



Architecture + Design

FY2020 GUIDELINES

Application Deadline: March 28, 2019 by 4:00PM



**Council on
the Arts**

ANDREW M. CUOMO
Governor

KATHERINE NICHOLLS
Chair

MARA MANUS
Executive Director

Helpful Information

TIMETABLE OF KEY EVENTS

Guidelines Released	January 23, 2019
Application Period Begins	February 11, 2019
Applications Due	March 28, 2019 4 pm
Award(s) Announced By	EST December 15, 2019

PROGRAM STAFF



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PLEASE NOTE:

These program guidelines have been developed for the current funding year. NYSCA's grant recommendations each year are the result of funds available, the volume of applications received, and a review process that includes the evaluation of all eligible proposals by a peer review panel. Past funding is neither a factor considered by the review panel nor a guarantee of future funding.

Funding Restrictions

Limitations to the Number of Applications

Organizations are limited to two grant requests to NSYCA. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories **do not count** towards an organization's limit of two requests:

- ❑ Architecture + Design Program — *Independent Projects category*
- ❑ Dance Program — *Rehearsal Space and Residencies categories*
- ❑ Electronic Media & Film Program — *Art & Technology Initiative (see Workspace category)*
- ❑ Facilities Projects Program — *All categories*
- ❑ Folk Arts Program — *Apprenticeships category*
- ❑ Folk Arts Program — *Regional and County Folk Arts Programs category*
- ❑ Individual Artists Program — *All categories*
- ❑ Literature Program — *Translation category*
- ❑ State and Local Partnership Program — *Decentralization category*
- ❑ All Programs — *Regrants and Partnerships category*

Ineligible Activities

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:

- ❑ 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
- ❑ Competitions and contests
- ❑ Components of an organization's budget that are not directed towards programs in New York State
- ❑ Entertainment costs for receptions, openings, and fundraising benefits/events
- ❑ Major expenditures for the establishment of a new organization
- ❑ Operating expenses and fellowships at professional training schools that are not open to the general public
- ❑ 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
- ❑ Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
- ❑ 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. **Such applicants are strongly advised to contact NYSCA program staff listed on the previous page of this document in advance of the application deadline to determine eligibility.**

Architecture + Design - Overview

Please Note two important changes to the FY2020 Application Process:

1. Applicants no longer need to register requests on the NYSCA website; and
2. Applicants must submit through the online NYSCA-New York State Consolidated Funding Application (NYSCA-CFA). *The Grants Gateway will continue to be a critical part of the NYSCA grants Prequalification and contracting process for FY2020.*

The NYSCA FY2020 [Application Manual \(PDF\)](#) explains how to:

1. Review NYSCA's general requirements;
2. Become Prequalified in the Grants Gateway
3. Register in the NYSCA-CFA
4. Submit an application through the NYSCA-CFA and get help for technical questions.

The NYSCA FY2020 Application Manual and online NYSCA application guide are available on the NYSCA website at www.arts.ny.gov/application-guide . Please read all instructions carefully.

PROGRAM GOALS

Design is everywhere: from the Montauk lighthouse to Buffalo's Olmsted parks, from Manhattan's skyscrapers to Adirondack camps, from Russel Wright tableware to Tiffany jewelry. At its best, design impacts our quality of life and serves the public good. To support excellence in design, and recognizing design as an art form, NYSCA's Architecture + Design Program welcomes applications from organizations and individuals. The Program encourages innovation and excellence in the design arts, the preservation and interpretation of New York State's architectural + design heritage, and the development of design literacy for all New Yorkers.

PROGRAM PREREQUISITES

- ❑ The program supports Architecture + Design generally, including the fields of architecture, landscape architecture, historic preservation, community centered design, graphic design, fashion design, industrial design, and interior design.
- ❑ Please Note: Organizations seeking support for schematic or conceptual design for a capital project, for equipment purchases, or for capital funding should review the [Facilities Projects Program](#) guidelines.
- ❑ Please Note: Applicants seeking support for theatre production related set design, costume design and lighting design should review the guidelines for the [Individual Artists Program](#).
- ❑ Applicants may make one request in the Architecture + Design Program, not including the NYSCA-wide exempt categories

PRESERVE NEW YORK GRANTS

NYSCA partners with the Preservation League of New York State to provide support for Historic Structure Reports, Building Condition Reports, Cultural Landscape Reports and Cultural Resource Surveys. The program provides support for up to 80% of the project's costs and typically grants range from \$3,000 - \$10,000.

