



Facilities Projects

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 NYSCA. 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.**

Facilities Projects Program - 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

Arts and cultural organizations that own or lease buildings face myriad challenges in managing those structures. Through Facilities Projects support, NYSCA makes strategic investments in supporting those organizations to help them become more physically accessible and age-friendly, stabilize their facility, support their artistic efforts, and become more sustainable for their communities. Strong projects combine excellence in design with informed decisions that will positively affect the future of arts and cultural organizations across the state.

NYSCA is more likely to support projects that meet at least one of the following priorities:

- Projects that improve, expand, or rehabilitate existing buildings to provide access for all.
- Projects that address known health and safety deficiencies.
- Projects that address issues of building stabilization.
- Projects from organizations that further cultural development in rural or minority communities.
- Projects that reduce an organization's operating costs.
- Projects that demonstrate environmental stewardship and/or sustainable building practices.

Funding is also prioritized to buildings that currently house NYSCA-funded programs.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit arts and cultural organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

PROGRAM PREREQUISITES

In order to be eligible to apply for the Facilities Projects Program an applicant organization must meet the following minimum criteria:

- ❑ Applicants must have received NYSCA funding for ongoing programs and activities (not including sponsored projects, Regional Economic Development, Regrants or Decentralization grants) for the previous three consecutive years.
- ❑ The applicant cannot have received facilities (capital) funding for more than three years in the last five-year period. This includes grants received through NYSCA's Regional Economic Development Council initiative and NYSCA's FY19 Mid-Size Capital Project Fund.

(cont. on next page)

Facilities Projects Program - Overview

PROGRAM PREREQUISITES (cont.)

- ❑ Applicants must have received NYSCA funding for ongoing programs and activities (not including sponsored projects, Regional Economic Development, Regrants or Decentralization grants) for the previous three consecutive years.
- ❑ The applicant must prove ownership of the facility or leasehold with an unexpired period of at least six years at the time of application. (A renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval).
- ❑ Organizations must own their facility to apply for any exterior rehabilitation projects, such as roof replacement and façade restoration.
- ❑ Applicants must have completed any previously supported facilities projects before applying for a new project, including submission of the final report. This includes grants received through NYSCA's Regional Economic Development Council initiative and NYSCA's FY2019 Mid-Size Capital Program.
- ❑ The project for which funding is sought cannot be supported by any other New York State programs or agencies including Regional Economic Development Council opportunity. Projects that include other New York State support in the project budget are ineligible for NYSCA support.

These organizations are not eligible:

- ❑ Religious institutions or arts organizations requesting funds for a facility they share with or lease from a religious institution.
- ❑ Public school districts, public universities, or state agencies, or arts organizations leasing their facility from such an entity.

Sponsored projects are not eligible for support in the Facilities Projects Program.

ADDITIONAL INFORMATION

Covenants

If awarded a grant, NYSCA will require that the grantee execute a certification agreeing that the funded project facility will be used primarily for the arts and cultural uses described in the application for at least six years from the completion of the funded project.

Deferred Maintenance

NYSCA is unlikely to fund maintenance projects and capital projects that have resulted from deferred maintenance. Examples may include roof repair, servicing of HVAC equipment, and painting.

Americans with Disabilities Act and Section 504

Facilities Projects support is particularly concerned with ensuring access to cultural events and services for all New Yorkers. Applicants whose facilities are not fully accessible to both audience members and artists with disabilities are urged to learn about and work toward compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dormitory Authority Review

Projects of proposing budgets of \$1 million or greater must be referred to the Dormitory Authority of the State of New York for technical review and recommendations. This review typically takes 30 days. If the Dormitory Authority determines that a project is technically flawed, it may recommend to NYSCA that funding be denied. In such an event, it is highly unlikely that the project would be funded by NYSCA.

Facilities Projects Program - Overview

ADDITIONAL INFORMATION (cont.)

State Historic Preservation Office Review

Per Section 14.09 of the New York State Preservation Act, New York State's Historic Preservation Office (SHPO) must review capital projects funded by New York State to "ensure that the effects or impacts on eligible or listed properties are considered and avoided or mitigated during the project planning process." Organizations must go to: <http://www.nysparks.com/shpo/environmental-review/documents/ProjectReviewSubmissionCoverForm.pdf> and submit the form, requesting a SHPO consultation.

