



# Visual Arts

## FY2020 GUIDELINES

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



**Council on  
the Arts**

**ANDREW M. CUOMO**  
Governor

**KATHERINE NICHOLLS**  
Chair

**MARA MANUS**  
Executive Director

# Helpful Information

## TIMETABLE OF KEY EVENTS

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

## PROGRAM STAFF



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### 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.**

# Visual Arts Program - Overview

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**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](http://www.arts.ny.gov/application-guide) . Please read all instructions carefully.

## OVERVIEW

Visual Arts (VAP) offers support to a wide range of contemporary art activity for the benefit of the public and the advancement of the field. Visual Arts considers living artists to be of primary importance to the visual arts field and directs the majority of its funding to organizations that present visual artists who reside in New York State. Supported activities may include exhibitions, installations, workspace facilities, residencies, publications and critical writing.

**IMPORTANT NOTE:** For the purpose of this grant opportunity, Visual Arts does not include time-based media art works such as moving image, video, sound art, game design, film and emergent technologies. For example, VAP supports work such as sculpture, painting, drawing, printmaking and photography. For applicants seeking support in the time-based media arts, please see [NYSCA Electronic Media and Film Program](#) grant opportunities.

For Visual Art organizations that present more than one artistic discipline or cross-discipline work in an Exhibition, Project Support or Workspace request, applicants must apply for the Visual Art component only, as referenced above. Time-based and moving image technology art works will not be considered eligible.

Individual visual artists are not directly funded through this program area. Information on artist fellowships is available at the New York Foundation for the Arts ([www.nyfa.org](http://www.nyfa.org)).

New applicants are encouraged to contact VAP staff in advance of the application deadline.

## PROGRAM GOALS

- Assist New York State visual artists in their efforts to create, present and exhibit new work.
- Interpret the work of contemporary visual artists to the public.
- Encourage dialogue and critical commentary about the visual arts.
- Present high-quality contemporary work that expands traditional parameters and reflects the diverse ethnic and cultural profile of the state.

# Visual Arts Program - Overview continued

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## PROGRAM PREREQUISITES

- ❑ Direct Payment of Fees to Artists (as defined in the section below, “Direct Payment of Fees”) is required for all requests that include Artists.
- ❑ New York State-based Artists must be included in the proposed programming.
- ❑ Applicant organization must employ at least one paid staff member.
- ❑ The percent of commissions on sales of Artists’ works in projects funded by NYSCA must be determined in agreement with the individual Artist and/or cannot exceed 30% of the sale price.
- ❑ Projects and exhibitions featuring membership, board members, staff, faculty, or enrolled students are not eligible.
- ❑ Events such as festivals and open studios are not eligible for funding

## DIRECT PAYMENT OF FEES TO ARTISTS

Direct Payment of Fees to Artists means direct cash payments to artists for services rendered. Honorariums and stipends are considered a type of Direct Payment of Fees to Artists. Direct Payment of Fees to Artists is required for all projects that propose Artist presentations, Artist services and/or exhibit Artists’ works, including:

- Usage/rental and/or exhibition of existing work
- New/commissioned works
- Artists’ talks/presentations and publications
- Artists’ services that provide training, technical support, and/or design
- Artist participation in research, development or consultation of a proposed project

## COMMISSIONS

Commissions per se are not considered Direct Payment of Fees to Artists. Commissions must include and clearly identify the artist’s fee as a stand-alone fee, above and separate from the costs associated with commissioning, such as materials, fabrication, production, and installation.

A percentage of, or commissions on, sales of Artists’ works will not be considered as Direct Payment of Fees to Artists.

## RESIDENCIES

For projects that propose Artist residencies, organizations cannot require or request artists to pay a fee for participation and/or services, including space rental.

## WORKSPACE / FACILITIES

For the purpose of this grant, workspace facilities, workshops and subsidized artists’ studios are considered separate and distinct from residencies. Applicants may request fees from participating Artists for workspace/studios, workshops and training when the applicant proposes a subsidized program, otherwise not affordable to the artist/community.

# Types of Visual Arts Support

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## GENERAL OPERATING SUPPORT

General Operating Support represents an investment by NYSCA in an organization's ongoing work, rather than 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, a visual arts program operated as a separate entity within a college or university, or a visual arts center operating as a discrete entity within a museum.

When considering the provision and level of General Operating Support NYSCA 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 average grant awarded was \$5,000 to \$30,000.

**IMPORTANT:** For organizations applying to VAP General Operating Support, applicants may apply for a second request in another Program discipline, when the request is for activity *not covered* by the VAP General Operating Support request.

### Prerequisites:

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

- The organization's primary focus or mission must be in the Contemporary Visual Arts.
- The organization must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public;
- The organization makes evident 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 exercises oversight and accountability for governance, operations, programming and finances; and
- The organization must demonstrate a consistent policy of fair payment to Artists for all projects that propose Artists presentations, Artist services and/or exhibition of Artists' works.

