Music

FY2020 GUIDELINES

Application Deadline: March 28, 2019 by 4:00PM

NEW YORK STATE OF OPPORTUNITY. | **Council on the Arts**

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TIMETABLE OF KEY EVENTS

Guidelines Released	January 23, 2019
Application Period Begins	February 11, 2019
Applications Due	**March 28, 2019 4 pm**
Award(s) Announced By	EST December 15, 2019

PLEASE NOTE:
These program guidelines have been developed for the current funding year. NYSCA's grant recommendations each year are the result of funds available, the volume of applications received, and a review process that includes the evaluation of all eligible proposals by a peer review panel. Past funding is neither a factor considered by the review panel nor a guarantee of future funding.

Funding Restrictions

Limitations to the Number of Applications

Organizations are limited to two grant requests to NYSCA. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories **do not count** towards an organization's limit of two requests:

❏ Architecture + Design Program — *Independent Projects category*

❏ Dance Program — *Rehearsal Space and Residencies categories*

❏ Electronic Media & Film Program — *Art & Technology Initiative (see Workspace category)*

❏ Facilities Projects Program — *All categories*

❏ Folk Arts Program — *Apprenticeships category*

❏ Folk Arts Program — *Regional and County Folk Arts Programs category*

❏ Individual Artists Program — *All categories*

❏ Literature Program — *Translation category*

❏ State and Local Partnership Program — *Decentralization category*

❏ All Programs — *Regrants and Partnerships category*

Ineligible Activities

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:

❏ 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

❏ 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

❏ Operating expenses and fellowships at professional training schools that are not open to the general public

❏ 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

❏ Requests for amounts that are greater than an organization's total operating expenses minus its total operating income

❏ 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 listed on the previous page of this document in advance of the application deadline to determine eligibility.**

Music Program - Overview

Please Note two important changes to the FY2020 Application Process:
1. Applicants no longer need to register requests on the NYSCA website; and
2. Applicants must submit through the online NYSCA-New York State Consolidated Funding Application (NYSCA-CFA). *The Grants Gateway will continue to be a critical part of the NYSCA grants Prequalification and contracting process for FY2020.*

The NYSCA FY2020 Application Manual (PDF) explains how to:
1. Review NYSCA's general requirements;
2. Become Prequalified in the Grants Gateway
3. Register in the NYSCA-CFA
4. Submit an application through the NYSCA-CFA and get help for technical questions.

The NYSCA FY2020 Application Manual and online NYSCA application guide are available on the NYSCA website at www.arts.ny.gov/application-guide. Please read all instructions carefully.

The **Music Program** fosters the creation, production, and performance of musical events of outstanding professional quality. Music offers support for public performances by established and emerging professional music organizations representing a broad spectrum of musical expression. Music also offers support for services to nonprofit music organizations and artists, community schools of music, and projects exploring new technology in music.

Support is provided for organizations producing chamber music, choral music, early music, jazz, new music, opera and orchestral music.

Applicants producing performances are encouraged to explore new and recent repertoire, unless their mission is specific to a particular period of music. The Music Program encourages innovative programming and adventuresome approaches to performance and presentation, including performances in non-traditional spaces.

Activities supported by the Music Program should include interpretive components designed to enhance appreciation and understanding of the works performed. Applicants are encouraged to perform in non-traditional and alternative venues.

Musicians, staff and repertoire should reflect the diversity of its community and applicants should undertake demonstrable efforts to engage underrepresented communities.

Funding for new applicants to the Music Program will generally not exceed $5,000.

Funding for national organizations is provided only for specific activities occurring in New York State.

Organizations and/or individuals requesting support for Composer Compositions should refer to the guidelines for the Individual Artists Program.

Artistic Evaluation:
NYSCA must be able to evaluate an applicant's artistic quality on an ongoing basis. It is the responsibility of all current and prospective applicants to inform staff of events well in advance of the event date. This is required so that staff or advisory panelists may attend and evaluate the events. Email notification of public performances in New York State are to be sent to robert.baron@arts.ny.gov and rita.putnam@arts.ny.gov.