Technical Support

The Preservation League of New York State administers two grant programs on behalf of the New York State Council on the Arts. Technical Assistance Grants provide support for modest projects including buildings conditions assessments and structural analyses. Additionally, within the Preserve New York program, Building Condition Reports are now available. Information on the application guidelines and deadlines can be found at www.preservenys.org

Preservation League of New York State

t: 518.462.5658

url: www.preservenys.org

Types of Facilities Projects Support

CAPITAL EQUIPMENT

Support may be requested for the purchase of major equipment, to be used on the premises of the applicants' facility, that is essential to the production and/or presentation of an art form. Examples include: theatrical lighting or sound systems, gallery lighting, sprung flooring, assisted listening systems, large-type and Braille printers, theatre seats, projectors, and fire curtains. Museum collections storage systems are also eligible. Such professional equipment may also be requested for programs focused on professional training/rehearsal as well as arts education. For example, sprung flooring might be requested for a rehearsal space for professional dancers or dance education programs.

Stage rigging, wheelchair lifts, and elevators may be supported as a construction expense in the Capital Projects category.

Examples of ineligible equipment requests include: generators, office furniture, office shelving, stackable chairs, office computers and software, distance learning equipment, food service equipment, and telephones.

Recognizing that the latest technology may need to be run with computers, applicants may only include computers if the applicant can clearly make the case that the equipment is critical to the ability to produce an art form and is not for daily, office or administrative use.

Musical instruments are not supported through this category. Applicants may seek support through NYSCA's Musical Instrument Revolving Loan Fund. Any announcement of availability of loans in 2019, special application procedures and the deadline for loan requests will be emailed to all NYSCA FY20 applicants.

NYSCA will award up to 50% of the costs of equipment purchase and installation. The maximum grant is \$49,500; the minimum grant is \$5,000; awards reflect the applicant's full eligible request in this category. Organizations may not include other New York State funds in their project budgets. Project budgets may include in-kind goods and services.

CAPITAL PROJECTS

Support is available for renovation, expansion, or restoration projects for eligible buildings. Such projects must be sufficiently developed and be able to secure all required permits and approvals. Construction must be able to occur during the NYSCA contract period in order to be eligible. Additionally, applicants requesting support for installation of elevators, wheelchair lifts, boilers, and HVAC systems should apply under this category. Support in this category is not available for the construction of entirely new facilities.

As required by legislation, all applications in this category are reviewed by New York State licensed engineers and architects.

NYSCA will award up to 50% of the costs of only construction materials and labor. The maximum grant is \$49,500; the minimum grant is \$5,000; awards reflect the applicant's full eligible request in this category. Applicants in this category must specify whether they are applying for a one or two-year contract period. If applying for a one-year contract, the grant payment will be made in its entirety at the beginning of the contract period. If applying for a two-year grant, 80% of the funds will be paid at the beginning of the contract period; at the end of the first year, an interim report will be due, and the remaining 20% of the grant will be paid at the beginning of the second year of the contract, pending approval of the interim report. In the case of both one and two year contracts, a final report will be due at the end of the term.

Organizations may not include other New York State funds in their project budgets. Project budgets may include in-kind goods and services.

Types of Facilities Projects Support

DESIGN STUDIES

Funding is available for nonprofit arts and cultural organizations or local governmental agencies which manage a cultural facility in New York State to engage the services of a New York State licensed architect for the completion of concept design and/or schematic design for a planned capital project. Requests for an architect-designed master plan for a cultural facility are also accepted.

NYSCA encourages design work that generates creative solutions to the problem of adapting existing structures to new or expanded cultural uses.

Funds awarded are prioritized for up to 50% of consultants' fees for the design phases of a project. The maximum grant is \$49,500; the minimum grant is \$5,000. Support in this category is not available for the design of entirely new facilities.

Projects in this category may not include: bid negotiation, construction administration, purchase of real estate or capital construction costs, out-of-state travel, salaries or overhead of public agencies, or student projects. To apply for construction costs, please refer to Capital Projects.

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:

- ❑ Its primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships support 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
- ❑ It must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.

