

To foster and
advance
**the full
breadth of
New York State's
arts, culture,
and creativity
for all.**

Support for Sponsored Organizations
FY 2024



Council on
the Arts



NEW YORK
STATE OF
OPPORTUNITY.

**Council on
the Arts**

NYSCA SUPPORT FOR SPONSORED ORGANIZATIONS

This set of guidelines is for Sponsored Organizations to successfully complete the “Support for Organizations” FY24 NYSCA Application.

INTRODUCTION

The New York State Council on the Arts (NYSCA) offers a streamlined and flexible funding opportunity for applicants. Now you may request support where you most need it.

Sponsored organizations may apply for NYSCA support through an eligible New York State nonprofit organization as their sponsor. Grants are awarded to the Sponsor, which then directs the funds to the sponsored organization. Examples of organizations that may need to apply through a sponsor include those that are not yet incorporated, and arts entities that exist as distinct, independent programs within a “parent” organization such as a university or social service organization. Arts entities that are part of colleges or universities must apply as sponsored requests. For Sponsors, including universities or other “parent” organizations, you will list the Sponsored Organization's name once you select yes to: ***Is this a Sponsored request?***

For Sponsored Organizations, the **SPONSOR** must complete prequalification and the application. The **NARRATIVE** portion, including budget and support materials, of the application should reflect the mission and accomplishments of the **SPONSORED ORGANIZATION**.

Therefore, for example, if you are a theater within a university, the university must complete the prequalification (see Page 5) and submit the application. The application, including support materials, budgets, and audience numbers, should reflect the theater's mission and accomplishments.

NYSCA Support for Sponsored Organizations is limited to one request per sponsored organization.

Applications will be evaluated according to the following three criteria: **Creativity, Public Service, and Managerial & Financial**.

Funding Amounts: Awards will be made between **\$10,000-\$49,500**, and grant amounts cannot represent more than **50%** of an organization's operating expenses on its most recently completed fiscal year. Consequently, organizations with FY22 operating budgets of under **\$20,000** are not eligible to apply.

Note: In FY2024 NYSCA will offer other direct requests and regrant funding opportunities for artists including commissions, fellowships, and independent projects. If you are an artist seeking a creative grant opportunity, please see our NYSCA Support for Artists Guidelines.

For questions, please contact Program Staff in the funding area most aligned with the sponsored organization's work. View contact information here: <https://arts.ny.gov/contact>.

NYSCA MISSION AND VALUES

Mission

To foster and advance the full breadth of New York State's arts, culture, and creativity for all.

NYSCA Values:

- The vast diversity of New York State communities.
- Equitable engagement with the arts for people of all ages and inclusive of all backgrounds.
- Access to the full breadth of arts and culture.
- The vital role that arts and culture play in the health of the economy and people.
- The constant evolution of artmaking and creative practice.
- Creativity as a community asset.

Commitment to Underrepresented Communities

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). To that end, organizations must share in the application whether they are within, and serve, historically underrepresented communities. NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA communities; neurodiverse communities; underserved older adults; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

SUPPORT FOR SPONSORED ORGANIZATIONS ELIGIBILITY

Please read through all the following questions to determine if your organization is eligible to apply:

1. Does your sponsored organization have annual expenses of less than \$20,000 per year (as per your 990 forms for 2022 and 2021)?

If the answer is “yes”, your organization is not eligible to apply to this grant. NYSCA is unable to fund more than 50% of an organization’s annual budget (the minimum award is \$10,000). Please see our Regrant Programs for possible funding sources: (<https://arts.ny.gov/nysca-regrants-and-partnerships>).

2. Is your sponsored organization:

- A nonprofit organization either incorporated in or registered to do business in New York State to do business in New York State, with a location in New York State and recognized as tax-exempt under the Internal Revenue Code section as a 501 (c) 3; or a
- State- or Federally-recognized Native American nation; or
- A unit of local or federal government in New York State.

If this applies to your organization, please use the “Support for Organizations” guidelines to apply for a NYSCA grant.

3. Some NYSCA applicants must apply as “Sponsored Organizations.” You may have to use this set of guidelines if:

- Your organization is not yet incorporated or
- Your organization is not recognized as tax-exempt under the Internal Revenue Code section as a 501(c) 3 or
- Your organization exists as a distinct program with a parent organization – such as a theater in a university.

If the answer to any of these is “yes,” you may continue with this set of guidelines to complete the **Support for Organizations** application.

4. Is your organization an LLC?

- Organizations that have an LLC designation are not eligible to apply to NYSCA either directly or through a fiscal sponsor. **This includes Limited Liability Company (LLC), Limited Liability Partnership (LLP), or business corporation.**

INELIGIBLE ACTIVITIES AND COSTS

New York State law and NYSCA policy restricts the types of activities and expenditures that NYSCA may fund. NYSCA is unable to award funding for the following:

- Costs that are funded by another government or private grant or loan source, including but not limited to the Payroll Protection Plan (PPP) loans and Shuttered Venue Operators Grant (SVOG) programs from the Federal Small Business Administration (SBA)
- 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. "By Appointment Only" does not fulfill this requirement.
- 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
- Costs of lobbying activity
- Operating expenses and fellowships at professional training schools that are not open to the general public
- Administrative overhead or fees charged by an affiliated college or university
- 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
- 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 in advance of the application deadline to determine eligibility: <https://arts.ny.gov/contact>.

HOW TO APPLY

Below please find an overview of the necessary steps of the application process. Some steps require approval and validation from New York State, so we recommend starting as early as possible.

You can read about these steps in further detail in the [Application Manual](#).

1. Determine Eligibility

Please carefully review the questions on Page 3.

