FY 2020 Sponsored Organization Information Form
- New York State Council on the Arts -
Basic Organizational Information

Organization Name

AKA

Federal Employer ID#

Year Founded

Website (URL)

Organization's Phone

Address1

Address2

City

State   Zip

Applicant County

Project Contact

Name

Title

Phone

Fax

Email Address

Organization Mission
(250 character limit)

Organization Activities
(1000 character limit)

Activities: Provide a brief overview of your organization's programs and activities as they relate to your mission in the previous question.

Organization Constituency
(1000 character limit)

Diversity/Inclusiveness: Given your mission to the community you serve, how does your organization address diversity and inclusiveness? In your response, discuss in terms of staff, board, and audience composition, as well as the programs and services your organization provides.

Accessibility: A universal and inclusive environment for the arts allows everyone, including people with and without disabilities, and people of all ages, to access the facilities and programs of an organization. What actions has your organization taken to make your facilities, programs, and communications systems accessible and usable by all?

Facilities: Briefly describe your facilities, if any. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future.

Organization Facilities (if applicable)

Organization's facilities/real estate are: ☐ Owned ☐ Rented ☐ Donated ☐ Shared

If rented, date current lease expires?

Days/Hours/Season of Operation

Please indicate the number of each event your organizations hosts annually. Enter zero if your organization does not host a particular event:

Productions

Exhibitions

Classes

Tours

Films

Lectures

Performances

Organization Key Staff Members

First Name	Last Name	Title	Year Started	Annual Salary Range

Number of Full-time Staff   Number of Interns

Number of Part-time Staff   Number of Independent Contractors

Number of Volunteers

Organization Board Members

First Name	Last Name	Title	Profession/Affiliation	Year Elected

FY2020 Sponsored Organization Budget Form
- New York State Council on the Arts -

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
EARNED INCOME			
Admissions			
Contracted Services			
Tuition and Workshop Fees			
Fundraising Events			
Other Earned Revenue			
Total Earned Income			

CONTRIBUTED INCOME			
Corporate Support			
Foundation Support			
Private Support			
NEA Support			
Federal Support			
State Support (non-NYSCA)			
County Support			
Municipal Support			
Total Contributed Income			
Other Revenue			
TOTAL INCOME			

EXPENSES			
Personnel - Administrative			
Personnel - Artistic			
Personnel -Technical/Production			
Fringe Benefits			
Outside Artistic Fees and Services			
Other Outside Fees and Services			
Regrants			
Space			
Travel			
Marketing/Advertising			
Remaining Operating Expenses			
TOTAL EXPENSES			

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
Surplus (Deficit) Before NYSCA			
NYSCA Grants Received/Requested			
Surplus (Deficit) After NYSCA			

IN-KIND CONTRIBUTIONS			
In-Kind Contributions			

ORGANIZATION ASSETS			
Savings / Checking Accounts			
Endowment Funds			
Capital Property / Real Estate			

FY2020 Sponsored Project Budget Form
- New York State Council on the Arts -

	Project Budget
EARNED INCOME	
Admissions	
Contracted Services	
Tuition and Workshop Fees	
Fundraising Events	
Other Earned Revenue	
Total Earned Income	

CONTRIBUTED INCOME	
Corporate Support	
Foundation Support	
Private Support	
NEA Support	
Federal Support	
State Support (non-NYSCA)	
County Support	
Municipal Support	
Total Contributed Income	
Other Revenue	
TOTAL INCOME	

EXPENSES	
Personnel - Administrative	
Personnel - Artistic	
Personnel -Technical/Production	
Fringe Benefits	
Outside Artistic Fees and Services	
Other Outside Fees and Services	
Regrants	
Space	
Travel	
Marketing/Advertising	
Remaining Operating Expenses	
TOTAL EXPENSES	

Surplus (Deficit) Before NYSCA	
NYSCA Grants Received/Requested	
Surplus (Deficit) After NYSCA	

Budget Notes
- Instructions -

Utilize the Budget Notes section on the next page to explain the following information pertaining to the project's income and expenses:

Community Based Learning:
- Contributed Income - detail sources and whether funds are confirmed or pending.
- Earned Income – note the per-student tuition or fee charged for the proposed project along with any additional earned revenue related to the project.
- On¬-Staff Artistic Personnel/Outside Artistic Personnel – specify daily or hourly rates and prorated salary of relevant artistic staff for the project, as well as for teaching/resident artists (outside artistic costs).
- Administrative Personnel – indicate prorated salary or fees for the project.
- Remaining Operating Expenses – itemize the principal expenses for the project not included in other expense categories, including the amount projected for scholarship support for the project.

