

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

Support for Artists

FY 2024



Council on  
the Arts



# NYSCA SUPPORT FOR ARTISTS

The New York State Council on the Arts recognizes that artists are at the center of the creative endeavor. NYSCA is committed to providing opportunities for artists, at all stages in their careers, to continue to develop and complete new work. NYSCA Support for Artists seeks to:

- Enhance the vibrant and diverse artistic voices of New York State-based art makers.
- Invest in projects that represent significant growth in the artistic development of individual artists.
- Strengthen the relationships between individual artists and the artistic goals and mission of the sponsoring or commissioning organization, as applicable.

For FY2024 NYSCA will offer the following funding opportunities for artists.

**NYSCA-NYFA Artist Fellowship Program:** For over thirty years, NYSCA has partnered with the New York Foundation for the Arts (NYFA) to offer fellowships to artists in fifteen different disciplines. Since Fellowships are not tied to a particular project but rather are an acknowledgement of an artist's creative body of work, there is no eligibility issue with NYSCA-NYFA Fellows also applying to NYSCA Support for Artist Opportunities. For more information on this year's areas of support and how to apply click here: <https://www.nyfa.org/awards-grants/artist-fellowships/>.

**NYSCA supports artists in design fields in partnership with the Architectural League:** Independent Projects requests come from fields including architecture, landscape architecture, historic preservation, community-centered design, fashion, graphic, industrial, and interior design. For more information [click here](#).

**For additional grant opportunities, we invite you to investigate artists opportunities through our Statewide Regrant Programs:** <https://arts.ny.gov/nysca-regrants-and-partnerships>.

## **NYSCA Support for Artists:**

For FY2024 artists may apply for a grant to create new work, via a sponsoring organization, by selecting from the following artistic areas via dropdown menu in the application portal:

- Choreography Commissions
- Composer Compositions
- Film, Media, and New Technology
- Folk and Traditional Arts
- Interdisciplinary
- Literature
- Theater Commissions
- Visual Arts

**Funding Amounts:** Awards will be **\$10,000**

While no matching amount is required, if the applicant proposes work that will require more resources than this grant can offer, the applicant should explain how they will be able to

complete the work.

For questions, please contact Program Staff in the funding area most aligned with your artistic 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). 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.

## INELIGIBLE ACTIVITIES AND COSTS

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:

- 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 institution 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>.

### **Additionally, NYSCA is unable to support the following in this category:**

- Projects that have already received NYSCA funding
- Artists or work not specified in the application. Support will only be provided towards the work and lead artist specified in the application.
- Requests from individuals currently on the Board or in Artistic/Administrative Staff leadership roles of the sponsoring organization
- Student projects or applicants enrolled as full-time students at the time of application are not eligible for support.
- Requests from Limited liability companies (LLC), limited liability partnerships, business

corporations and other for-profit business incorporation types

- Projects that are primarily part of a college/university or K-12 school curriculum
- Artists as principal personnel on more than one project (You may only apply once)
- Work outside of the grant period (January 2024 – December 2024)
- Artists applying for NYSCA Support for Artists cannot apply for support the following year even if no funding was received. An application for the same project cannot be submitted in the following year, even if the principal artist is different. This allows NYSCA to reach a greater number of artists and projects with its limited funds.
- ***An artist may apply either to NYSCA Support for Artists OR NYSCA Statewide Community Re-grants, but not both, in the same grant year. More details: <https://arts.ny.gov/nysca-regrants-and-partnerships>.***

## SPONSORING ORGANIZATIONS

As NYSCA cannot make grants directly to individuals, each applicant must be sponsored by an eligible New York State nonprofit organization. Grants are awarded to the sponsor, which then directs the funds to the artist.

Eligible sponsors are 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. Such organizations must be fully registered in the Grants Gateway. More information is [available here](#).

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 artists they sponsor.

Sponsors other than service organizations may request support for only one creative grant in each area of support per year. Please contact NYSCA staff to verify eligibility as a service organization.

