



## NYS/CA/CNY ARTS

### PROFESSIONAL DEVELOPMENT GRANTS FOR MUSEUMS 2024

**Application Open:** NOW at <https://forms.gle/qPzdGnLqonoDgjj6A>

**Application Closes:** March 1, 2024 at 5:00 pm

**Notifications:** by end of March 2024

**Awards:** CNY Arts will disburse awards to recipients once it has funds in hand. ***Please be aware it is possible that awards may not be received until after your Professional Development Opportunity occurs.*** NYSCA reserves the right to ask for proof of participation/attendance.

**Final Reports:** All recipients must file a final report within 30 days of the conclusion of their professional development here: <https://forms.gle/6E9mDy6QgigiZaHY9>. Failure to file the final report will render your organization ineligible to apply for future Professional Development grants.

#### OVERVIEW

The New York State Council on the Arts (NYSCA) fosters and advances the full breadth of New York State's arts, culture, and creativity for all. In partnership with CNY Arts, NYSCA offers professional development funding for eligible non-profit museums and museum service organizations in New York State that are open to the public. With a simple application, you may be considered for awards ***up to \$1,000. These funds may be used for professional development activities which occur between January 1, 2024 – December 31, 2024.*** We anticipate offering a minimum of 50 awards.

#### ELIGIBILITY

New York State-based non-profit museums or museum service organizations may apply for support to attend conferences, bring in consultants for in-house training, or participate in training that directly relates to the museum's work and connects to NYSCA's mission. Further eligibility includes:

- Applicants must be a museum or museum service organization. In New York State most museums are chartered through the state's Chartering office: [Incorporating Educational Corporations | The New York State Museum \(nysed.gov\)](#)

- Applicants must be open to the public and regularly offer programming. By appointment only does not suffice.
- Applicants cannot be owned and operated by New York State including state historic sites and museums of SUNY/CUNY.
- Religious institutions may not apply.
- Organizations primarily featuring living collections and supported through New York State's ZBGA program are not eligible for this opportunity.
- Funds may not be used for out-of-state travel, or any entertainment, food, or beverage.
- Professional development opportunities cannot be for or related to libraries or archives as New York State has agencies which offer grants and are focused on these areas.
- Organizations that have not filed past final reports, or have unapproved final reports for this opportunity, are ineligible to apply.

### **TYPES OF PROFESSIONAL DEVELOPMENT SUPPORTED**

Often applicants seek support to attend a museum-related conference. However professional development can take different forms. Applicants may choose to meet with colleagues to review programming at another New York based institution, bring in a consultant to work with staff, take classes (as long as they are not part of a degree or certificate program), or other creative ideas not listed here. If you are uncertain if your idea meets the requirements, please contact Program Director Kristin.Herron@arts.ny.gov.

### **AWARD AMOUNTS FOR 2024**

Awards will be for up to \$1,000 per organization if the professional development opportunity is occurring within New York State. For out-of-state opportunities – we will be able to support a maximum of \$500 for the registration only.

Additionally, no more than half of all awards made may be directed to the same opportunity.

### **NYSICA STATEMENT ON HISTORICALLY UNDERREPRESENTED COMMUNITIES**

NYSICA 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.

## **PRIORITIES**

Professional Development Grants are awarded to organizations which meet eligibility as outlined in the application. There is no peer review or panel process.

In determining awards, the following priorities will be followed:

### **Priority 1:**

- Eligible applicants (in all cases eligible applicants = the institution) that have **not** received NYSCA Professional Development support in the past 5 years (2019-2023) and whose fiscal year 2023 operating budget was under \$5,000,000.
- Each REDC Region must have at least one recipient, provided eligible applications from all regions are submitted.

### **Priority 2:**

- Eligible applicants that have not received NYSCA Professional Development support in the past 3 years (2021-2023) and whose fiscal year 2023 operating budget was under \$5,000,000.
- Eligible applicants prioritizing staff or volunteers who have never participated in a professional development opportunity supported by this award or their institution regardless of institutional budget size.

### **Priority 3:**

- Eligible applicants that did not receive NYSCA Professional Development support in 2023 whose operating budget in fiscal year 2023 was under \$5,000,000.

### **Priority 4:**

- Of the remaining eligible applicants – regardless of budget size – recipients will be selected based on the REDC Regions with the fewest awards.

