

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
Individual Artists**

Answer the questions below on this form and return to your Fiscal Sponsor. A completed Sponsored Request Form is required from all sponsored organizations and individuals. In the event that an applicant fails to submit the 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. Composer Compositions
2. Dance Commissions
3. Theatre Artist Commissions
4. Film, Media and New Technology Production

Composer Compositions Questions:

Fiscal Sponsor	<input type="text"/>
Artist Name	<input type="text"/>
Project Title	<input type="text"/>
Project Genre	<input type="text"/>
CFA APP #	<input type="text"/>

(2000 character limit per narrative question)

1. Project Description

Describe the project for which you are seeking support. If the project is commissioned by the sponsoring organization, indicate how the composition will be incorporated in the sponsor's repertoire and music program.

2. Artist's Statement

Provide a statement written by the composer describing the overall vision, stylistic and thematic qualities of the proposed work.

3. List and describe each work sample's relationship to proposal

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Describe each work sample and the relationship between the work sample and the proposed project, noting any stylistic or technical elements that are directly related to the proposed project. If the proposed project represents a new direction or departure from your past work as demonstrated in the work sample, this should also be discussed.

4. Prior Support

Describe any prior support from the NYSCA Individual Artists Program to the artist, sponsoring or commissioning organization (if not a service organization), the year it was funded and the status of the project.

5. Artist Credentials

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed composer composition.

6. Schedule

List projected performance dates and locations of the proposed composer composition.

7. Budget

Does the organization have other funding committed for this Commission? Indicate if a fee is being charged for sponsoring this request. **NOTE: The project budget must only include the artist's fee, along with an administrative fee (if applicable) not exceeding 5% of the total grant awarded. DO NOT include any production-related expenses as part of this project budget.**

8. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials. All links must remain live until December 31, 2019. These materials are critical to the application's assessment.

Composer Compositions 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. Completed Sponsored Request Form (SRF).
2. Proof of New York State residency of the artist whose work is to be commissioned must be provided along with other support materials by the application deadline. For proof of residency, **two different**, current documents from the list below must be provided. All documentation must contain the artist's name and address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. Because NYSCA awards public funds, the Agency reserves the right to request additional documentation to verify New York State residency.
 - Telephone Bill.
 - Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
 - NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
 - Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
 - NY State Driver's license or NY State ID card.
 - Voter's Registration Card.
3. Work Samples: no more than two representative audio samples of up to 8 minutes each. Applications involving opera must also include at least one video recording. Each work sample must include the title and the year it was composed. Each media work sample must be provided as a URL link. To submit URLs, please create a 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.
4. Résumé of the principal composer, limited to two pages.
5. OPTIONAL: Up to two 5-page excerpts of previously completed scores.

Dance Commissions Questions:

Fiscal Sponsor	<input type="text"/>
Artist Name	<input type="text"/>
Project Title	<input type="text"/>
CFA APP#	<input type="text"/>

Artistic/Programmatic

1. Project Summary (2000 character limit per narrative question)

Describe the proposed commissioning project including choreographer name(s), brief bio(s), and plan for the work. If known, provide information on the number of dancers, music, production elements, etc. Give the projected dates and location for the New York State premiere of the commissioned work. Note how and why the commissioned artist(s) was selected.

2. Artist Statement

Provide a brief statement written by the artist(s) that addresses their distinctive vision and any stylistic and thematic qualities to be expressed in the proposed work.

3. Program Update

If any NYSCA funded dance commissions were realized in the last year, provide the artistic details, including when and where the work(s) premiered in New York State and number of public performances.

4. Dance Presentation History (For Alternative Performance Spaces Only)

List the dance events and artists presented in the last 2 years.

Managerial/Fiscal

5. Budget

Does the organization have other funding committed for this Commission? For alternative performance spaces, will the dance artist receive a separate performance fee in addition to this commissioning award? Indicate the amount. DO NOT include any production-related expenses as part of this project budget.