## SPONSOR RESPONSIBILITIES

- Understanding NYSCA criteria and relevant guidelines
- Executing a letter of agreement with the artist that clearly outlines the administration of the grant and defines mutual responsibilities
- Verifying lead artist named in application is a current New York State resident
- Verifying lead artist named in application did NOT apply last year for a NYSCA Support for Artists Opportunity
- Not imposing a fee on artists for sponsoring their applications. However, an administrative fee of up to **\$500** of the grant award may be charged.
- Ensuring work for which funding is sought will occur within the appropriate contract period
- Consulting with the artist regarding project eligibility and conveying all relevant NYSCA application information, including deadlines and online access details
- Submitting applications with all required supporting information
- Informing the artist of funding decisions before the expiration of the appeals period
- Receiving and disbursing granted funds
- Ensuring that the artist(s) named in the application receive the contractually specified funds
- Issuing 1099 IRS Tax forms as appropriate. These grants are considered earned income to the recipient. **Note: Grant award is to be paid to the lead artist named in the application, not a Limited Liability Company (LLC), Limited Liability Partnership (LLP), or business corporation.**
- Submitting a final report on the expenditure of the grant funds after the end of the contract period

The [FY2024 NYSCA Application Manual \(click here to access\)](#):

1. Review NYSCA's general requirements
2. Become Prequalified in the Grants Gateway

## SPONSORED ARTIST ELIGIBILITY CRITERIA

1. Artists must be aged 18 or older to apply.
2. NYS Residency: The lead artist(s) listed in the application must provide proof of residency to the sponsoring organization along with other support materials by the deadline set by the sponsor. For proof of residency, two different, current documents from the list below must be provided. All documentation must contain the artist's name and home address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. Because NYSCA awards public funds, the Agency reserves the right to request additional documentation to verify New York residency. NOTE: Proof of Residency documents are not to be submitted as part of the application.
  - Telephone or home utility bill
  - Credit card and/or bank statement (name and address page only; financial and account information should be redacted)
  - NYS or Federal Tax form (first page only; social security and financial information should be redacted)
  - Current lease or mortgage agreement listing the artist's name and showing a NYS address
  - NY State Driver's license or NY State ID card
  - Voter's Registration Card

### ARTISTS ARE RESPONSIBLE FOR:

- Partnering with a qualified nonprofit organization to serve as the artist's fiscal sponsor.
- Recognizing that when choosing a sponsor, it is best practice that the artist understands the role of the sponsoring organization.
- Working with the sponsoring organization regarding the submission of the application. Keep in mind that sponsored artists DO NOT interact with any of our online platforms, the sponsoring organizations will submit your application on your behalf under their credentials.
- Supplying the Sponsoring Organization with a completed application narrative and any relevant support materials including proof of residency.
- Keeping themselves apprised of all NYSCA deadlines.
- Providing proper **NYSCA credit** upon receiving a grant.
- Offering public access serving a NY State audience during the grant period. This can be a single presentation of a work in progress version, or an artist talk about their creative process for funded project, in person or online component, or other publicly accessible program relating to the funded project.
- **Note:** Artistic control of, and proprietary rights to, any supported project rest exclusively with the artist.

## SPONSOR STEPS

Below please find an overview of the necessary steps of the application process for becoming a sponsor. 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

#### Is the sponsor:

- A nonprofit organization either incorporated in or registered 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 the answer to either of these is “yes,” the organization is eligible to be a sponsor.

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](mailto: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

- 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](mailto: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.

[The FY2024 NYSCA Application Manual \(access at this link\)](#)

### 4. Organizations can then apply through the [Application Portal](#).

*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.*

## CRITERIA AND SCORING RUBRIC

NYSCA Artist Support grants will be assessed under one all-encompassing criterion: *Creativity*. Panelists will consider the application questions and supporting materials to determine a single rating (5-0) for the application. Any application scoring 2 and below will not be eligible for support.

<b>Creativity (5-0)</b>
<ul style="list-style-type: none"> <li>- Clear artistic vision</li> <li>- Relevance to the artistic development of the artist</li> <li>- Significance, distinctiveness, and innovative qualities of the project</li> <li>- Creative contributions to the discipline</li> <li>- Viability of the project's prospects for completion</li> <li>- Relationship and suitability of the project to the artistic goals and mission of the sponsoring or commissioning organization, if applicable</li> <li>- Proposals that include novel approaches to public engagement with regards to the creative process or public presentation are encouraged.</li> </ul>

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

## SPONSORING ORGANIZATION 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 and 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 \_\_\_\_\_

