Special Arts Services

FY2020 GUIDELINES

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

NEW YORK STATE OF OPPORTUNITY. | Council on the Arts

ANDREW M. CUOMO
Governor

KATHERINE NICHOLLS
Chair

MARA MANUS
Executive Director

Helpful Information

PROGRAM STAFF

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

Arian Blanco
Program Director
Arian.Blanco@arts.ny.gov
(212) 459-8815

Kavie Barnes
Program Officer
Kavie.Barnes@arts.ny.gov
(212) 459-8858

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.

For photo credit information, visit arts.ny.gov

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.**

Special Arts Services 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.

Special Arts Services (SAS) ensures the artistic pluralism of New York State by providing support for professional arts activities that includes a spectrum of community-based work that serves the following constituencies:

❏ Distinct cultural and ethnic communities
❏ Historically-underserved communities of color
❏ Isolated geographic areas
❏ Communities with high rates of poverty
❏ People with disabilities
❏ Court-involved youth
❏ LGBTQ communities
❏ Homeless populations

SAS supports artistic programming by established and emerging organizations in a variety of arts disciplines. Collaborations and innovative projects; whether multi-disciplinary or in a specific discipline of the performing, visual, or media arts are encouraged.

SAS also supports professional instruction and training programs that promote advanced study, or entry to an arts career including scholarships for arts training and tuition-free/low-cost classes.

Though all programs supported by NYSCA must be open to the general public, SAS-supported programs must specifically occur within and be tailored to the SAS-focused constituency it seeks to serve.

Community-based organizations may apply for SAS grants that would support activities outside of their communities but these programs must be developed primarily for the specific SAS-defined community served by the applicant, and the activities must relate directly to the mission of the organization.

Special Arts Services Program - Overview

Sponsored requests are accepted in the SAS **Project Support** and **Instruction and Training** categories:

- ❏ Funding for sponsored projects will generally not exceed $10,000.
- ❏ Organizations may not impose a fee for submitting a sponsored application but are permitted to charge a fiscal sponsorship fee if the application is funded. Fiscal sponsorship fees for funded applications may not exceed 7% and are determined by mutual agreement between the sponsored entity and the sponsoring organization. This expense must be included in the project budget and indicated in the budget narrative question included in the application.
- ❏ Applicants serving as fiscal sponsors must provide a fiscal sponsorship agreement stating the services providing by the fiscal sponsor, amount or percentage of the grant provided to the fiscal sponsor, and responsibilities of the sponsored organization relating to the fiscal sponsorship.
- ❏ The services of the sponsoring organization are limited to fiscal management of the project, submission of the application and final report, and, at the discretion of the sponsoring organization, publicizing the activity requested. Following notification of the funding decision by NYSCA, the fiscal sponsor is required to notify the sponsored organization as soon as possible about whether the application has been funded and the funding amount.
- ❏ Please review the Sponsored Application Instructions.

Types of Special Arts Services Support

Applicants may make a total of two requests NYSCA-wide, except in categories exempt from the two- limit request. **Applicants may no longer make two non-exempt requests within the Special Arts Services Program.**

All requests must meet general eligibility requirements for all NYSCA organizational applicants. Click here

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.

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, the education programs of an arts center operated as a discrete entity within a parent community service organization.

When considering the provision and level of 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 up to $50,000 and may not exceed 25% of an organization's overall budget, based on the income and expense statement for the organization's most recently completed fiscal year. In FY19 the median grant awarded was $25,000 and the largest grant awarded was $45,000. 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 applicant's primary focus or mission must be in Special Arts Services; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support;
- ❏ The organization must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public;
- ❏ The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; and It 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;
- ❏ The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff;
- ❏ The organization must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances;
- ❏ The organization must demonstrate a consistent policy of fair payment to resident artists and teaching artists.

Types of Special Arts Services Support

PROJECT SUPPORT

Project Support is available for ongoing programming and related activities involving performing, visual, media or literary arts. These activities must be professionally directed and take place in, or tour in, underserved and/or serve one or more SAS-defined constituencies. Such arts and cultural programming might include:

- Community-based, professionally directed performances by a dance, music or theatre company
- An annual program involving more than one art form, such as exhibitions, presentations of music, dance or theatre, and/or literary readings
- A season of visual arts exhibitions or a series of film and electronic media screenings
- A season of programs in a single art form (performing, visual, literary or media) consisting of various types of activities such as workshops, family or youth programs and performances
- Touring of an exhibition(s) or a performing arts company
- Services providing access to arts enrichment within historically underserved communities

Priority is given to organizations that pay fees to artists and curators and those that provide ongoing programming that is not available elsewhere in the specific community. This category does not support stand alone, one-day activities such as a single exhibition or festival. Funding may cover fees for artists, guest curators, designers, film/video rental costs, preparation and production costs, publicity, catalogues or program notes, publication expenses, outreach workshops related to these programs involving artists, and reasonable direct administrative expenses. Organizations may not require or request artists to pay a fee of any kind to participate in activities.

