

# Application Manual

FY2026



Council on  
the Arts

# NEW YORK STATE COUNCIL ON THE ARTS

## FY2026 APPLICATION MANUAL

Welcome to the Application Manual for FY2026 funding opportunities for the New York State Council on the Arts (NYSCA). We hope you will find this manual helpful.

This manual supplements the information provided in each of the FY2026 funding opportunity guidelines. You can review our [guidelines at this link](#).

Webinars and office hours for these opportunities will be listed on our [website](#).

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

FY2026 Grant Opportunity	Application Opens	Deadline
Support for Organizations	Thursday, May 22, 2025	Thursday, June 26, 2025, 5 pm
Support for Sponsored Organizations	Thursday, May 22, 2025	Thursday, June 26, 2025, 5 pm
Support for Artists	Thursday, May 22, 2025	Thursday, June 26, 2025, 5 pm
Targeted Opportunities	Thursday, May 22, 2025	Thursday, June 26, 2025, 5 pm
Regrants and Services (invitation only)	Thursday, May 22, 2025	Thursday, June 26, 2025, 5 pm

Award Announcements: ETA by December 2025 (except Capital Projects fund: ETA spring 2026)

### Who to Contact With Questions

For questions, please contact program staff in the area most aligned with your request. View contact information here: <https://arts.ny.gov/contact>. For questions specific to the Capital Projects opportunity, contact [CapitalProjects@arts.ny.gov](mailto:CapitalProjects@arts.ny.gov). Due to the large number of applicants, NYSCA may not be able to respond to all inquiries. We recommend that you submit your questions at least two weeks before the application deadline. 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 are optional and will have no bearing on the review of an application.

For questions on prequalification in New York's Statewide Financial System, see the "Register and Prequalify in the Statewide Financial System (SFS)" section below.

### **Q+A Period**

NYSCA will post answers online to key pertinent questions as received 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: <https://arts.ny.gov/FAQforApplicants>.

### **Grant Amounts**

NYSCA's overall funding is determined annually during the state's budgeting process and approved by the governor and the 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 every year.

Review the applicable FY2026 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 may vary depending on the volume and nature of applications received. Review the FY2026 Funding Opportunities [here](#).

### **Grant Eligibility Requirements for Support for Organizations, Support for Artists (as a fiscal sponsor), Targeted Opportunities and Support for Regrant and Services**

To be eligible to apply **directly** to NYSCA, you must:

- Be registered and prequalified in New York's Statewide Financial System at the time of the NYSCA application deadline. (See the "Register and Prequalify in the Statewide Financial System (SFS)" section below for instructions.)
- Be a 501(c)(3) nonprofit corporation either incorporated in or authorized to do business in New York State, a state or federally recognized Native American nation, or a unit of local or federal government within New York State.
- NOT be a limited liability corporation (LLC), limited liability partnership (LLP) or business corporation.
- Meet all other eligibility requirements set forth in the applicable FY2026 Funding Opportunity guidelines.

Note: Individuals and unincorporated groups may not apply directly to NYSCA, but eligible nonprofit organizations, known as fiscal sponsors, may apply on behalf of sponsored organizations and artists. (See the "Fiscal Sponsorships" section below for more information.)

For **Capital Project fund** eligibility, please see the appropriate guidelines, which supersede any eligibility requirements listed above.

### **Grant Period and Multi-Year Grant Awards**

NYSCA will generally award FY2026 Support for Organizations, Support for Artists, Targeted Opportunities and Support for Regrants and Services grants for activities that take place between January 1 and December 31, 2026. Exceptions are set forth in the applicable FY2026 Funding Opportunity guidelines. NYSCA awards both single-year and multi-year grants.

NYSCA may, at its discretion, award multi-year grants to particularly strong applicants. These grants provide a second year of funding without the need to reapply, contingent upon NYSCA's annual budget appropriations and the execution of a funding contract for the second year.

NYSCA reserves the right to change its multi-year grant process during the grant period at its discretion, subject to budget appropriations for the relevant year.

Capital Project grants are awarded for activities that take place between July 1, 2026 and June 30, 2029.

**If you were previously awarded a multi-year grant for FY2026:**

You do not need to reapply for the FY2026 grant period. NYSCA will send acceptance and contract instructions in May 2025.

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

Applications with prequalification status of “require more information,” “in agency review” or “in progress” are not considered prequalified. Units of government and Native nations are exempt from the prequalification requirement.