If the Sponsor has already registered with the Grants Gateway system, the registration and Vault must be checked for any necessary account updates. **This process EXPIRES ANNUALLY** and new documents must be uploaded.

If this is the first time the Sponsor has applied for Prequalification, please continue with the steps below.

2. Prequalify

Applications will be disqualified from the grant review process if prequalification is not finalized before the opportunity deadline. NYSCA and Grants Gateway are not likely to resolve any issues by the application deadline in any Vault submitted less than 7 days before an application deadline.

Register: Take the first step now!

Consult [this link](#) to obtain the forms and necessary instructions. Then email all the completed documents listed below to grantsreform@its.ny.gov.

- Notarized Registration Form for Administrators
- A Substitute Form W9
- A current organization chart with the names and titles of those in the organization, and the head of the organization that signs the registration form at the top of the chart

Attachments must be in Microsoft Office compatible form (i.e., Word, Excel, PDF).

Grants Gateway will email you the sign-in instructions and a Grants Gateway Document Vault ID. (Tip: Write down your Vault ID as you will need to submit it in the application portal.) Read the full information at [Grants Management Registration](#).

Submit a Document Vault

This step should be completed by the **Sponsor**.

- Log onto the Grants Gateway website
- Create and submit a "Document Vault." You will fill out online forms about your policies and practices and upload key documents including IRS determination letters, audits, board information, leadership resumes, and more.
- Find basic instructions and checklists here: <https://grantsmanagement.ny.gov/get-prequalified>. Please contact help@arts.ny.gov if you have any questions.
- You can learn more about Prequalification by watching our webinar and reading this article.

3. Review the Application Manual.

This step should be completed by the **Sponsored Organization**.

[Download the FY2024 Application Manual here.](#)

4. Apply through the [Application Portal here.](#)

This step should be completed by **the Sponsor**

They will apply for "**Support for Organizations**" but follow the steps outlined here.

*The FY2024 NYSCA Application Portal for this opportunity will open online on **6/1/23**. The **Application Manual** with details on submitting an online application through the FY2024 NYSCA Application Portal will also be released by **6/1/23**.*

HOW WILL MY APPLICATION BE ASSESSED?

Your narrative is an opportunity to tell the story of your organization and its work related to arts and culture. The strongest applications will show us your strengths. What do we mean? Do not tell us you are the “best” or the “first.” Provide details so we learn about your creative strengths. Contextualize any data you provide, so we can best understand how your organization serves the community. Demonstrate how the work you do connects to and amplifies NYSCA’s mission and values.

CRITERIA AND SCORING RUBRIC

Applications are reviewed and scored by an advisory panel. The following rubric explains three overarching criteria that will be considered in evaluating your application. Each panelist will rate each criterion individually, using a scale of 5-0. The application will receive an overall score which averages all three criteria. Additionally, average scores in any single criterion may be used to determine eligibility. Any application scoring 2 or below in any criterion will be ineligible for support.

Creativity	Public Service	Managerial & Financial
<ul style="list-style-type: none"> - Clear artistic / cultural vision that aligns with organizational mission - Programming that is well designed, distinctive, relevant, and innovative - Significant and creative contribution to the field / artists and/or public 	<ul style="list-style-type: none"> - Organization meets priority service to historically underrepresented communities. - Organization consciously creates opportunity for communities to participate. - Marketing/advertising is inclusive of diverse audiences. - Spaces and programming conscientiously remove barriers, including to physical access. - Active and mutual connection with a local or artistic community 	<ul style="list-style-type: none"> - Staff and board possess skills/experience to lead. - Sound financial management - Best practices in governance

Category Score	Scoring Guide
5	Meets or exceeds all benchmarks.
4	Meets most benchmarks.
3	Meets some benchmarks.
2	Meets few benchmarks.
1	Does not meet any benchmarks.
0	Question left unanswered, activities not arts/culture, response provides insufficient detail to understand programming.

SPONSOR RESPONSIBILITIES

Sponsors may serve as fiscal agents and limit their role to receiving, disbursing, and reporting on grants. The sponsor may alternatively provide additional fiscal, administrative and production services to the organizations they sponsor.

- Understanding NYSCA criteria and relevant guidelines.
- Executing a letter of agreement with the sponsored organization that clearly outlines the administration of the grant and defines mutual responsibilities.
- Not imposing a fee for sponsoring the applications. However, the sponsor may receive no more than a 5% administrative fee of the grant award.
- Ensuring work for which funding is sought will occur within the appropriate contract period.
- Consulting with the sponsored applicant regarding eligibility and conveying all relevant NYSCA application information, including deadlines and online access details.
- Ensure the sponsored applicant is not an LLC.
- Submitting applications with all required supporting information.
- Informing the sponsored organization of funding decisions before the expiration of the appeals period.
- Receiving and disbursing granted funds.
- Issuing IRS Tax forms as appropriate
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.

INSTRUCTIONS FOR THE “SUPPORT FOR ORGANIZATIONS” APPLICATION

REGISTRATION QUESTIONS

*The **SPONSOR** will enter registration information including organization and contact information, mission statement, and the following details. This information will automatically appear on your NYSCA application.*

- Organization Website
- Other Social Media
- Link to board list on website
- Board list notes [text box]: Provide additional information to supplement board list, such as brief biographical information on officers, length of their terms and total years of service. For transparency, please disclose any personal relationships within staff and/or board.
- Hours: When open to public
- Number of people served (audience/visitors/participants) data:
 - In-person attendance 2021, 2022
 - Virtual 2021, 2022
- Attendance notes [text box]: please provide any additional notes that would help us to understand or break down your attendance figures, e.g. “10,000 in person attendance means 1,000 workshop students and 9,000 performance attendees” or “5,000 virtual attendance means 4,000 in publication sales and 1,000 participants in virtual reading.”

