Support for Targeted Opportunities
FY2025
NYSCA SUPPORT FOR TARGETED OPPORTUNITIES

INTRODUCTION
Valuing artists and creative expression, the New York State Council on the Arts offers support which further enhances artistic diversity across New York State. For FY2025 the following special opportunities are open for application:

- Folk and Traditional Arts Apprenticeships
- Rehearsal and Studio Space for Performing Arts
- Performing Arts Residencies

For questions, please contact NYSCA Staff in the funding area most aligned with your request. View contact information here: https://arts.ny.gov/contact.

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.
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SPONSORS FOR TARGETED OPPORTUNITY ELIGIBILITY

Please read through all the following questions to determine if you or your fiscal organization is eligible to apply:

For Folk Art, the fiscal sponsor should answer.

For Rehearsal and Studio Space and Performing Arts Residencies, there are no sponsored applications permitted. Only the applying organization can submit a request.

1. **Is your organization:**
   - A nonprofit organization either incorporated in or registered to do business in New York State, with a 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 in New York State?

If the answer to any of these is “yes,” you may continue with this set of guidelines and this application.

2. **Is your organization an LLC?**

   • Organizations that have an LLC designation are not eligible to apply to NYSCA either directly or through a fiscal sponsor. This includes **Limited Liability Company (LLC), Limited Liability Partnership (LLP), or business corporation.**

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 college 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
- NYSCA funding may not duplicate activities funded through Regrants and Services.
HOW TO APPLY

Below please find an overview of the necessary steps of the application process. Some steps require approval and validation from New York State, so we recommend starting as early as possible.

You will be disqualified from the grant review process if prequalification is not finalized before the opportunity deadline. You should allow 2 weeks before the deadline for this process.

For Folk Art, the sponsor should complete Steps 1-2. For Rehearsal and Studio Space and Performing Arts Residencies, the applying organization should complete all the steps below.

You can read about these steps in further detail in the Application Manual (after page 28 of this PDF).

1. Determine Eligibility

Please review the questions on Page 4 and 5.

2. Prequalify

An organization must be “Prequalified” before the opportunity deadline to be a fiscal sponsor or eligible to apply. Prequalification EXPIRES ANNUALLY and new documents must be uploaded each year.

The organization submitting an application to NYSCA must complete this Prequalification process. For the fiscally sponsored applicant, it is the Sponsor which must prequalify.

NEW THIS YEAR: Sponsors and Applying Organizations must submit Prequalification applications in the New York Statewide Financial System (SFS) online portal.

Returning NYSCA Sponsors/Applying Organizations:
- 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 Sponsors/Applying Organizations:
- 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 Number.
- Assign User Roles.
- Submit a Prequalification Application in SFS.
1. Review the Application Manual. (Available at this link or after Page 28 of this PDF)

2. Organizations can then apply through the Application Portal.

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

The **APPLYING ORGANIZATION/SPONSOR** will enter registration information including organization and contact information, mission statement, and the following details. 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
**Applying Organization/Sponsor Type and Discipline:**

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](https://arts.ny.gov/funding-areas).

**Drop Down: Organization Type**

- Arts Council
- Arts Education Provider
- Community Center
- Community Music Schools
- Dance Company
- Design Arts Organization
- Folk and Traditional Art
- Literary Organization
- Media Arts Organization
- Multi-Arts Center
- Museum
- Music Ensemble
- Presenting Organization
- Service Organization
- Theater Company
- Visual Arts
- Other ____
APPLICATION QUESTIONS

PANEL SELECTION

This question is for Rehearsal and Studio Space for Performing Arts and Performing Arts Residencies applicants only.

