalification Application, please see Step 2: Submit a Prequalification Application above. Be sure the Prequalification Processor is available to submit; NYSCA cannot submit Prequalification Applications on your behalf.

NYSCA and the Statewide Financial System are not likely to resolve any issues by the application deadline in any Prequalification Application submitted less than 7 days before an application deadline.

If you do not know your SFS Vendor ID, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (855) 233-8363. Please note: You do not submit any FY2025 grant applications in SFS.

Contacts and Resources:

Email the NYSCA Prequalification Team at prequal@arts.ny.gov. NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The SFS Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 457-7717 or (855) 233-8363 (toll free), helpdesk@sfs.ny.gov, or through the SFS Support Tile in the SFS Vendor Portal.

Fiscal Sponsorships

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 semi-autonomous arts organizations housed within a larger institution who cannot directly apply themselves. A fiscal sponsor can also be a State- or Federally-recognized Native nation or a unit of local or federal government. Entities that are LLCs or for-profit corporations, as well as entities that have 501(c)(3) status that would allow them to apply directly are ineligible to be fiscally sponsored.

Individual Artists and unincorporated arts organizations or are not eligible to apply directly to NYSCA. However, unincorporated arts organizations or nonprofits without a 501(c)(3) status may apply through a Sponsor in our Support for Organizations opportunity, and Individual Artists may apply through a Sponsor for a creative grant in our Support for Artists opportunity.

Unincorporated arts organizations or groups may not apply for Capital funding, even through a fiscal sponsor.

Sponsor:
Submits the application, accepts the fiscal responsibility for a NYSCA-funded project, receives and disburses funds related to the grant, ensures that the project is carried out as described, and submits the final report of grant activity.

The Sponsored Artist/Sponsored Group completes the project activity (the Sponsored Request).

**If you are a Sponsor Applying for a Sponsored Organization, you will take these three steps to submit an application:**

Step 1: Review the applicable Guidelines listed in section 1 to confirm sponsored requests are accepted in the specific funding opportunity and to review requirements. Make sure you are Prequalified in SFS.

Step 2: Send the Guidelines to the Sponsored Organization to complete and return the requested contact information, narrative responses, and support materials. See applicable Guidelines for further instruction. Make sure the Sponsored Organization returns the completed narrative responses and/or support materials to you well before NYSCA’s application deadline.

Step 3: Submit the application online for the sponsored request with the completed materials from the Sponsored Organization.

**For Sponsored Requests in FY2025 Support for Organizations, the following requirements apply:**

- The Sponsor may not impose a fee for submitting a sponsored application but may charge an administration fee if the application is funded -- not to exceed 5% of any actual grant amount. Any fee should be described in the Use of Grants Funds question in the application.

- Sponsor must execute a fiscal sponsorship agreement setting forth the services provided by the Sponsor, any fee to the Sponsor, and the responsibilities of the Sponsored Organization relating to the fiscal sponsorship. NYSCA does not require the agreement to be uploaded in the application but may request a copy for review during contracting.

- The services of the Sponsor are limited to fiscal management of the grant funds, submission of the application and final report, and, at the discretion of the Fiscal Sponsor, publicizing the activity. Following notification of the funding decision by NYSCA, the Sponsor must notify the Sponsored Organization as soon as possible.

- The Sponsored Organization must meet all eligibility requirements of the FY2025 Support for Organizations guidelines (other than the requirement that the Sponsored Organization be Prequalified in SFS).

- NYSCA reserves the right to review the public financial filings and other information of both Sponsor and Sponsored Organization prior to grant payment pursuant to the NYS Vendor Responsibility process.

**Application Review Process**

**Staff Review**

Once an organization submits a request, NYSCA’s staff verifies applicant eligibility and priority, and reviews application materials according to the NYSCA requirements set forth above in the applicable Funding Opportunity Guidelines.

**Peer Review Panels and the Rating System**

Panels are composed of a quorum of at least five panelists and represents a diverse group of professionals from across the State. Each member has relevant and specific expertise. NYSCA accepts nominations for panelists from the general public. To see a list of recent panelists, visit the funding area pages on the NYSCA website at: [https://arts.ny.gov/funding-areas](https://arts.ny.gov/funding-areas).
Each panelist evaluates and numerically rates each request against the criteria in the Funding Opportunity Guidelines. These ratings are then aggregated to one average score for each request. The panels meet with Program staff present and have an opportunity to discuss applications. If you are interested in becoming a panelist, click here: https://arts.ny.gov/panelists.

