FY 2020 Sponsored Organization Information Form

- New York State Council on the Arts -

Folk Arts Program

Basic Organizational Information

For Project Support applicants only. Applicants to Folk Arts Apprenticeships must submit the regular organizational applicaiton form. Sponsored requests are not available for other funding categories

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: Give a brief summary of your organization's activities that provides a general overview of what you do as an organization. Please relate these activities to your mission statement in the previous question.

Organization Constituency
(1000 character limit)

Given your mission to the community you serve, how does your organization address diversity and inclusiveness?

What actions has your organization taken to make your facilities, programs, and/or communications systems accessible and usable by all?

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
(2000 character limit)

Sponsored Request Form

Folk Arts - Project Support

Answer all questions 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

Please Note: Applicants to Folk Arts Apprenticeships must submit the regular organizational application form rather than this form.

<u>**Project Support Questions:**</u>

Name of
Sponsored
Organization

CFA
Application
Number

Project Title

Artistic/Programmatic

1. Overview

   Describe the event(s) or series, indicating the theme or focus, representative artists, the kinds of traditions to be presented and where and when it will take place. If the series is a component of a larger, non-folk arts program, describe how the folk arts component will be distinguished from, and relate to, the larger program.
   (Max 2000 characters)

2. Project Development

   Describe how the organization arrives at programming decisions for its folk arts presentations and the development of this particular project. Does this event or series build on previous activity, or does it represent a new programming direction?
   (Max 1000 characters)

3. Documentation and Field Research

   If this project involves field research to identify artists, describe the traditions and artists to be documented, the credentials of the field researcher and any relevant field research undertaken prior to the project's development. Indicate how documentation resulting from the field research will be made publicly accessible.
   (Max 1000 characters)

4.   Exhibitions

For exhibition requests, indicate the kinds of objects to be exhibited, approximate number of objects, dates and venue. If the exhibition does not entirely involve living traditions, state the rationale for including historical materials and the extent to which they will be used.
(Max 1500 characters)

Managerial/Fiscal

5. Project Personnel
   List the project personnel responsible for selecting and interpreting the artists to be presented or exhibited along with the personnel administering this project, summarizing their backgrounds and credentials. For exhibitions, also provide this information for the exhibition designer.
   (Max 1000 characters)

6. Finances
   Describe plans for meeting expenses, including fundraising activities to generate funding to be directly applied to this project. How would the scope of the project change if the full request for NYSCA funding is not received? Utilize the Budget Notes section of the Project Budget to indicate sources of income and to itemize principal expense items, including personnel, marketing and remaining operating expenses.
   (Max 750 characters)

7. Facilities
   Provide a description of the facility or facilities for this project.
   (Max 750 characters)

Service to the Public

8. Collaboration and Community Involvement
   Describe how communities represented through this project will participate in its planning and implementation. What other organizations in the community present programs similar to those proposed in this project? Describe any plans to work in partnership with these or other organizations.
   (Max 1500 characters)

9. Education and Interpretation
   Describe how the content and theme of this project will be interpreted, including lecture/demonstrations, lectures, pre-and post concert events, family programs, program booklets, interpretive and exhibition catalogues. If your presentation is a component of a larger, non-folk arts program, indicate the specific interpretive materials to be provided for the folk arts component.
   (Max 1500 characters)

10. Marketing
   How will this activity be promoted and marketed as a folk arts program, both within the community whose traditions will be represented and to general audiences? Indicate the primary audience for this activity as well as other communities targeted for this project.
   (Max 1000 characters)

11. Participation
   Describe any participatory dimensions of this program (hands-on workshops, dance involving audience members, etc.).
   (Max 750 characters)

Project Support/Support Materials:

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

Your application may require you to upload 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.

To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. 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. Brief biographical information of representative artists to be included in the project.

2. Audio or visual examples of representative artists to be included in the presentation(s) or exhibition). Music or oral narrative must be represented through audio or video examples, and dance through video. Audio or video documentation samples should only present the excerpts the panel should see or hear. If the project includes an exhibition, provide installation shots of the exhibition designer's past work.

   Photographs, audio and/or video samples must be provided through a URL link. Indicate the year that the sample was photographed or recorded and the start and stop points of each video. URL's for videos cannot be password protected and must remain live until December 31, 2019.

3. If your organization has been supported in this category in the past, provide printed materials produced for the most recent project.

4. Résumés or bios of consultants involved in artist selection, documentation and/or interpretation, limited to no more than two pages. For exhibitions, include the resume of the exhibition designer.

5. If this project involves field research, provide samples of audio, still photography and/or video documentation previously undertaken by relevant project personnel. Examples of musicians or storytellers must be in an audio or video format, and dance examples must be provided through video. Complete a visual support materials script to accompany audio or visual examples. Sample release forms must also be provided. Audio or video documentation samples should only present the excerpts the panel should see or hear.

   Photographs, audio and/or video samples must be provided through a URL link. Indicate the year that the sample was photographed or recorded and the start and stop points of each video. URL's for videos cannot be password protected and must remain live until December 31, 2019.

6. A listing of events that occurred during the past year and are planned for the coming year, including artists, venues and actual or projected attendance.

7. Optional: For projects involving exhibitions, provide an exhibition design layout or sample exhibition script.