For more information, contact the Preservation League at 518.462.5658 and review information on their website: <https://www.preservenys.org/preserve-new-york.html>

Types of Architecture + Design Support

Applicants may make one request to the Architecture + Design Program, except in categories exempt from the two-limit request.

GENERAL OPERATING SUPPORT

General Operating Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities for organizations whose mission is centered on design.

General Operating Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based. For example, *a community design center operated as a separate entity within a college or university.*

When considering General Operating Support, NYSCA examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its public service.

General Operating Support grants will be no less than \$5,000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. In the Architecture + Design Program General Operating Support awards are based on an applicant's rating and a percentage of the operating budget, with larger organizations receiving a smaller percentage of their budget. In FY19 the median grant awarded was \$24,750, and the largest grant awarded was \$53,025. General Operating Support is awarded on a multi-year basis.

Prerequisites:

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- The organization's primary focus or mission must be in Architecture + Design – generally in the fields of architecture, landscape architecture, historic preservation, community centered design, fashion, graphic, industrial and/or interior design; or the organization must have significant ongoing activities in those fields; and
- The organization must have ongoing programs, exhibitions, productions or other art and cultural activities focused on fostering an appreciation of relevant design field(s) that are open to the general public; and
- The organization must make evident a substantial commitment to design, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to a design field, with a prior record of accomplishment in producing or presenting cultural activities; and
- The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls; and
- The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff; and
- The organization must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances; and
- The organization must demonstrate a consistent policy of fair payment to artists.

Sponsored projects are not eligible for support in this category.

Types of Architecture + Design Support

PROJECT SUPPORT

Project Support offers funding for projects or programs that promote an understanding of design, and may be directed at a general or professional audience. Such arts and cultural programming might include: exhibitions, publications, workshops, artist residencies, conferences, public programs, or services to the field. Projects are welcome in many design fields including architecture, landscape architecture, historic preservation, community centered design, graphic, fashion, industrial, and interior design.

Neither restoration nor preservation of buildings, landscapes or objects is supported in this program. Project Support grants will be awarded for minimum of \$2,500. In FY19 the median grant awarded was \$16,000, and the largest grant awarded was \$27,000. Project support grants may not exceed 50% of the project budget.

Prerequisites:

- Projects must directly involve the design arts.
- Projects should represent a programmatic priority: demonstrating innovation and excellence in the design arts, interpreting or educating an audience about design or historic preservation.

Sponsored projects are not eligible for support in this category.

INDEPENDENT PROJECTS

Independent Projects allow for individuals (or a team) to creatively explore, or to research an issue or problem in a design field including architecture, landscape architecture, historic preservation, community centered design, fashion, graphic, industrial and/or interior design that advances that field and contributes to a broader understanding of design. The category seeks projects that are innovative in nature and emphasize artistry and design excellence - design must be at the core of any project. Projects might include the creation of design prototypes, provide new ideas in community design, research a topic in design or architectural history, or engage in critical or theoretical analyses.

Each application by an individual (or team) must be sponsored by an eligible New York State nonprofit organization. NYSCA cannot make grants to individuals. Grants are awarded to the sponsoring organization, which then directs the funds to the applicant individual (or team).

Sponsoring organizations should work with the individuals they are sponsoring – parts of the application must be completed by the sponsor while other parts must be completed by the sponsored individual or team. Thus, it is critical for the individuals (or teams) to be timely in working with their sponsor so all the correct information can be submitted by the deadline.

Funds awarded for Independent Projects are individual artist awards, but are not fellowships. All funded projects are awarded the full eligible amount requested up to \$10,000. Requests are encouraged to include the artist's time and may include related project expenses. In addition, sponsoring organizations are eligible to receive an administrative fee of \$750 for each funded project. This must be included in the project budget.

Please review the "Funding Restrictions" list on page 1 of this document so you are aware of eligible activities.

NOTE FOR ARCHITECTS/DESIGNERS: *Individuals must identify a sponsoring non-profit organization that is eligible to apply to NYSCA. These organizations must be non-profits that are Prequalified in New York State's Grants Gateway system. Potential applicants may search "[Recent NYSCA Grants](#)" at www.arts.ny.gov under the Architecture + Design Program to identify organizations which have sponsored individuals in the past, or reach out to a non-profit on their own. Some non-profits issue calls for architects/designers, inviting them to be sponsored. When selecting a sponsor, the architect/designer must understand his/her responsibility to that organization during this process. Architects/designers are strongly encouraged to communicate with the sponsoring organization prior to the preparation of the application.*

Types of Architecture + Design Support

INDEPENDENT PROJECTS (cont.)