## APPLICATION PROCESS

Application will be by Google Form: <https://forms.gle/qPzdGnLqonoDgjj6A>

The application will close on **March 1, 2024, at 5:00 pm**. Applications will be reviewed for eligibility. All eligible requests will be considered for funding. As this is a non-evaluative grant, awards ***will be determined following the priorities stated above.***

**IMPORTANT NOTE:** *Please remember that funds from these awards may not arrive until after your opportunity occurs. If you are pursuing a professional development opportunity in the first half of 2024 funding is likely to arrive retroactively.*

## CHECKLIST

To Apply:

\_\_\_ NYSCA/CNY Arts Professional Development Grant for Museums Application – Google Form

If Supported:

\_\_\_ W9 of the applicant museum, for our partner CNY Arts which distributes the awards.

\_\_\_ Final report, due 30 days after the completion of the professional development opportunity – Google Form.

## ***APPLICATION FORM OVERVIEW***

### **NYSCA/CNY ARTS PROFESSIONAL DEVELOPMENT GRANTS FOR MUSEUMS 2024**

#### **Section 1**

- Email
- Contact First Name
- Contact Last Name
- Museum or Museum Service Organization Name
- Contact Telephone Number

- County (drop-down list)
- Regional Economic Development Council Region (drop-down list)
- EIN Number
- Operating Budget Size (drop-down list) – your 2023 fiscal year
- Your organization's public hours. Please provide a direct link (URL, social media) to your public hours. Museum service organizations should demonstrate that the organization offers regular programming and provide a link.
- Mission

## Section 2: Application

- My museum wishes to participate in the following Professional Development opportunity/ies for which we wish to use NYSCA funds to participate. *Only select more than one if you plan to attend more than one and seek to use funds from this grant for each opportunity.* You are responsible for being familiar with the registration procedures and details of the opportunity/ies your museum seeks to engage in. Support for opportunities within New York state may include registration, travel, lodging or consultant fees. Support for any opportunity outside of New York State may only be used for conference registration. No award may include entertainment, food, or drink. (Select from drop-down menu)
- If you selected any of the “Other” options above, please provide more details here. This may include the website to a conference or workshop, a consultant website, or other details explain how the option offers professional development. Please review guidelines or contact [Kristin.Herron@arts.ny.gov](mailto:Kristin.Herron@arts.ny.gov) with questions about eligible options. If you did not select an “Other” option, mark this section N/A.
- Who will participate? Please identify if full-time (FT), part-time (PT), volunteer (V), board (B) or intern (I). If a large group will be participating, you may summarize this section. If the application is for an individual who has never had the opportunity to pursue professional development (paid for by this award or their institution) please identify them as (N). Priority level 2 may be applied towards an award for one person who fits this description – but not for a group of participants.
- The maximum award is \$1,000 per organization (or \$500 for out-of-state registration). Here you will identify how NYSCA funds would be spent.
- I acknowledge that should my organization receive funding it must submit a W9 to CNY Arts in order to process the award. I also acknowledge that it is likely that funding may be received after the opportunity occurs. (Box to check Yes).

- I acknowledge that should my organization receive funding it must file a final report with NYSCA no later than 30 days after the completed of all Professional Development opportunities supported by the award, or my organization may be ineligible for future awards. The link to the final report will be sent with award letters.

## **NYSCA PROFESSIONAL DEVELOPMENT OPPORTUNITY FREQUENTLY ASKED QUESTIONS:**

**Q: How do I know if I have met basic eligibility requirements?**

**A:** Your museum or museum service organization must be a non-profit based in New York state and, in most cases, chartered by the New York State Museum Chartering Office. The professional development opportunity must benefit both the individual and the museum. The museum must be open to the public.

Additionally, past recipients must have completed a final report form prior to the deadline, or they will not be eligible.

**Q: Is there a minimum number of hours my museum must be open to the public?**

**A:** Your museum must have regularly posted public hours that are readily visible on your website or other social media page. For this award there is no minimum required. By appointment only does not signify being open. Museum service organizations, as an example, may operate more as a programmatic partner and must show they offer such services.

**Q: My organization is a visual arts organization or an artist residency organization. We offer exhibitions – why can't I apply?**

**A:** With limited funds this opportunity is centered on museums and museum service organizations. In New York state most museums are chartered by New York state.