Musical Instrument Loan Support:
Organizations interested in purchasing a musical instrument or equipment needed for performances may apply for a loan from the Musical Instrument Revolving Loan Fund, which provides low interest loans to eligible NYSCA applicants. An announcement of availability of loans, special application procedures, and the deadline for loan requests will be emailed to all NYSCA applicants in 2019.

Types of Music Support

Applicants may make a total of two requests NYSCA-wide, except in categories exempt from the two-limit request (see below).

GENERAL OPERATING SUPPORT

General Operating Support represents an investment by NYSCA in an organization's ongoing work, rather than in a specific project or program. General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities.

General Operating Support is directed toward ongoing activities of arts and cultural organizations; arts and cultural programs operated as independent entities within their own organizations; or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based, for example, the education programs of an arts center operated as a discrete entity within a parent community service organization.

When considering the provision and level of General Operating Support, NSYCA examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its public service.

General Operating Support grants will be no less than $5,000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. In FY19 the median grant awarded was $15,000, and the largest grant awarded was $134,360. General Operating Support is awarded on a multi-year basis.

Prerequisites:

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- ❏ The applicant's primary focus or mission must be in the discipline in which the organization is seeking General Operating Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support;
- ❏ An organization whose primary mission is the production of performances must have produced one season or festival (multiple performances on consecutive days) of at least three performances in each of the past two years, and project a season of at least three public performances open to the general public. Opera companies must annually produce at least two fully staged operas, with accompaniment by an instrumental ensemble, or one fully-staged opera with orchestra plus a minimum of one concert (group vocal) recital accompanied by an instrumental ensemble;
- ❏ Activities supported by the Music Program (at least three performances annually) must occur in New York State;
- ❏ Programming should include educational and interpretive components designed to foster audience understanding and engagement in the musical event;
- ❏ The organization must demonstrate a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities;
- ❏ 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 currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff;
- ❏ The organization must have a viable, committed board of directors, with officers that exercise oversight and accountability for governance, operations, programming and finances; and
- ❏ The organization must demonstrate a consistent policy of fair payment to musicians. Applicants may refer to the applicable guidelines for payment equal to or exceeding the minimum local scale of the American Federation of Musicians and/or the American Guild of Musical Artists.

3

(cont. on next page)

Types of Music Support

GENERAL OPERATING SUPPORT (cont.)

❏   Musicians, staff and repertoire should reflect the diversity of its community and undertake demonstrable efforts to engage underrepresented communities.
❏   National service organizations may not apply for General Operating Support. They may apply only for specific activities occurring in New York State through the Services to the Field category.

No more than one request may be submitted to the Music Program, with the exceptions of Sponsored Projects, and Regrants and Partnerships requests approved for submission by Music Program Staff. This restriction also applies to applications currently funded on a continuing multi-year basis.

Sponsored Requests are not eligible for support in this category.

PROJECT SUPPORT

This category offers support to professional music organizations producing performances by musicians and occurring in New York State. Support in this category is usually awarded on a multi-year basis. Applicants producing performances are encouraged to explore new and recent repertoire, unless their mission is specific to a particular period of music. Programming should include educational and interpretive components designed to foster audience understanding and engagement in the musical event.

Support is provided for organizations producing chamber music, choral music, early music, jazz, new music, opera and orchestral music.

Project support will generally not exceed 50% of the total expenses of a project. This means that 50% of the project income must be drawn from non-NYSCA sources. In FY19 the median grant awarded was $8000, and the largest grant awarded was $30,000.

Prerequisites:
In order to be eligible to apply for Project Support, an applicant organization must meet the following minimum criteria:

❏   Produce one season or festival (multiple performances on consecutive days) of at least three performances in each of the past two years, and project a season or festival of at least three public performances annually during the proposed grant period.
❏   Activities supported by the Music Program (at least three performances) must take place in New York State.
❏   For opera companies, annually produce at least two fully staged operas, with accompaniment by an instrumental ensemble, or one fully staged opera with accompaniment by an instrumental ensemble plus a minimum of one concert (group vocal) recital accompanied by an instrumental ensemble.
❏   Applicants must demonstrate a consistent policy of fair payment to musicians. Applicants may refer to the applicable guidelines for payment equal to or exceeding the minimum local scale of the American Federation of Musicians and/or the American Guild of Musical Artists

No more than one request may be submitted to the Music Program, with the exceptions of Sponsored Projects, and Regrants and Partnerships requests approved for submission by Music Program Staff. This restriction also applies to applications currently funded on a continuing multi-year basis, which are considered within the one request limit.