**IMPORTANT** – See Direct Payment of Fees to Artists under Program Prerequisites above.

*Sponsored projects are not eligible for support in this category.*

# Types of Visual Arts Support

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## EXHIBITIONS AND INSTALLATIONS

This category provides support to organizations that offer exhibitions and installations of original work by living artists. A minimum of four exhibitions, scheduled during the applicant's request year, is required. Exhibitions must demonstrate a sound intellectual premise and advance the public's understanding of contemporary art practices. Material that provides a curatorial explanation of each exhibition is required of all applicants. Visual Arts encourages professional curatorial practice - staff or guest curators should not include their own work in the proposed exhibitions.

Funds are available for fees to participating artists, curators and essayists, the purchase of materials, installation and catalogue expenses. The applicant organization, not the artists, is responsible for all shipping, preparatory expenses of artwork, press and publicity costs.

Exhibitions & Installations requests will be no less than \$5,000 and will not exceed 50% of the project budget. In FY19 the average grant awarded was \$5,000 to \$30,000.

### Prerequisites:

- A minimum of four exhibitions, scheduled during the applicant's request year, is required.
- Direct payment of fees to artists is required for participating/exhibiting artists.
- Requests for both solo and group exhibitions are eligible.
- The exhibition space must be separate and distinct from other areas in the facility.

**IMPORTANT** – See Direct Payment of Fees to Artists under Program Prerequisites above.

*Sponsored projects are not eligible for support in this category.*

## PROJECT SUPPORT

Project Support provides funding for projects or programs that deepen the understanding of the Visual Arts, and may be directed at a general or professional audience. Eligible projects include public programs, publications, convening, temporary public art programs and services to the field. Funds from this category may cover consultants' fees, artists' fees, administrative fees, and/or travel expenses within New York State as applicable.

Project Support also includes Planning for Digital Archiving. Funds may be requested for consultants to work with organizational staff in developing a plan for cataloging and archiving collections, holdings, ephemera and individual artworks. Funds may also be requested for staff training in basic and advanced digital conservation, conversion and/or digital archiving. Project Support for Digital Archiving provides funding for planning only. Implementation is not eligible.

Project Support grants will be no less than \$5,000 and will not exceed 50% of the project budget. In FY19 the average grant awarded was \$5,000 to \$30,000.

# Types of Visual Arts Support

## PROJECT SUPPORT - CONT.

### Prerequisites:

Applicants to Visual Arts Project Support must meet the following criteria:

- ❑ A minimum of two projects/events, scheduled during the applicant's request year, is required.
- ❑ Applicant organizations must have successfully completed one full year of programming and administrative operations. VAP does not support start-up organizations.
- ❑ This category cannot be used to commission permanent public art projects.
- ❑ Direct payment of fees to artists is required to Artists for all projects that propose Artists Presentations, Artist Services and/or Exhibition of Artists' Works.

**IMPORTANT** – See Direct Payment of Fees to Artists under Program Prerequisites above.

*Sponsored projects are not eligible for support in this category.*

## WORKSPACE FACILITIES

Support is available for ongoing professional workspace facilities that provide New York-based visual artists with a work environment that enables them to advance their work and to have the time to focus on the creative process, and to experiment with new materials and techniques.

The goals of this category are to ensure that artists can interchange with mentors and peers, and interact with the local community. Special consideration is given to organizations offering opportunities to artists at any stage of their career who have not received exposure or recognition for their work.

Organizations that schedule short-term use of facilities (less than one month) must demonstrate ongoing usage of the service to a greater number of artists. Organizations offering year-long access may reasonably serve a smaller number of artists.

Funds are available for direct payment of fees to artists, ongoing availability of technical expertise, and for residency materials used by artists.

Workspace Facilities requests will be no less than \$5,000 and will not exceed 50% of the project budget. In FY19 the average grant awarded was \$5,000 to \$30,000.

### Prerequisites:

- ❑ Direct payment of fees to artists is required.
- ❑ Access to technical staff and use of equipment, and access to other discipline-specific resources are required.
- ❑ Transportation needs and housing costs must be provided by the applicant organization when selected artists are not within commuting distance

**IMPORTANT** – See Direct Payment of Fees to Artists under Program Prerequisites above.

*Sponsored projects are not eligible for support in this category.*



# Types of Visual Arts Support

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## REGRANTS AND PARTNERSHIPS

**Application to the Regrants and 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 identified, unmet need within a discipline 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. Organizations applying to NYSCA in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services can 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 can 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 organization'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; and
- The organization must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

# Visual Arts - Questions

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

## STANDARD QUESTIONS - VISUAL ARTS APPLICANTS

**STANDARD QUESTIONS:** ALL NYSCA 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)

# Visual Arts - Questions

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## STANDARD QUESTIONS - VISUAL ARTS APPLICANTS (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)

**ADDITIONAL STANDARD QUESTIONS:** *All applicants to **VISUAL ARTS PROGRAM**, for all Categories, must also complete the following questions.*

**1. MANAGERIAL/FISCAL — BOARD and STAFF:**

Describe the board composition, including their involvement in organizational management, fundraising and program oversight. Are there paid staff who also serve as executive board members? If yes, do they vote on staff salary and benefits? Include the range of professional expertise of the board members.

