

**FY 2020 Sponsored Organization Information Form**

**- New York State Council on the Arts -**

**Basic Organizational Information**

Organization Name

AKA

Federal Employer ID#

Year Founded

Website (URL)

Organization's Phone

Address1

Address2

City

State

Zip

Applicant County

## Project Contact

Name

Title

Phone

Fax

Email Address

## **Organization Mission**

(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 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



**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)
<b>EARNED INCOME</b>			
Admissions			
Contracted Services			
Tuition and Workshop Fees			
Fundraising Events			
Other Earned Revenue			
<b>Total Earned Income</b>			

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

<b>EXPENSES</b>			
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			
<b>TOTAL EXPENSES</b>			

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

<b>IN-KIND CONTRIBUTIONS</b>			
In-Kind Contributions			

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

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

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

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

<b>EXPENSES</b>	
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	
<b>TOTAL EXPENSES</b>	



<b>Surplus (Deficit) Before NYSCA</b>	
NYSCA Grants Received/Requested	
<b>Surplus (Deficit) After NYSCA</b>	

**Budget Notes**  
(2000 character limit)

## Sponsored Request Form

### Special Arts Services

Answer all questions below for the specific category for 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. Project Support
2. Instruction & Training

(2000 character limit per question)

### **Project Support**

Artist/Organization Name

CFA APP#

### ***Artistic/Programmatic***

#### **1. Program Summary:**

Describe your project, providing an overall summary and context. Indicate how it relates to your organization's mission and/or history of programs for community audiences. Include title(s), number of productions and performances of each and note whether the program marks a new direction for the organization. For exhibitions, provide program content and design and list the artists, objects/art work being presented. For a service activity, describe the scope and nature of program and indicate its relationship to other programs in your organization.

**2. Changes/Developments:**

Provide a brief history of programs and achievements that relate to this request. Highlight any recent achievements or programmatic challenges. If not a first-time request, describe any significant changes or developments since the last NYSCA review.

**3. Artists:**

Describe how the artists are involved in or are contributing to the program content and design. What is the financial arrangement with the artists? Describe fee range.

**4. Facilities:**

Describe the community-based facilities in which the activities will take place. For performing arts programs, detail their suitability in terms of production values, including lights, sound, floor, and other performance requirements. Note challenges, if any, and plans to address them.

**5. Touring:**

If this is a touring request, list the venues and dates. Describe the fiscal and programmatic responsibilities of any host organization.

**6. Time Frame:**

What is the time frame and performance/exhibition schedule for proposed program? If an exhibition(s) what are gallery hours when it is open to the public?

***Managerial/Fiscal***

**7. Project & Administrative Staff:**

List key project staff and/or consultants, as well as their qualifications, as related to the proposed project. Describe their credentials and relationship to the community served. List principal administrative staff, indicating their qualifications and duties. Indicate any recent relevant changes or developments in the organization's management, and any changes expected for the proposed grant period?

**8. Governance & Organizational Development:**

Describe the board's committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight Describe the role of the board and staff in the development and ongoing assessment of programs and services. Summarize any long-range plan the organization may have.

**9. Finances:**

As NYSCA can only support up to 50% of a project's cost, detail how other funds will be raised. Please use the budget notes to itemize the project budget indicate revenue that is confirmed or secured. Detail the plan for meeting program expenses, highlighting new sources of income and new fundraising projects or initiatives. Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, artists' fees, marketing, and remaining operating expenses.

## ***Service to the Public***

### **10. Mission and Audience:**

Describe the primary audience for this project and why this project is important and/or appropriate to that audience. Be sure to include the projected number of participants and their cost to participate.

### **11. Marketing and Promotion:**

Discuss how this project will be marketed, and explain how the efforts will reach the project's intended audience, including use of the Internet and social media, ticket pricing, etc., and describe recent success.

**12. Community Context:**

Describe your efforts to be responsive to community needs and demographics and list the results. Identify other organizations that provide similar or complementary arts services to the community. Describe any partnerships or collaborations with community and cultural organizations.



## **Project Support /Support Materials:**

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

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

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

**1. Résumés or biographical statements of project staff/consultants, maximum of 1 page each.**

**2. Up to 5 images, a 3-minute video, or website reference, that best illustrates your project. For exhibitions, images must consist of selected art/artifacts that will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. Please do not require passwords to access online materials. All links must remain live until December 31, 2019.**

**3. Depending on the focus of your project request, please upload one other support document. Suggestions include:**

- a) Exhibitions: Exhibition design layout or sample exhibition script.**
- b) Catalog/Publication: Outline and sample text of no more than five pages.**
- c) Workshops: Marketing materials related to this program.**
- e) Public Programs: Marketing materials related to these programs.**
- f) Services to the Field: Promotional materials for this project.**
- g) Other: One other document that supports your project.**

## **Instruction & Training**

Artist/Organization Name

CFA APP #

### ***Artistic/Programmatic***

#### **1. Project Overview:**

Describe the program's instructional goals. Where will the workshop be held? Detail the registration fee, scholarship options and selection process. Detail the compensation instructors will receive, including the number of instructional hours each will provide. How will the organization recruit and select participants? How will this program be documented and disseminated?

#### **2. Project Context:**

Provide context to show how this project builds on similar work in your field, is unique or tackles an issue/problem in the field in a new way.

### **3. Evaluation/Assessment:**

How will individual students' learning be assessed? How will the overall project be evaluated?

### ***Managerial/Fiscal***

### **4. Project Team**

Highlight the qualifications of the members of the team including program coordinator(s), presenters and instructors. Outline how the program team possesses the necessary experience and qualifications to advance the proposed project.

## **5. Project Management:**

Detail the time frame for program completion during the application grant period. If more than one person is involved with program coordination or oversight, describe how the work will be delegated or coordinated.

### ***Service to the Public***

## **6. Project Accessibility**

Define the project's intended audience and how this project will be made accessible to that audience, including demographic information if available.

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**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. Student event and program schedule form. Click [here](#) to download the form. Provide the program/class schedule for the most recently completed season and the current season, save and upload here.
2. Video documentation of past instruction, demonstrating the interaction of instructor with students. Panels will view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., "fifth week of ten-week session"). Please do not require passwords to access online materials. All links must remain live until December 31, 2019.
3. Résumés or biographical statements of Instructors and other key personnel including class schedules and curriculum brochures
4. Representative list of former students who have entered professional careers
5. If applicable, a list of scholarship students for the current year, noting whether full or partial scholarship. Also, indicate the number of years in which subsidy was received and which scholarships are projected to continue into the coming year.