6. Facility

Describe the venue and facilities used for dance programming including venue capacity, stage dimensions, dance floor/surface and production-related amenities. Note any obstructions to the performance space such as columns.

Service to the Public

7. Public Performances

How many public performances will each commissioned work receive in New York and on tour during the grant period?

8. Audience Development

Describe plans for outreach and educational efforts that will assist in the interpretation of the artist(s) work for the public (i.e., performance program notes, lecture demonstrations, pre-performance discussions, etc.).

9. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials. All links must remain live until December 31, 2019. These materials are critical to the application's assessment.

Dance Commission 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. Proof of New York State residency of the artist whose work is to be commissioned must be provided along with other support materials by the application deadline. For proof of residency, two different, current documents from the list below must be provided. All documentation must contain the artist's name and address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. Because NYSCA awards public funds, the Agency reserves the right to request additional documentation to verify New York State residency.
 - Telephone Bill.
 - Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
 - NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
 - Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
 - NY State Driver's license or NY State ID card.
 - Voter's Registration Card.
2. A letter of intent from the choreographer/re-stager to be commissioned, including the proposed fee and scheduled rehearsal period. For alternative venues, also include the performance fee for the presented artist/company.
3. Résumé of the choreographer/re-stager, limited to one page.
4. Provide unedited media work samples of the choreographer's recent work and one recent work sample of the host dance company (if appropriate), totaling no more than 20 minutes. Each media work sample must be provided as a URL link. To submit URLs, please create a Word or PDF file with a list of URLs. Each work sample URL listed must include the name of artist/company, work titles, year of creation and event date. URLs cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links.

Theatre Artist Commissions Questions:

Fiscal Sponsor	<input type="text"/>
Artist Name	<input type="text"/>
Project Title	<input type="text"/>
Project Genre	<input type="text"/>
CFA APP #	<input type="text"/>

(2000 character limit per narrative question)

1. Project Description Describe the project for which you are seeking support.

2. Artist's Statement

Provide a statement written by the artist describing the overall vision, stylistic and thematic qualities of the proposed work.

3. List and describe each work samples' relationship to proposal

Describe each work sample and the relationship between the work sample and the proposed project, noting any stylistic or technical elements that are directly related to the proposed project. If the proposed project represents a new direction or departure from your past work as demonstrated in the work sample, this should also be discussed.

4. Prior Support

Describe any prior support from the NYSCA Individual Artists Program to the artist, sponsoring or commissioning organization (if not a service organization), the year it was funded and the status of the project.

5. Artist Credentials

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed commission.

6. Schedule

List projected preproduction, rehearsal (if applicable) and performance dates and locations of the commissioned work.

7. Budget

Does the organization have other funding committed for this Commission? Indicate if a fee is being charged for sponsoring this request. **NOTE: The project budget must only include the artist's fee, along with an administrative fee (if applicable) not exceeding 5% of the total grant awarded. DO NOT include any production-related expenses as part of this project budget.**

8. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials. All links must remain live until December 31, 2019. These materials are critical to the application's assessment.

Theatre Artist Commission 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. Completed Sponsored Request Form (SRF).
2. Proof of New York State residency of the artist whose work is to be commissioned must be provided along with other support materials by the application deadline. For proof of residency, two different, current documents from the list below must be provided. All documentation must contain the artist's name and address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. Because NYSCA awards public funds, the Agency reserves the right to request additional documentation to verify New York State residency.

- Telephone Bill.
 - Credit card and/or bank statement (name and address page only; financial and account information should be blocked).
 - NYS or Federal Tax form (first page only; social security and financial information should be blocked).
 - Current lease or mortgage agreement listing the artist's name and showing a NYS address.
 - NY State Driver's license or NY State ID card.
 - Voter's Registration Card.
3. Work samples for directors, designers, performance and solo artists may include diagrams and sketches of proposed work, and/or slide images of previous projects. No more than 20 images may be submitted.
 4. Work samples for playwrights and librettists must include one 20-page excerpt of a previously completed play/libretto. Performance and solo artists, though not required, may also include one 20-page excerpt of a previously completed play/libretto.
 5. Résumé of the principal artist(s), limited to two pages each.
 6. **OPTIONAL:** Media work samples of previous work not to exceed more than two representative samples of up to 5 minutes each. Each media work sample must be provided as a URL link. To submit URLs, please create a Word or PDF file with a list of URLs. Each work sample URL listed must include the title, the company performing the work and the year it was presented. URLs cannot be password protected and must remain live until December 31, 2019. NYSCA is not responsible for any broken, inactive or password protected links.