**2. MANAGERIAL/FISCAL — BOARD and STAFF REPRESENTATION:**

How does the board and staff composition reflect the community it serves, and the community/region where the organization is located? What steps are being taken to provide leadership training within the staff structure, and to ensure community representation?

**3. MANAGERIAL/FISCAL — FINANCES:**

Describe how proposed expenses will be met. Describe contingency plans for any shortfall in income that might occur, for the organization and for projects. Remember to include any financial notes in the Project Budget area.

**4. MANAGERIAL/FISCAL — ARTISTS FEES:**

Describe artist fees, support and artist subsidies for participating artists across all programs involving artists. Briefly describe any rights or contracts with the Artist. (See also Direct Payment of Fees to Artists under Program Prerequisites in the Visual Arts Program Guidelines.)

**5. MANAGERIAL/FISCAL — MARKETING, OUTREACH AND PROMOTION:**

Describe the promotion and marketing plan appropriate to your request, including print and electronic media. What measures are taken to diversify and broaden public and artist participation?

**6. MANAGERIAL/FISCAL — PROJECT DOCUMENTATION:**

If applicable, describe the content and presentation format of any documentation or publication stemming from this project and/or programming.

**7. SERVICE TO THE PUBLIC — COMMUNITY SERVED:**

Describe the community served by this request, and how it is served by this organization. How does this project serve participating artists and the artist community?

**8. SERVICE TO THE PUBLIC — PARTNERSHIPS and COLLABORATIONS:**

Describe any partnerships or collaborations the organization may have with other cultural organizations or partners, including local businesses.

# Visual Arts - Questions

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

For General Operating Support Questions – Maximum Character Limit is 2,000.

**1. ARTISTIC/PROGRAMMATIC — ORGANIZATIONAL BACKGROUND:**

Describe the organization and how it was established, focusing on the activities for which support is requested. If applicable, state the percentage of visual arts programming annually, compared to other non-visual arts-based programs within the organization.

**2. ARTISTIC/PROGRAMMATIC — ARTISTIC AND CULTURAL VISION:**

Articulate the organization’s artistic and/or cultural vision.

**3. ARTISTIC/PROGRAMMATIC — PROGRAMMATIC OVERVIEW:**

Describe programs, field research and/or services planned for the coming year. How will they help the organization to realize its artistic and cultural vision? Discuss any new programs, field research and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. Description of programs should include venues, dates, themes (if available), and intended programming for these events, workshops and/or exhibitions. Highlight programs or services occurring in New York State.

**4. MANAGERIAL/FISCAL — CHANGES and CHALLENGES:**

Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

**5. MANAGERIAL/FISCAL — ORGANIZATIONAL DEVELOPMENT:**

Outline the approach to institutional and succession planning, highlighting the roles of staff and board. What steps are taken to provide leadership training within the organization, and to provide community representation?

**6. MANAGERIAL/FISCAL — EVALUATION:**

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.

**7. 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.

# Visual Arts - Questions

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**EXHIBITS AND INSTALLATIONS:** *All applicants to **EXHIBITS AND INSTALLATIONS** must complete the following questions:*

For All Exhibitions and Installations Questions – Maximum Character Limit is 2,000.

**1. ARTISTIC/PROGRAMMATIC — EXHIBITION PLAN**

Describe the four or more proposed exhibitions. What are you applying for? Be specific - who, what, when, where and how the exhibition will take place.

**2. ARTISTIC/PROGRAMMATIC — CURATORIAL OVERVIEW**

Describe the curatorial vision for this series and the range of visual art that will be presented. Are there outside curators and if yes, how were the curators selected? If this is an open call to artists, describe the selection process. Describe the participating artists, and how they were/will be chosen. How does this project relate to other programs in the organization and to the organization's mission?

**3. ARTISTIC/PROGRAMMATIC — EXHIBITION SPACE**

Describe the physical environment and technical capacity of the staff and proposed exhibition space(s). Remember to provide support materials that visually illustrate the exhibition area.

**4. SERVICE TO THE PUBLIC — PUBLIC EDUCATION**

How does this program deepen public appreciation for and advance understanding of contemporary visual arts practices? What tools, technology or methods are being used to provide a curatorial explanation of each exhibition?