Based on the ratings for each opportunity, as well as eligibility and priorities, NYSCA assigns recommended grant amounts. Staff also prepares panel comments and shares key panel comments by phone with applicants after decision if requested.

The Council

Led by the Chair, the Council reviews funding recommendations 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. Committee and Council meetings are announced in advance and made available to the public on the NYSCA website.

Contacting Panelists and Council Members

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting panelists and/or Council members associated with and/or involved in the activities or affairs of 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 via email, telephone, or online system.

All inquiries about awards 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 NYSCA.

Grant Award Notice

You will be 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 then designated as the primary contact on the FY2025 NYSCA Application Portal.

If your organization is awarded a grant: Visit the NYSCA website to find out more information on managing your grant: www.arts.ny.gov/manage-your-grant and https://arts.ny.gov/FAQforCurrentGrantees. These pages include links to the standard New York State contracts terms, additional materials for contracts over $50,000, reporting requirements, crediting NYSCA, and the NYS Vendor Responsibility process. All awards are contingent on your organization’s completion of the applicable contracting steps. NYSCA will provide you with instructions by e-mail after you receive an award.

If your organization is not awarded a grant, 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:

- 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
- 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
- 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, visit: www.arts.ny.gov/sites/default/files/AppealsProcessNYSCA.pdf.

Submit an Application

Step 1. Register

A step-by-step webinar on registering and applying in the NYSCA Application Portal (SmartSimple) will be posted at this link.

If you’re already registered in the NYSCA Application Portal, proceed directly to Step 2.

Register at https://nysca.smartsimple.com using an email address. This email address will be used to log into the system. It should take only a minute or two.

Have the following information ready.

Your organization’s:
• Federal Employer Identification Number (EIN)
• Address, phone, and email
• Website URL and social media handles (Facebook, Instagram etc.)
• SFS Vendor ID
• Your name, email, and phone
• A short statement of organizational mission
• Your organizational type (via drop down box)
• Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires.
• Hours: When open to public
• Number of people served (audience/visitors/participants): in person and virtual for 2021 and 2022

If you do not know your SFS Vendor ID, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (855) 233-8363.

Please note: You do not submit any FY2025 grant applications in SFS.

After you submit your registration, you will receive a confirmation by email within five minutes and instructions about setting up a password and logging in. Please note, this link expires 96 hours after it is sent.

The first person who registers will be the Primary Contact for the organization. The system will notify you if there is already another user serving as the organization’s Primary Contact. The existing Primary Contact must validate your account before you can access the existing organizational account.

Automated system notifications about your FY2025 grant applications from the FY2025 NYSCA Application Portal will go to the Primary Contact. Generally, NYSCA will also send the applicable award decision, instruction letters, and all communications relating to the grant to the Primary Contact. You can update your organization’s Primary Contact by following the instructions in Section 3 of the Manage Your Grant page on arts.ny.gov.

Step 2. Apply

The application questions are listed in the applicable FY2025 Guidelines in advance of the application portal opening.

2. From your Home Page, click “Organization Profile” in the top row of buttons to view your current information in the system. Please review the information, make any necessary updates and hit “Save.” Click on the Home button in the top right to return to your homepage.

3. From your Home Page, click “Funding Opportunities” in the top left corner to view NYSCA’s current opportunities and their deadlines.

4. Click “Apply Now” beneath the opportunity to which you are applying. A one-page application form page will appear. Information from your registration will automatically appear on the form.

5. Carefully read the instructions at the top of the page before you begin. Be sure to click “Save Draft” before beginning the form.

6. Answer the questions and upload the requested materials that appear on the form. Fields marked with a red asterisk are required.

7. The site autosaves every few minutes, and you can also save your work by clicking the “Save Draft” button at the bottom of the page.

8. When you are ready to submit, submit your application by clicking the “Submit” button at the bottom of the page. All required fields must be answered before successfully submitting an application. If you attempt to submit an application without completing all the required questions you will see an error message detailing which question(s) you have missed.

9. After you submit your application, you will receive an email message within 5 minutes from the application portal that acknowledges receipt of your application along with a PDF of the application.

10. Once your application is in “submitted” status, it cannot be edited by you automatically. To un-submit your application or to edit it, you must email help@arts.ny.gov prior to the application deadline. To be considered for FY2025 funding, your application must be resubmitted by the application deadline. If the application is not resubmitted, it will not be reviewed or considered for funding.

11. For a link to our calendar of live and recorded webinars and walk through of the application registration and submission pages, visit this link.

Certification

All applicants will be asked to certify the following before submitting a FY2025 application:

"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.

If you are incorporated outside of New York State, your principal place of business is within New York State.