## SPONSORED REQUEST QUESTIONS

- Sponsoring Organization will check off a verification section to:
  - Verify lead artist named in application is a current New York State resident (*NOTE: Proof of Residency documents are not to be submitted as part of the application*).
  - Verify lead artist is not currently on the board or in Artistic/Administrative staff leadership role of the sponsoring organization.
  - Verify lead artist named in application did NOT apply last year for NYSCA Support for Artists Opportunity.
  - Verify that a letter of agreement between the artist has been executed or at least discussed before making the application.
- Basic contact information for the sponsored artist (legal name, address, email, phone)
- Project Title: Provide name of proposed project (up to 100 characters)
- Project Description: Provide a brief description of proposed project (up to 250 characters).
- All funded projects will be awarded a grant of \$10,000. A sponsoring organization is eligible to take an administrative fee of up to \$500 for a funded project. List amount of fee being charged (if no fee, put 0).
- Select artistic area from dropdown box.

**NARRATIVE QUESTIONS** (up to 10,000 characters)

*To be filled out by all applicants and provided as the FIRST part of your uploaded support material package. On a self-produced document, each applicant is to speak to the following points as it relates to their proposed project:*

- Include the project title.
- Describe the project for which you are seeking support, including the creative or development work to be done in 2024.
- Provide a statement written by the lead artist describing their distinctive vision, stylistic and thematic qualities to be expressed in the proposed work. Include specific context about how proposed project builds on similar work in your field.
- List and describe each work sample's relationship to proposal: Describe each work sample and the relationship between the work sample and the proposed project, noting any stylistic or technical elements that are directly related to the proposed project. If the proposed project represents a new direction or departure from your past work as demonstrated in the work sample, this should also be discussed.
- Highlight how the individual or team possess relevant experience to creatively lead this project.
- A requirement of this grant is for there to be some form of public presentation of your new work for New York State audiences. Define the project's intended audience and detail any aspect of the project which will be made accessible to that audience in 2024, as applicable.
- Articulate any novel approaches to public engagement with regards to the creative process or public presentation of proposed project.

## CHOREOGRAPHER COMMISSIONS

NYSCA offers support to choreographers in any dance genre for the creation of a new work. Grants are directed solely toward a choreographer's creative fee, exclusive of production expenses or other costs related to the project. While collaborations are welcome, only the principal artist may receive funding. These awards may either be commissioned by the sponsoring organization or be an artist-initiated new work.

Dance companies may commission revivals, reconstructions of existing works or new works by guest choreographers. A guest choreographer is defined as one who does not have a permanent or ongoing relationship with the company as a resident choreographer. Choreographer-led companies or collectives may apply **ONLY** for NYSCA Support for Organizations OR for NYSCA Support for Artists unless the requested commission is for a work by a guest choreographer.

### Supporting Materials (single multipage PDF upload)

#### REQUIRED:

1. Narrative application response document
2. Résumé of the choreographer/re-stager, limited to one page
3. **Work Samples:** unedited media work samples of the choreographer's recent work and one recent work sample of the host dance company (if appropriate), totaling no more than 20 minutes. Each media work sample must be provided as a live URL link. To submit URLs, please create a Word or PDF file with a list of URLs. Each work sample URL listed must include the name of artist/company, work titles, year of creation and event date. **URLs cannot be password protected and must remain live until 12/31/2023.** NYSCA is not responsible for any broken, inactive or password protected links.

## COMPOSER COMPOSITIONS

NYSCA offers support to composers in any music genre for the creation of new work. Grants are directed solely toward a composer's creative fee, exclusive of production expenses or other costs related to the project. Only the principal artist may receive funding. These awards may either be commissioned by the sponsoring organization or be an artist-initiated new work not intended for a particular group.

**Artists working in all genres are welcome to apply. Applicants will be asked to select a primary genre from the list below.**

- Chamber
- Choral/Vocal
- Electronic
- Fusion
- Jazz
- Opera
- Orchestral
- Other

- Solo Instrumental Music
- Scores for Dance, Theater, Film, Media, and Radio

## Supporting Materials (single multipage PDF upload)

### REQUIRED:

1. Narrative application response document
2. Résumé of the principal composer(s) limited to one page each
3. **Work Samples:** no more than two representative audio samples of up to 8 minutes each. Applications involving opera must also include at least one video recording. Each work sample must include the title and the year it was composed. Each media work sample must be provided as a URL link. To submit URLs, please create a PDF file with a list of URLs with any notes or description. **URLs cannot be password protected and must remain live until 12/31/2023.** NYSCA is not responsible for any broken, inactive or password protected links.