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

For All Project Support Questions – Maximum Character Limit is 2,000.

**1. ARTISTIC/PROGRAMMATIC — PROJECT SUMMARY:**

Describe the two or more proposed events or digital archive planning grant. What are you applying for, and how will NYSCA funds be used? Be specific. Describe the artists involved, how they were/will be chosen and how they will participate; clarify how many are New York State residents. If not NYS residents, describe the benefit of this activity to local artists and the public. How does this project relate to other programs in the organization? Please provide the organizational URL.

**2. ARTISTIC/PROGRAMMATIC — PROJECT STAFF:**

Describe the staff, advisors and/or consultants involved, summarizing their credentials and roles. If selection of project personnel is pending, describe the qualifications of individuals being sought.

**3. MANAGERIAL/FISCAL — TECHNICAL and STAFF CAPACITY:**

Describe the organization's technical, administrative, and information capacity to deliver the project. If a website or other electronic medium is involved, how will it support the service(s) and how will it be maintained?

**4. ARTISTIC/PROGRAMMATIC — CURATORIAL OVERVIEW:**

Describe the curatorial vision for this request and the range of visual art that will be presented. Are there outside curators and if yes, how were the curators selected? If this is an open call to artists, describe the selection process.

# Visual Arts - Questions

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**WORKSPACE FACILITIES:** All applicants to **WORKSPACE FACILITIES** must complete the following questions:

For All Workspace Facilities Questions – Maximum Character Limit is 2,000.

**1. ARTISTIC/PROGRAMMATIC — TYPE OF WORKSPACE FACILITY**

What type of activity is this request for? Please Check All that Apply:

- Workspace Facilities
- Residencies
- Workshops
- Subsidized Artists' Studios
- Other (if Other, please explain)

**2. ARTISTIC/PROGRAMMATIC — PROGRAM OVERVIEW:**

Describe the proposed project; include scope and focus of the workspace program, how many artists participate annually, duration of the opportunity, fees, and support services provided to participants. Describe any obligations that artists may have to the organization as part of the workspace residency. What are NYSCA funds requested for? Be specific.

**3. ARTISTIC/PROGRAMMATIC — FACILITIES:**

Describe the workspace facilities and equipment layout, type and/or variety of equipment available. What are the working hours for artists and how is technical assistance made available during those times?

What other organizational activities take place in the space during these hours? Remember to include support materials that visually illustrate the workspace.

**4. TECHNICAL SUPPORT**

Why is this program and work environment attractive to artists? Describe the specific expertise provided by on-site technical assistant/s that is available to artists. What level of Internet capacity does this facility or workspace have, that artists have access to?

**5. MANAGERIAL/FISCAL — EVALUATION:**

How have you incorporated feedback from past participants in the design of the workspace program? Give examples of recommendations that have led to any recent improvements.

**6. ARTISTIC/PROGRAMMATIC — ARTIST SELECTION**

Describe the process by which artists are chosen to use the workspace. If an open call was issued, how many applications were received? How many New York State artists were selected? How does this response compare to previous years?

# Visual Arts - Questions

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

For All Regrants and Partnerships Questions – Maximum Character Limit is 2,000.

**1. 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.

**2. MANAGERIAL/FISCAL — RELEVANCE to MISSION:**

How does this program relate to the organization's mission, goals and programming?

**3. 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.

**4. MANAGERIAL/FISCAL — KEY STAFF:**

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.

**5. 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.

**6. ARTISTIC/PROGRAMMATIC — ARTIST/PARTICIPANT SELECTION:**

Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

**7. MANAGERIAL/FISCAL — EVALUATION:**

How is the effectiveness of this program evaluated and assessed? Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public.

**8. 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.

# Visual Arts - Support Materials

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*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*

## **STANDARD SUPPORT MATERIALS – All Applicants:** *ALL VISUAL ARTS*

*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>
2. **Biographical statements of up to 3 key staff**, maximum of 1 page each.
3. **Up to 5 representative marketing materials** (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.
4. **Website, Facebook, Twitter, YouTube, and other social media links** not provided in the standard questions. We also reserve the right to review any/all of these online sources as part of your application.
5. **Up to 15 images** best representing the request(s); including images of current year exhibitions, projects and/or workspace; where applicable, label each image with the artists' name, title of work, date, materials and dimensions; also include images of the gallery/exhibition space.
6. **Submit a list of related planned activities** such as workshops, talks, lectures, and/or related films.

**WORKSPACE FACILITIES:** *All applicants to WORKSPACE FACILITIES must submit the following support materials in addition to the above listed support materials.*

1. **Evaluation forms**, designed by applicant organizations and completed by participating artists, are required as support material.