Organization Type and Discipline:

NYSCA wants you to share how you see your organization. Please select from the following dropdown menu the choice that best defines your non-profit's work. To see the main discipline areas at NYSCA, please see <https://arts.ny.gov/funding-areas>.

Drop Down: Organization Type

Architecture + Design
Arts Council
Arts Education Provider
Community Center
Community Music School
Dance Company
Folk and Traditional Art
Literary Organization
Media Arts Organization
Multi-Arts Center
Museum
Music Ensemble
Presenting Organization
Service Organization
Theater Company
Visual Arts
Other _____

APPLICATION QUESTIONS

PANEL SELECTION

This answer should reflect the ***Sponsored Organization***.

Applications are reviewed and scored by an Advisory Panel. These panels are made up of professionals from across the state whose expertise spans a range of artistic practices as well as many facets of non-profit management. Please select which panel you would prefer to evaluate your proposal (More information, including panel descriptions, is [available here](#)):

- Architecture + Design Panel
- Arts Education Panel
- Dance Panel
- Electronic Media and Film Panel

- Folk Arts Panel
- Literature Panel
- Multidisciplinary Panel
- Museum Panel
- Music Panel
- Presenting Panel
- State & Local Partnerships
- Theater Panel
- Visual Arts Panel
- I don't know what panel my application should be reviewed by

What Best Describes Your Organization?

Is the sponsored organization:

- A semi-autonomous arts organization housed within a larger institution (e.g., an art museum within a university)
- An unincorporated arts group applying through a fiscal sponsor (Not including LLCs)

If neither of these answers apply to your organization, please review the questions on Page 3.

If you selected 'A semi-autonomous arts organization housed within a larger institution (e.g., an art museum within a university),' please fill out the following information (if applicable) for the SPONSORED ORGANIZATION.

- Organization Website
- Other Social Media
- Link to board list on website, if applicable.
- Board list notes [text box]: If organization has a Board or an Advisory Board, provide additional information to supplement board list, such as brief biographical information on officers, length of their terms and total years of service. For transparency, please disclose any personal relationships within staff and/or board.
- Hours: When open to public
- Number of people served (audience/visitors/participants) data:
 - In-person attendance 2021, 2022
 - Virtual 2021, 2022
- Attendance notes [text box]: please provide any additional notes that would help us to understand or break down your attendance figures, e.g. "10,000 in person attendance means 1,000 workshop students and 9,000 performance attendees" or "5,000 virtual attendance means 4,000 in publication sales and 1,000 participants in virtual reading."
- Briefly describe your organization's relationship with the larger institution (e.g. The university owns the building and pays for maintenance, but the Theatre pays all other staffing costs).
- If your organization has a committee or group that performs any functions similar to a board of directors (oversight, governance, strategic planning, budgeting, etc.), briefly describe their role and duties.

If you selected 'An unincorporated arts group applying through a fiscal sponsor (Not including LLCs),' please fill out the following information (if applicable) for the SPONSORED ORGANIZATION.

- Organization Website

- Other Social Media
- Link to board list on website, if applicable.
- Board list notes [text box]: If organization has a Board or an Advisory Board, provide additional information to supplement board list, such as brief biographical information on officers, length of their terms and total years of service. For transparency, please disclose any personal relationships within staff and/or board.
- Hours: When open to public
- Number of people served (audience/visitors/participants) data:
 - In-person attendance 2021, 2022
 - Virtual 2021, 2022
- Attendance notes [text box]: please provide any additional notes that would help us to understand or break down your attendance figures, e.g. “10,000 in person attendance means 1,000 workshop students and 9,000 performance attendees” or “5,000 virtual attendance means 4,000 in publication sales and 1,000 participants in virtual reading.”
- If your organization has a committee or group that performs any functions similar to a board of directors (oversight, governance, strategic planning, budgeting, etc.), briefly describe their role and duties.

This answer should reflect the **Sponsored Organization**:

Tell us about your organization, including its history and cultural and community context. Include your organization’s mission, artistic/cultural vision, and community served. Contextualize this with demographic data. (3000 Characters)

Additional Narrative Questions

CREATIVITY (up to 5,000 characters)

This answer should reflect the **Sponsored Organization**:

Provide an overview of your programs and activities. Highlight 3 recent examples of different activities that represent your organization’s artistic / cultural vision. Identify how they align with your mission, and how they provide creative / innovative contributions to the field, artists and/or public.

Explain how you work with local and/or artistic communities to reflect their interests and needs in your artistic programming and other activities.

Strong responses [narrative and work sample] demonstrate

- Clear artistic / cultural vision that aligns with organizational mission.
- Programming that is well designed, distinctive, relevant, and innovative.
- Significant and creative contribution to the field / artists and/or public.

PUBLIC SERVICE (up to 5,000 characters)

This answer should reflect the ***Sponsored Organization***.

Historically Underrepresented Communities

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). NYSCA will prioritize funding to organizations that are within and serve historically underrepresented communities, although every arts/cultural organization is eligible for funding.

NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; People in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA communities; neurodiverse communities; underserved older adults; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

- What percentage of your total annual audience comes from historically underrepresented communities (estimate)?
 - Less than 25%
 - Between 25% – 50%
 - More than 50%

Public Service Narrative Response

- Briefly describe your organization's audience. If your organization serves a significant number of people from historically underrepresented communities, please identify those communities here.
- Briefly describe your organization's cultural programming, noting whether it is created by individuals within a historically underrepresented community.
- Beyond your current audience, describe efforts to expand your reach. Provide an example of how your organization uses marketing to reach diverse communities.
- Describe how you remove barriers (physical or economic) to participation.
- Tell us about a current alliance or local partnership that is critical to reaching a diverse audience.