NOTE: Organizations that receive funding through other NYSCA program areas must contact SAS staff before the deadline to describe how the proposed programs differ from activities supported by other NYSCA program areas.

Project Support grants will be awarded for a minimum of $5,000 and up to $25,000 and may not exceed 50% of the project budget. Further, a Project Support request may not exceed 25% of an organization's overall budget, based on the income and expense statement for the organization's most recently completed fiscal year. In FY19 the median grant awarded was $10,000 and the largest grant awarded was $20,000.

Sponsored applications are accepted in this category. See criteria in the overview section above.

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

- ❏ The applicant's primary focus or mission must be in Special Arts Services; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support;
- ❏ The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities;
- ❏ The organization must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances;
- ❏ The organization must demonstrate a consistent policy of fair payment to resident artists and teaching artists.

Types of Special Arts Services Support

INSTRUCTION & TRAINING

Instruction and Training offers an opportunity for study with a goal of advanced training towards a professional career in the arts or instruction in the traditional art of and for members of an ethnic community. This category fosters professional development in a variety of arts disciplines including preserving the traditional art forms of specific cultures.

Areas given priority for professionally-directed instruction and training are: Pre-Professional Development, Professional Development and Traditional Arts Study. Funding in Pre-Professional and Professional Development is limited to organizations whose priority is serving ethnic and new American populations. Non-degree granting community-based organizations that have in the past recruited participants served by this Program may apply for scholarships for professional training.

Applicant organizations must state which course of study is provided. Classes must be regularly occurring and taught by professional artists in community-based venues. Applicant organizations must provide guidance through all levels of artistic development and are required to provide documentation of the results of their programs.

NOTE: Organizations that receive funding through other NYSCA program areas must contact Special Arts Services staff before the deadline to describe how the proposed programs differ from activities supported by other NYSCA discipline areas.

Instruction & Training grants will be awarded for a minimum of $5,000 and up to $25,000 and may not exceed 50% of the project budget. Further, a Project Support request will not exceed 25% of an organization's overall budget, based on the income and expense statement for the organization's most recently completed fiscal year. In FY19 the median grant awarded was $15,000, and the largest grant awarded was $15,000.

Sponsored applications are accepted in this category. See criteria in the overview section above.

Prerequisites:

In order to be eligible to apply for Instruction and Training, an applicant organization must meet the following minimum criteria:

❏ The applicant's primary focus or mission must be in Special Arts Services; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support;
❏ The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities;
❏ The organization must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances;
❏ The organization must demonstrate a consistent policy of fair payment to resident artists and teaching artists.

The following are ineligible for support:

❏ Single-instructor programs;
❏ Programs offered in cooperation with schools, school districts, or BOCES, and offered during school hours, or which take place immediately after school hours in school facilities;
❏ One-time workshops or programs of very short duration;
❏ Activities in the summer and during school vacations that are not an integral part of year-round instruction and training programs.

6

Types of Special Arts Services Support

Pre-Professional Development

Pre-Professional Development supports professional instruction in the arts to prepare the participants for more advanced study, with the long-range goal of career entry.

Professional Development

This area of support encourages career development to prepare participants for direct entry into the field. Support is available for intensive concentration programs in a special area of study or scholarships for a multi-level, advanced curriculum. Applications must demonstrate an extended curriculum in a particular art discipline whose focus is advanced levels of instruction. Evidence of the success in placement of students in career settings or otherwise advancing their goals is required.

Traditional Arts

This area of support recognizes the importance of sustaining the cultural life and practices of people by supporting historical memory and training younger members of a community. Grants are awarded for projects focusing on an art form that is part of a community's particular ethnic heritage.

REGRANTS AND PARTNERSHIPS

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:

In order to be eligible to apply for Regrants and Partnerships, an applicant organization must meet the following minimum criteria:

- ❏ The applicant's primary focus or mission must be in Special Arts Services 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;
- ❏ The organization must employ one or more qualified, salaried administrative staff;
- ❏ The organization must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.

Special Arts Services - Questions

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

STANDARD QUESTIONS - *All SPECIAL ARTS SERVICES 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)

Special Arts Services - Questions

STANDARD QUESTIONS - SPECIAL ARTS SERVICES APPLICANTS (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)

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

NOTE: There is a 2,000-character limit per narrative application question.

1G. ARTISTIC/PROGRAMMATIC — Background:
Describe the organization and how it was established, focusing on the activities for which support is requested. Provide the organization's URL and any other social media links.

