

**FY 2020 Sponsored Organization Information Form
Literature Program**

**- 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

(1000 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 define and approach diversity and inclusiveness?

ACCESSIBILITY

(1000 character limit)

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

FACILITIES

(1000 character limit)

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	<input style="width: 100px; height: 20px;" type="text"/>
Exhibitions	<input style="width: 100px; height: 20px;" type="text"/>
Classes	<input style="width: 100px; height: 20px;" type="text"/>
Tours	<input style="width: 100px; height: 20px;" type="text"/>
Films	<input style="width: 100px; height: 20px;" type="text"/>
Lectures	<input style="width: 100px; height: 20px;" type="text"/>
Performances	<input style="width: 100px; height: 20px;" type="text"/>

**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
(Required)**
(2000 character limit)

Sponsored Request Form

Literature Program

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 and individuals. 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. Public Programs
2. Book and Literary Magazine Publication
3. Literary Translation

(2000 character limit per question, unless otherwise indicated)

Public Programs Questions

Org Name

CFA Application #

Project Title

Artistic/Programmatic

1. Literary Program Overview

Describe the curatorial (artistic) approach to the reading series, writing workshop or other public program for the request year, including discussion of the artist selection process. Describe how the project was founded and its literary evolution. Provide a two-sentence biography on 4 of the writers/teachers/literary artists proposed for the request year. (Provide complete roster of proposed writers/teachers on the [Literary Presenters' Fact Sheet](#) (see the Public Programs Support Material requirements in the Literature Program Guidelines).

2. Staff

List the key literary staff members, including the literary curator, and their titles and responsibilities. Include a two-sentence bio of each. List any managerial staff members responsible for administering the project along with their titles and responsibilities.

3. Artists' Fees

Discuss the policy regarding payment of artists' fees. Give the range of fees paid to writers, workshop teachers and literary curators for the most recently completed year. Explain any changes or improvements planned.

Managerial/Fiscal

4. Fiscal Overview

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses for the literary programs, including income earned from admissions and sales. Detail organizational efforts to increase individual and foundation/corporate donations for the literary programs.

Service to the Public

5. Audience/Promotional Overview

Describe the audience for the literary programs. Describe the specific marketing and promotional efforts that will be used to target and broaden this audience for the request year, including use of online resources. Please note the names of publications in which the organization advertises and the size of your mailing and e-mail lists.

6. Support Materials Listing

Provide here a list of all support materials being uploaded into the NYSCA-CFA portal with this Public Programs request. Please refer to the list of mandatory support materials for the Literature Program Public Programs Category below.

Public Programs Support Materials:

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

Your application requires 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 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. *Representative promotional brochure/calendar*, listing literary programs produced in the current year (year prior to request year).
2. *Résumés* of key literary personnel, including literary coordinator or curator, and *brief bios* of proposed writers and writing teachers for the season.
3. For writing workshops only: a *ten page sample of student work* from the workshop or from an anthology or publication produced by the workshop.
4. A completed **Literary Presenters' Fact Sheet** ([click link here](#)). Please complete this sheet, or upload a similarly formatted document (see upload instructions above). Detailed schedules for literary festivals and book fairs should be listed on this sheet.
5. Up to three minutes of video showing recent literary readings, writing workshops or other literary public programs activities. (Required).
6. *Additional (Optional) Support Materials*. Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.

Book and Literary Magazine Publication Questions:

Org Name

CFA
Application #

Project Title

Artistic/Programmatic

1. Editorial Overview

Describe the editorial approach of the press or magazine, including how the publication was founded and its literary evolution. Detail the editorial workplan for the request year (FY20), highlighting any new editorial direction. Summarize plans for the following year (FY21).

2. Publishing Schedule

Discuss any significant changes in the volume of publication, providing a reason for the changes. Discuss policy for maintaining and reissuing backlist titles or for archiving back issues.

Applicants must use the [Book Publication Fact Sheet](#) or [Literary Magazine Publication Fact Sheet](#) or upload similarly formatted documents, to list the literary titles or magazine issues published last year and those planned for publication in the request year. Book publishers should provide names of authors, projected release dates, and genre. Magazine publishers should provide statistics on numbers of issues per year, page count, print run, etc.

3. Editorial Staff

List the names of the key editorial staff along with their titles and responsibilities. Provide two-sentence bios for each.

4. Artists' Fees

Describe the system used for payments to editors, authors, and translators, including royalty structure. Explain any changes or improvements planned.

Managerial/Fiscal

5. Managerial Staff

List the key managerial staff and their titles and responsibilities. Provide two-sentence bios for each.

6. Fiscal Overview

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses. Detail efforts to increase individual as well as foundation/corporate donations for the press or magazine. Include earned income.

NB: Writing competitions and projects requiring authors to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use budget notes to explain.

