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

Support for Targeted Opportunities

FY 2024

NEW YORK STATE OF OPPORTUNITY | Council on the Arts

NEW YORK STATE OF OPPORTUNITY. | Council on the Arts

NYSCA SUPPORT FOR TARGETED OPPORTUNITIES

INTRODUCTION

Valuing artists and creative expression, the New York State Council on the Arts offers support which further enhances artistic diversity across New York State. For FY2024 the following special opportunities are open for application:

- Folk and Traditional Arts Apprenticeships
- Rehearsal and Studio Space for Performing Arts
- Performing Arts Residencies

For questions, please contact NYSCA 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). 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.

SPONSORS FOR TARGETED OPPORTUNITY ELIGIBILITY

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

For Folk Art, the fiscal sponsor should answer. For Rehearsal and Studio Space and Performing Arts Residencies, the applying organization should answer.

1. **Is your organization:**

   - 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 any of these is "yes," you may continue with this set of guidelines and this application.

2. **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 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 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 therapeutics

- 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 will be disqualified from the grant review process if prequalification is not finalized before the opportunity deadline. You should allow 2 weeks before the deadline for this process.

For Folk Art, the sponsor should complete Steps 1-2. For Rehearsal and Studio Space and Performing Arts Residencies, the applying organization should complete all the steps below.

You can read about these steps in further detail in the Application Manual.

1. **Determine Eligibility**

If the Applying Organization/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 Applying Organization/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.

- o Notarized Registration Form for Administrators
- o A Substitute Form W9
- o 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 **Applying Organization/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 h3.ere: 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.

The FY2024 NYSCA Application Manual (pdf)

4. Apply through the Application Portal at https://nysca.smartsimple.com/s_Login.jsp.

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.**

REGISTRATION QUESTIONS

*The **APPLYING ORGANIZATION/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."

Applying Organization/Sponsor 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 Schools

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 ____

PANEL SELECTION

This question is for *Rehearsal and Studio Space for Performing Arts* and *Performing Arts Residencies* applicants only.

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

SELECT CATEGORY

Use the drop down to select the category you are applying to – either Folk and Traditional Arts Apprenticeships, Rehearsal and Studio Space for Performing Arts or Performing Arts Residencies.

FOLK AND TRADITIONAL ARTS APPRENTICESHIPS

Folk arts traditionally are transmitted from elders to younger generations in the same distinctive ethnic, regional, occupational, or religious community. Where the chain of transmission is no longer as strong as it once was, apprenticeships can stimulate the continuity of these traditional arts. *Folk and Traditional Arts Apprenticeships* provide individuals experienced in a folk art with opportunities to study with master folk artists from their own community. Priority is given to apprenticeships involving the transmission of traditions no longer widely practiced. Both the master and apprentice are expected to develop a study plan, which includes a series of lessons and the skills to be mastered during the one-year apprenticeship. Support is awarded to both the master and the apprentice.

Funding Amounts: Awards will be $10,000

NAME OF FOLK ARTISTS AND APPRENTICES

Enter: Name(s) of Master folk artist(s) and apprentice(s)

NARRATIVE QUESTIONS

Please respond to the following. Remember: we should be able to understand how your work connects to NYSCA's mission and values within your description.

CREATIVITY (up to 5,000 characters)

- Describe the folk art form to be explored during this apprenticeship, and which tradition it is rooted in. Be sure to discuss the ways this art form is currently practiced in the community where the master artist lives/works, and by whom.
- Identify the master folk artist including the individual's experience practicing the art form as well as teaching the tradition. Identify where and from whom it was learned. Identify the apprentice including the individual's experience in practicing this or any folk art form.
- Explain how the apprentice was selected. If the master and apprentice have previously worked together, please detail this past association and why an apprenticeship is needed now to develop new skills or repertoire.
- Detail the level of ability/accomplishment which can be achieved through this project. Be as specific as possible.

MANAGERIAL (up to 5,000 characters)
- Include a session-by-session study plan, discussing how this was developed and by whom. Indicate if any public presentations will occur, if the sessions will be recorded and/or who will own anything created out of this apprenticeship or any tools purchased.
- Share how the apprentice will practice the tradition after the sessions and contribute to the sustainability of the folk art form.
- Funded projects will be awarded a grant for $10,000. Indicate the amount of compensation you will provide to the master artist and each apprentice. Also note cost of materials. A sponsoring organization is eligible to take an administrative fee of up to $500. This fee is to be deducted from the $10,000.

