

Architecture + Design

Program Guidelines



FY2021

Guidelines
Released

January 14, 2020

Application
Period Begins

January 28, 2020

Deadline: March 12, 2020 4PM

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Award(s)
Announced By
EST December 15,
2020

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, Dance Commission, 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 & Local Partnership Program — *Decentralization* category
- All Programs — *Regrants and Partnerships* category
- Regional Economic Development Council Initiative Opportunities — *All* categories

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
- Administrative overhead or fees charges by an affiliated institution or university
- 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.**

Architecture + Design – Overview

Please Note three recent changes to the NYSCA Application Process:

1. Applicants no longer need to register requests on the NYSCA website;
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 FY2021.*
3. Applicants to the Independent Projects category will apply to “Council on the Arts – FY2021 Architecture + Design Program: Independent Projects” in the NYSCA-CFA.

The NYSCA FY2021 [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.

An interactive version of the NYSCA FY2021 Application Manual is available on the NYSCA website at www.arts.ny.gov/application-guide and www.arts.ny.gov/about-nysca-grants. Please read all instructions carefully.

PROGRAM GOALS

Design is everywhere: from the Montauk lighthouse to Buffalo’s Olmsted parks, from Manhattan’s skyscrapers to Adirondack camps, from Russel Wright tableware to Willi Smith's fashion. At its best, design impacts our quality of life and serves the public good. To support excellence in design, and recognizing design as an art form, NYSCA’s Architecture + Design Program welcomes applications from organizations and individuals. The Program encourages innovation in the design arts, the preservation and interpretation of New York State’s architectural + design heritage, and the development of design literacy for all New Yorkers.

PROGRAM PREREQUISITES

- ❑ The program supports Architecture + Design generally, including the fields of architecture, landscape architecture, historic preservation, community centered design, graphic design, fashion design, industrial design, and interior design.
- ❑ Please Note: The Program does not support restoration or preservation of buildings, landscapes, or objects.
- ❑ Please Note: Organizations seeking support for schematic or conceptual design for a capital project, for equipment purchases, or for capital funding should review the [Facilities Projects Program](#) guidelines.
- ❑ Please Note: Applicants seeking support for theatre production related set design, costume design and lighting design should review the guidelines for the [Individual Artists Program](#).

PRESERVE NEW YORK GRANTS

NYSCA partners with the Preservation League of New York State to provide support for Historic Structure Reports, Building Condition Reports, Cultural Landscape Reports and Cultural Resource Surveys. The program provides support for up to 80% of the project’s costs and typically grants range from \$3,000 - \$10,000.

For more information, contact the Preservation League at 518.462.5658 and review information on their website: www.preservenys.org/preserve-new-york.html.

Types of Architecture + Design Support

Applicants may make one request to the Architecture + Design Program, except in categories exempt from the two-request limit. Applicants to General Operating Support and Project Support will be able to provide a brief update to their application after submission and before the panel review. Program staff will contact applicants by email with further information.

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 for organizations whose mission is centered on design.

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 community design center operated as a separate entity within a college or university.*

When considering 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 the Architecture + Design Program General Operating Support awards are based on an applicant's rating and a percentage of the operating budget, with larger organizations receiving a smaller percentage of their budget. In Architecture + Design the highest recent award was \$53,025 and the median grant awarded was \$22,000.

Organizations serving a large region may be awarded a higher percentage due to the breadth of the service area. General Operating Support typically 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 organization's primary focus or mission must be in Architecture + Design – generally in the fields of architecture, landscape architecture, historic preservation, community centered design, fashion, graphic, industrial and/or interior design; or the organization must have significant ongoing activities in those fields; and
- ❑ The organization must have ongoing programs, exhibitions, productions or other art and cultural activities focused on fostering an appreciation of relevant design field(s) that are open to the general public; and
- ❑ The organization must make evident a substantial commitment to design, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to a design field, with a prior record of accomplishment in producing or presenting cultural activities; and
- ❑ 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; and
- ❑ The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff; and
- ❑ 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.

Sponsored projects are not eligible for support in this category.

Types of Architecture + Design Support

PROJECT SUPPORT

Project Support offers funding for projects or programs that promote an understanding of design and may be directed at a general or professional audience. Such arts and cultural programming might include: exhibitions, publications, workshops, artist residencies, conferences, public programs, or services to the field. Projects are welcome in many design fields including architecture, landscape architecture, historic preservation, community centered design, graphic, fashion, industrial, and interior design.

Project Support grants will be awarded for minimum of \$2,500. Of the most recent awards, the largest grant was \$25,000 and the median was \$19,000. Project support grants may not exceed 50% of the project budget.

Prerequisites

- Projects must directly involve the design arts.
- Projects should represent a programmatic priority: demonstrating innovation and excellence in the design arts, interpreting or educating an audience about design or historic preservation.

Sponsored projects are not eligible for support in this category.

INDEPENDENT PROJECTS

Applicants to the Independent Projects Category will apply to “Council on the Arts – FY2021 Architecture + Design Program: Independent Projects” in the NYSCA - CFA.

Independent Projects allow for individuals (or a team) to creatively explore, or to research an issue or problem in a design field including architecture, landscape architecture, historic preservation, community centered design, fashion, graphic, industrial and/or interior design that advances that field and contributes to a broader understanding of design. The category seeks projects that are innovative in nature and emphasize artistry and design excellence - design must be at the core of any project. Projects might include the creation of design prototypes, provide new ideas in community design, research a topic in design or architectural history, or engage in critical or theoretical analyses.