Facilities Projects - Questions

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

STANDARD QUESTIONS: ALL NYSCA 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)

Facilities Projects - Questions

STANDARD QUESTIONS (cont.)

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

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)

FACILITIES PROJECTS ADDITIONAL STANDARD QUESTIONS: Site Control Documents

Briefly describe the building. For Ownership: include date of deed, liber number. For Lease: include dates of current lease. If the unexpired period of the lease is less than six years from the application deadline, the project is not eligible. If there is a renewal option, not requiring landlord approval, please note. Other: describe in detail. (Max 2,000 characters)

FACILITIES PROJECTS ADDITIONAL STANDARD QUESTIONS: Buildings 50 Years or Older

If the facility which is part of this application is 50 years or older, please note. Additionally, if the building is on the National or State Registry, please identify when it was approved and the registry number. If the facility is currently in the nomination stage, please indicate. (Max 2,000 characters)

FACILITIES PROJECTS ADDITIONAL STANDARD QUESTIONS: Facility Use

Identify and describe the NYSCA-supported arts and/or cultural program activities and services that take place in the part of the facility that the organization plans to renovate/expand/restore. (Max 2,000 characters)

CAPITAL EQUIPMENT: All applicants to CAPITAL EQUIPMENT must complete the following questions.

For All Capital Equipment Questions – Maximum Character Limit is 2,000.

1CE. DESIGN/TECHNICAL REVIEW — Equipment Description:

Describe the equipment to be purchased. Please also describe how it will supplement, complement or replace current inventory.

2CE. DESIGN/TECHNICAL REVIEW — Program Enhancement:

Establish the need for this equipment, why the particular equipment was chosen, and how this equipment will enhance the NYSCA-funded activities for which it is intended.

3CE. DESIGN/TECHNICAL REVIEW — Consultant's Qualifications:

If applicable, briefly describe the consultant's qualifications as they relate to this request.

4CE. MANAGERIAL/FISCAL — Project Manager:

Detail who will manage this project, whether someone on staff or an outside consultant, and their relevant qualifications.

5CE. MANAGERIAL/FISCAL — Project Timeline:

Detail the project's timeline within the NYSCA contract period.

Facilities Projects - Questions

CAPITAL EQUIPMENT (cont.):

6CE. MANAGERIAL/FISCAL — Finances:

Since NYSCA can only support up to 50% of any project's total cost, describe how the organization will raise the funds necessary to complete the project. What resources are available, including in-kind support? Indicate whether funds are confirmed or projected.

7CE. MANAGERIAL/FISCAL — Maintenance:

Discuss the ability of the organization to maintain the equipment after purchase and installation.

8CE. MANAGERIAL/FISCAL — Sustainability:

If relevant, please detail how this equipment will make the facility more environmentally and economically sustainable.

9CE. MANAGERIAL/FISCAL — Certified Minority and Women-Owned Contractors:

Describe efforts made to obtain estimates from certified minority-and/or women-owned vendors. Will the project contract with a New York State-certified minority or women-owned business?

10CE. SERVICE TO THE PUBLIC — Constituency:

Detail how the purchase of this equipment will affect the audience experience and communities served by the organization.

11CE. SERVICE TO THE PUBLIC — Funding Priorities:

Describe how this project will best serve the public by meeting one (or more) of NYSCA's funding priorities for this category. Please review the guidelines for the list of priorities.

12CE. CAPITAL EQUIPMENT — Support Materials:

You must submit all of the required support materials as detailed in the guidelines and list them here. Failure to do so will render the application ineligible.

CAPITAL PROJECTS: *All applicants to CAPITAL PROJECTS must complete the following questions.*

For All Capital Projects Questions – Maximum Character Limit is 2,000.

1CP. DESIGN/TECHNICAL REVIEW — Project Planning:

Establish the need for the project by detailing how you determined that this solution was the best means of addressing the problem and why it must be done now.

2CP. DESIGN/TECHNICAL REVIEW — Codes and Permits:

Please identify any local codes your project must meet and how you will meet them. Additionally, identify any required permits including building permits and certificates of appropriateness.

3CP. DESIGN/TECHNICAL REVIEW — Construction Work:

Provide a detailed description of the work to be performed by the contractors. If this request is part of a larger capital project, briefly describe the full construction project to provide context as to how this request will fit in and be coordinated with the entire construction project.