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
- Dance Panel
- Design Arts Panel
- Electronic Media and Film Panel
- Literature Panel
- Multidisciplinary Panel
- Museum Panel
- Music Panel
- Presenting Panel
- State & Local Partnerships
- Theater Panel
- Visual Arts Panel
- I don’t know what panel my application should be reviewed by

SELECT CATEGORY

Use the drop down to select the category you are applying to – either Folk and Traditional Arts Apprenticeships, Rehearsal and Studio Space for Performing Arts or Performing Arts Residencies.
FOLK AND TRADITIONAL ARTS APPRENTICESHIPS

Folk arts traditionally are transmitted from elders to younger generations in the same distinctive ethnic, regional, occupational, or religious community. Where the chain of transmission is no longer as strong as it once was, apprenticeships can stimulate the continuity of these traditional arts. Folk and Traditional Arts Apprenticeships provide individuals experienced in a folk art with opportunities to study with master folk artists from their own community. Priority is given to apprenticeships involving the transmission of traditions no longer widely practiced. Both the master and apprentice are expected to develop a study plan, which includes a series of lessons and the skills to be mastered during the one-year apprenticeship. Support is awarded to both the master and the apprentice.

Funding Amounts: Awards will be $10,000

NAME OF FOLK ARTISTS AND APPRENTICES

Enter: Name(s) of Master folk artist(s) and apprentice(s)

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 the folk art form to be explored during this apprenticeship, and which tradition it is rooted in. Be sure to discuss the ways this art form is currently practiced in the community where the master artist lives/works, and by whom.

- Identify the master folk artist including the individual’s experience practicing the art form as well as teaching the tradition. Identify where and from whom it was learned. Identify the apprentice including the individual’s experience in practicing this or any folk art form.

- Explain how and why the apprentice was selected. If the master and apprentice have previously worked together, please detail this past association and why a new apprenticeship grant is needed.

- Detail the level of ability/accomplishment which can be achieved through this project. Be as specific as possible.

MANAGERIAL (up to 5,000 characters)

- Include a session-by-session study plan, discussing how this was developed and by whom. Indicate if any public presentations will occur, if the sessions will be recorded and/or who will own anything created out of this apprenticeship or any tools purchased.

- Share how the apprentice will practice the tradition after the sessions and contribute to the sustainability of the folk art form.

- Funded projects will be awarded a grant for $10,000. Indicate the amount of compensation you will provide to the master artist and each apprentice. Also note cost of materials. A sponsoring organization is eligible to take an administrative fee of up to $500. This fee is to be
deducted from the $10,000.

- Both master and apprentice must be in New York State at the time of the apprenticeship
- Master/Apprentice must not have a leadership role (staff/board) at sponsoring organization.
  To avoid a conflict of interest, they may apply through a different sponsor.

**SUPPORTING MATERIALS**

1. **Up to 10 visual images or up to five minutes of audio or video examples** demonstrating the artistic abilities and skills of both the master folk artist and the apprentice. Examples of musicians or storytellers must be in an audio or video format, and dance examples must be provided through video. Clearly indicate the master and the apprentice in this support material. Photographs, audios and/or video samples must be provided through a URL link. Indicate the year that each sample was recorded or photographed and the start and stop points of each video. **URLs for videos cannot be password protected and must remain live until 12/31/24.**

2. A letter of commitment, signed and dated by the master artist, agreeing to accept the apprentice indicated in the application.

3. **Board List.** Please provide a list of the fiscal sponsor’s current board, identifying officers, length of terms and total years of service.
CRITERIA AND SCORING RUBRIC

Applications are reviewed and scored by an advisory panel. The following rubric explains two overarching criteria that will be considered in evaluating the application. Each panelist will rate each criterion individually, using a scale of 5-0. The application will receive an overall score which averages both criteria. Additionally, average scores in any single criterion may be used to determine eligibility. Any application scoring 2 or below in any criterion will be ineligible for support.