You must submit any overdue NYSCA final reports. Organizations will be ineligible for FY2026 funding if, at the time of the application deadline, the organization has not submitted final reports for non-capital grants made in FY2023 and prior.

If you already have a multi-year award for FY2026, to be eligible for a new FY2026 Support for Organizations grant, you must decline your previous award for the FY2026 grant period before the new application deadline. If you have a previously awarded grant, such as Support for Organizations for FY2026, that you want to decline in order to apply for a new FY2026 NYSCA Support for Organizations, please follow the instructions on your award letter.

Past funding is no guarantee of future funding.

If you do not decline previously awarded Support for Organizations and/or Project Support grants by the application deadline, you will not be eligible to submit a new FY2026 Support for Organizations application, and your application for FY2026 Support for Organizations will not be reviewed.

The other eligibility requirements in the FY2026 NYSCA Support for Organizations guidelines are available at [arts.ny.gov](https://arts.ny.gov).

Having an ongoing multi-year grant or being awarded an FY2026 grant does not disqualify an organization from applying for capital support.

## Register and Prequalify in New York's Statewide Financial System (SFS)

An organization must be “prequalified” in the [Statewide Financial System \(SFS\) online portal](#) by 5 p.m. on the NYSCA application deadline to be eligible for funding. Please note that this process is separate and apart from the NYSCA application. You must first prequalify with SFS in order to have your NYSCA application considered for funding.

Information on prequalification can be [found here](#).

### New Organizations:

Getting prequalified is a two-step process.

Step 1: Register in the **Statewide Financial System (SFS)**: Obtain a Login.

Follow the instructions on the New York State Grants Management website, <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 those with accounts assigned the Prequalification Processor role in SFS will be able to navigate to the pages described below and submit a prequalification 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 **Grants Management**, then **Prequalification Application**.
  - If these options are not available to you, please have your organization's **delegated SFS administrator** add user access for your account by completing these steps:
    - 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: apply and review existing prequalification applications
      - Grants Contract Approver: review, approve and sign grant contracts
        - Note: Grant contract approvers **must** add their full name to their SFS user profile before approving any NYS contracts. Please visit the “Adding a Grant Contract Approver's Name” section of the [SFS Handbook](#) for instructions.
2. On the Welcome page, select the applicable option under **Select an Activity Below** to Initiate, Collaborate or Update a Prequalification Application and then click Next.
3. Enter “ART01” in the State Agency field.
4. Complete the questions about your policies and practices and upload key documents, including IRS determination letters, audits, board information, leadership resumes and others. Please make sure to save your work frequently and submit to ensure no loss of data during the prequalification and application process.

Find basic instructions and checklists here: <https://grantsmanagement.ny.gov/get-prequalified>. For detailed instructions, please refer to the “Prequalification Application” section in the [SFS Handbook: Grantee](#)

[Processing in SFS](#). For technical help with SFS, including login credentials, please contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov). Questions regarding prequalification applications that have been submitted to NYSCA for review in SFS should be emailed to [prequal@arts.ny.gov](mailto:prequal@arts.ny.gov) with the name of the organization *as registered in SFS* in the subject line.

## Returning Organizations:

**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 into 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, begin by logging into the SFS Vendor Portal. From the Vendor Portal homepage, select **View Your Information**, followed by **View Grants Information**. An alternative way to navigate to the **View Grants Information** page is to select **Grants Management - State**, followed by **Maintain Your Information**, and finally **View Grants Information**.

Prequalification applications with a status of “require more information,” “in agency review” or “in progress” 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.

If you do not know your SFS Vendor ID, contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or (855) 233-8363. Please note: Do not submit any FY2026 NYSCA grant applications in SFS.

## Contacts and Resources:

Email the NYSCA Prequalification Team at [prequal@arts.ny.gov](mailto:prequal@arts.ny.gov). A webinar on prequalification [will be available here](#)

The SFS Team provides live help desk support on weekdays from 8:00 a.m. to 4:00 p.m. at (518) 457-7717 or (855) 233-8363 (toll-free), or you can email [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or use the SFS Support Tile in the [SFS Vendor Portal](#).

## Fiscal Sponsorships

A fiscal sponsor organization is a nonprofit 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 larger institutions that 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 are not eligible to apply directly to NYSCA. However, unincorporated arts organizations and nonprofits without 501(c)(3) status may apply through fiscal sponsor organizations for our Support for Organizations opportunity, and individual artists may apply through fiscal sponsor organizations for creative grants from our Support for Artists opportunity.