4CP. DESIGN/TECHNICAL REVIEW — Project Impact:

Describe the impact of the completed project on the organization's artistic and/or cultural operations, focusing on those supported by NYSCA.

Facilities Projects - Questions

CAPITAL PROJECTS (cont.)

5CP. DESIGN/TECHNICAL REVIEW — Consultant's Qualifications:

Briefly describe the architect or engineer's qualifications as they relate to the project for which support is requested. List some similar projects that they have recently completed. Why is this consultant the right one for this project?

6CP. MANAGERIAL/FISCAL — Project Management:

Discuss who will manage the construction project. Describe their relevant experience. Additionally, please provide a rationale for the contractors you will work with.

7CP. MANAGERIAL/FISCAL — Project Timeline:

Specify whether you are applying for a one or two year contract. Detail the project's timeline within the NYSCA contract period. Include provisions for securing all applicable local and state compliance approvals (including SHPO) in this timeline.

8CP. MANAGERIAL/FISCAL — Finances:

Since NYSCA can only support up to 50% of any project's total cost, describe how the organization will raise the funds necessary to complete the project. What resources are available, including in-kind support? Indicate whether funds are confirmed or projected. How will the finished project impact the organization's financials?

9CP. MANAGERIAL/FISCAL — Long-Range Capital Plans:

Detail other facility-related projects planned for the next three to five years, how the board is involved with these projects, and the fundraising plan to implement them. Please include any capital campaign goals. Discuss how these capital projects are supported by institutional plans.

10CP. MANAGERIAL/FISCAL — Maintenance:

Describe the ability of the organization to operate and maintain the facility after improvements are made, particularly as related to the organization's business plan.

11CP. MANAGERIAL/FISCAL — Certified Minority and Women-owned Contractors:

Detail efforts made to obtain estimates from certified minority- and/or women-owned construction contractors. Will the project contract with a New York State certified minority or women-owned business?

12CP. SERVICE TO THE PUBLIC — Constituency:

Discuss how this project will affect the audience and communities served by the organization, and why it is important to them.

13CP. MANAGERIAL/FISCAL — Funding Priorities:

Describe how this project will best serve the public by meeting one (or more) of NYSCA's funding priorities for this category. Please review the guidelines for the list of priorities.

14CP. CAPITAL PROJECTS — Support Materials:

You must submit all of the required support materials as detailed in the guidelines and list them here. Failure to do so will render the application ineligible.

Facilities Projects - Questions

DESIGN STUDIES: *All applicants to DESIGN STUDIES must complete the following questions.*

For All Design Studies Questions – Maximum Character Limit is 2,000.

1D. DESIGN/TECHNICAL REVIEW — Project Overview:

Describe the design project for which the organization is requesting support and why it is a current priority. Discuss the design problem that this project seeks to solve. If this project is part of a larger plan, briefly describe the overall effort, to provide context for this component.

2D. DESIGN/TECHNICAL REVIEW — Consultant Qualifications:

Detail the professional qualifications of the consultant architect, particularly as they relate to the needs of this project. Why is this architect the right one for this project?

3D. DESIGN/TECHNICAL REVIEW — Consultant Selection Process:

Briefly describe the recruitment and selection process for the architect.

4D. DESIGN/TECHNICAL REVIEW — Consultant's Tasks and Schedule:

Please copy from the architect's scope of work the time schedule for the architect's work including the specific tasks to be completed.

5D. DESIGN/TECHNICAL REVIEW — Consultant's Products:

Please copy from the architect's scope of work the final products that will be completed for this project.

6D. MANAGERIAL/FISCAL — Mission and Long-Range Plan:

Discuss how this project fits within or supports the mission of the organization and how it relates to the organization's long-range or strategic plan.

7D. MANAGERIAL/FISCAL — Architect's Fees:

Detail the architect's fee for this project including the billing rates and direct costs. This may be copied from the scope of work.

8D. MANAGERIAL/FISCAL — Finances:

Since NYSCA can only support up to 50% of any project's total cost, discuss how the organization will raise the other funds needed for this design phase. Indicate whether funds are confirmed or projected.