7. Governance

Detail the separate functions and activities of the editorial board and the board of directors. Note any changes or improvements in board activity planned for the request year FY20. For applicants using a fiscal sponsor: List here the names and titles of principal board of directors and editorial board members for the press or magazine, as well as members of the editorial advisory board.

Service to the Public

8. Audience

Describe the audience for the literary publications and any specific specific communities served, including both audiences and artists.

9. Marketing

Describe specific marketing, sales campaigns, and promotional efforts intended to reach and broaden this audience. Note special marketing plans for individual titles or issues.

10. New Technologies/Access

Describe the use of technologies such as web-based publishing, e-Books, mobile devices and apps, social networking, Live Streaming, etc. to better reach and serve the public, including artists and audiences with disabilities. Discuss the use of universal access technologies such as Braille, recorded books, and large type.

11. Support Materials Listing

Provide here a list of all support materials being uploaded into the NYSCA-CFA portal with this Book and Literary Magazine Publication request. Please refer to the list of mandatory support materials for the Literature Program Book and Literary Magazine Publication Category below.

Book and Literary Magazine Publications 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. *One hard copy of each of the 2 most recent print book titles or literary magazine issues, mailed to:*

New York State Council on the Arts
Literature Program FY15 Support Materials
300 Park Avenue South/10th Floor
New York, NY 10010

- Materials must be submitted in English or bilingual editions.
- Please do not re-send magazine issues submitted with previous NYSCA applications.
- Online book and literary magazine publishers should provide URLs for links to their 2 most recent book titles or literary magazine issues.

2. *Electronic work samples:* All Book and Literary Magazine Publishers should provide electronic samples of a minimum of 30 pages of writing published by the press in the previous year. The sample may be from a single work or from several different works (for example, a passage from a novel, or a selection of poems, or a few poems plus a short story, etc.). Please identify the title and author of each sample and the volume or magazine issue in which the sample appears, along with publication dates (cont'd).

3. For book publishers, a copy of the most recent print catalog, or a link to an online catalog.
4. Résumés of key literary personnel, including principal editors and managerial staff.
5. A representative sample of recent *marketing/publicity materials* for the press or magazine.
6. A completed **Book Publication Fact Sheet** or **Literary Magazine Publication Fact Sheet**, or similarly formatted documents (see upload instructions, above). These forms are mandatory support material.
7. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing (“Optional Support Material Sample #1, #2”, etc.). For video, if any, please indicate start and stop points.

Literary Translation Questions:

Translator's
Name

CFA Application #

Project Title

Artistic/Programmatic

1. Work to be Translated/Permissions

Give the title, author and genre of the work to be translated into English. Note the original language (specifying dialect) from which the translation is being made. Indicate whether rights to the work have been secured, or when they will be secured.

2. Translator/s Credentials

Identify the translator/s and briefly summarize their professional credentials. Note whether the translator/s have received previous support from NYSCA.

3. Translator's Statement (max. 4,000 characters)

Provide here **(or upload as a separate PDF)** a statement from the proposed translator describing the translation project and her/his interest in the work. Detail the translator's artistic concerns and intentions relating to the proposed project. Discuss the need for the translation and New York State community it will represent, if applicable. Also discuss the relevant publication history of the work, and the literary context of the work in its original and any other English translations. Please note the current stage of the project (first draft, second draft, etc.), and the proposed completion date.

Managerial/Fiscal

4. Mission of Sponsoring Organization

If the translation project has special relevance to the public service mission of the sponsoring organization, please discuss here.

5. Translator/s' Fee/Finances

Specify the translator/s' fee/s and how they have been calculated. Note here and in the project budget the amount and source of any additional income for the translation. Note here if the sponsoring organization intends to access the 5% fee for public presentations of the translation, and include that amount in the project budget under "other outside fees and services."

Service to the Public/Outreach

6. Publication/Public Programs

Describe plans by the sponsoring organization or other entity for publication and/or public readings presenting the translator/ translation to New York State readers/audiences, stating dates, location/s and nature of activity.

7. Marketing

Detail plans by the sponsoring organization or translator for promoting the published translation and/or the public program featuring the translator to NYS readers/audiences, if applicable.

8. Support Materials Listing

Provide here a list of all support materials being uploaded into NYSCA-CFA with this Literary Translation request. Please refer to the list of mandatory support materials for the Literature Program Literary Translation Category below.

Literary Translation 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 translator/s' NYS residency (NYS driver's license, current utility bill, etc.)
2. 10-page excerpts (15 pages for play scripts) in English and in the original language, from the proposed translation-in-progress (20 pages total, 30 pages for play scripts). Please match the English translation and corresponding original on facing pages, and note the title and original author/translator names on each page. Manuscripts must preserve diacritical marks from the original language.
3. Copy of the letter granting rights to the translator.
4. Résumé/s of the proposed translator/s translator/s participating in the project
5. Additional (Optional) Support Materials. Please label optional material in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. Include translator's statement here, clearly labeled, if additional space is needed.