PreK-12 In-School Programs:
- Contributed Income - detail sources, and whether funds are confirmed or pending
- Dollar amount of the school match
- Artistic Personnel – specify daily or hourly rates and prorated salary of relevant staff and of teaching and resident artists. (Usually listed in the project budget as "Artistic Personnel" or "Outside Artistic Personnel" lines.)
- Administrative Personnel – indicate prorated salary or fees for this project, including costs for outside evaluation and assessment. (This should not include school personnel)
- Remaining Operating Expenses – itemize the principal expenses not included in other expense categories.

Services to the Field
- Non-NYSCA contributed Income, if any, for the service project- detail sources and whether funds are confirmed or pending
- Artistic Personnel costs – specify daily or hourly rates and prorated salary of relevant artistic staff, including teaching artists or consultants for the project
- Administrative Personnel – indicate prorated salary or fees of relevant administrative staff or consultants for the project
- Remaining Operating Expenses – itemize principal project expenses not specified above.

Budget Notes

(2000 Character Limit)

Sponsored Request Form

Arts Education

Answer all questions for the specific category to which you are applying below on this form, including the Organization Profile, Organization Budget, and Project Budget and return to your Fiscal Sponsor along with your support materials. A completed Sponsored Request Form is required from all sponsored organizations. In the event that an applicant fails to submit the completed Sponsored Request Form, the application will not be eligible for review. Please review the program guidelines carefully for program prerequisites and eligibility requirements.

Only complete those questions that correspond to the category for which you are applying:

1. Community-Based Learning
2. PreK-12 In-School
   Programs
3. Services to the Field

(2000 character limit per question)

Community-Based Learning Questions:

Project ID

Artistic/Programmatic

1. **Project Description**
   Provide a brief narrative description of the proposed project that includes:
   - Arts discipline/s taught
   - Number of sessions offered per class/workshop
   - Beginning and ending dates of classes/workshops
   - Duration and frequency of class/workshop sessions
   - Demographic description of students served by the project, including age range and number of students on scholarship
   - Numbers of students to be served (per class and project total)

2. Project Overview
   Discuss how the project relates to the organization's mission. Is this a new initiative or an ongoing activity?

3. Goals/Outcomes
   What are the learning goals and outcomes for the proposed project? How will these goals be achieved? Describe programs and/or services planned for the coming year.

Managerial/Fiscal

4. Project Team
Describe the roles and credentials of the teaching/resident artists, staff, consultants, and/or other individuals involved in the project. How are they selected and supervised? Describe how the artist(s) and your organization will partner in the planning and implementation of this project.

5. Facilities/Venues
Describe the venue(s) and classroom facilities for the project, noting location/s.

6. Evaluation/Assessment

Describe plans for evaluating the project, including how the progress toward stated goals will be measured. Describe how the impact of this project will be assessed as it relates to artistic accomplishments and educational gains for the participants. If an evaluation report will be generated, indicate how it will be utilized, noting staff or consultants involved. Describe how project-related feedback directly from the community is gathered, assessed and utilized.

7. Finances - Please address the following:

- Describe plans for meeting the expenses of this project.
- Will the scope of the project change if the full request for NYSCA funding is not received? Please explain.

Service to the Public/Outreach

8. Participant Selection
Summarize the selection process, if any, for students participating in the project.

9. Marketing
Describe how the applicant organization will reach the target population to be served by this project. How will the project be promoted and publicized? Please give the url/s of the applicant organization's website/s here.

