

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

Support for Regrants and Services  
FY 2024



Council on  
the Arts



# NYSCA Support for Regrants and Services

*Application to this opportunity is by invitation only.*

## INTRODUCTION

To provide more opportunities for artists and arts organizations, NYSCA works with non-profit organizations to administer targeted funding not directly offered within NYSCA Support for Organizations. Applicants are invited based on an identified, unmet need, as well as their service capacity.

Regrants and Services cover a range of services, from the administration of regrant and technical assistance funds to grants for targeted support with a focus on creativity and public engagement.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of the overall program costs. Organizations receiving support for Regrants and Services are required to report on the distribution of funds, including a description of the demographics of the recipients.

There are two opportunities within these guidelines: **Regrants and Services** and **Statewide Community Regrants**.

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

For questions, please contact Program Staff in the discipline area most aligned with the Regrant Program. View contact information here: <https://arts.ny.gov/contact>.

### ***Prerequisites***

- A primary focus, mission, ongoing activities and/or services in the area in which the organization is seeking a NYSCA Regrant or Service Program
- A demonstrated willingness to reach beyond their current membership in providing services or regrant awards
- Substantial commitment to arts and culture with a prior record of accomplishment in producing or presenting cultural activities or services
- Demonstrated fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls
- Employed full time staff of one or more qualified, salaried executive personnel

- A viable, committed board of directors that exercises oversight and accountability for governance, operations, programming, and finances
- A demonstrated consistent policy of fair payment to consultants, organizations, and artists

## **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.

### [The FY2024 NYSCA Application Manual \(pdf\):](#)

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

*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.”

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

### Drop Down: Organization Type

Architecture + Design

Arts Council

Arts Education Provider

Community Center

Community Music School

Dance Company

Folk and Traditional Art

Literary Organization

Media Arts Organization

Multi-Arts Center

Museum

Music Ensemble

Presenting Organization

Service Organization

Theater Company

Visual Arts

Other \_\_\_\_\_

## **PANEL SELECTION**

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
- Electronic Media and Film Panel
- Dance Panel
- Folk Arts Panel
- Literature Panel
- Museum Panel
- Multidisciplinary 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



## REGRANTS AND SERVICES NARRATIVE QUESTIONS

***Application to this category is by invitation only.***

Please respond to the following. Please provide answers separately, with headers for each criterion, combined into one essay. 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 program, its priorities, goals, and the constituents served.
- Discuss how this program relates to your organization's mission, goals, and programming.
- For ongoing regrant program, describe the average number of requests received for each of the past two years. If relevant, include the average request amount, grant amount, and the geographical reach. For a new program please state the anticipated number of requests, and the geographical reach.

### **PUBLIC SERVICE** (up to 5,000 characters)

- Describe the strategies for outreach and marketing to ensure diverse, equitable and inclusive opportunities for both new constituents and those not currently served.
- If this program request includes a regrant component, please describe the application and selection process, noting what is required of applicants, restrictions, and if applicable, the panel review, composition of the panel and the review process.
- Explain how the impact of this program will be evaluated and assessed.

### **MANAGERIAL & FINANCIAL** (up to 5,000 characters)

- Detail who is responsible for the administration and implementation of this opportunity. Describe their role, duties, and how this work is managed in relation to other responsibilities. Identify if this is a full time, part-time or consultant position. Include a brief biographical statement for each individual detailing their relevant experience.
- Outline the work plan and schedule for the FY2024 Regrants and Services activity cycle.

## TOTAL OPERATING EXPENSES

What are your Total Operating Expenses for your current fiscal year? [\$ ]

Please use a number that is consistent with your uploaded budget document for the current year. This number should reflect a 12-month period and may be a projected budget. It should exclude expenses for capital projects. NYSCA will use this number as well as your budgets and publicly available financial information to access your relative organizational size for review process and funding priority.

## SUPPORTING MATERIALS

1. For existing programs, please upload a **list of the most recent beneficiaries and/or recipients of your regrant program** over the past year, including cost and type of grant or service provided for each as applicable.
2. **Resumes or biographical statements** of project staff/consultants, maximum of 1 page each
3. **Program project budget** for FY2024 (There is no required template)
4. **Board-approved working budgets** for your current fiscal year and last fiscal year (There is no required template, but your budget should show operational income and expenses as well as assets/liabilities and have descriptive notes on each line.)