9D. MANAGERIAL/FISCAL — Implementation:

Describe plans and identify sources of construction funding to implement this project.

10D. MANAGERIAL/FISCAL — Operations:

Detail the plans for meeting the increased costs of operating the expanded/renovated facility.

11D. SERVICE TO THE PUBLIC — Community:

Discuss how the organization's community will be engaged in this design process. Explain how this project, when complete, will serve those constituents.

12D. SERVICE TO THE PUBLIC — Funding Priorities:

Describe how this project will best serve the public by meeting one (or more) of NYSCA's funding priorities for this category. Please review the guidelines for the list of priorities.

13D. DESIGN STUDIES — Support Materials:

You must submit all of the required support materials as detailed in the guidelines and list them here. Failure to do so will render the application ineligible.

Facilities Projects - Questions

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

For Regrants and Partnerships Questions – Maximum Character Limit is 2,000.

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.

2R. ARTISTIC/PROGRAMMATIC — Mission:

How does this program relate to the organization's mission, goals and programming?

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.

4R. MANAGERIAL/FISCAL — Staffing:

Identify who in the organization is responsible for the administration of this project. Describe their role, detailing their duties and noting whether this is a full or part-time position. If the coordinator has other responsibilities within the organization, describe them here.

5R. MANAGERIAL/FISCAL — Work Plan:

Detail the key tasks and time line for successful completion of the next grant cycle. Bullets or outline format are welcome.

6R. MANAGERIAL/FISCAL — Finances:

Discuss the total amount of funding requests the regrant has been receiving, and the program's ability to meet those needs within the field.

7R. SERVICE TO THE PUBLIC — Constituency:

Describe the audiences and communities served.

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

What are the strategies for outreach and marketing, particularly to reach those not currently served by the program?

9R. SERVICE TO THE PUBLIC — Selection Process:

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.

10R. SERVICE TO THE PUBLIC — Evaluation:

How is 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.

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.

12R. REGRANTS AND PARTNERSHIPS — Support Materials:

Please submit the required support materials as detailed in the guidelines and list them here.

Facilities Projects - 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

STANDARD SUPPORT MATERIALS – All Applicants: ALL FACILITIES PROJECTS

APPLICANTS must submit the support materials below:

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>
2. **ALL APPLICANTS - Site Control Documents:** copies of the deed or lease for the property that is a part of this request.

CAPITAL EQUIPMENT: All applicants to CAPITAL EQUIPMENT must submit the following support materials.

1. **Equipment brochures or URL links.**
2. At least **two comparable contractors' written estimates** or purchase orders for the equipment described in the application. Components should be listed separately.
3. **Contractor's estimate summary form.** [Download the form here.](#)
4. **Useful Life Documentation:** Letter from an appropriate individual who can state the useful life of the proposed equipment.
5. **Up to 20 images or website reference** of the facility and area which is part of this request.

CAPITAL PROJECTS: All applicants to CAPITAL PROJECTS must submit the following support materials.

1. **One set of documents sufficiently detailed for bidding, permitting, and construction.** These materials must be prepared by New York State licensed architects or engineers and shall be the basis for all contractor bids submitted with the application. Roofing, HVAC, boilers and wheelchair lift projects may also require review by an architect or engineer. At minimum such projects must submit work scopes, drawings and technical specifications for adequate panel review.
2. At least **two comparable contractors' written estimates** based on the construction documents.
3. **Contractor's estimate summary form.** [Download the form here.](#)
4. **Useful Life Documentation:** Letter from an architect, engineer, or contractor stating the useful life of the proposed capital project.
5. **Up to 20 images or website reference** of the facility and area which is part of this request, and **up to 5 images of the consultant's work** with descriptive text, for a maximum of 25 images.

DESIGN STUDIES: All applicants to DESIGN STUDIES must submit the following support materials.

1. **Professional, New York State-licensed architect's résumé.** Maximum 2 pages.
2. **A scope of work from the architect** detailing tasks to be performed, billing rates, direct costs, a time schedule and final products.
3. **Up to 20 images or website reference** of the building and up to **5 images or website reference of your architect's previous completed related work** with descriptive text.

Facilities Projects - Support Materials

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

1. **Résumés or biographical statements** of project staff/consultants, maximum of 1 page each.
2. 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.