<table>
<thead>
<tr>
<th>Creativity</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shows innovation and/or distinctiveness in curriculum</td>
</tr>
<tr>
<td>- Master artist shows a high degree of skill in the specified art form.</td>
</tr>
<tr>
<td>- Apprentices have the appropriate skill level for the proposed curriculum.</td>
</tr>
<tr>
<td>- Provides opportunities to learn a traditional art form for a member or members of the community from which the tradition originates</td>
</tr>
<tr>
<td>- Preserves a traditional art form to ensure its continuation for future generations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Managerial &amp; Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Compensation for artist and apprentice(s) is appropriate for the time commitment.</td>
</tr>
<tr>
<td>- Cost proposed for any other materials is appropriate and feasible.</td>
</tr>
<tr>
<td>- Curriculum is appropriately structured/feasible and stated goals are achievable.</td>
</tr>
<tr>
<td>Category Score</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>3</td>
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<tr>
<td>2</td>
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<tr>
<td>1</td>
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<tr>
<td>0</td>
</tr>
</tbody>
</table>
REHEARSAL SPACE FOR PERFORMING ARTS

Sponsored Requests are not eligible in this category.

This opportunity is limited to one request per organization.

The New York State Council on the Arts supports organizations that provide viable and affordable space for non-profit arts groups and artists.

This support is intended to fund creative rehearsal time and excludes auditions, classes, workshops, and showings.

The purpose of this initiative is to provide affordable rehearsal and studio space for the general performing arts field. NYSCA-subsidized hours may not be used by the applicant organization including its own programs or resident artists. NYSCA-subsidized hours must be publicly available and marketed to the performing arts field.

Prerequisites
To be eligible to apply for Rehearsal Space, an applicant organization must meet the following minimum criteria:

- Subsidized rehearsal space is provided through an open rental process available to performing artists on a first-come, first-served basis. It does not involve an artist curation or selection process or an artist residency program.
- A minimum of 1,000 hours of rehearsal time each year must be utilized for the contract period at a rate charged to the Artist of $10 or less per subsidized rehearsal hour.
- No single artistic entity may exceed more than 10% of the subsidized hours.
- Subsidized hours may not be used by the applicant organization.
- Subsidized hours are for creative rehearsal time only.
- Applicant must be able to demonstrate site-control (either own or lease) of the subsidized space.

Organizations wishing to apply for Rehearsal Space for Performing Arts funding are encouraged to contact Program Staff that aligns best with this request.

REHEARSAL SPACE FOR PERFORMING ARTS INFORMATION

Provide the following:

Project Request Amount in dollar amount only ($ )
Total Project Expenditures in dollar amount only ($ )
Total # of Subsidized Hrs. Projected for Actual Usage (# )
Subsidized rate(s) per hour ( )
Estimated # of Artists/Companies to be Served (# )
Check here to confirm that subsidized hours are offered publicly and on a first-come, first-serve basis. [ ]

Note: Grant Amounts for Rehearsal and Studio Space will be funded in the range of $15,000 to $35,000.
NARRATIVE QUESTIONS

Please respond to the following.

CREATIVITY

List the disciplines to be served.

Describe the space. Include physical dimensions of the space (length, width, ceiling height), and whether there are obstructing pillars.
(Text Box 750 characters)

List the nature of the floor surface for dance; soundproofing for music; whether approved for use by the Actors’ Equity Association for theater; and any other amenities relevant to the artistic disciplines you plan to serve that are not listed below.
(Text Box 750 characters)

Estimate of the number of artists and organizations who will benefit ______________

List Amenities and Equipment: Y/N
- Dressing rooms _____
- Restrooms _____
- Windows allowing natural light ____
- Heating_____
- Air conditioning _____
- Sound, video and/or theatrical lighting _____
- Mirrors for dance_____
- Barres for dance ____
- Music stands____
- P.A. System ______
- Amps _______
- Keyboard _______
- Drum set ________
- Pianos _____
- Tables and chairs for theater _____
- Any additional amenities__________________________________________

Note if additional fees are required for use of any of these items or equipment, and the amount
(Text Box 750 characters)