### OPTIONAL:

4. Up to two 5-page excerpts of previously completed score

## FILM, MEDIA, AND NEW TECHNOLOGY

NYSCA supports the creation of new works in a variety of media-related mediums. A project can combine media, including, but not limited to, work for tape, installation, single channel work, or interactive disc formats. Production methods and tools may range from analog to digital. Support will only be provided towards the work and lead artist specified in the application.

### Requests are considered in the following genres in any phase of production:

- Animation
- Art/Experimental
- Audio Art/Installation
- Documentary
- Installation/Performance
- Interactive/Digital Technology
- Narrative
- Radio

## Supporting Materials (single multipage PDF upload)

### REQUIRED:

1. Narrative application response document
2. Résumé of applicant artist and principal crew and key collaborators limited to one page each
3. Links Page with Up to two **media work samples** totaling no more than 10 minutes each. Whenever possible, a work sample of the work-in-progress is encouraged.

**NOTE:** Each media work sample must be provided as a URL link. To submit URLs, please create a PDF file with a list of URLs. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. **URLs cannot be password protected and must remain live until 12/31/2023.** NYSCA is not responsible for any broken, inactive or password protected links.

Additional material beyond the maximum allowable time will not be reviewed by Panel.

**OPTIONAL:**

4. Applicants (especially for new technology or installation work) may submit diagrams, sketches, or slides of the proposed work in addition to media work samples. No more than 15 images should be submitted.
5. Applicants (especially for those applying for pre-production) may submit materials that illustrate the level of work to date, such as a script (no more than 10-page excerpt), description of research, treatment and/or treatment outline.
6. Applicants may supply a detailed line-item project budget. **Note:** There is no required template.

## FOLK AND TRADITIONAL ARTS

This category accepts proposals for the creation of new works of folk and traditional art. Folk/Traditional Arts is rooted in tradition and is connected to the cultural life of a community.

The grant will be for new work that is traditionally practiced within and among ethnic, regional, occupational, religious groups or other kinds of communities with a common identity. Artistic forms for the new work can include: performing traditions in music, dance, and drama; traditional storytelling and other verbal arts; festivals; traditional crafts, visual arts, architecture, the adornment and transformation of the built environment, and other kinds of material folk culture.

Please focus your proposal on the new works to be created and state from which tradition it comes.

### Supporting Materials (single multipage PDF upload)

**REQUIRED:**

1. Narrative application response document
2. Résumé of the principal artist(s) limited to one page each
3. **Media work samples** of previous work not to exceed more than two representative samples of up to 5 minutes each. Each media work sample must be provided as a URL link. To submit URLs, please create a PDF file with a list of URLs. Each work sample URL listed must include the title, the company performing the work and the year it was presented. **URLs cannot be password protected and must remain live until 12/31/2023.** NYSCA is not responsible for any broken, inactive or password protected links.

**AND/OR**

4. **Images** of previous work not to exceed **8 digital images**. You do not need to submit all 8 work samples if you feel your practice is represented well with fewer.

We do not recommend applicants upload composite images. Each application can only have up to 8 artworks represented across work samples. Images of diptychs, installations, and multi-part works are not considered composites.

## INTERDISCIPLINARY

Recognizing the constantly evolving world of contemporary art, support is available for artists who position their work in between two or more art forms. Interdisciplinary art does not have a dominant, single, traditional art form. Rather, multiple approaches work together seamlessly. Work might include environmental art, arts for social justice, or the intersection of any art form and the liberal arts.

### Supporting Materials (single multipage PDF upload)

#### REQUIRED:

1. Narrative application response document
2. Résumé of the principal artist(s) limited to one page each
3. **Media work samples** of previous work not to exceed more than two representative samples of up to 5 minutes each. Each media work sample must be provided as a URL link. To submit URLs, please create a PDF file with a list of URLs. Each work sample URL listed must include the title, the company performing the work and the year it was presented. **URLs cannot be password protected and must remain live until 12/31/2023.** NYSCA is not responsible for any broken, inactive or password protected links.

#### AND/OR

4. **Images** of previous work not to exceed **8 digital images**. You do not need to submit all 8 work samples if you feel your practice is represented well with fewer. We do not recommend applicants upload composite images. Each application can only have up to 8 artworks represented across work samples. Images of diptychs, installations, and multi-part works are not considered composites.