## PROPOSED USE OF NYSCA FUNDS

Should your request be funded, tell us how the award will be allocated by percentage. You may select one or more categories below. The panel will review this information briefly as part of the Managerial & Financial criteria. This information will also be used to complete contracts for funded requests.

Fill out the table below so that the numbers add up to 100 %. **Please remember:**

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

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

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

	Percentage (%) of award to allocate to expense	Notes on expense
Personnel (staff on payroll)	0	
Outside Artistic Fees & Services	0	
Other Outside Fees & Services	0	
Regrants	0	
Space	0	
Equipment	0	
Travel	0	
Marketing/Advertising	0	
Remaining Operating Expenses	0	
<b>Total</b>	<b>100%</b>	<b>Sum of all lines above; Must equal 100%</b>

## CRITERIA AND SCORING RUBRIC

The following rubric explains three overarching criteria that will be considered in evaluating your application. Each criterion will be given a rating from 5-0. The application will receive an overall score which averages all three criteria. However, any application scoring 2 and below in any criterion will not be eligible for support.

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

<b>Category Score</b>	<b>Scoring Guide</b>
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.

## STATEWIDE COMMUNITY REGRANTS

***Application to this opportunity is by invitation only.***

The **NYSCA Statewide Community Re grants** (formerly the Decentralization Program) fosters the continuing development of arts and cultural resources in response to the needs of local communities in each of the 62 counties of New York State. Statewide Community Re grants (SCR) invest NYSCA funds to serve all communities and people who comprise New York State's citizens and visitors. NYSCA strongly supports, values, and encourages the sustained and concerted efforts of non-profit art and culture organizations to be inclusive and have its workforce, artists, and programmatic offerings reflect New York State's diversity of people, geography, and artistic interests.

### The Basic Principals of SCR

- **Local Decision-Making**: A peer panel review process forms the core of local decision making.
- **Technical/Developmental Assistance**: SCR sites actively assist individual artists and arts groups in their efforts to gain tools they need to improve their ability to serve their community.
- **Outreach**: SCR is for everyone. SCR sites are expected to build strong outreach efforts that make program resources evident and available throughout the service area.

Statewide Community Re grant sites are a network of non-profit organizations that serve local and regional cultural organizations and artists through three categories of support: *Community Arts* (required), *Arts Education* (optional) and *Individual Artists* (optional). In addition to administering SCR Re grants, SCR sites provide technical and organizational development assistance essential to successful community cultural development. SCR site administration is governed by a set of procedures outlined in the *SCR Manual* issued by NYSCA and available at every SCR site.

### Program Goals

The SCR program provides project support to a wide range of professional, vocational, and educational arts and culture organizations through three categories of support: ***Community Arts, Arts Education, and Individual Artists***. All SCR sites are required to offer the *Community Arts* category but may opt-in to offer additional grant opportunities through the *Arts Education* and *Individual Artist* categories.

*Community Arts* grants constitute the majority of SCR re grant activity. These re grants provide support for arts and cultural projects to community-based organizations, groups, collectives, or artists. SCR support enables emerging artists and organizations to grow professionally and enhance the cultural vibrancy of communities and neighborhoods where they live and operate. Community Arts Re grants are capped at \$5000.

- *Arts Education* (AE) grants support local cultural organizations and/or teaching artists in providing meaningful arts education for PK-12 public school students and senior adults. AE funds serve to bring teaching artists and their classroom skills into dedicated learning environments for all ages. The *Arts Education* category offers two funding strands: *PK-12 In-School Projects* and *After-School and Community-Based Learning*. Funds can

support sequential arts education projects that take place in-school during the school day and/or after-school and community-based settings for youth and/or senior learners. A maximum of up to 25% of the total SCR budget may be allocated to the *Arts Education* category. Arts Education regrants are capped at \$5000.

- *Individual Artists (IA)* grants support individual professional artists for the creation of a new work in a community setting. This opportunity represents a “live & work” investment in local artists. SCR sites administering this regrant opportunity must be prepared and willing to work with artists to help facilitate the execution, promotion, and community engagement component of the project. A maximum of up to 25% of the total SCR budget may be allocated to the *Individual Artist* category. Individual Artists regrants are capped at \$2500.