PUBLIC SERVICE

Describe how space rental is promoted and marketed including outreach to artists/arts groups from underrepresented communities.
(Text Box 750 characters)

Describe the studio booking process.
(Text Box 750 characters)
What are the days and times the space will be available during the week? (Text Box 750 characters)

**MANAGERIAL & FINANCIAL**

What rental rate(s) will be charged under the proposed NYSCA subsidy ________________

Detail administrative oversight for this program. Has the organization previously rented space to outside artists/performing arts groups? (Text Box 750 Characters)

**SUPPORTING MATERIALS**

1. Photographs of all studios involved in the proposal.
2. Rehearsal Space project budget (there is no required template but must include both Income and Expenses).
3. A copy of advertisement/flyer/brochure promoting the availability of the space (optional).
4. **Board List.** Board List. Please provide a list of the current board, identifying officers, length of terms and total years of service.

**PROPOSED USE OF NYSCA FUNDS**

Should your request be funded, the information you provide below will be used to complete a contract. You may use the award for one or more of the categories.

**Please remember:**

- If you select Salary you must enter the following in the notes section. You may include up to 3 positions (Note, these are only for w-2 positions):
  - Exact title of each position for which you plan to use funds
  - Each position’s annual salary in whole dollars
  - Each position’s work hours per week
  - 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 4 of these guidelines.
The table below includes examples of how to fill out the form. Please complete this using your own situation.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Notes on expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary (staff on payroll/w-2 only)</strong></td>
<td><strong>EXAMPLE</strong>: 20%</td>
</tr>
<tr>
<td><strong>Fringe (staff on payroll/w-2 only)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contractual: Programmatic/Artistic Fees &amp; Services (including contractual staff/1099)</strong></td>
<td><strong>EXAMPLE</strong>: 20%</td>
</tr>
<tr>
<td><strong>Contractual: Administrative Fees &amp; Services (including contractual staff/1099)</strong></td>
<td><strong>EXAMPLE</strong>: 20%</td>
</tr>
<tr>
<td><strong>Travel (NYS only)</strong></td>
<td><strong>EXAMPLE</strong>: 10%</td>
</tr>
<tr>
<td><strong>Capital Equipment (Not Allowed)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Space/Property Expenses (For property you rent)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Space/Property Expenses (For property you own)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Expenses: Marketing</strong></td>
<td><strong>EXAMPLE</strong>: 10%</td>
</tr>
<tr>
<td><strong>Operating Expenses: Programmatic Materials and Expenses</strong></td>
<td><strong>EXAMPLE</strong>: 10%</td>
</tr>
<tr>
<td><strong>Operating Expenses: Administrative Materials and Expenses</strong></td>
<td><strong>EXAMPLE</strong>: 10%</td>
</tr>
<tr>
<td><strong>Regrants (Not Allowed)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>
Fill out the table below so that the numbers add up to 100%.

<table>
<thead>
<tr>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Salary (staff on payroll/w-2 only)</td>
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<td>Operating Expenses: Administrative Materials and Expenses</td>
<td></td>
</tr>
<tr>
<td>Regrants (Not Allowed)</td>
<td></td>
</tr>
</tbody>
</table>

**Total**  100%  **Sum of all lines above must equal 100%**
CRITERIA AND SCORING RUBRIC

Applications are reviewed and scored by an advisory panel. The following rubric explains three overarching criteria that will be considered in evaluating your application. Each panelist will rate each criterion individually, using a scale of 5-0. The application will receive an overall score which averages all three criteria. Additionally, average scores in any single criterion may be used to determine eligibility. Any application scoring 2 or below in any criterion will be ineligible for support.