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



**Fiscal Sponsor Organization:**

The fiscal sponsor organization submits the application, accepts the fiscal responsibility for the 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 (sponsee) completes the project activity (the sponsored request).

**If you are a fiscal sponsor organization applying for a sponsee, take these three steps to submit an application:**

Step 1: Review the applicable guidelines listed in section 1 to confirm that sponsored requests are accepted for the specific funding opportunity and review requirements. Make sure you are prequalified in [SFS](#).

Step 2: Send the guidelines to the sponsee to complete and return the requested contact information, narrative responses and supporting materials. See applicable guidelines for further instructions. Make sure the sponsored organization returns the completed narrative responses and/or supporting 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 sponsee and the [fiscal sponsor letter of agreement](#) signed by both parties

*For sponsored requests for FY2026 Support for Organizations, the following requirements apply:*

- The fiscal sponsor organization may not impose a fee for submitting a sponsored application but may charge an administrative fee if the application is funded, not to exceed 5% of any actual grant amount. Any fee should be explained under the Use of Grants Funds question in the application.
- The fiscal sponsor organization must execute and upload a [fiscal sponsorship agreement](#) setting forth the services provided by the fiscal sponsor organization, any fee to the fiscal sponsor organization and the responsibilities of the fiscal sponsor organization related to the fiscal sponsorship.
- The duties of the fiscal sponsor organization are limited to fiscal management of the grant funds, submission of the application and final report and, at the discretion of the fiscal sponsor organization, publicity for the activity. Following notification of the funding decision by NYSCA, the fiscal sponsor organization must notify the sponsored organization as soon as possible.
- The fiscal sponsor organization must meet all eligibility requirements of the FY2026 Support for Organizations guidelines.
- NYSCA reserves the right to review the public financial filings and other information of both fiscal sponsor organization and sponsee prior to grant payment.

**Application Review Process****Staff Review**

Once an organization submits a request, NYSCA staff will verify the applicant's eligibility and priority, and review application materials according to the NYSCA requirements set forth above in the applicable Funding Opportunity guidelines.

**Peer Review Panels and the Rating System**

Each panel is composed of a quorum of at least five panelists representing a diverse group of professionals from across the state. Each member has relevant and specific expertise. NYSCA accepts nominations for

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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 into one average score for each request. The panels meet with program staff 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 prepare panel comments and share key comments with applicants by phone after the 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. 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 or council members associated with or involved in the activities or affairs of NYSCA in any way to obtain or share information regarding the 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 NYSCA staff directly.

## **Transparency**

The Freedom of Information Law, NY Public Officers Law §§ 84–90, grants the right of access to many public documents, including those of NYSCA.

## **Grant Award Notice**

Grant recipients will be notified by email of NYSCA's funding decision within 30 days of the council's decision. This notification is sent to the email address of the person designated as the primary contact in the FY2026 NYSCA Application Portal.

If your organization is awarded a grant, visit the NYSCA website to find out more information on managing the grant: [Manage Your Grant | NYSCA](#) and <https://arts.ny.gov/FAQforCurrentGrantees>. Capital Projects grant recipients should visit <https://arts.ny.gov/ManageYourCapitalGrant>. These pages include links to the standard New York State contract terms, additional materials for contracts over \$50,000, reporting requirements, how to credit NYSCA and the NYS vendor responsibility process. All awards are contingent on the organization's completion of the applicable contract steps. NYSCA will provide you with instructions by email after you receive an award notification.

If your organization is not awarded a grant, you may appeal the council's decision.

Dissatisfaction with the denial of a grant or with the amount of a grant does not constitute valid grounds 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 panel was biased; 2) the decision by the Council was arbitrary and capricious.

For more information on the appeals process, visit: [AppealsProcessNYSCA\\_6401.pdf](#)

## Submit an Application

### Step 1. Register

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

If you're already registered for the NYSCA Application Portal, proceed directly to step 2.

Register at [https://nysca.smartsimple.com/s\\_Login.jsp](https://nysca.smartsimple.com/s_Login.jsp) 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 number and email address
- Website URL and social media handles (Facebook, Instagram, etc.)
- Executive Director name and email
- SFS vendor ID
- Your name, email address and phone number
- A short statement about the organization's mission
- Your organizational type (via dropdown box)
- Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires
- Hours when open to the public
- Number of people served (audiences/visitors/participants) in person and virtually during 2023 and 2024

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

Please note: Do not submit any FY2026 grant applications in SFS.