Types of Music Support

PROJECT SUPPORT (cont.)

Sponsored requests are accepted in this category:
- Funding for sponsored projects will generally not exceed $10,000.
- Organizations may not impose a fee for submitting a sponsored application but are permitted to charge a fiscal sponsorship fee if the application is funded. Fiscal sponsorship fees for funded applications may not exceed 7% and are determined by mutual agreement between the sponsored entity and the sponsoring organization. This expense must be included in the project budget and indicated in the budget narrative question included in the application.
- Applicants serving as fiscal sponsors must provide a fiscal sponsorship agreement stating the services providing by the fiscal sponsor, amount or percentage of the grant provided to the fiscal sponsor, and responsibilities of the sponsored organization relating to the fiscal sponsorship.
- The services of the sponsoring organization are limited to fiscal management of the project, submission of the application and final report, and, at the discretion of the sponsoring organization, publicizing the activity requested. Following notification of the funding decision by NYSCA, the fiscal sponsor is required to notify the sponsored organization as soon as possible about whether the application has been funded and the funding amount.
- Please review the [Sponsored Application Instructions](#).

COMMUNITY MUSIC SCHOOLS

Funding in this category supports the core activities of community music schools. Although the school may have a single or multi-disciplinary focus, for the purpose of this category, the school's principal focus should be music instruction. In addition, residencies, performances, presentations by professional artists should serve the instructional components of the school and provide additional opportunities for the broader community to engage in arts activities. Instruction in multiple music genres in addition to or other than Western classical music and preparation for musical careers for members of underrepresented communities are strongly encouraged. Support for scholarships to members of lower income and underrepresented communities is a priority in evaluating applications for community music schools.

Definition:
A community music school is an organized and permanent non-degree-granting, nonprofit institution that provides quality arts instruction and participation to all interested persons, regardless of age, race, gender, religion, ethnic origin, financial means or level of ability. Awards in this category are generally made on a multi-year basis.

Prerequisites:

In order to be eligible to apply for Community Music Schools, an applicant organization must meet the following minimum criteria:
- ❏ Has been in operation for a minimum of two years.
- ❏ Owns or operates an accessible cultural facility.
- ❏ Has at least 100 students enrolled over the course of a year.
- ❏ Offers year-round instruction and programming.
- ❏ Employs professional artistic staff and faculty.
- ❏ Provides sequential curriculum to serve a diverse enrollment.
- ❏ Has articulated standards of mastery for beginning, intermediate and advanced students.
- ❏ Provides opportunities for community members who might not otherwise have access to music instruction.
- ❏ Provides scholarship support for a substantial proportion of the student body.

No more than one request may be submitted to the Music Program, with the exceptions of Sponsored Projects, and Regrants and Partnerships requests approved for submission by Music Program Staff. This restriction also applies to applications currently funded on a continuing multi-year basis.

Sponsored requests are not accepted in this category.

Types of Music Support

COMMUNITY MUSIC SCHOOLS (cont.)

Applicants may not apply for funding for both the Community Music School category in the Music Program and General Support in the Arts Education Program. Please contact the program staff in the Music Program, and Arts Education Program if you have questions about which program to apply to.

Arts instruction that takes place in pre-kindergarten -12 classes during school hours is not eligible for support. Applicants that offer such instruction are advised to consult with the Arts Education Program.

In FY19 the median grant awarded was $7,500 and the largest grant awarded was $7,500.

SERVICES TO THE FIELD

This category offers support to organizations that provide professional services on a regional or statewide basis to music organizations and artists, residencies, and facilities for performance and composition that incorporate advanced technologies. Such services may include technical assistance in administrative areas, projects that utilize technology, booking and promotional services, professional development for individual artists and administrators, and concert and artist management.

Applications from national service organizations must be only for activities occurring within New York State and specifically directed to New York State artists and organizations.

Facilities using advanced technologies are supported for residencies, studio time, technical instruction and access to equipment. Artists selected to participate in residencies and programs in facilities using advanced technologies must be New York State residents.