<table>
<thead>
<tr>
<th>Creativity</th>
<th>Public Service</th>
<th>Managerial &amp; Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Programming reflects a clear artistic/cultural vision that meets the mission of the project.</td>
<td>- Organization meets priority service to historically underrepresented communities.</td>
<td>- Staff possess skills/experience to lead.</td>
</tr>
<tr>
<td>- Project that is well designed, and relevant to the field.</td>
<td>- Organization consciously creates opportunity for communities to participate.</td>
<td>- Sound financial management</td>
</tr>
<tr>
<td>- Significant and creative contribution to the field / artists</td>
<td>- Marketing/Advertising is inclusive of diverse audiences.</td>
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</tr>
<tr>
<td></td>
<td>- Spaces and programming conscientiously remove barriers, including physical access.</td>
<td></td>
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<tr>
<td></td>
<td>- Active and mutual connection with a local or artistic community</td>
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</tr>
<tr>
<td>Category Score</td>
<td>Scoring Guide</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meets or exceeds all benchmarks.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Meets most benchmarks.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meets some benchmarks.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meets few benchmarks.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Does not meet any benchmarks.</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Question left unanswered, activities not arts/culture, response provides insufficient detail to understand programming.</td>
<td></td>
</tr>
</tbody>
</table>
PERFORMING ARTS RESIDENCIES

Sponsored Requests are not eligible in this category.

This opportunity is limited to one request per organization.

This opportunity is for the company or artist in residence (not the host entity or residency organizer). It supports a minimum 3-consecutive-week residency by New York-based performing arts company or artist in a targeted area of New York State that is outside of the applicant's home county and outside of New York City. Goals for long-term residencies are:

- To develop audiences for the art form outside New York City;
- To encourage and develop the cultural resources of a community through interaction and collaboration with arts groups and/or individuals in the area by the resident company or artist;
- To support a New York-based artistic company or artist for a period of work during which it will engage with the greater community through educational and community outreach programs, create new work, and offer public performance(s) at the culmination of the residency;
- Priority will be given to the artistic companies or artists that bring underrepresented art forms and genres into a community and region.

Prerequisites
To be eligible to apply for Performing Arts Residencies, an applicant organization must meet the following minimum criteria:

- Be a non-profit performing arts ensemble or company;
- In your application narrative, indicate a confirmed residency host and location. The location must be in New York State but outside the applicant’s home county and outside New York City;
- Have previous experience in conducting residency activity and programming;
- Possess administrative resources to conduct a residency for a minimum of 3 weeks.

PERFORMING ARTS RESIDENCIES INFORMATION

Provide the following:

- Project Request Amount in dollar amount only ($ ________________)
- Total Project Expenditures in dollar amount only ($ ________________)
- Residency Location (city/town and county) (______________)
- Residency Host(s) organization name(s) (______________)

Note: Residency must take place outside of the applicant’s home county and outside of New York City.

Grant Amounts for Performing Arts Residencies will be funded in the range of $15,000 to $35,000.
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)
• Provide residency location, host(s), and timeframe.
• Describe the goals for this residency project and how the creative time will be utilized.
• Describe how this residency aligns with the organization’s mission and artistic / cultural vision, its significance, and the creative and innovative contribution of the residency to the field, artists and public.

PUBLIC SERVICE (up to 5,000 characters)
• Detail plans for educational/community outreach and public performance(s).
• Detail the marketing and audience development plan to promote your residency and public activity. Include any specific efforts to reach underrepresented individuals, communities, and local arts groups.
• Describe the audiences and communities to be served during this residency.
• Describe how the residency and its outcomes will be evaluated.

MANAGERIAL & FINANCIAL (up to 5,000 characters)
• What will the host(s) or sponsor(s) contribute towards the residency in terms of in-kind services, housing, food, studio/theater facilities, transportation, etc.?
• If the Host organization provides an Artist's fee to the residency company, please give details.
• How will the residency company compensate their artists for this project? Indicate the amounts and the compensation structure to be utilized (e.g., staff, independent contractor, by rehearsal hour, or performance fee). Detail the number of artists involved.
• Indicate prior experience in organizing and conducting residencies by the applicant’s administrative staff and the residency host.