Film, Media and New Technology Production Questions:

Fiscal Sponsor	<input type="text"/>
Artist Name	<input type="text"/>
Project Title	<input type="text"/>
Project Genre	<input type="text"/>
Project Phase of Production	<input type="text"/>
CFA APP #	<input type="text"/>

(2000 character limit per narrative question)

1. Project Description

Describe the project for which you are seeking support and the stage of the proposed project (pre-production, production or post-production). What makes this project unique with regard to its topic, aesthetic approach and/or creative and innovative use of technology?

2. List and describe each work samples' relationship to proposal

List titles of each work sample and be sure to note "WIP" to indicate work-in-progress if applicable. Note the release date for completed works and any awards or special recognition. Describe each work sample and the relationship between your work sample and the proposed project, including any notable stylistic or technical elements, new directions or departures from your past work as demonstrated in the work sample.

3. Prior Support

If this proposed project or any other project by the applicant artist received previous support from the Individual Artists Program, indicate project title, fiscal sponsor, year of support and status of project.

4. Artist Credentials

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed project.

5. Production Schedule

Outline the full production schedule for the proposed project, even if applying for only a specific phase of production. Also, briefly outline the marketing/distribution plans and any firm commitments for exhibition or broadcast.

6. Additional principal Crew and/or Consultants

List the names, titles and fees of each principal member of the crew for the proposed project. Briefly summarize each member's tasks and responsibilities as they relate to proposed project.

7. Budget

The budget form should include both projected and committed financial support for the full project, even if applying for only a specific phase of production. Also, briefly outline the fundraising plan and list funder sources, indicating whether each is confirmed or projected.

The budget is important to clarify the applicant's fiscal and managerial abilities. Be sure to describe any in-kind support and how NYSCA funds will be spent. **Please note that the request amount may not exceed 50% of the total Project Budget, up to a maximum request of \$25,000.**

8. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials.

Submitted work samples are the most critical component of the review process, note the following:

- Additional material beyond the maximum allowable time will not be reviewed by Panel.
- Submission of a work-in-progress sample is encouraged and is required for post-production requests.

Film, Media and New Technology Production Support Materials:

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- Telephone Bill.
- Credit card and/or bank statement (*name and address page only; financial and account information should be blocked*).
- NYS or Federal Tax form (*first page only; social security and financial information should be blocked*).
- Current lease or mortgage agreement listing *the artist's name and showing a NYS address*.
- NY State Driver's license or NY State ID card.
- Voter's Registration Card.

3. Work samples for applicants applying in Pre-Production or Production phases, provide one or two work samples totaling no more than 10 minutes each.

OR

Work samples for applicants applying in Post-Production, a work-in-progress of a minimum of 15 minutes and no more than 20 minutes is required. In addition, a sample of a previously-completed work no longer than 5 minutes is required..

NOTE: Each media work sample must be provided as a URL link. To submit URLs, please create a Word or PDF file with a list of URLs. Each work sample URL listed must include the title, the company performing the work and the year it was presented. 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.

4. Résumé of applicant artist and principal crew and consultants, limited to two pages each.
5. Applicants for new technology or installation work may submit diagrams, sketches or slides of the proposed work in addition to media work samples. No more than 15 images should be submitted.
6. If applying for pre-production, please provide materials that illustrate the level of work to date, such as a script, description of research, treatment and/or treatment outline. Additionally, any applicant may supply a detailed line item project budget.