Strong responses demonstrate

- Organization meets priority service to historically underrepresented communities.
- Organization consciously creates opportunities for communities to participate.
- Marketing/advertising is inclusive of diverse audiences.
- Spaces and programming conscientiously remove barriers, including to physical access.
- Active and mutual connection with a local or artistic community.

MANAGERIAL & FINANCIAL (up to 7,500 characters)

This question should be answered by the **Sponsored Organization**.

- **Staff** – Briefly describe your organization’s staffing structure. Include descriptions of the knowledge, skills, and/or experience of up to three key staff members (maximum 4 sentences each) who lead the organization, manage finances, and manage artistic/cultural programs. Be sure to include why they are a good fit for your organization. Include a link to the full staff list on your website (if available).
- **Challenges** – Explain any hurdles your organization experienced that caused a deficit (ie. access to foundations, corporations, private donations). Identify examples within the past five years and what steps the organization is taking to resolve this. Make sure any financial hurdles are also detailed in the notes of your uploaded budgets.
- **Artist Compensation** – If your organization works with artists, explain how they are compensated and the compensation structure utilized (e.g., staff, independent contractor, by rehearsal or teaching hour, or performance fee). Detail the number of artists involved and financial compensation including per diem.
- If your organization’s IRS Form 990s show expenses exceeding revenue, and/or negative net assets for any of the past three years, briefly explain the cause. **Please Note:** *NYSCA will review the financial information on your IRS Form 990s for the past 3 years. You do not need to upload these forms. If they show consecutive years of more than 10% decline in net assets, NYSCA may require additional information to determine your eligibility for funding.*

Strong responses [including uploaded organizational budgets] demonstrate

- Staff and board possess skills/experience to lead.
- Sound financial management.
- Best practices in governance.

TOTAL OPERATING EXPENSES

This answer should reflect the ***Sponsored Organization's finances***.

What are your Total Operating Expenses for your most recently completed fiscal year? [\$]

Please use a number that is consistent with your uploaded budget document. This number should reflect a 12-month period excluding expenses for capital projects. NYSCA will use this number as well as your budgets and publicly available financial information to assess your relative organizational size for review process and funding priority.

SUPPORTING MATERIALS

This question answer should reflect the ***Sponsored Organization***.

- 1. Provide up to 3 audio and/or visual links** to materials that support your described programming. *It should take NYSCA staff/panel no longer than 10 minutes to review these materials collectively.* We strongly recommend that at least one of these be an audio and or visual representation of one of the examples you described in the narrative. (For example: an excerpt of a performance, workshop, images from exhibitions, or an excerpt from publications.) **Links cannot be password protected and must remain live until 12/31/23. NYSCA is not responsible for any broken, inactive or password protected links.**
- 2. Organizational Financial Documents** Upload organizational financial documents related to your current fiscal year and your most recently completed fiscal year. Financial documents should include both income and expenses. Please provide the same format for both years and include notes to clarify any entries. Notes should explain significant variances or provide any additional information that panelists unfamiliar with your organization may find helpful. Documents should clearly identify any in-kind income/expenses and should outline payment fees to outside artists. Documents for each year should be no more than 2-3 pages.

PROPOSED USE OF NYSCA FUNDS

This section should reflect the **Sponsored Organization**.

Should your request be funded, the information you provide below will be used to complete a contract. You may use the award for one or more of the categories.

- If you select Personnel, you must enter the following in the notes section. You may include up to 3 positions:
 - Exact title of each position for which you plan to use funds
 - Each position’s annual salary in whole dollars
 - Each position’s work hours per week
 - The total months per year for each position

Example: Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year

- NYSCA cannot fund out-of-state travel or entertainment costs.

The table below includes examples of how to fill out the form. Please complete this using your own situation.

	Percentage	Notes on expense
Personnel (staff on payroll)	EXAMPLE: 30%	EXAMPLE: Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year
Outside Artistic Fees & Services	EXAMPLE: 40%	EXAMPLE: Teaching artists fees at \$300 per session
Other Outside Fees & Services	0	
Regrants	0	
Space	0	
Equipment (\$500 max)	0	
Travel (NYS only)	EXAMPLE: 20%	EXAMPLE: Travel within NYS for teaching artists to present programs
Marketing/Advertising	EXAMPLE: 10%	EXAMPLE: Costs for print advertising and social media marketing placements
Remaining Operating Expenses		
Total	100%	Sum of all lines above must equal 100%

Fill out the table below so that the numbers add up to 100%.

	Percentage	Expense
Personnel (staff on payroll)	0	
Outside Artistic Fees & Services	0	
Other Outside Fees & Services	0	
Regrants	0	
Space	0	
Equipment (no more than \$500 max)	0	
Travel (NYS instate only)	0	
Marketing/Advertising	0	
Remaining Operating Expenses	0	
Total	100%	Sum of all lines above; Must equal 100%

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**Application Manual
FY 2024**



**Council on
the Arts**



NEW YORK STATE COUNCIL ON THE ARTS

FY2024 APPLICATION MANUAL

Welcome to the FY2024 Application Manual for the FY2024 funding opportunities for the New York State Council on the Arts (NYSCA). We hope you will find this manual helpful.

Click [here](#) to review FY2024 funding opportunities and the PDF Funding Opportunity Guidelines for each FY2024 funding opportunity.

This manual supplements the information provided in each of the above FY2024 Funding Opportunity Guidelines.

We also invite you to participate in virtual NYSCA information sessions; check for live times and recorded sessions [here](#).