Applicants for residencies are encouraged to include community engagement components, with adequate funding for public performances by artists included in residencies.

Prerequisites:

In order to be eligible to apply for Services to the Field, an applicant organization must meet the following minimum criteria:

❏ The organization must have a paid administrator.

Sponsored Requests are not eligible for support in this category.

No more than one request may be submitted to the Music Program, with the exceptions of Sponsored Projects, and Regrants and Partnerships requests approved for submission by Music Program Staff. This restriction also applies to applications currently funded on a continuing multi-year basis.

In FY19 the median grant awarded was $7,500, and the largest grant awarded was $12,000.

Types of Music Support

REGRANTS AND PARTNERSHIPS SUPPORT

Application to the Regrants & Partnerships Programs category is by invitation only.

NYSCA may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. Organizations are invited based on an unmet need within a discipline identified by Program staff and the service profile of the applicant organization.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services may either have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category.

Organizations applying to NYSCA in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services may vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, describing the demographics of the recipients.

Prerequisites

In order to be eligible to apply for Regrants and Partnerships Support an applicant organization must meet the following minimum criteria:

- ❑ The applicant's primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships Support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support;
- ❑ The organization must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline;
- ❑ The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services;
- ❑ 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 employ one or more qualified, salaried administrative staff;
- ❑ The organization must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances;
- ❑ The organization must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

Sponsored requests are not eligible for support in this category.

Music - Questions

The Questions below must be completed in the NYSCA-CFA under the QUESTIONNAIRE and NYSCA Tabs.

STANDARD QUESTIONS - *ALL MUSIC APPLICANTS MUST ANSWER THE QUESTIONS BELOW:*

LEGAL NAME OF APPLICANT

APPLICANT ADDRESS TABLE: Street, City, State, Zip

CONTACTS TABLE: (For Primary and Secondary Contact, Executive Director/Equivalent Position and Board Chair/President): First Name, Last Name, Title (for Primary and Secondary Contact), Phone, Email

MISSION: Please enter your organization's current mission statement. (Max 250 characters)

ACTIVITIES: Provide a brief overview of your organization's programs and activities as it relates to your mission in the previous question. (Max 1,000 characters)

STAFF LIST TABLE: First Name, Last Name, Title, Salary Range for Up to Five Primary Staff.

DIVERSITY/INCLUSIVENESS: Given your mission and 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. (Max 1,000 characters)

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? (Max 1,000 characters)

FACILITIES: Briefly describe your facilities. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future. (Max 750 characters)

> **ORGANIZATION'S FACILITIES/REAL ESTATE ARE**: Choose "Owned" or "Rented"
> **IF RENTED, DATE CURRENT LEASE EXPIRES**:
> **DAYS/HOURS/SEASONS OF OPERATION**:

TOTAL NUMBER OF VISITORS/USERS/AUDIENCE: How many audience members, exhibition visitors, service users, or visitors to your facility do you serve? Provide an average annual figure.

SOCIAL MEDIA TABLE: Provide links to primary website and two additional social media, if your organization maintains.

FISCAL YEAR END DATE: Format MM/DD

YEAR INCORPORATED: Format YYYY

PROJECT NAME (* Completed when the application is created)

PROJECT DESCRIPTION: Provide a brief description of your project. (Max 250 characters)

Music - Questions

STANDARD QUESTIONS (cont.)

PROJECT OBJECTIVE: Please indicate the primary goals of this request. (Max 250 characters)

PROJECT PERFORMANCE MEASURE: Indicate how you will measure the success of the request, should it be supported. (Max 250 characters)

PROJECT CAPACITY: Indicate how your staffing will provide sufficient support for the project (experience, training activities). (Max 250 characters)

PROJECT REQUEST AMOUNT: (* Completed under the Funding Tab)

PROJECT TOTAL EXPENSES: (* Completed under the Funding Tab)

GENERAL OPERATING SUPPORT: *All applicants to GENERAL OPERATING SUPPORT must complete the following questions.*

1G. ARTISTIC/PROGRAMMATIC — Program Overview: Give a general overview of your activities, for your last completed year, and for your upcoming 'request year' – for example, 3 chamber concerts at XYZ theatre, Manhattan, 1 chamber orchestra concert as part of ABC summer festival in Saratoga Springs, 21 in-school programs in Brooklyn and Queens. (Max 1,000 characters)