**Q: How do I know if you have received my application?**

**A:** When you submit the Google Form your screen will show "Your response has been recorded." And you will receive a copy of the application to the email address submitted.

**Q: How do you decide who receives these grants?**

**A:** We typically receive more requests for Professional Development Grants than we have funds available. Once we review each application for eligibility, funds will be awarded following the stated priorities in the guidelines until funds run out.

We anticipate supporting at least 50 museums/museum service organizations in 2024.

**Q: What do you mean by "priority will be given to applicants that did not receive support in the past five years? Or three years"?**

**A:** Based on our documentation of past awards, we will prioritize museums that have not been successful in our past funding opportunities. We do this to support as many different museums as possible.

**Q: How can I make the best argument to be funded?**

**A:** Unlike other NYSCA grants which are evaluated for the cases they make for funding these requests are only "evaluated" in terms of eligibility. Just provide clear and brief information

that follows the guidelines. Please do not spend time developing an argument on why your organization should be funded.

**Q: I want to attend a conference in Fall 2024. Should I apply by the March deadline?**

**A:** Yes. We anticipate that all awards will be announced in late March 2024.

**Q: When will you notify me if we have been awarded a grant?**

**A:** You will hear back in late March.

**Q: If we are awarded funds, are they reimbursable or will we receive the money up front?**

**A:** While these grants are not intended to be reimbursable, in most cases they will be. CNY Arts will issue checks to the successful applicants, but not until CNY Arts itself has received the funds from New York state. Their award is disbursed in three separate payments. Thus, some recipients may well have a letter confirming their award, but funds may not be received until after the opportunity concludes. This will likely be the case for opportunities earlier in the calendar year. If you will not be able to participate until funds are received, please reconsider applying for this grant or apply for an opportunity later in the year.

**Q: What if I am awarded a Professional Development Grant, and then later I cannot attend the conference? Can I use it for something else? Can someone else go in my place?**

**A:** Professional Development Grants will be awarded to the applicant for the event/opportunity cited in the application. Should unanticipated situations occur you must request a modification in writing (email) to Program Director Kristin Herron at [kristin.herron@arts.ny.gov](mailto:kristin.herron@arts.ny.gov).

**Q: What if I am awarded funds, but then am not able to spend them all?**

**A:** Contact Kristin Herron, Program Director, immediately at [kristin.herron@arts.ny.gov](mailto:kristin.herron@arts.ny.gov). You will be expected to return the difference as we cannot fund more than the eligible costs for any opportunity.

**Q: I work part-time at more than one museum. Can I apply for professional development from each of the museums I work for?**

**A:** As our funds are limited, individuals may only appear on one application.

**Q: Can our museum/museum service organization apply to bring a facilitator in to conduct in-house professional development for all staff?**

**A:** Yes, this is a perfectly acceptable option. Please note how many staff and include a brief description of what positions will participate. (If you are a large institution and this list would be cumbersome you could identify in groupings, i.e.: our museum education department of 50 people including per diem educators and volunteers will participate). You would include biographical information of the facilitator, a website link if the facilitator has one, and briefly describe the professional development opportunity and its benefit to your institution on the form.



**Q: My organization receives NYSCA Statewide Community Regrant funds. Or my museum is applying for NYSCA Statewide Community Regrant funds. Can we still apply for the NYSCA Professional Development Grants?**

**A:** Yes!

**Q: I work at a large museum, and it's almost impossible to know if anyone else is planning to apply for a Professional Development Grant. What do I do?**

**A:** Each museum may submit only one application. If your museum submits multiple applications, Program Director Kristin Herron will be in touch to help you determine which request(s) will be withdrawn. Should the museum be unable to decide, we will consider the request date/time stamped first in Google forms as the eligible request.

**Q: We want to visit other museums to learn from them. Can't I just use the funds to pay for admission and go when I want?**

**A:** We value opportunities to learn from peers, but this must be a formal learning experience, not just visiting museums as the public would. Your application must identify the museum(s) you intend to visit, why you wish to visit that specific institution, and who you plan to meet with. If this information is not included, the application will be deemed ineligible.

If you are still uncertain if you are eligible for this grant, please contact Program Director, Kristin Herron at [kristin.herron@arts.ny.gov](mailto:kristin.herron@arts.ny.gov)