## Prerequisites

SCR applicant organizations must meet the following minimum criteria:

- The organization sustains an evident and substantial commitment to arts and culture with a prior record of accomplishment in producing, presenting, or providing cultural activities and/or services across arts disciplines.
- The organization must have sufficient organizational resources to provide professional outreach, and technical and developmental services.
- The organization must employ a full-time paid Executive Director and must employ a qualified staff person designated "SCR Coordinator".
- The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls.
- The organization must maintain a designated bank account restricted to SCR regrant funds.
- The organization must have a viable board of directors, with officers, that exercises oversight and accountability for governance, operations, programming, and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- The organization must maintain an SCR Work Plan that is revised annually. The Work Plan serves as a set of policy recommendations, goals, and action steps for overall cultural development within the SCR service area and is inclusive of outreach and development strategies. It is an action plan that is revised annually and identifies the areas of focus and goals for the coming SCR year. The Work Plan is evaluated on:
  - The scope of efforts to identify, reach and serve the full diversity of constituents in the SCR service area.
  - The effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.

- The quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.
- The quality and consistency of efforts to provide year-round technical and developmental assistance to community-based organizations and local artists.
- The extent of the organization's commitment to provide adequate resources (beyond NYSCA) to operate an effective SCR Program.

In addition, grantees are required to:

- Maintain a current Local Procedures Manual describing the operational details of the local SCR program.
- Adhere to statewide program guidelines as outlined in the SCR Manual.
- Present an annual Regrant Awards Ceremony that is free and open to the public.

### **Statewide Community Regrants Site Administration**

NYSCA provides **Statewide Community Regrants** site administration funds. These funds cannot exceed 30% of the total award. The SCR site administration portion of the request details expenses incurred in administering the local SCR program, primarily salaries, as shown on the budget form. NYSCA recognizes that this administrative support generally does not meet the full administrative expenses of the regrant program.

## **NARRATIVE QUESTIONS**

Please respond to the following. Please provide answers separately, with headers for each criterion, and combined into one essay. 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 your local Statewide Community Regrants program. List the county or counties served, the funding categories offered, and an outline of the goals of the program based on your SCR Work Plan.
- Tell us your process for evaluating and developing the annual Work Plan. Provide an overview of the needs and challenges as identified in your SCR Work Plan, along with the strategies for meeting those challenges through your program.

### **PUBLIC SERVICE** (up to 5,000 characters)

- Describe your service area and detail how your organization identifies underserved communities, arts groups, and artists and the outreach efforts made to expand your engagement with those communities. This may involve partnerships with other organizations or work you are doing separately.
- Briefly describe other arts funding opportunities available within your service area.



- List the number and locations of application seminars for the past year, whether virtual or live, and proposed for the subsequent SCR cycle.
- Describe your panelist selection process and panel meeting procedures. How does your process ensure regional representation?
- Outline your technical assistance program including a list of the development seminars/workshops offered to local arts groups and artists. Describe the role of SCR staff and outside consultants in providing technical services.

**MANAGERIAL & FINANCIAL** (up to 5,000 characters)

- Describe your organization and the Board's role in supporting the SCR program. Detail any additional resources that supplement NYSCA funds.
- Describe the duties of the SCR Coordinator and outline their role in the organization along with the coordinator's hours, rate of pay, and any other duties or job functions within in the organization. Detail any recent significant changes in key staff positions.

**TOTAL OPERATING EXPENSES**

What are your Total Operating Expenses for your current fiscal year? [\$ ]

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**SUPPORTING MATERIALS**

1. **Résumés or biographical statements** of the SCR Coordinator
2. **2024 SCR Work Plan**
3. Copies of **regrant application materials, application forms and guidelines for previous or upcoming year**
4. **SCR project budget** for FY2024 (There is no required template.)
5. **Board-approved working budgets** for your current fiscal year and last fiscal year (There is no required template, but your budget should show operational income and expenses as well as assets/liabilities and have descriptive notes on each line.)

## PROPOSED USE OF NYSCA FUNDS

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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

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Application Manual  
FY 2024



Council on  
the Arts





# NEW YORK STATE COUNCIL ON THE ARTS

## FY2024 APPLICATION MANUAL

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

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

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

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

This document contains the following sections:

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

### Key Dates

<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