Prerequisites FOR NONPROFIT SPONSORING ORGANIZATIONS:

Sponsoring organizations serve as fiscal agents for the project and generally limit their role to assisting in the application process, receiving, disbursing, and reporting on grants. Sponsoring organizations must be prepared to communicate with applicants promptly regarding the results of their application to NYSCA. The sponsoring organization may provide additional fiscal and administrative services to the architects and designers they sponsor at their discretion. All sponsoring organizations should work with the architect(s)/designer(s) to comply with the Architecture + Design Program's requirements and procedures.

The sponsoring organization is also responsible for verifying that the applicant(s) is/are current New York State resident(s).

Please enter the Project Title as: Last Name: Project Title, for example: Jones: Solar Architecture or Smith/Lopez: New Materials in Fashion.

Prerequisites: FOR INDIVIDUAL (OR TEAM) APPLICANTS:

In order to be eligible to apply for Independent Projects Support, the **sponsored individual (or team)** must meet the following criteria:

- The individual (or team) must be professionals in their related design field. Architectural and design historians and critics qualify. Visual artists whose work references the built environment are not eligible for support.
- The project must emphasize design and how that creative process can make an impact on the issue or problem the applicant seeks to explore.
- This category cannot support past work or current for-client, commissioned work. It is intended to support new ideas and explorations that further the evolution of relevant design fields, and is self-generated by an individual or team.
- Individuals may be associated with only one project request per year. If individuals appear on more than one request, both requests will be deemed ineligible for support.
- Faculty in architecture or design schools are welcome to apply. However, their proposed projects **cannot** be part of a course curriculum. Research-based studios may be eligible if the applicant can clearly make the case that the work is not related to University curriculum.
- Student projects are ineligible for support. Currently matriculated students must document that their projects are not related to the completion of a degree.
- The individual (or team) must provide evidence to their sponsoring organization that they are current New York State residents at the time of application. Proof of New York State residency requires **two** of the documents **per individual** from the list below. All documentation must contain the same individual's name and home address. Documentation must be dated no earlier than two years prior to NYSCA application deadline.

More recent documents are encouraged, however.

- Home utility bill.
- Credit card (*name and address page only; financial and account information should be blocked*).
- Bank statement (*name and address page only; financial and account information should be blocked*).
- New York State or Federal Tax Form (*first page only; social security and financial information should be blocked*)
- Current lease or mortgage agreement for a home residence listing the individual's name and showing a New York State address.
- New York State Driver's license or New York State ID card. License number may be blocked.
- Voter Registration card.

Because NYSCA awards public funds, the Agency reserves the right to request additional documentation, if necessary, to verify New York State residency.

Types of Architecture + Design Support

REGRANTS AND PARTNERSHIPS SUPPORT

Application to the Regrants and Partnerships Programs category is by invitation only

NYSCA may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. Organizations are invited based on an identified, unmet need within a discipline by Program staff and the service profile of the applicant organization. This category covers a range of services from the administration of technical assistance funds to fees for artist appearances.

Organizations applying to NYSCA in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services can vary depending on the nature, depth and scope of the work, but rarely exceed 15% of project costs.

Prerequisites:

- The applicant's primary focus or mission must be in Architecture + Design or the organization must have significant ongoing activities or services in the areas supported by this program.
- The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls; and
- The organization must employ one or more qualified, salaried administrative staff; and
- The organization must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.

Sponsored projects are not eligible for support in this category.

Architecture + Design - Questions

The Questions below must be completed in the NYSCA-CFA under the QUESTIONNAIRE and NYSCA Tabs.

STANDARD QUESTIONS - ALL ARCHITECTURE + DESIGN APPLICANTS MUST ANSWER THE QUESTIONS BELOW:

LEGAL NAME OF APPLICANT

APPLICANT ADDRESS TABLE: Street, City, State, Zip

CONTACTS TABLE: (For Primary and Secondary Contact, Executive Director/Equivalent Position and Board Chair/President): First Name, Last Name, Title (for Primary and Secondary Contact), Phone, Email

MISSION: Please enter your organization's current mission statement. (Max 250 characters)

ACTIVITIES: Provide a brief overview of your organization's programs and activities as it relates to your mission in the previous question. (Max 1,000 characters)

STAFF LIST TABLE: First Name, Last Name, Title, Salary Range for Up to Five Primary Staff.