After you submit your registration, you will receive a confirmation by email within five minutes and instructions for 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 organization account.

Automated system notifications about your FY2026 grant applications from the NYSCA application portal will go to the application contact. Generally, NYSCA will also send the applicable award decision, instruction letters and all communications related 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 at [arts.ny.gov](https://arts.ny.gov).

**Step 2. Apply**

The application questions are listed in the applicable FY2026 guidelines:

1. Log onto <https://nysca.smartsimple.com>.
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 home page.
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 for which you are applying. A one-page application form 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. Fields marked with a red asterisk are required.
7. 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 completed before an application can be successfully submitted. If you attempt to submit an application without answering 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 five minutes from the application portal acknowledging receipt 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 edit it, email [help@arts.ny.gov](mailto:help@arts.ny.gov) prior to the application deadline. To be considered for FY2026 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 recorded webinars and a walk-through of the application registration and submission process, visit [this link](#).

**Certification**

All applicants will be asked to certify the following before submitting an FY2026 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 prequalification prior to the application deadline for this funding opportunity.*

*Submitting a timely interim report and/or a final report on the usage of grant funds is a requirement of every NYSCA grant. You certify that your organization is current on all grant reports.*

Organizations will be ineligible for FY2026 funding opportunities if at the time of the application deadline, the organization has unsubmitted final reports for non-capital grants made in FY2023 and prior.

## **Confirm You Are Registered and Prequalified in the Statewide Financial System (SFS)**

As a reminder, an organization must be “prequalified” in the Statewide Financial System (SFS) online portal as of 5 p.m. on the application deadline to be eligible for funding. See the “Register and Prequalify in New York’s 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](mailto:prequal@arts.ny.gov).

The SFS Team provides live help desk support weekdays 8:00 a.m. to 4:00 p.m. at (518) 457-7717 or (855) 233-8363 (toll free), or you can email [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or use the SFS Support Tile in the SFS Vendor Portal.

## **Frequently Asked Questions**

### **How do I find out more about application opportunities and requirements?**

Go to [this link](#) and read the PDF guidelines for every FY2026 funding opportunity.

### **Who can answer my questions about eligibility, the application questions and uploads for an FY2026 funding opportunity?**

For questions, please contact program staff in the area most aligned with your request. View contact information here: <https://arts.ny.gov/contact>. For questions specific to the Capital Projects opportunity, contact [CapitalProjects@arts.ny.gov](mailto:CapitalProjects@arts.ny.gov).

Due to the large number of applicants, NYSCA may not be able to respond to all inquiries. We recommend that you submit your questions at least two weeks before the application deadline. We are not able to review written draft application materials.

### **Who can answer my technical questions about submitting an application in SmartSimple?**

Contact [help@arts.ny.gov](mailto: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. See the “Register and Prequalify in the Statewide Financial System (SFS)” section above.

### **Do I need to do anything on the NYSCA website ([arts.ny.gov](https://arts.ny.gov)) 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 NYSCA website.

**Is NYSCA participating in REDC or using the Consolidated Funding Application (CFA) website?**

No. You will not see any NYSCA FY2026 opportunities listed on the CFA website. You can't submit an application on the CFA website for FY2026 funding from NYSCA.

**Will there be type and size limits for uploaded documents in my application?**

Yes. NYSCA asks that you save uploaded materials as PDFs for all funding opportunities except Capital Projects. The size limit is 50 MB per upload. No other file type is accepted. Please refer to the Capital Projects guidelines for specific instructions on submitting requested uploads.

**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 dropdown menu is made or pop-up forms that do not appear until information is entered.

These questions and 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 the application. You can also log onto 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 FY2026. Do I need to apply to receive the FY2026 portion of my grant?**

No. You will receive instructions on how to sign your FY2026 award contract from NYSCA in May 2025. For information on how to manage your FY2026 multi-year grant, see [www.arts.ny.gov/manage-your-grant](http://www.arts.ny.gov/manage-your-grant). For specific instructions on submitting reports to receive second and third payments for capital grants, please see <https://arts.ny.gov/ManageYourCapitalGrant>.

**Do you advise copying/pasting from a previous year's application?**

A: No. Guidelines are updated every year. Please review the guidelines and respond to the current questions.

**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 accounts. However, additional users will not be able to access the existing organization profile without verification by the primary contact. The primary contact can validate additional users by logging in to their account, clicking the Organizational Profile button, then the Contacts tab, then 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 FY2026 Application Manual***

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