This document contains the following sections:

- Key Dates
- Who to Contact with Questions
- Q+A Period
- Grant Amounts
- Grant Eligibility Requirements
- Grant Period and Multi-Year Grant Awards
- Register and Prequalify in the Grants Gateway
- Fiscal Sponsorships
- Application Review Process
- Submit an Application
- Certification
- Confirm You are Registered and Prequalified in the Grants Gateway
- Frequently Asked Questions

Key Dates

FY2024 NYSCA Funding Opportunity	Application Opens	Application Deadline
Regrants and Services (invitation only)	June 1, 2023	July 13, 2023 at 4 pm
Support for Artists	June 1, 2023	July 13, 2023 at 4 pm
Targeted Opportunities	June 1, 2023	July 13, 2023 at 4 pm
Support for Organizations	June 1, 2023	July 13, 2023 at 4 pm
Capital Projects Fund	September 2023	TBD

Award Announcements: ETA by December 2023 (other than Capital Projects Fund: ETA April 2024)

Who to Contact with Questions

For questions, please contact Program Staff in the discipline area most aligned with your request. View contact information here: <https://arts.ny.gov/contact>. We recommend you submit your questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

For technical questions on applying, contact help@arts.ny.gov.

Attending information sessions and contacting NYSCA staff is optional. It has no bearing on the review of an application.

For questions on Prequalification in the New York State Grants Gateway, see the “Register and Prequalify in the Grants Gateway” section below.

Q+A Period

NYSCA will post answers to key pertinent questions as received at the following URL up until two weeks before the applicable application deadline. The FAQ document will specify the date of the last revision at the top of the relevant question and will be posted here at: <https://arts.ny.gov/FAQforApplicants>.

Grant Amounts

NYSCA’s overall funding is determined annually during the New York State’s budgeting process and approved by the New York State Legislature. Previous grant funding from NYSCA does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels. Multi-year grants are subject to adjustment by NYSCA each year.

Review the applicable FY2024 Funding Opportunity Guidelines for more information on specific award level ranges. For example, all Support for Artists grants are expected to be \$10,000. Actual award amounts could vary depending on the volume and nature of applications received. Review FY2024 Funding Opportunities [here](#).

Grant Eligibility Requirements

To be eligible you must:

- Be Registered and Prequalified in the New York State Grants Gateway at the application deadline. (See the “Register and Prequalify in the Grants Gateway” section below for instructions.)
- Be a non-profit organization either incorporated in or registered with New York State to do business in NYS with a principal location in New York State and recognized as tax-exempt under the Internal Revenue Code Section as a 501(c)3 or a State- or Federally-recognized Native American nation”, or a unit of local or federal government within New York State.
- Have your principal place of business located in New York State.
- NOT be a Limited Liability Corporation (LLC).
- Meet any other eligibility requirements set forth in the applicable FY2024 Funding Opportunity Guidelines. Review FY2024 Funding Opportunities [here](#).

Note: Individuals and unincorporated groups may not apply, but an eligible non-profit organization, known as a fiscal sponsor, may apply on his/her/their behalf in some opportunities. (See section 8 below for more information.)

Grant Period and Multi-Year Grant Awards

We will generally award FY2024 grants for activity that takes place between January 1, 2024 and December 31, 2024. Exceptions are set forth in the applicable FY2024 Funding Opportunity Guidelines. NYSCA awards both single-year and multi-year grants.

NYSCA awards multi-year grants when the panel, staff, and Council of NYSCA agree that a similar level of service or activity will be sustained by the applicant organization over successive years. Multi-year grants represent NYSCA’s agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years conditional on NYSCA’s budget appropriation and the applicable contract execution for each successive year. NYSCA reserves the right to change its multi-year grant process during the multi-year period at its discretion, subject to NYSCA’s budget appropriations for the relevant year.

If you have a previously-awarded multi-year grant for FY2024:

You do not need to re-apply to receive the FY2024 grant period award.

NYSCA will send acceptance and contracting instructions in June 2023.

You must be Prequalified in Grants Gateway at the time of payment of a multi-year grant.

Document vaults in modification, review or open status are not considered Prequalified. Units of government and Native nations are exempt from the Prequalification requirement.

You must submit any outstanding, overdue NYSCA final reports.

To be eligible for a new FY2024 Support for Organizations grant, you must decline your previously-awarded General Support, Support for Organizations and/or Project Support grant(s) for the FY2024 grant period before the application deadline for FY2024 Support for Organizations. If you have a previously-awarded General Support, Support for Organizations and/or Project Support grant for FY2024, but prefer to decline those in order to apply for FY2024 NYSCA Support for Organizations, please do the following:

Submit a written notification to the appropriate NYSCA Program staff by the FY2024 application deadline and follow any additional NYSCA instructions issued in June 2023.

Past funding is no guarantee of future funding.

If you do not decline the previously-awarded Support for Organizations and/or Project Support grant(s) by the application deadline, you will not be eligible to submit a new FY2024 Support for Organizations application, and your application for FY2024 Support for Organizations will not be reviewed.

Click [here](#) to review the other eligibility requirements in the FY2024 NYSCA Support for Organizations Guidelines, which can be [downloaded here](#).

The Project Support categories subject to the above guidance are:

- Book & Literary Magazine Publication
- Community Music Schools
- Exhibitions & Installations
- Instruction & Training
- Organizational Capacity Building
- Professional Performances
- Project Support
- Project Support - Community-Based Learning
- Project Support - Pre-K-12 In-School Programs
- Project Support - Presentation
- Public Programs
- Services to the Field
- Workspace Facilities

Having an ongoing multi-year grant or being awarded an FY2024 grant does not disqualify an organization from applying for Capital support.

Register and Prequalify in the Grants Gateway

An organization must be “Prequalified” in the New York State Grants Gateway online portal at 4 PM on the application deadline, July 13, 2023, to be eligible for funding.

A webinar on Prequalification can be found [here](#).

New Applicants:

Getting Prequalified is a two-step process.