DIVERSITY/INCLUSIVENESS: Given your mission and the community you serve, how does your organization address diversity and inclusiveness? In your response, discuss in terms of staff, board, and audience composition, as well as the programs and services your organization provides. (Max 1,000 characters)

ACCESSIBILITY: A universal and inclusive environment for the arts allows everyone, including people with and without disabilities, and people of all ages, to access the facilities and programs of an organization. What actions has your organization taken to make your facilities, programs, and communications systems accessible and usable by all? (Max 1,000 characters)

FACILITIES: Briefly describe your facilities. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future. (Max 750 characters)

ORGANIZATION'S FACILITIES/REAL ESTATE ARE: Choose "Owned" or "Rented"

IF RENTED, DATE CURRENT LEASE EXPIRES:

DAYS/HOURS/SEASONS OF OPERATION:

TOTAL NUMBER OF VISITORS/USERS/AUDIENCE: How many audience members, exhibition visitors, service users, or visitors to your facility do you serve? Provide an average annual figure.

SOCIAL MEDIA TABLE: Provide links to primary website and two additional social media, if your organization maintains.

FISCAL YEAR END DATE: Format MM/DD

YEAR INCORPORATED: Format YYYY

PROJECT NAME (* Completed when the application is created)

PROJECT DESCRIPTION: Provide a brief description of your project. (Max 250 characters)

PROJECT OBJECTIVE: Please indicate the primary goals of this request. (Max 250 characters)

Architecture + Design - Questions

STANDARD QUESTIONS (cont.)

PROJECT PERFORMANCE MEASURE: Indicate how you will measure the success of the request, should it be supported. (Max 250 characters)

PROJECT CAPACITY: Indicate how your staffing will provide sufficient support for the project (experience, training activities). (Max 250 characters)

PROJECT REQUEST AMOUNT: (* Completed under the Funding Tab)

PROJECT TOTAL EXPENSES: (* Completed under the Funding Tab)

ARTISTIC/CULTURAL VISION: Please enter your organization's current vision statement. (Max 400 Characters)

VISITOR DATA: Please provide visitation/attendance data from the past three years i.e. 2018 = x, 2017 = y, 2016 = z. (Max 150 characters)

GENERAL OPERATING SUPPORT: All applicants to GENERAL OPERATING SUPPORT must complete the following questions.

1G. ARTISTIC/PROGRAMMATIC — Background:

What is the history of your organization? Please include your website URL which will be reviewed as part of the process, and provides reviewers a view into your organization's programmatic offerings. (Max 3,000 characters)

2G. ARTISTIC/PROGRAMMATIC — Program Overview:

What are some outstanding recent examples from the past year of programs and/or services that help meet your organization's artistic/cultural vision? What are some specific examples of what you are planning for upcoming years? (Max 4,000 characters)

3G. ARTISTIC/PROGRAMMATIC — Evaluation:

How does your organization evaluate the effectiveness of its programs/services? What is an example of how assessment has led to improvements? (Max 3,000 characters)

4G. MANAGERIAL/FISCAL — Staff, Consultants, Artists:

Who are the key artistic/programmatic and administrative staff and what are their relevant backgrounds? If your organization works regularly with consultants and/or artists please provide information on these individuals as well. [Recommend one biographical paragraph per person] (Max 5,000 characters)

5G. MANAGERIAL/FISCAL — Changes/Challenges:

What significant changes or challenges has the organization recently experienced? How were these issues addressed? (Max 3,000 characters)

6G. MANAGERIAL/FISCAL — Governance:

How does your board reflect your organization's community? How does the board provide fiscal and managerial oversight? (Max 3,000 characters)

7G. MANAGERIAL/FISCAL — Organizational Development:

What are your organization's major strategic goals for the next two years? How does your organization plan for succession? (Max 2,000 characters)

8G. MANAGERIAL/FISCAL — Finances:

How does the organization meet its expenses? If there are current or recurring surplus or deficits, please explain why. (Max 2,000 characters)

Architecture + Design - Questions

GENERAL OPERATING SUPPORT (cont.)

9G. SERVICE TO THE PUBLIC — Constituency:

Who are the organization's current and potential audiences? *(Max 3,000 characters)*

10G. SERVICE TO THE PUBLIC — Development and Outreach:

What efforts does the organization make to cultivate and expand its audience? *(Max 2,000 characters)*

11G. SERVICE TO THE PUBLIC — Marketing:

What are some creative methods you have used to promote your organization? *(Max 2,000 characters)*

12G. SERVICE TO THE PUBLIC — Community Context:

What other organizations in your region provide similar arts and cultural activities? How do you work in partnership with other organizations? *(Max 3,000 characters)*

PROJECT SUPPORT: All applicants to PROJECT SUPPORT must complete the following questions.