SUPPORTING MATERIALS

1. **Up to 10 visual images or up to five minutes of audio or video examples** demonstrating the artistic abilities and skills of both the master folk artist and the apprentice. Examples of musicians or storytellers must be in an audio or video format, and dance examples must be provided through video. Clearly indicate the master and the apprentice in this support material. Photographs, audios and/or video samples must be provided through a URL link. Indicate the year that each sample was recorded or photographed and the start and stop points of each video. **URLs for videos cannot be password protected and must remain live until 12/31/23.**

2. A letter of commitment, signed and dated by the master artist, agreeing to accept the apprentice indicated in the application

CRITERIA AND SCORING RUBRIC

Applications are reviewed and scored by an advisory panel. The following rubric explains two overarching criteria that will be considered in evaluating the application. Each panelist will rate each criterion individually, using a scale of 5-0. The application will receive an overall score which averages both 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
- Shows innovation and/or distinctiveness in curriculum - Master artist shows a high degree of skill in the specified art form. - Apprentices have the appropriate skill level for the proposed curriculum. - Provides opportunities to learn a traditional art form for a member or members of the community from which the tradition originates - Preserves a traditional art form to ensure its continuation for future generations

Managerial & Financial
- Compensation for artist and apprentice(s) is appropriate for the time commitment. - Cost proposed for any other materials is appropriate and feasible. - Curriculum is appropriately structured/feasible and stated goals are achievable.

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.

REHEARSAL AND STUDIO SPACE FOR PERFORMING ARTS

Sponsored Requests are not eligible in this category.

This opportunity is limited to one request per organization.

The New York State Council on the Arts supports organizations that provide viable and affordable space for non-profit arts groups and artists. This support is intended to fund creative rehearsal time and excludes auditions, classes, workshops, and showings.

The purpose of this initiative is to provide affordable rehearsal and studio space for the general performing arts field. **NYSCA-subsidized hours may not be used by the applicant organization including its own programs or resident artists. NYSCA-subsidized hours must be publicly available and marketed to the performing arts field.**

Prerequisites
To be eligible to apply for Rehearsal and Studio Space, an applicant organization must meet the following minimum criteria:

- Subsidized rehearsal space is provided through an open rental process available to performing artists on a first-come, first-served basis. It does not involve an artist curation

or selection process or an artist residency program.

- A minimum of 1,000 hours of rehearsal time each year must be utilized for the contract period at a rate charged to the Artist of $10 or less per subsidized rehearsal hour.

- No single artistic entity may exceed more than 10% of the subsidized hours.

- Subsidized hours may not be used by the applicant organization.

- Subsidized hours are for creative rehearsal time only.

- Applicant must be able to demonstrate site-control (either own or lease) of the subsidized space.

Organizations wishing to apply for Rehearsal and Studio Space for Performing Arts funding are encouraged to contact Program Staff.

REHEARSAL AND STUDIO SPACE FOR PERFORMING ARTS INFORMATION

Provide the following:

- Project Request Amount in dollar amount only ($_____)
- Total Project Expenditures in dollar amount only ($_____)
- Total # of Subsidized Hrs. Projected for Actual Usage (#_____)
- Subsidized rate(s) per hour   ($_____)
- Estimated # of Artists/Companies to be Served (#_____)

- **Check here to confirm that subsidized hours are offered publicly and on a first-come, first-serve basis.**

Note: Grant Amounts for Rehearsal and Studio Space will be funded in the range of $15,000 to $35,000.

NARRATIVE QUESTIONS

Please respond to the following. Remember: we should be able to understand how your work connects to NYSCA's mission and values within your description.

CREATIVITY (up to 5,000 characters)

- Describe the project and include an estimate of the number of artists and organizations who will benefit from this activity, and the total number of rehearsal hours being projected for actual usage during the proposed NYSCA subsidy period. Include the days and times the space will be available during the week.
- Describe how this project fits within the organization's mission and artistic / cultural vision, its significance, and creative and innovative contribution to the field, artists and public.

PUBLIC SERVICE (up to 5,000 characters)

- What are the primary disciplines being served by this opportunity?

- Describe how space rental is promoted and marketed. Include plans to reach arts groups and artists from underrepresented communities.

- Describe the studio booking process.

- Physical Space: Describe the physical dimensions of the space (length, width, ceiling height), and whether there are obstructing pillars. Note any information relevant to the artists being served. For example, the nature of the floor surface for dance; soundproofing for music; or whether approved for use by the Actors' Equity Association for theater.

- Amenities and Equipment: Indicate the existence of dressing rooms, restrooms, windows allowing natural light, heating, and air conditioning. Are sound, video and/or theatrical lighting provided? Include information relevant to the artists being served, such as mirrors and barres for dance; music stands and pianos for music; and tables and chairs for theater. Note if additional fees are required for use of any of these items or equipment, and the amount(s).

MANAGERIAL & FINANCIAL (up to 5,000 characters)

- Indicate whether your organization has previously rented studio space to artists. What is the current rate schedule for rentals? What rate will be charged under the proposed NYSCA subsidy?

- What staff member determines procedures for scheduling and who provides administrative oversight of the rehearsal space program?