Step 1: Register

Take the first step now:

Consult [this link](#) to obtain the forms and necessary instructions. Then email all the completed documents listed below to grantsreform@its.ny.gov.

- Notarized Registration Form for Administrators
- A Substitute Form W9
- A current organization chart with the names and titles of those in the organization, and the head of the organization that signs the registration form at the top of the chart

Attachments must be in Microsoft Office compatible form (i.e., Word, Excel, PDF).

Grants Gateway will email you the sign-in instructions and a Grants Gateway Document Vault ID. (Tip: Write down your Vault ID as you will need to submit it in the application portal.) Read the full information at [Grants Management Registration](#).

Step 2: Submit Vault for Review and Prequalify

Log onto https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx and create and submit a "Document Vault." Find basic checklists here: www.grantsmanagement.ny.gov/get-prequalified.

You will fill out online forms about your policies and practices and upload key documents. A Prequalification Specialist will review your Vault and either "Prequalify" you or suggest modifications. For questions, contact help@arts.ny.gov.

Returning Applicants:

Your Prequalification Document Vault WILL expire annually and require updates and document uploads. You must maintain prequalified status in order for your application to be considered.

Two weeks before applying for a new grant cycle, log on once a year to recertify your statements and submit your latest filings. Log onto Grants Gateway to check on your Vault expiration date and if you are expired, submit the expired items. Your Vault status, key expiration dates, and notes posted for your review and action can be viewed in the State Prequalification Application Status Report located in the Management Screen section near the bottom of your Document Vault main page.

Document Vaults in 'modification,' 'review' or 'open' status are not considered Prequalified.

You must be logged into Grants Gateway as the Delegated Administrator to upload and save documents and submit your Vault for review. Be sure the Delegated Administrator is available to submit; NYSCA cannot submit Vault materials on your behalf.

NYSCA and Grants Gateway are not likely to resolve any issues by the application deadline in any Vault submitted less than 7 days before an application deadline.

To find your Vault ID for your application,

Log onto Grants Gateway.

Search for your organization on the Document Vault tab.

Click on any section on the Document Vault main page and see Vault ID in green near top.

Format is: GDV-XXX-XXXXX, GDV-XXXX-XXXXX, or GDV-XXXXX-XXXXX (e.g., GDV-COA-55555).

You do not submit any FY2024 grant applications in Grants Gateway.

Contacts and Resources:

The Grants Gateway team holds weekly live webinars on Step 1 and Step 2
www.grantsmanagement.ny.gov/live-webinars.

Email the NYSCA Prequalification Team at help@arts.ny.gov. NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays 4:00 pm to 8:00 am for account lockouts at (800) 820-1890 or helpdesk@agatesoftware.com.

NOTE: Please be aware that New York State is planning to transition grantmaking activities from the Grants Gateway to the Statewide Financial System (SFS), including contract processing. For more information, please go to the following website:

<https://grantsmanagement.ny.gov/transition-sfs>.

Fiscal Sponsorships

A Fiscal Sponsor is a non-profit organization incorporated or registered to do business in New York State that applies to NYSCA on behalf of individual artists, unincorporated arts organizations or groups, or semi-autonomous arts organizations housed within a larger institution who cannot directly apply themselves. A fiscal sponsor can also be a State- or Federally-recognized Native nation or a unit of local or federal government. Entities that are LLCs or for-profit corporations, as well as entities that have 501(c)(3) status that would allow them to apply directly are ineligible to be fiscally sponsored.

Individual Artists and unincorporated arts organizations or are not eligible to apply directly to NYSCA. However, unincorporated arts organizations or nonprofits without a 501 (c) status may apply through a Sponsor in our Support for Organizations opportunity, and Individual Artists may apply through a Sponsor for a creative grant in our Support for Artists opportunity.

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

Sponsor:

Submits the application, accepts the fiscal responsibility for a NYSCA-funded project, receives and disburses funds related to the grant, ensures that the project is carried out as described, and submits the final report of grant activity.

The Sponsored Artist/Sponsored Group completes the project activity (the Sponsored Request).

If you are a Sponsor Applying for a Sponsored Organization, you will take these three steps to submit an application:

Step 1: Review the applicable Guidelines listed in section 1 to confirm sponsored requests are accepted in the specific funding opportunity and to review requirements. Make sure you are Prequalified.

Step 2: Send the Guidelines to the Sponsored Organization to complete and return the requested contact information, narrative responses, and support materials. See applicable Guidelines for further instruction. Make sure the Sponsored Organization returns the completed narrative responses and/or support materials to you well before NYSCA's application deadline.

Step 3: Submit the application online for the sponsored request with the completed materials from the

Sponsored Organization.

For Sponsored Requests in FY2024 Support for Organizations, the following requirements apply:

The Sponsor may not impose a fee for submitting a sponsored application but may charge an administration fee if the application is funded -- not to exceed 5% of any actual grant amount. Any fee should be described in the Use of Grants Funds question in the application.

Sponsor must execute a fiscal sponsorship agreement setting forth the services provided by the Sponsor, any fee to the Sponsor, and the responsibilities of the Sponsored Organization relating to the fiscal sponsorship. NYSCA does not require the agreement to be uploaded in the application but may request a copy for review during contracting.

The services of the Sponsor are limited to fiscal management of the grant funds, submission of the application and final report, and, at the discretion of the Fiscal Sponsor, publicizing the activity. Following notification of the funding decision by NYSCA, the Sponsor must notify the Sponsored Organization as soon as possible.

The Sponsored Organization must meet all eligibility requirements of the FY2024 Support for Organizations guidelines (other than the requirement that the Sponsored Organization be Prequalified in the Grants Gateway).

NYSCA reserves the right to review the public financial filings and other information of both Sponsor and Sponsored Organization prior to grant payment pursuant to the NYS Vendor Responsibility process.