1P. ARTISTIC/PROGRAMMATIC — Program Summary:

What is your project and why is it important? How does the project address a program priority in the design arts? *(Max 4,000 characters)*

2P. ARTISTIC/PROGRAMMATIC — Project Staff:

Who will be working on this project and how is their experience appropriate? [Recommend one paragraph biographical statement per person] *(Max 4,000 characters)*

3P. MANAGERIAL/FISCAL — Mission and Long-Range Plan:

How is this project critical to meeting your organization's mission and strategic goals? *(Max 1,500 characters)*

4P. MANAGERIAL/FISCAL — Project Management:

Understanding that all funded activities must occur between January – December 2020, what are the key tasks that you expect to accomplish? Please include specific dates such as openings or events, as relevant. *(Max 4,000 characters)*

5P. MANAGERIAL/FISCAL — Finances:

Since NYSCA can only support up to 50% of a project's cost, how will you fund the project? Please identify confirmed or pending funds. Explain any organizational deficits or surpluses. *(Max 2,000 characters)*

6P. SERVICE TO THE PUBLIC — Audience:

Who is the primary audience for this project? How will they be included in the process or the planning? *(Max 4,000 characters)*

7P. SERVICE TO THE PUBLIC — Marketing:

What are some creative methods you will use to reach your intended audience? *(Max 2,000 characters)*

8P. SERVICE TO THE PUBLIC — Evaluation:

How will you know if the project benefited its intended audience? *(Max 2,000 characters)*

9P. SERVICE TO THE PUBLIC — Community Context:

What other organizations in your area provide similar arts and cultural activities, and how are yours different? How will you partner or collaborate with other organizations on this project? *(Max 3,000 characters)*

Architecture + Design - Questions

INDEPENDENT PROJECTS

Please review submission instructions under “Support Materials”

1IP. ARTISTIC/PROGRAMMATIC — Project Overview:

Describe the project, emphasizing the role of design.

2IP. ARTISTIC/PROGRAMMATIC — Project Context:

Provide specific context to show how this project builds on similar work in your field, is unique or tackles an issue/problem in the field in a new way. Discuss how the project will advance and provide a contribution to its field.

3IP. MANAGERIAL/FISCAL — Project Lead or Team:

Highlight the qualifications of the individual (or team) demonstrating how the individual or team possesses the necessary experience and qualifications to advance this project.

4IP. MANAGERIAL/FISCAL — Project Management:

Detail the time frame for project completion during the application grant period (2020). If more than one person is involved, describe how the work will be delegated or coordinated.

5IP. MANAGERIAL/FISCAL — Project Budget

Independent Project awards are typically \$10,750: \$10,000 for the applicant’s project and \$750 for the sponsoring organization. Please explain how you will spend \$10,000 to address this project. If your project necessitates more funding – where will that come from?

6IP. SERVICE TO THE PUBLIC — Project Accessibility

Define the project’s intended audience and how this project will be made accessible to that audience during the contract year. If the project’s impact will also extend beyond 2020, please describe.

Architecture + Design - Questions

REGRANTS AND PARTNERSHIPS: All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions.

1R. ARTISTIC/PROGRAMMATIC — Program Summary:

Discuss the goals and priorities of this regrant program. Identify your key constituents. Please provide a URL for the grant guidelines and application. *(Max 4,000 characters)*

2R. ARTISTIC/PROGRAMMATIC — Relevance of Mission:

How does this program relate to the organization's mission, goals and programming? *(Max 2,000 characters)*

3R. ARTISTIC/PROGRAMMATIC — Scope of Activity:

For ongoing regrant projects, describe the number of requests received, on average, for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded. *(Max 3,000 characters)*

4R. MANAGERIAL/FISCAL— Staffing:

Who is responsible for the administration of this project? Describe their role, detailing their duties, explaining how this work is managed in relation to other responsibilities, and noting whether this is a full, part-time or consultant position. *(Max 4,000 characters)*

5R. MANAGERIAL/FISCAL — Work Plan:

Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities. *(Max 3,000 characters)*

6R. MANAGERIAL/FISCAL — Finances:

For regrants, discuss the total amount of funding requests the regrant has been receiving, and the program's ability to meet those needs within the field. For partnerships, narratively detail the program's costs. *(Max 3,000 characters)*

7R. SERVICE TO THE PUBLIC — Constituency:

Describe the audiences and communities served. *(Max 2,000 characters)*

8R. SERVICE TO THE PUBLIC — Marketing/Outreach:

What are some creative strategies for outreach and marketing, particularly to reach those not currently served by the program? *(Max 2,000 characters)*

9R. SERVICE TO THE PUBLIC — Selection Process (Regrants only):

Describe the application and selection process, noting what is required of applicants, restrictions, and the panel review. Describe the composition of the panel and the review process. *(Max 4,000 characters)*

10R. SERVICE TO THE PUBLIC — Evaluation:

How is (or will) the effectiveness of this program evaluated and assessed? Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public. *(Max 3,000 characters)*

11R. SERVICE TO THE PUBLIC — Community Context:

Identify any other organizations in the area that provide similar arts and cultural regrant support, and tell us how their activities support, enhance, or differ from those of this organization. *(Max 2,000 characters)*

Architecture + Design - Support Materials

Required Support Materials must be uploaded in the NYSCA-CFA under the DOCUMENTS tab (other than Board list which will be uploaded within the NYSCA tab), unless otherwise noted below

ALL ARCHITECTURE + DESIGN APPLICANTS must submit the following support materials:

1. **BOARD OF DIRECTORS LIST**, including affiliations. A sample template is available at <https://grantsmanagement.ny.gov/system/files/documents/2018/10/sample-board-directors-profile.pdf>

GENERAL OPERATING SUPPORT

No additional support materials are required. Please be sure your website remains up to date as it will be reviewed with your application to provide insight into your organization's programmatic offerings.

PROJECT SUPPORT

All applicants to PROJECT SUPPORT must submit the following support materials:

1. **Up to 12 images** that best illustrate your project. For exhibitions this must consist of selected images of art/artifacts which will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. Adobe Acrobat PDF or PowerPoint is preferred.
2. Depending on the focus of your project request, you may submit one other supporting document. Suggestions include:
 - a. **Exhibitions:** Exhibition design layout, sample exhibition script or example of interpretive labels from previous exhibitions
 - b. **Catalog/Publication:** Outline and sample text of no more than five pages.
 - c. **Workshops:** Marketing materials related to this program.
 - d. **Public Programs:** Marketing materials related to these programs.
 - e. **Services to the Field:** Promotional materials.
 - f. **Other:** One other document which supports your project.

Architecture + Design - Support Materials

INDEPENDENT PROJECTS SUPPORT

All applicants to **INDEPENDENT PROJECTS SUPPORT** **must format their application in the following order and save as a single PDF**. Your sponsoring organization will upload this PDF as your application.

- a) **Application questions:** Please respond to the mandatory questions (IIP-6IP) using no more than 3 pages, minimum 12-point font, minimum 1-inch margins. The header must include: Architect/Designer Name(s), Project Title, Sponsoring Organization Name.
- b) **Résumés or biographical statements:** These should be no more than 1 page per person. For book projects brief bios of contributors may also be included.
- c) **Visuals:** Up to 12 images representative of your proposed project or recent work that can support your application – demonstrating your design skills and ability to lead the project you have proposed. Be sure to briefly identify the images.
- d) **Installations:** If your project is to be installed in a public space in 2020, please provide documented permission to use the site.
- e) **Publications:** If your project involves a publication you may also include an outline and up to 3 pages of sample text and drawings related to the project.

INDEPENDENT PROJECTS SUPPORT APPLICANTS: Proof of New York State Residency.

Please refer to the “Eligibility Criteria” for details on acceptable documentation. You may block personal information – we just need confirmation of name and address. You must have two different documents *for each person* listed in the project title. For example: Smith/Jones: Suburban Landscapes requires a total of 4 forms of proof of residency while Thompson: Green Design requires 2 forms of proof. **Proof of residency must be submitted to your sponsoring organization as a second PDF**. Please remember that NYSCA reserves the right to request additional documentation, if necessary, to verify New York State residency.

REGRANTS AND PARTNERSHIPS

All applicants to **REGRANTS AND PARTNERSHIPS** must submit the following support materials:

1. For existing Regrant Programs: Please upload a **list of the most recent grantees**, including the award amount, brief award description and location in New York State.
2. For Regrant Programs: Copies of application materials – application forms and/or guidelines.
3. For Partnerships: Provide a list of the proposed programming locations and presenters.