2G ARTISTIC/PROGRAMMATIC — Current Program: Describe programs planned for the coming year. Discuss any new programs and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. What repertoire will be performed? Only indicate projects or services occurring in New York State. (Max 2,000 characters)

3G. ARTISTIC/PROGRAMMATIC — Recent Developments:
Describe any recent significant programmatic changes, developments, and/or challenges, indicating how such challenges will be addressed. Indicate planned changes in programs and repertoire, including the performance of composers not previously presented. (Max 1,000 characters)

4G. MANAGERIAL/FISCAL — Staff:
Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes in key staff positions. (Max 1,000 characters)

5G. MANAGERIAL/FISCAL — Governance:
Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight. (Max 1,000 characters)

6G. MANAGERIAL/FISCAL — Organizational Development:
Describe institutional and succession planning, indicating key components and recommendations. How has the staff and board been involved in this process? (Max 1,500 characters)

7G. MANAGERIAL/FISCAL — Finances:
Detail plans for meeting current and future expenses, including sources of earned and unearned income. Explain any current and/or recurring surplus or deficits. How will the scope of the activity change if the full request for NYSCA funding is not received? (Max 1,500 characters)

Music - Questions

GENERAL OPERATING SUPPORT (cont.)

8G. MANAGERIAL/FISCAL — Artist and Programmatic Consultant Fees:
Indicate how payment to artists and any outside consultants is determined. Please include the range of fees.
(Max 750 characters)

9G. SERVICE TO THE PUBLIC — Constituency:
Describe the audiences and communities served. (Max 1,000 characters)

10G. SERVICE TO THE PUBLIC — Community Engagement and Diversity:
How does the organization define diversity, and which specific communities is it trying to serve?   Detail efforts
being undertaken to cultivate, broaden and engage the organization's constituency. (Max 1,500 characters)

11G. SERVICE TO THE PUBLIC — Marketing:
Describe the organization's marketing strategies. (Max 1,500 characters)

12G. SERVICE TO THE PUBLIC — Education, Interpretation and Audience Engagement:
Describe how the content, themes and contexts of your music productions are interpreted and audience
involvement is engaged, such as through lecture/demonstrations, lectures, program booklets, talk backs,
participatory events and activities for families and children. (Max 1,500 characters)

13G. SERVICE TO THE PUBLIC — Use of Social Media:
Describe the organization's use of social media. (Max 750 characters)

14G. SERVICE TO THE PUBLIC — Evaluation:
Articulate how the organization evaluates its programs, services, and/or other organizational initiatives. (Max
1,000 characters)

15G. SERVICE TO THE PUBLIC — Community Context
Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their
activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations
with other organizations. (Max 1,500 characters)

PROJECT SUPPORT: *All applicants to PROJECT SUPPORT must complete the following questions.*

1P. ARTISTIC/PROGRAMMATIC — Background:
Describe the organization, the genres of music performed and scope of activities of the organization. (Max
1,000 characters)

2P. ARTISTIC/PROGRAMMATIC — Program Overview:
Give a general overview of your activities, for your last completed year, and for your upcoming 'request
year' – for example, 3 chamber concerts at XYZ theatre, Manhattan, 1 chamber orchestra concert as part of
ABC summer festival in Saratoga Springs, 21 in-school programs in Brooklyn and Queens.   (Max 1,000
characters)

3P ARTISTIC/PROGRAMMATIC —Current Program: Describe programs planned for the coming year.
Discuss any new programs and/or initiatives that are planned for the next two years, as well as the goals
and expected outcomes for these activities. What repertoire will be performed? Only indicate projects or
services occurring in New York State. (Max 1,000 characters)

Music - Questions

PROJECT SUPPORT (cont.)