10. Community Context

What other community groups and cultural organizations in the area are already involved in related community-based learning activities? Describe any partnerships or collaborations with other organizations, discussing the ways in which partners communicate to better serve and advance programming, and any plans for enhancing collaborative activity and community outreach.

11. Scholarships

Articulate the process and criteria used for selecting scholarship recipients, noting the number of recipients per year, whether the scholarships are full or partial, and how scholarship opportunities are advertised. What percentage of students for the proposed project will receive scholarship support? What measures are used to determine financial need? (Disclosure of federal income tax returns should not be required of scholarship applicants.)

12. **Support Materials Listing**
    Provide here a list of all support materials being uploaded with this Community-Based Learning request. Please refer to the list of mandatory support materials for the Arts Education Community-Based Learning Category that follows the guidelines questions.

Community-Based Learning Support Materials:

Please send the required support materials below to your fiscal sponsor.

Your application requires you to submit supporting documents. These files must be in PDF, JPG or ZIP format (unless specifically noted otherwise below) and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *,%,#,:,; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents. URLs cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review.

1. Video documentation of past classes workshops or arts activities demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work. Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., "fifth week of ten-week session," "culminating event," etc.). The strongest video submissions:
   - Consist of a single video.
   - Reflect recent work with students in the age group for which NYSCA funding is requested.
   - Provide a "you are there" glimpse into sequential arts learning in the classroom or during a site visit.
   - Reflect student engagement with the work of the teaching artist/s.
   - Provide examples of the outcomes of student work on the project.

2. *Résumés or biographical statements* of the participating artist(s), principal staff, consultants, and /or other key individuals involved in this project; maximum of 1 page each.

3. *Representative samples of brochures or marketing materials* relevant to this project or to the organization. Promotional videos should be labeled with preferred order of viewing.

4. *A sample unit or lesson plan.*

5. *Samples of evaluative materials (*e.g. entrance and exit surveys, rubrics, etc.), if any, used to measure the success of stated learning goals and outcomes for the project, along with *documentation on outcomes* of past evaluations.

PreK-12 In-School Programs Questions:

Artistic/Programmatic

1. **Project Description**
    Provide a brief description of the proposed project that includes:

    - The arts discipline/s to be taught.
    - The number of artist contact sessions per student.
    - The grade level/s of students involved.
    - The numbers of students served per grade and per school, and the total number of students served by the project.
    - The names/locations of proposed partner schools and whether they have Title I designations.

2. **Goals/Outcomes**
    Please articulate the intended arts learning goals/outcomes for the proposed project.

3. **Project Plan**
    Using a clear timeline, outline how the project will be managed to achieve the intended goals and outcomes. Describe the roles of project managers, artists, teachers, and other key project personnel.

4. **Lesson Plan**
    Using a clear timeline, discuss the key activities the students will engage in to achieve the goals and outcomes of the project over the course of study. Include attendance at professional performances or exhibitions. A detailed unit or lesson plan *by grade* is required as support material.

5. **Achievements and Challenges**
    What challenges are anticipated in launching and maintaining the proposed project? If this project has been supported previously in this category, please indicate how it has evolved and developed, including both challenges and achievements.

6. **Arts Instruction**
    Describe how this project will enhance or complement sequential arts instruction and other arts programs (including those provided by other cultural partners) at the school(s). List other cultural partners that are currently providing arts programming in the school(s) and what projects they are involved in at the school/s. Are there certified arts teachers working in the partnership school? If so, please discuss whether and how they will be collaborating on the request project.

Managerial/Fiscal

7. Planning Process

Describe the process by which the project plan was developed. Who participated from the school and who participated from the arts organization? How often did the planners meet?

8. Evaluation and Assessment

Describe plans for evaluating the project, including how progress toward stated goals will be measured. Describe how the impact of this project will be assessed as it relates to artistic accomplishments and educational gains for the participants. Indicate if an evaluation report will be generated and how it will be utilized, noting staff or consultants involved.

9. Partnerships

If applicable, describe the applicant organization's past relationship with the school(s). How are the partnership's previous collaborations being evaluated? Discuss outcomes of evaluations and how these will result in changes and improvements to the planning and implementation of the requested project.