SUPPORTING MATERIALS

1. Signed Letter of Agreement, including financial arrangements and responsibilities between host organization and arts group, signed by both parties
2. Work Samples - provide one or two cued, unedited work samples totaling no more than ten (10) minutes, to be provided as live URL link(s). Each sample must be labeled with name of artist/company, work title, year of creation and event year. **URLs cannot be password protected and must remain live until 12/31/24.** NYSCA is not responsible for any broken, inactive or password protected links. Tip: Samples of recent work, not previously submitted, are recommended.
3. **Residency project budget** (There is no required template but must include both Income and Expenses.)

4. **Board List.** Please provide a list of the current board, identifying officers, length of terms and total years of service

**PROPOSED USE OF NYSCA FUNDS**

Should your request be funded, the information you provide below will be used to complete a contract. You may use the award for one or more of the categories.

**Please remember:**

- If you select Salary (staff W-2), you must enter the following in the notes section. You may include up to 3 positions:
  - Exact title of each position for which you plan to use funds
  - Each position’s annual salary in whole dollars
  - Each position’s work hours per week
  - 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 4 of these guidelines.

The table below includes examples of how to fill out the form. Please complete this using your own situation.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Percentage</th>
<th>Notes on expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (staff on payroll/w-2 only)</td>
<td><strong>EXAMPLE:</strong> 20%</td>
<td><strong>EXAMPLE:</strong> Artistic Director, $51,234 salary, 37.5 hours/week, 12 month/year</td>
</tr>
<tr>
<td>Fringe (staff on payroll/w-2 only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual: Programmatic/Artistic Fees &amp; Services (including contractual staff/1099)</td>
<td><strong>EXAMPLE:</strong> 20%</td>
<td><strong>EXAMPLE:</strong> Commissioning fee for artist</td>
</tr>
<tr>
<td>Contractual: Administrative Fees &amp; Services (including contractual staff/1099)</td>
<td><strong>EXAMPLE:</strong> 20%</td>
<td><strong>EXAMPLE:</strong> Contracted bookkeeper</td>
</tr>
<tr>
<td>Travel (NYS only)</td>
<td><strong>EXAMPLE:</strong> 10%</td>
<td><strong>EXAMPLE:</strong> Travel within NYS for teaching artists to present programs</td>
</tr>
<tr>
<td>Capital Equipment (Not Allowed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space/Property Expenses (For property you rent)</td>
<td></td>
<td><strong>EXAMPLE:</strong> Rent, maintenance &amp; repairs</td>
</tr>
<tr>
<td>Space/Property Expenses (For property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses: Marketing</td>
<td>EXAMPLE: 10%</td>
<td>EXAMPLE: Costs for print advertising and social media marketing placements</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Operating Expenses: Programmatic Materials and Expenses</td>
<td>EXAMPLE: 10%</td>
<td>EXAMPLE: Theatrical Sets, Tool Rental</td>
</tr>
<tr>
<td>Operating Expenses: Administrative Materials and Expenses</td>
<td>EXAMPLE: 10%</td>
<td>EXAMPLE: Cleaning Supplies, Credit Card Fees</td>
</tr>
<tr>
<td>Regrants (Not Allowed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>Sum of all lines above must equal 100%</strong></td>
</tr>
</tbody>
</table>
Fill out the table below so that the numbers add up to 100%.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Notes on expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (staff on payroll/w-2 only)</td>
<td></td>
</tr>
<tr>
<td>Fringe (staff on payroll/w-2 only)</td>
<td></td>
</tr>
<tr>
<td>Contractual: Programmatic/Artistic Fees &amp; Services (including contractual staff/1099)</td>
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<tr>
<td>Travel (NYS only)</td>
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<tr>
<td>Capital Equipment (Not Allowed)</td>
<td></td>
</tr>
<tr>
<td>Space/Property Expenses (For property you rent)</td>
<td></td>
</tr>
<tr>
<td>Space/Property Expenses (For property you own)</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses: Marketing</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses: Programmatic Materials and Expenses</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses: Administrative Materials and Expenses</td>
<td></td>
</tr>
<tr>
<td>Regrants (Not Allowed)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>
CRITERIA AND SCORING RUBRIC