Application Review Process

Staff Review

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

Peer Review Panels and the Rating System

Panels are composed of a quorum of at least five panelists and represents a diverse group of professionals from across the State. Each member has relevant and specific expertise.

NYSCA accepts nominations for panelists from the general public. To see a list of recent panelists, visit the funding area pages on the NYSCA website at: <https://arts.ny.gov/funding-areas>.

Each panelist evaluates and numerically rates each request against the criteria in the Funding Opportunity Guidelines. These ratings are then aggregated to one average score for each request. The panels meet, with Program staff present, and have an opportunity to discuss applications. If you are interested in becoming a panelist, click here: <https://arts.ny.gov/panelists>.

Based on the ratings for each opportunity, as well as eligibility and priorities, NYSCA assigns recommended grant amounts. Staff also prepares panel comments and shares key panel comments by phone with applicants after decision if requested.

The Council

Led by the Chair, the Council reviews funding recommendations and votes to approve grants. The Council is the ultimate decision maker and retains the authority to agree or disagree with recommendations and propose new recommendations. Upon Council approval of a grant, Cultural Service Contracts are issued to the organizations approved for funding. Committee and Council meetings are announced in advance and made available to the public on the NYSCA website.

Contacting Panelists and Council Members

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting panelists and/or Council members associated with and/or involved in the activities or affairs of NYSCA in any way to obtain or share information regarding the NYSCA application review process. This includes all activity associated with NYSCA at its main office, including panel discussions, and all communication with NYSCA staff including via email, telephone, or online system.

All inquiries about awards must be communicated to the NYSCA staff directly.

Transparency

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

Grant Award Notice

You will be notified by e-mail of NYSCA's funding decision within 30 days of the Council's decision. This notification is sent to the e-mail address of the persons then designated as the primary contact on the FY2024 NYSCA Application Portal.

If your organization is awarded a grant: Visit the NYSCA website to find out more information on managing your grant: www.arts.ny.gov/manage-your-grant and <https://arts.ny.gov/FAQforCurrentGrantees>. These pages include links to the standard New York State contracts terms, additional materials for contracts over \$50,000, reporting requirements, crediting NYSCA, and the NYS Vendor Responsibility process. All awards are contingent on your organization's completion of the applicable contracting steps. NYSCA will provide you with instructions by e-mail after you receive an award.

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

Dissatisfaction with the denial of a grant or with the amount of the grant is not a valid ground for appeal.

One or more of the following are valid grounds for appeal:

- Non-presentation of information: Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision
- Misrepresentation of information: Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision
- Improper procedure: Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious

For more information on the Appeals Process, visit:

www.arts.ny.gov/sites/default/files/AppealsProcessNYSCA.pdf.

Submit an Application

Step 1. Register

A step-by-step webinar on registering and applying in the NYSCA Application Portal will be posted by Friday, June 2nd at [Application Webinars/Office Hours | NYSCA](#).

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

Register at <https://nysca.smartsimple.com> using an email address. This email address will be used to log into the system. It should take only a minute or two.

Have the following information ready.

Your organization's:

- Federal Employer Identification Number (EIN)

- Address, phone, and email
- Website URL and social media handles (Facebook, Instagram etc.)
- Grants Gateway Document Vault Identifier (ID) (provided by NYS Grants Gateway)*
- Your name, email, and phone
- A short statement of organizational mission
- Your organizational type (via drop down box)
- Hours: When open to public
- Number of people served (audience/visitors/participants): in person and virtual for 2021 and 2022

*Tip: For tips on finding your Grants Gateway Vault ID, see the “Register and Prequalify in the Grants Gateway” section above. If you don’t have your Document Vault ID yet, insert “GDV-COA-55555,” and we will manually check whether you have a Document Vault and are Prequalified on Grants Gateway at the deadline. Your organization must have a Vault ID and be Prequalified in the New York State Grants Gateway online portal at the deadline (see the “Register and Prequalify in the Grants Gateway” section above).

After you submit your registration, you will receive a confirmation by email within five minutes and instructions about setting up a password and logging in.

The first person who registers will be the Primary Contact for the organization. The system will notify you if there is already another user serving as the organization’s Primary Contact. The existing Primary Contact must validate your account before you can access the existing organizational account.

Automated system notifications about your FY2024 grant applications from the FY2024 NYSCA Application Portal will go to the Primary Contact. Generally, NYSCA will also send the applicable award decision, instruction letters, and all communications relating to the grant to the Primary Contact. You can update your organization’s Primary Contact by following the instructions in [Section 3 of the Manage Your Grant](#) page on arts.ny.gov.

Step 2. Apply

The application questions are listed in the applicable FY2024 Guidelines in advance of the application portal opening.

1. Log onto <https://nysca.smartsimple.com>.
2. From your Home Page, click “Organization Profile” in the top row of buttons to view your current information in the system. Please review the information, make any necessary updates (including audience data under “Number of People Served”) and hit “Save.” Click on the Home button in the top right to return to your homepage.
3. From your homepage, click “Funding Opportunities” in the top left corner to view NYSCA’s current opportunities and their deadlines.
4. Click “Apply Now” beneath the opportunity to which you are applying. A one-page application form page will appear. Information from your registration will automatically appear on the form.
5. Carefully read the instructions at the top of the page before you begin. Be sure to click “Save Draft” before beginning the form.
6. Answer the questions and upload the requested materials that appear on the form. Fields marked with a red asterisk are required. Please note that all support materials are to be combined and uploaded in 1 single PDF document.
7. The site autosaves every few minutes, and you can also save your work by clicking the “Save Draft”

button at the bottom of the page.