2G. ARTISTIC/PROGRAMMATIC — Artistic/Cultural Vision:
Articulate the organization's artistic and/or cultural vision.

3G. ARTISTIC/PROGRAMMATIC — Program Overview:
Describe programs and/or services for the coming year and how they will help the organization to realize its artistic and cultural vision. Discuss any new programs and/or initiatives that are planned for the next two years, the goals in undertaking these activities, and the expected outcomes.

4G. ARTISTIC/PROGRAMMATIC — Changes and Challenges:
Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

5G. MANAGERIAL/FISCAL — Staff:
Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes (or vacancies) in key staff positions.

6G. MANAGERIAL/FISCAL — Governance:
Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.

7G. MANAGERIAL/FISCAL — Organizational Development:
Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

8G. MANAGERIAL/FISCAL — Finances:
Detail plans for meeting current and future expenses. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits.

Special Arts Services - Questions

GENERAL OPERATING SUPPORT (cont.)

9G. MANAGERIAL/FISCAL — Artist and Programmatic Consultant Fees:
Indicate how payment to artists and any outside consultants is determined. Please include the range of fees.

10G. SERVICE TO THE PUBLIC — Constituency:
Describe the audiences and communities served including numbers in attendance.

11G. SERVICE TO THE PUBLIC — Development and Outreach:
Detail efforts being undertaken to cultivate and broaden the organization's constituency.

12G. SERVICE TO THE PUBLIC — Marketing and Online Resources:
Describe the breadth of the organization's marketing strategies.

13G. SERVICE TO THE PUBLIC — Evaluation:
Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.

14G. SERVICE TO THE PUBLIC — Community Context:
Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations.

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

NOTE: There is a 2,000-character limit per narrative application question.

1P. ARTISTIC/PROGRAMMATIC — Program Summary:
Describe your project, providing an overall summary and context. Indicate how it relates to your organization's mission and/or history of programs for community audiences. Include title(s), number of productions and performances of each and note whether the program marks a new direction for the organization. For exhibitions, provide program content and design and list the artists, objects/art work being presented. For a service activity, describe the scope and nature of program and indicate its relationship to other programs in your organization.

2P. ARTISTIC/PROGRAMMATIC — Changes/Developments:
Provide a brief history of programs and achievements that relate to this request. Highlight any recent achievements or programmatic challenges. If not a first-time request, describe any significant changes or developments since the last NYSCA review.

3P. ARTISTIC/PROGRAMMATIC — Artists:
Describe how the artists are involved in or are contributing to the program content and design. What is the financial arrangement with the artists? Describe fee range.

4P. ARTISTIC/PROGRAMMATIC — Facilities:
Describe the community-based facilities in which the activities will take place. For performing arts programs, detail their suitability in terms of production values, including lights, sound, floor, and other performance requirements. Note challenges, if any, and plans to address them.

5P. ARTISTIC/PROGRAMMATIC — Touring:
If this is a touring request, list the venues and dates. Describe the fiscal and programmatic responsibilities of any host organization.

Special Arts Services - Questions

PROJECT SUPPORT (cont.)

6P ARTISTIC/PROGRAMMATIC — Time Frame:
What is the time frame and performance/exhibition schedule for proposed program? If an exhibition(s) what are gallery hours when it is open to the public?

7P. MANAGERIAL/FISCAL — Project & Administrative Staff:
List key project staff and/or consultants, as well as their qualifications, as related to the proposed project. Describe their credentials and relationship to the community served. List principal administrative staff, indicating their qualifications and duties. Indicate any recent relevant changes or developments in the organization's management, and any changes expected for the proposed grant period.

8P. MANAGERIAL/FISCAL — Governance & Organizational Development:
Describe the board's committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight Describe the role of the board and staff in the development and ongoing assessment of programs and services. Summarize any long-range plan the organization may have.

9P. MANAGERIAL/FISCAL — Finances:
As NYSCA can only support up to 50% of a project's cost, detail how other funds will be raised. Please use the budget notes to itemize the project budget indicate revenue that is confirmed or secured. Detail the plan for meeting program expenses, highlighting new sources of income and new fundraising projects or initiatives. Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, artists' fees, marketing, and remaining operating expenses.

10P SERVICES TO THE PUBLIC — Mission and Audience:
Describe the primary audience for this project and why this project is important and/or appropriate to that audience. Be sure to include the projected number of participants and their cost to participate.

11P. SERVICES TO THE PUBLIC — Marketing and Promotion:
Discuss how this project will be marketed, and explain how the efforts will reach the project's intended audience, including use of the Internet and social media, ticket pricing, etc., and describe recent success.