## LITERATURE

Supports work in all varieties and genres of literary work, including poetry, fiction, graphic or comic book fiction, literary nonfiction such as essays, criticism, and autobiography, as well as experimental forms. Literary translation projects involving any of the above and including plays and screenplays are eligible as well.

Note: funding in this category supports the creative process for individual literary writers and translators; the projects of individual editors and writing workshop leaders are not eligible for support.

#### Requests are considered in the following genres/areas:

- Fiction
- Literary Nonfiction

- Poetry
- Literary Translations

Literary magazine and book publishers are encouraged to apply on behalf of writers and translators they plan to publish. Applications that present a commitment of publication or performance from a literary publisher or presenter as well as a clear plan for bringing the work before New York State public will take priority.

## Supporting Materials (single multipage PDF upload)

### REQUIRED:

1. Narrative application response document
2. Work Samples up to 15-page double spaced PDF manuscript
3. Résumé of the principal artist(s) limited to one page each
4. **If a Translation:**
  - a. Excerpts in English and the original language from if proposed translation-in-progress (10-page excerpts in each language or 15 pages each for scripts). Please match the English translation and corresponding original on facing pages and note the title and original author/translator names on each page. Manuscripts must preserve diacritical marks from the original language. The manuscripts must include title, author, genre, and note the original language, specifying dialect.
  - b. Copy of the letter granting rights to the translator. Sponsors may wish to view a model translator's contract at: <https://pen.org/a-model-contract-for-literary-translations/> from PEN American Center's Translation Committee.

## THEATER COMMISSIONS

Supporting the creation of new work in a variety of theatrical roles, *Theater Artist Commissions* focus on offering a creative fee, exclusive of production expenses or other related costs. Individual artists and unincorporated ensembles must apply under the sponsorship of an eligible New York State nonprofit organization. While collaborations are welcome, only the principal artist may receive support.

### Requests are considered from:

- Playwrights
- Directors
- Designers
- Librettists for Musical Theater & Opera
- Solo Theater Artists
- Performance Artists

## Supporting Materials (single multipage PDF upload)

### REQUIRED:

1. **For all applicants:** Narrative application response document
2. **For all applicants:** Résumé of the principal artist(s) limited to one page each
3. **For directors, designers, performance, and solo artists:** Work samples may include

diagrams and sketches of proposed work, and/or images of previous projects. No more than 10 images may be submitted. Performance and solo artists may also include an optional 10-page excerpt of a previously completed play/libretto.

4. **For playwrights and librettists:** Work samples must include one 20-page excerpt of a previously completed play/libretto.

**OPTIONAL:**

5. **Media work samples of previous work** not to exceed more than two representative samples of up to 5 minutes each. Each media work sample must be provided as a URL link. To submit URLs, please create a PDF file with a list of URLs. Each work sample URL listed must include the title, the company performing the work and the year it was presented. **URLs cannot be password protected and must remain live until 12/31/2023.** NYSCA is not responsible for any broken, inactive or password protected links.

## VISUAL ARTS

Supports work in the visual arts including painting of any kind upon any surface; photography; crafts and sculpture including ceramics, glass, wood, metal, fiber, textiles, and mixed media, and installations; drawing; printmaking and book arts, including aquatints, collages, engravings, etchings, lithographs, monotypes, prints, serigraphs, woodcuts, and artist's books. Other work coming out of a visual arts tradition is also welcome, though such projects (social practice, performance art) may also fit in NYSCA's Interdisciplinary category.

**Requests are considered in the following genres:**

- Painting
- Photography
- Printmaking and Book Arts
- Drawing
- Sculpture
- Craft
- Installation
- Other

### **Supporting Materials (single multipage PDF upload)**

**REQUIRED:**

1. Narrative application response document
2. Résumé of the principal artist(s) limited to one page each
3. Work Samples up to 10 digital images with descriptions

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

To foster and  
advance  
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arts, culture,  
and creativity  
for all.

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

<b>FY2024 NYSCA Funding Opportunity</b>	<b>Application Opens</b>	<b>Application Deadline</b>
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](mailto: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](mailto: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](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](http://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](mailto: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](http://www.grantsmanagement.ny.gov/live-webinars).

Email the NYSCA Prequalification Team at [help@arts.ny.gov](mailto: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](mailto: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](mailto: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](http://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](http://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 2<sup>nd</sup> 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](https://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](https://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](http://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](mailto: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