4P. ARTISTIC/PROGRAMMATIC — Recent Developments:
Describe any recent significant programmatic changes, developments, and/or challenges, indicating how such challenges will be addressed. Indicate planned changes in programs and repertoire, including the performance of works not previously presented.   (Max 1,500 characters)

5P. MANAGERIAL/FISCAL — Artist Fees:
What are the fees paid to musicians, guest artists, and any related personnel for rehearsals and performances? (Max 500 characters)

6P. MANAGERIAL/FISCAL — Project Personnel:
Who is responsible for selection of your organization's repertoire and guest artists? Please provide a brief summary of their background. (Max 750 characters)

7P. MANAGERIAL/FISCAL — Finances:
Describe plans for meeting project expenses, including new fundraising activities. How would the scope of the project change if the full request for NYSCA funding is not received? Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, artists' fees, marketing, programming costs and remaining operating expenses. The project budget must only include activities occurring in New York State. (Max 1,500 characters)

8P. MANAGERIAL/FISCAL — Organizational Development:
Describe the role of the board and staff in the development and ongoing assessment of programs and services. Describe institutional and succession planning, indicating key components and recommendations. How has the staff and board been involved in this process? (Max 2,000 characters)

9P. SERVICE TO THE PUBLIC — Audience/Marketing:
Describe the organization's marketing strategies, including efforts aimed at reaching new audiences. (Max 1,000 characters)

10P SERVICE TO THE PUBLIC — Use of Social Media:
Describe the organization's use of social media. (Max 1,000 characters)

11P SERVICE TO THE PUBLIC— Outreach and Diversity:
How does the organization define diversity, and which specific communities is it trying to serve? Detail efforts being undertaken to cultivate, broaden and engage the organization's constituency. (Max 1,500 characters)

12P. SERVICE TO THE PUBLIC — Education, Interpretation and Audience Engagement:
Describe how the content, themes and contexts of your performances will be interpreted and audience involvement engaged, such as through lecture/demonstrations, lectures, program booklets, talk backs and activities for families and children. (Max 1,500 characters)

13P. SERVICE TO THE PUBLIC — Community Context:
Are there other organizations providing similar musical performances in the surrounding community? Describe any partnerships or collaborations with community and cultural organizations. (Max 1,500 characters)

Music - Questions

COMMUNITY MUSIC SCHOOLS: *All applicants to COMMUNITY MUSIC SCHOOLS must complete the following questions:*

1C. ARTISTIC/PROGRAMMATIC — Program Overview:
Describe the programs and services planned for the coming year, highlighting new or expanded activities, and noting student eligibility requirements. Indicate the music genres taught in the school. (Max 2,000 characters)

2C. ARTISTIC/PROGRAMMATIC —Changes/Developments:
Describe any significant changes or developments in the organization since it was last reviewed by NYSCA. (Max 1,000 characters)

3C. MANAGERIAL/FISCAL — Finances:
Describe plans, projects and activities for meeting projected expenses, including fundraising initiatives. Note the board's involvement. How would the scope of the project change if the full request for NYSCA funding is not received? Use the Budget Notes section of the Project Budget to indicate income sources and itemize principal expense items, including personnel, outside artists' fees, marketing and remaining operating expenses. (Max 1,500 characters)

4C. MANAGERIAL/FISCAL — Evaluation:
Describe the evaluation process and the role of the board and senior staff in ongoing evaluation and assessment of music education activities. (Max 1,000 characters)

5C. SERVICE TO THE PUBLIC — Community Served:
How does the organization define diversity, and which specific communities is it trying to serve? Identify the size, cultural/ethnic makeup, and age range of the student body, along with the strategies for achieving or maintaining diversity. Give an overview of how the school deepens an awareness and understanding of music for the student body and community. (Max 1,500 characters)

6C. SERVICE TO THE PUBLIC — Comparable Services:
What other public or private organizations provide music education in the surrounding geographic area? If working in partnership with any organizations, describe that relationship.
(Max 1,500 characters)

7C. SERVICE TO THE PUBLIC — Scholarship Support:
Indicate the amount provided for scholarships and criteria for receiving financial support. What percentage of your student body receives partial and complete scholarship support (tuition subsidies)? If there is a sliding scale, please describe.(Max 1,000 characters)

Music - Questions

SERVICES TO THE FIELD: *All applicants to SERVICES TO THE FIELD must complete the following questions:*

1S. ARTISTIC/PROGRAMMATIC — Program Summary:
Describe the services or facilities being provided, highlighting new or expanded activities. For artist residency programs, detail length of residency, number of hours of computer studio time, available equipment and services, and any responsibilities the artist might have for community engagement and performance as part of the project. (Max 2,000 characters)