- Provide details on what health and safety measures have been or will be put into place to address COVID-19 concerns.

SUPPORTING MATERIALS

1. **Photographs** of all studios involved in the proposal
2. **Rehearsal and Studio Space project budget** (there is no required template but must include both Income and Expenses)
3. **A copy of advertisement/flyer/brochure** promoting the availability of the space (optional)

PROPOSED USE OF NYSCA FUNDS

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.

Please remember:

- If you select Personnel you <u>must</u> 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

- o   Each position's work hours per week
- o   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	0	
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%**

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
- 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	- 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	- Staff possess skills/experience to lead. - Sound financial management - Best practices in health and safety measures

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.

PERFORMING ARTS RESIDENCIES

Sponsored Requests are not eligible in this category.

This opportunity is limited to one request per organization.

This opportunity supports a minimum 3-consecutive-week residency by New York-based performing arts groups in a targeted area in New York State outside of the applicant's home county and outside New York City. Goals for long-term residencies are:

- To develop audiences for the art form outside New York City;
- To encourage and develop the cultural resources of a community through interaction and collaboration with arts groups and/or individuals in the area;
- To support a New York-based performing arts entity for a period of work during which it will conduct educational and community outreach programs, create new work, and offer public performance(s) at the culmination of the residency;
- Priority will be given to residency projects that bring underrepresented art forms and genres into a community and region.

Prerequisites

To be eligible to apply for Performing Arts Residencies, an applicant organization must meet the following minimum criteria:

- Be a non-profit performing arts ensemble or company;
- In your application narrative, indicate a confirmed residency host and location. The location must be in New York State but outside the applicant's home county and outside New York City;
- Have previous experience in conducting residency activity and programming;
- Possess administrative resources to conduct a residency for a minimum of 3 weeks.

PERFORMING ARTS RESIDENCIES INFORMATION

Provide the following:

- Project Request Amount in dollar amount only ($_____)
- Total Project Expenditures in dollar amount only ($_____)
- Residency Location (city/town and county) (_____)
- Residency Host(s) organization name(s) (_____)

Note: Residency must take place outside of the applicant's home county and outside of New York City.

Grant Amounts for Performing Arts Residencies will be funded in the range of $15,000 to $35,000*.*

NARRATIVE QUESTIONS

Please respond to the following. Remember: we should be able to understand how your work connects to NYSCA's mission and values within your description.

CREATIVITY (up to 5,000 characters)

- Provide residency location, host(s), and timeframe.
- Describe the goals for this residency project and how the creative time will be utilized.
- Describe how this residency aligns with the organization's mission and artistic / cultural vision, its significance, and the creative and innovative contribution of the residency to the field, artists and public.

PUBLIC SERVICE (up to 5,000 characters)
- Detail plans for educational/community outreach and public performance(s).
- Detail the marketing and audience development plan to promote your residency and public activity. Include any specific efforts to reach underrepresented individuals, communities, and local arts groups.
- Describe the audiences and communities to be served during this residency.
- Describe how the residency and its outcomes will be evaluated.

MANAGERIAL & FINANCIAL (up to 5,000 characters)

- What will the host(s) or sponsor(s) contribute towards the residency in terms of in-kind services, housing, food, studio/theater facilities, transportation, etc.?

- If the Host organization provides an Artist's fee to the residency company, please give details.

- How will the residency company compensate their artists for this project? Indicate the amounts and the compensation structure to be utilized (e.g., staff, independent contractor, by rehearsal hour, or performance fee). Detail the number of artists involved.

- Provide details on what health and safety measures will be undertaken during the residency in response to COVID-19, to protect artists; administrative, house and tech staff; students; and community members.

- Indicate prior experience in organizing and conducting residencies by the applicant's administrative staff and the residency host.

SUPPORTING MATERIALS

1. **Signed Letter of Agreement**, including financial arrangements and responsibilities between host organization and arts group, signed by both parties
2. **Work Samples** - provide one or two cued, unedited work samples totaling no more than ten (10) minutes, to be provided as live URL link(s). Each sample must be labeled with name of artist/company, work title, year of creation and event year. **URLs cannot be password protected and must remain live until 12/31/23.** NYSCA is not responsible for any broken, inactive or password protected links. Tip: Samples of recent work, not previously submitted, are recommended.
3. **Residency project budget** (There is no required template but must include both Income and Expenses.)

PROPOSED USE OF NYSCA FUNDS

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.

Please remember:

- If you select Personnel, you <u>must</u> 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
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Example: Artistic Director, $51,234 salary, 37.5 hours/week, 12 month/year

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Application Manual
FY 2024

NEW YORK
STATE OF
OPPORTUNITY

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.

- o   Notarized Registration Form for Administrators
- o   A Substitute Form W9
- o   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)
- Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires.
- 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.

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