12P. SERVICES TO THE PUBLIC — Community Context:
Describe your efforts to be responsive to community needs and demographics and list the results. Identify other organizations that provide similar or complementary arts services to the community. Describe any partnerships or collaborations with community and cultural organizations.

Special Arts Services - Questions

INSTRUCTION & TRAINING: *All applicants to INSTRUCTION & TRAINING must complete the following questions:*

NOTE: There is a 2,000-character limit per narrative application question.

1IT ARTISTIC/PROGRAMMATIC — Project Overview:
Describe the program's instructional goals. Where will the workshop be held? Detail the registration fee, scholarship options and selection process. Detail the compensation instructors will receive, including the number of instructional hours each will provide. How will the organization recruit and select participants? How will this program be documented and disseminated?

2IT. ARTISTIC/PROGRAMMATIC — Project Context:
Provide 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.

3IT. ARTISTIC/PROGRAMMATIC — Evaluation/Assessment:
How will individual students' learning be assessed? How will the overall project be evaluated?

4IT. MANAGERIAL/FISCAL — Project Team:
Highlight the qualifications of the members of the team including program coordinator(s), presenters and instructors. Outline how the program team possesses the necessary experience and qualifications to advance the proposed project.

5IT. MANAGERIAL/FISCAL — Project Management:
Detail the time frame for program completion during the application grant period. If more than one person is involved with program coordination or oversight, describe how the work will be delegated or coordinated.

6IT. SERVICE TO THE PUBLIC — Project Accessibility:
Define the project's intended audience and how this project will be made accessible to that audience, including demographic information if available.

Special Arts Services - Questions

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

NOTE: There is a 2,000-character limit per narrative application question.

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 — Relevance to 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 timeline 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. SERVICES TO THE PUBLIC — Constituency:
Describe the audiences and communities served.

8R. SERVICES TO THE PUBLIC — Marketing/Outreach:
What are the strategies for outreach and marketing, particularly to reach those not currently served by the program?

9R. SERVICES 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. SERVICES 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 re-grant or partnership to the community and general public.

11R. SERVICES TO THE PUBLIC — Community Context:
Identify any other organizations in the area that provide similar arts and cultural re-grant support, and tell us how their activities support, enhance, or differ from those of this organization.

Special Arts Services - 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

Uploaded files must be in PDF, JPG or ZIP format (unless specifically noted otherwise below) and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *,%,#,:,; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single multi-page file that contains all the required documents.

STANDARD SUPPORT MATERIALS – All Applicants: *All FISCAL SPONSOR*

SPECIAL ARTS SERVICES applicants must submit the support materials below:

1. [Sponsored Request Form](#) and the required fiscal sponsor agreement described in the overview section of the Program Guidelines

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

GENERAL OPERATING SUPPORT: *All applicants to GENERAL OPERATING SUPPORT must submit the following support materials.*

1. **Résumés** or biographical statements of up to 3 key staff, maximum of 1 page each.
2. **Long-range or Strategic Plan.**
3. Up to **3 representative marketing materials** (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.
4. Up to **5 images, a 3-minute video, or website reference**, that best illustrates your core programs. For exhibitions, images must consist of selected art/artifacts that will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. **Please do not require passwords to access online materials. All links must remain live until December 31, 2019.**
5. **OPTIONAL**: Additional materials. Any additional materials you wish NYSCA to consider.

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

1. **Résumés** or biographical statements of project staff/consultants, maximum of 1 page each.
2. Up to **5 images, a 3-minute video, or website reference**, that best illustrates your project. For exhibitions, images must consist of selected art/artifacts that will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. **Please do not require passwords to access online materials. All links must remain live until December 31, 2019.**
3. Depending on the focus of your project request, please upload **one other support document**. Suggestions include:
    a. **Exhibitions**: Exhibition design layout or sample exhibition script.
    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 for this project.
    f. **Other**: One other document that supports your project.

Special Arts Services - Support Materials

INSTRUCTION & TRAINING: *All applicants to INSTRUCTION & TRAINING must submit the following support materials.*

1. **Student event and program schedule form**. <u>Click here</u> to download the form. Provide the program/class schedule for the most recently completed season and the current season, save and upload here.
2. **Video documentation of past instruction**, demonstrating the interaction of instructor with students. Panels will view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., "fifth week of ten-week session"). **Please do not require passwords to access online materials. All links must remain live until December 31, 2019.**
3. **Résumés** or biographical statements of Instructors and other key personnel including class schedules and curriculum brochures
4. Representative list of former students who have entered professional careers
5. If applicable, a **list of scholarship students** for the current year, noting whether full or partial scholarship. Also, indicate the number of years in which subsidy was received and which scholarships are projected to continue into the coming year.

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, award description and location in New York State. For existing Partnerships, please upload a list of the most recent beneficiaries, including cost and type of service provided for each as applicable.