8. When you are ready to submit, submit your application by clicking the “Submit” button at the bottom of the page. All required fields must be answered before successfully submitting an application. If you attempt to submit an application without completing all the required questions you will see an error message detailing which question(s) you have missed.
9. After you submit your application, you will receive an email message within 5 minutes from the application portal that acknowledges receipt of your application along with a PDF of the application.
10. Once your application is in “submitted” status, it cannot be edited by you automatically. To un-submit your application or to edit it, you must email help@arts.ny.gov prior to the application deadline. To be considered for FY2024 funding, your application must be resubmitted by the application deadline. If the application is not resubmitted, it will not be reviewed or considered for funding.
11. For a link to our calendar of live and recorded webinars and walk through of the application registration and submission pages, see <https://arts.ny.gov/FY2024Webinars>.

Certification

All applicants will be asked to certify the following before submitting a FY2024 application:

You are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority, or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

If you are incorporated outside of New York State, your principal place of business is within New York State.

The funding being awarded will not duplicate or replace any other funds from federal, State, or municipal funding for the same specific cost type and amount for the same period. You acknowledge that you will have procedures in place to prevent duplication of funds and that funds from NYSCA would need to be repaid if it is determined that our assistance is duplicative.

Your organization is currently Prequalified in the Grants Gateway portal. If not, you will update the documentation in your Grants Gateway vault in order to complete your Prequalification prior to the application deadline for this funding opportunity.

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

Confirm You are Registered and Prequalified in the Grants Gateway

As a reminder, an organization must be “Prequalified” in the New York State Grants Gateway online portal at 4 PM on the application deadline (July 13, 2023) to be eligible for funding. See the “Register and Prequalify in the Grants Gateway” section above for detailed information on registering and prequalifying in the New York State Grants Gateway.

Contacts and Resources:

The Grants Gateway team holds weekly live webinars on Step 1 and Step 2

<http://www.grantsmanagement.ny.gov/live-webinars>.

Email the NYSCA Prequalification Team at help@arts.ny.gov. NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays 4:00 pm to 8:00 am for account lockouts at (800) 820-1890 or helpdesk@agatesoftware.com.

Frequently Asked Questions

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

Go to <https://arts.ny.gov/FY2024FundingOpportunities> and read the PDF Guidelines for each FY2024 Funding Opportunity.

Who can answer my questions about eligibility, the application questions, and uploads for an FY2024 Funding Opportunity?

For questions, please contact Program Staff in the discipline area most aligned with your organization's work. View contact information here: <https://arts.ny.gov/contact>. Submit questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

I am on the portal and don't see how to apply to the same program I've applied to before.

Review the FY2024 Funding Opportunities at <https://arts.ny.gov/FY2024FundingOpportunities>. NYSCA has broadened its funding opportunities and is not requiring that applicants apply to a specific discipline this year.

Who should answer my technical questions about submitting an application in the portal?

Contact help@arts.ny.gov.

Do I need to Prequalify on Grants Gateway?

Yes. All New York State not-for-profit grant applicants, including applicants to NYSCA, must be Prequalified on the Grants Gateway at the Application Deadline to be eligible for funding. You can't submit an application in Grants Gateway. See the "Register and Prequalify in the Grants Gateway" section above.

Do I need to do anything on the NYSCA (arts.ny.gov) website to apply?

No. You do not need to register on the NYSCA website or update existing registration information. You cannot submit an application on the arts.ny.gov website.

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

No. You will not see any NYSCA FY2024 opportunities listed on the CFA website. You can't submit an application on the CFA website for FY2024 funding from NYSCA.

Will there be a type and size limit for uploaded documents in my application?

Yes. This year NYSCA asks that you save your upload materials as a single PDF. The size limit is 2GB. No other file type is accepted.

How do I print or download a PDF of my application draft?

To generate a PDF of your saved draft, click the "Application Summary" button at the top of the page. Note that some applications have questions that appear only when a selection from a drop-down menu is made and/or pop-up forms that do not appear until information is entered.

These questions and/or forms will not appear on your PDF until you have made a selection or entered information.

How do I print or download a PDF of my submitted application?

You will receive an email after you submit your application with a PDF of your application. You can also log into the portal at <https://nysca.smartsimple.com> and obtain a copy by going to “Home” and clicking on the “Submitted” button.

I was previously awarded a multi-year grant award that continues in FY2024. Do I need to apply to receive the FY2024 portion of my grant?

No. You will receive instructions on how to sign your FY2024 award contract from NYSCA in June 2023. For information on how to manage your FY2024 multiyear grant, see www.arts.ny.gov/manage-your-grant.

Can I clone my application from my prior year?

No. The system does not allow cloning of applications.

Can more than one person from the organization register an account on the NYSCA Application Portal?

Additional authorized representatives of your organization can register for their own account. However, the additional person will not be able to access the existing organizational profile without verification from the Primary Contact. The Primary Contact can validate an additional user by logging into their account, clicking the Organizational Profile button, then clicking the Contacts tab, and then clicking the Validate button next to the additional user’s name. NYSCA staff can work with you to reconcile and verify additional accounts. Please contact help@arts.ny.gov for assistance

End of FY2024 Application Manual.

Collage photos: Center, Education Through Music, Photo: Jason DeCrow; From Upper Clockwise, Upper Right: Brooklyn Bridge Par, Big Summer Get Down, Photo Will Raggozzino; Art Omi, Alexandre Arrechea, Orange Functional Photo Alon Koppel; Colored Musicians Club, Queen City Jazz Fest, Drummer Isaiah Griffin; Usdan Summer Camp for the Arts Photo Matt Zugale; Garner Arts Center, Encounters with the Arts, Photo Jesse Heffler; Friends of Ganondagan, Indigenous Music and Arts Festival, Photo Alex Hamer