The funding being awarded will not duplicate or replace any other funds from federal, State, or municipal funding for the same specific cost type and amount for the same period. You acknowledge that you will have procedures in place to prevent duplication of funds and that funds from NYSCA would need to be repaid if it is determined that our assistance is duplicative.

Your organization is currently Prequalified in the Statewide Financial System (SFS) portal. If not, you will update the documentation in your SFS Prequalification Application in order to complete your Prequalification.
Confirm You are Registered and Prequalified in the Statewide Financial System (SFS)

As a reminder, an organization must be “Prequalified” in the New York Statewide Financial System (SFS) online portal at 4 PM on the application deadline (July 17, 2024) to be eligible for funding. See the “Register and Prequalify in the New York Statewide Financial System (SFS)” section above for detailed information on registering and prequalifying in SFS.

Contacts and Resources:

Email the NYSCA Prequalification Team at prequal@arts.ny.gov. NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The SFS Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 457-7717 or (855) 233-8363 (toll free), helpdesk@sfs.ny.gov, or through the SFS Support Tile in the SFS Vendor Portal.

Frequently Asked Questions

How do I find out more about the application opportunities and requirements?
Go to this link and read the PDF Guidelines for each FY2025 Funding Opportunity.

Who can answer my questions about eligibility, the application questions, and uploads for an FY2025 Funding Opportunity?
For questions, please contact Program Staff in the discipline area most aligned with your organization’s work. View contact information here: https://arts.ny.gov/contact. Submit questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

Who should answer my technical questions about submitting an application in the portal?
Contact help@arts.ny.gov.

Do I need to Prequalify in SFS?
Yes. All New York State not-for-profit grant applicants, including applicants to NYSCA, must be Prequalified in the Statewide Financial System at the Application Deadline to be eligible for funding. You can’t submit an application in SFS. See the “Register and Prequalify in the New York Statewide Financial System (SFS)” section above.

Do I need to do anything on the NYSCA (arts.ny.gov) website to apply?
No. You do not need to register on the NYSCA website or update existing registration information. You cannot submit an application on the arts.ny.gov website.

Is NYSCA participating in REDC or using the Consolidated Funding Application (CFA) website?
No. You will not see any NYSCA FY2025 opportunities listed on the CFA website. You can’t submit an application on the CFA website for FY2025 funding from NYSCA.

Will there be a type and size limit for uploaded documents in my application?
Yes. This year NYSCA asks that you save your upload materials as a single PDF. The size limit is 2GB. No other file type is accepted.

How do I print or download a PDF of my application draft?
To generate a PDF of your saved draft, click the “Application Summary” button at the top of the page. Note that
some applications have questions that appear only when a selection from a drop-down menu is made and/or pop-up forms that do not appear until information is entered. These questions and/or forms will not appear on your PDF until you have made a selection or entered information.

**How do I print or download a PDF of my submitted application?**
You will receive an email after you submit your application with a PDF of your application. You can also log into the portal at https://nysca.smartsimple.com and obtain a copy by going to “Home” and clicking on the “Submitted” button.

**I was previously awarded a multi-year grant award that continues in FY2025. Do I need to apply to receive the FY2025 portion of my grant?**
No. You will receive instructions on how to sign your FY2025 award contract from NYSCA in June 2024. For information on how to manage your FY2025 multiyear grant, see [www.arts.ny.gov/manage-your-grant](http://www.arts.ny.gov/manage-your-grant).

**Can I clone my application from my prior year?**
No. The system does not allow cloning of applications.

**Can more than one person from the organization register an account on the NYSCA Application Portal?**
Additional authorized representatives of your organization can register for their own account. However, the additional person will not be able to access the existing organizational profile without verification from the Primary Contact. The Primary Contact can validate an additional user by logging into their account, clicking the Organizational Profile button, then clicking the Contacts tab, and then clicking the Validate button next to the additional user’s name. NYSCA staff can work with you to reconcile and verify additional accounts. Please contact [help@arts.ny.gov](mailto:help@arts.ny.gov) for assistance.

*End of FY2025 Application Manual.*

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**COVER CREDITS**

Row 1: Discussion of “Quiet As Its Kept” Exhibition at the Trolley Barn Gallery/The Art Effect. Photo courtesy of The Art Effect.
Row 2: Lake George Music Festival, Photo Stephanie J. Bartik, Alpha Omega Theatrical Dance Company. Photo by Quincy Scott
Row 3: Performance at the Appeal Room at Jazz at Lincoln Center. Photo courtesy of Jazz at Lincoln Center.