2S. ARTISTIC/PROGRAMMATIC — Delivery:
Describe the organization's technical, administrative, and informational capacity to deliver the service. (Max 1,000 characters)

3S. ARTISTIC/PROGRAMMATIC — Facilities/Technology:
For residencies, describe the facility, equipment and technical support provided for artists. (Max 1,000 characters)

4S. MANAGERIAL/FISCAL — Project Staff:
Summarize the roles and credentials of artistic, administrative, and technical staff, as well as any advisors and consultants providing the service. Please note any significant changes or accomplishments in artistic direction, administration and finances since your last NYSCA application review.   (Max 1,500 characters)

5S. MANAGERIAL/FISCAL — Finances:
Describe plans, projects and activities for meeting current and future expenses of this project. How would the scope of the project change if the full request for NYSCA funding is not received? Use the Budget Notes section of the Project Budget to indicate income sources, and to itemize principal expense items, including personnel, outside artists' fees, marketing, and remaining operating expenses. (Max 1,000 characters)

6S. MANAGERIAL/FISCAL — Evaluation:
Describe the methods for ongoing assessment and evaluation. (Max 1,000 characters)

7S. SERVICE TO THE PUBLIC — Audience:
Describe the audience for this service in terms of users and level of activity. Summarize the selection process if one is required for participation in the service. If this is a national service organization, state the percentage of these services delivered to musicians and music organizations from New York State. (Max 1,000 characters)

8S. SERVICE TO THE PUBLIC — Marketing:
Indicate how the target market will be reached, specifically describing marketing to musicians and music organizations in New York State. (Max 1,000 characters)

9S. SERVICE TO THE PUBLIC — Comparable Services:
Are there other organizations in the area providing similar or complementary services to the community? If so, is the applicant working in partnership with any of these or other organizations? Please describe. (Max 1,000 characters)

10S. SERVICES TO THE FIELD — Community Engagement:
For residencies, indicate if and how community members are served by these residencies, including performances and other interactions with artists.   (Max 1,000 characters)

11S. SERVICES TO THE FIELD — Evaluation:
How is the effectiveness of this program evaluated and assessed? Has evaluation led to changes in the program? (Max 1,000 characters)

Music - Questions

REGRANTS AND PARTNERSHIPS: *All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions:*

1R. ARTISTIC/PROGRAMMATIC — Program Summary:
Describe the regrant or partnership program, its priorities, and the constituents served. How does it differ from or complement other programs in the community or field? Provide the organizational URL. (Max 2,000 characters)

2R. ARTISTIC/PROGRAMMATIC — Relevance to Mission:
How does this program relate to the organization's mission, goals and programming? (Max 750 characters)

3R. ARTISTIC/PROGRAMMATIC — Scope of Activity:
For ongoing regrant projects, describe the number of requests received, on average, for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded. (Max 1,000 characters)

4R. MANAGERIAL/FISCAL — Staffing:
Who is responsible for the administration of this project? Describe their role, detailing their duties and noting whether this is a full time, part-time, or consultant position. If the coordinator has other responsibilities within the organization, describe them. (Max 1,000 characters)

5R. MANAGERIAL/FISCAL — Governance:
Describe the involvement of the board in management and program oversight. (Max 1,000 characters)

6R. MANAGERIAL/FISCAL — Work Plan:
Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities. (Max 1,000 characters)

7R. MANAGERIAL/FISCAL — Finances:
Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income. Itemize principal income and expense items. How would the scope of the project change if the full request for NYSCA funding is not received? (Max 1,000 characters)

8R. SERVICE TO THE PUBLIC — Constituency:
Describe the audiences and communities served. (Max 1,000 characters)

9R. SERVICE TO THE PUBLIC — Marketing/Outreach:
What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups. (Max 1,000 characters)

10R. SERVICE TO THE PUBLIC — Selection Process:
Describe the application and selection process, noting what is required of applicants, restrictions, and, if applicable, whether there is a panel review. Indicate the composition of the panel and the review process. (Max 1,500 characters)

11R. SERVICE TO THE PUBLIC — Evaluation:
How is the effectiveness of this program evaluated and assessed? Has evaluation led to changes in the program? Describe the benefits of this regrant or partnership to the community and general public. (Max 1,000 characters)

12R. SERVICE TO THE PUBLIC — Community Context:
Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations. (Max 1,000 characters)

Music - Support Materials

Required Support Materials must be uploaded in the NYSCA-CFA under the DOCUMENTS tab (other than Board list which will be uploaded within the NYSCA tab), unless otherwise noted below. 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.