Applications are reviewed and scored by an advisory panel. The following rubric explains three overarching criteria that will be considered in evaluating your application. Each panelist will rate each criterion individually, using a scale of 5-0. The application will receive an overall score which averages all three criteria. Additionally, average scores in any single criterion may be used to determine eligibility. Any application scoring 2 or below in any criterion will be ineligible for support.

<table>
<thead>
<tr>
<th>Creativity</th>
<th>Public Service</th>
<th>Managerial &amp; Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Programming reflects a clear artistic/cultural vision that meets organizational mission</td>
<td>- Organization meets priority service to historically underrepresented communities.</td>
<td>- Staff possess skills/experience to lead.</td>
</tr>
<tr>
<td>- Programming which is well designed, distinctive and relevant</td>
<td>- Organization consciously creates opportunity for communities to participate.</td>
<td>- Sound financial management</td>
</tr>
<tr>
<td>- Significant and creative contribution to the field / artists and/or public</td>
<td>- Marketing/advertising is inclusive of diverse audiences.</td>
<td>- Clear information about artist compensation</td>
</tr>
<tr>
<td></td>
<td>- Spaces and programming conscientiously remove barriers, including to physical access.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Active and mutual connection with a local or artistic community</td>
<td></td>
</tr>
<tr>
<td>Category Score</td>
<td>Scoring Guide</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meets or exceeds all benchmarks.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Meets most benchmarks.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meets some benchmarks.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meets few benchmarks.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Does not meet any benchmarks.</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Question left unanswered, activities not arts/culture, response provides insufficient detail to understand programming.</td>
<td></td>
</tr>
</tbody>
</table>

**COVER CREDITS:**
Row One: Rohsennase Dalton LaBarge with handmade traditional Wampum Belt. Photo courtesy of Rohsennase Dalton LaBarge.
Row Two: BAAND Together Festival, Ballet Hispánico – Con Brazos Abiertos by Michelle Manzanares.; BAAND Together Dance Festival, Lincoln Center, Summer in the City Series. Tuesday, August 9, 2022. Credit Photo: Erin Baiano
Row Three: Steffi Nossen Dance Foundation, “Moving Wheels and Heels,” Ellen Crane Photography
NEW YORK STATE OF OPPORTUNITY
Council on the Arts

Application Manual
FY2025
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
- Q+A Period
- Grant Amounts
- Grant Eligibility Requirements
- Grant Period and Multi-Year Grant Awards
- Register and Prequalify in the Statewide Financial System
- Fiscal Sponsorships
- Application Review Process
- Submit an Application
- Certification
- Confirm You are Registered and Prequalified in the Statewide Financial System
- Frequently Asked Questions

### Key Dates

<table>
<thead>
<tr>
<th>FY2025 NYSCA Funding Opportunity</th>
<th>Application Opens</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regrants and Services (invitation only)</td>
<td>June 5, 2024</td>
<td>July 17, 2024 at 4 pm</td>
</tr>
<tr>
<td>Support for Artists</td>
<td>June 5, 2024</td>
<td>July 17, 2024 at 4 pm</td>
</tr>
<tr>
<td>Targeted Opportunities</td>
<td>June 5, 2024</td>
<td>July 17, 2024 at 4 pm</td>
</tr>
<tr>
<td>Support for Organizations</td>
<td>June 5, 2024</td>
<td>July 17, 2024 at 4 pm</td>
</tr>
<tr>
<td>Capital Projects Fund</td>
<td>September 2024</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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](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](mailto: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
     - Log onto the SFS Help Desk

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.
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.