10. Finances

- Describe plans for meeting the expenses of this project.
- Will the scope of the project change if the full request for NYSCA funding is not received? Please explain.

Service to the Public/Outreach

11. Project Context
Briefly describe the partner school and its community.

12. Community Engagement
How will parents, guardians and community members be involved in the process?   Include plans to involve parents or guardians in the classroom or in culminating event activities. Please provide here the urls for the applicant organization's website and the partner schools' websites, if available.

13. Support Materials Listing

Provide here a list of all support materials being uploaded this Pre-K-12 In-School Programs request. Please refer to the list of mandatory support materials for the Pre-K-12 Category that follows the guidelines questions.

PreK-12 In-School Programs Support Materials:

Please send the required support materials below to your fiscal sponsor.

Your application requires you to submit supporting documents. These files must be in PDF, JPG or ZIP format (unless specifically noted otherwise below) and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *,%,#,:,; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents. URLs cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review.

1. Samples of evaluative materials (e.g. entrance and exit surveys, rubrics, etc.), if any, used to measure the success of stated learning goals and outcomes for the project, along with documentation on outcomes of past evaluations."

2. *A written letter of commitment from the school partner(s)* to the arts organization that demonstrates the schools' support of the project (financially and otherwise) and outlines anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on the school(s) letterhead.

3. *Video documentation of past classes workshops or arts activities* demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work. Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., "fifth week of ten-week session," "culminating event," etc.). The strongest video submissions:

   - Consist of a single video.
   - Reflect recent work with students in the age group for which NYSCA funding is requested.
   - Provide a "you are there" glimpse into sequential arts learning in the classroom or during a site visit.
   - Reflect student engagement with the work of the teaching artist/s.
   - Provide examples of the outcomes of student work on the project.
   - Include footage demonstrating collaboration between the teaching artist and classroom teacher.

4. *Sample units or lesson plans, differentiated by grade*.

Services to the Field Questions:

Artistic/Programmatic

1. Project Description
Describe the arts education services to the field project and the region it will serve, including goals and desired outcomes. If this is an ongoing project, briefly outline the history, challenges and achievements of the project to date.   Indicate how the project will either:
- Build the capacity of organizations receiving this service to engage more effectively in arts education or community-based partnerships; and/or,
- Improve the practice and knowledge base of the arts education field in New York State.

Managerial/Fiscal

2. Work Plan and Personnel
Provide a work plan of proposed activities for the services to the field project, including a clear timeline for activities planned for the request year. Identify those individuals who will be implementing the plan, and briefly describe their credentials.

3. Finances

- Detail plans for meeting current and future expenses beyond income from NYSCA, where appropriate. Include sources of earned income.
- Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

Service to the Public/Outreach

4. Dissemination
Describe how the results of the project will be shared so that the arts education field in New York State will benefit broadly.

5. Evaluation/Assessment

Describe plans for evaluating the effectiveness of the arts education service to the field project. How will its impact be assessed? Articulate how the organization evaluates its other programs, services, and/or organizational initiatives, and how these are linked to goals and standards. Note how outcomes of evaluation/assessment processes are compiled and applied.

6. Support Materials Listing

Provide here a list of all support materials being uploaded with this Services to the Field request. Please refer to the list of mandatory support materials for the Arts Education Services to the Field Category that follows the guidelines questions.

Services to the Field Support Materials:

Please send the required support materials below to your Fiscal Sponsors.

Your application requires you to submit supporting documents. These files must be in PDF, JPG or ZIP format (unless specifically noted otherwise below) and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *,%,#,:,; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents. URLs cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review.

1. *Résumés or biographical statements* of key staff, maximum of 1 page each.

2. *Organizational Chart.*

3. *Up to 5 representative marketing materials* (sample organizational programs, flyers, catalogs or brochures, including those related to the project) that reflect activity in the past year.

4. *Sample questionnaires, surveys, or evaluations of the services.*

5. Website, Facebook, Twitter, YouTube, and other social media links. We reserve the right to review any/all of these online sources as part of your application.