STANDARD SUPPORT MATERIALS – All Applicants: *ALL MUSIC APPLICANTS must submit the support materials below:*

1. **BOARD OF DIRECTORS LIST, including affiliations.** A sample template is available at https://grantsmanagement.ny.gov/system/files/documents/2018/10/sample-board-directors-profile.pdf

GENERAL OPERATING SUPPORT: *All applicants to GENERAL OPERATING SUPPORT must submit the following support materials.*

1. Up to **5 representative marketing pieces** (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage or reviews.

2. **Recordings**, in audio or video, of one or more recent (i.e. within the last year or two) performances, which should include a variety of works. Opera companies are required to submit at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.

   Each audio or video recording must be provided as a URL link and include the title and year of the performance or recording session. URLs cannot be password protected and must remain live until December 31, 2019. Please indicate the start and stop points of each video.

3. **OPTIONAL: Up to 3 minutes of video** on organization activities.

PROJECT SUPPORT: *All applicants to PROJECT SUPPORT must submit the following support materials.*

1. **Recordings, in audio or video**, of one or more recent (i.e. within the last year or two) performances, which should include a variety of works. Opera companies must submit at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.

   Each recording must be provided as a URL link and include the title and year of the performance or recording session. URLs cannot be password protected and must remain live until December 31, 2019. Please provide indicate the start and stop points of each video.

2. **Relevant printed material** (e.g. seasonal brochure, flyer, press kit), and one or two concert programs. We do not use reviews from newspapers or other media coverage in our deliberations, although you are welcome to send one copy of such coverage or any other printed materials for internal review.

For applications for fiscal sponsorships, the Sponsored Request Form and a fiscal sponsorship agreement stating the services providing by the fiscal sponsor, amount or percentage of the grant provided to the fiscal sponsor, and responsibilities of the sponsored organization relating to the fiscal sponsorship.

Music - Support Materials

COMMUNITY MUSIC SCHOOLS: *All applicants to COMMUNITY MUSIC SCHOOLS must submit the following support materials.*

1. **Most recent brochure** with class/course offerings provided.
2. **Sample printed program** from performances, concerts or other events at the school.
3. **Video examples** of a representative class in session and of a resident ensemble (if applicable). The video sample should present only the examples you would like the panel to see and hear. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.

   Each video sample must be provided as a URL link and include the year it was produced. URLs cannot be password protected and must remain live until December 31, 2019. Please indicate the start and stop points of each video.

4. **Schedule of class/course fees.**
5. **Faculty list**, including brief description of credentials.
6. A **listing of workshops and classes** that occurred during the past year and that are planned for the coming year, indicating actual or projected enrollment.

SERVICES TO THE FIELD: *All applicants to SERVICES TO THE FIELD must submit the following support materials.*

1. **Representative samples of print materials** relevant to the request (if desired; no more than 3 copies of each).
2. **Résumés or biographical statements** of consultants.

REGRANTS AND PARTNERSHIPS: *All applicants to REGRANTS AND PARTNERSHIPS must submit the following support materials.*

1. Up to **5 representative marketing materials** (sample brochures, promotional materials and/or application forms.) that reflect regrant or partnership activity for the past year.
2. If this is a regrant or technical assistance program, a **list of projects awarded support** in the past year, project descriptions and funding amounts.
3. If applicable, service-related projects must provide **evaluation materials** such as samples of surveys or feedback forms, along with outcomes/results.
4. **OPTIONAL: Additional Materials**. Please list any optional support materials uploaded along with the Online Application Form. These materials may be important to the application's assessment. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.). For audio or video, please indicate start and stop points. The audio or video must be provided as a URL link and include the title and year. URLs cannot be password protected and must remain live until December 31, 2019.

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