Each application by an individual (or team) must be sponsored by an eligible New York State nonprofit organization. NYSCA cannot make grants to individuals. Grants are awarded to the sponsoring organization, which then directs the funds to the applicant individual (or team).

Sponsoring organizations should work with the individuals they are sponsoring – parts of the application must be completed by the sponsor while other parts must be completed by the sponsored individual or team. Thus, it is critical for the individuals (or teams) to be timely in working with their sponsor so all the correct information can be submitted by the deadline.

Funds awarded for Independent Projects are individual artist awards but are not fellowships. All funded projects are awarded the full eligible amount requested up to \$10,000. Requests are encouraged to include the artist’s time and may include related project expenses. In addition, sponsoring organizations are eligible to receive an administrative fee of \$750 for each funded project. This must be included in the project budget.

NOTE FOR ARCHITECTS/DESIGNERS: *Individuals must apply through a sponsoring non-profit organization. Organizations must be prequalified in New York State’s Grants Gateway system. Potential applicants may search “[Recent NYSCA Grants](http://www.arts.ny.gov)” at www.arts.ny.gov under the Architecture + Design Program to identify organizations which have sponsored individuals in the past, or reach out to a non-profit on their own. Some non-profits issue calls for architects/designers, inviting them to be sponsored. When selecting a sponsor, the architect/designer must understand their responsibility to that organization. Architects/designers are strongly encouraged to communicate with the sponsoring organization prior to the preparation of the application.*

Types of Architecture + Design Support

INDEPENDENT PROJECTS (CONT.)

Prerequisites FOR NONPROFIT SPONSORING ORGANIZATIONS:

Sponsoring organizations serve as fiscal agents for the project and generally limit their role to assisting in the application process, receiving, disbursing, and reporting on grants. Sponsoring organizations must be prepared to communicate with applicants promptly regarding the results of their application to NYSCA. The sponsoring organization may provide additional fiscal and administrative services to the architects and designers they sponsor at their discretion. All sponsoring organizations should work with the architect(s)/designer(s) to comply with the Architecture + Design Program's requirements and procedures.

The sponsoring organization is also responsible for verifying that the applicant(s) is/are current New York State resident(s).

Please enter the Project Title as: Last Name: Project Title, for example: Jones: Solar Architecture or Smith/Lopez: New Materials in Fashion.

Prerequisites

FOR INDIVIDUAL (OR TEAM) APPLICANTS:

In order to be eligible to apply for Independent Projects Support, the **sponsored individual (or team)** must meet the following criteria:

- The individual (or team) must be professionals in their related design field. Architectural and design historians and critics qualify. Visual artists whose work references the built environment are not eligible for support.
- The project must emphasize design and how that creative process can make an impact on the issue or problem the applicant seeks to explore.
- This category cannot support past work or current for-client, commissioned work. It is intended to support explorations that further the evolution of relevant design fields and is self-generated by an individual or team.
- Individuals may be associated with only one project request per year. If individuals appear on more than one request, both requests will be deemed ineligible for support.
- Faculty in architecture or design schools are welcome to apply. However, their proposed projects cannot be part of a course curriculum. Research-based studios may be eligible if the applicant can clearly make the case that the work is not related to University curriculum.
- Student projects are ineligible for support. Currently matriculated students must document that their projects are not related to the completion of a degree.
- The individual (or team) must provide evidence to their sponsoring organization that they are current New York State residents at the time of application. Proof of New York State residency requires **two** of the documents **per individual** from the list below. All documentation must contain the same individual's name and home address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. More recent documents are encouraged, however.
 - Home utility bill.
 - Credit card (*name and address page only; financial and account information should be blocked*).
 - Bank statement (*name and address page only; financial and account information should be blocked*).
 - New York State or Federal Tax Form (*first page only; social security and financial information should be blocked*).
 - Current lease or mortgage agreement for a home residence listing the individual's name and showing a New York State address.
 - New York State Driver's license or New York State ID card. License number may be blocked.
 - Voter Registration card.

Because NYSCA awards public funds, the Agency reserves the right to request additional documentation, as necessary, to verify New York State residency.

Types of Architecture + Design Support

REGRANTS AND PARTNERSHIPS SUPPORT

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.

Administrative costs for delivery of services can vary depending on the nature, depth and scope of the work, but rarely exceed 15% of project costs.

Prerequisites

- ❑ The applicant's primary focus or mission must be in Architecture + Design or the organization must have significant ongoing activities or services in the areas supported by this program.
- ❑ 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; and
- ❑ The organization must employ one or more qualified, salaried administrative staff; and
- ❑ The organization must have a viable, committed board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.

Sponsored projects are not eligible for support in this category.

Architecture + Design – Questions

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

STANDARD QUESTIONS

Applicants to General Operating Support, Project Support and Regrants/Partnerships must answer all the questions below. Applicants to Independent Projects will only have to answer through “year incorporated.”

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)

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

Architecture + Design – Questions

STANDARD QUESTIONS (CONT.)

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)

ARTISTIC/CULTURAL VISION: Please enter your organization's current vision statement. If your organization does not have one, please discuss how art/culture are core to your programming. (Max 400 Characters)

VISITOR DATA: Please provide visitation/attendance data from the past three years i.e. 2019 = x, 2018 = y, 2017 = z and provide context/explain trends. (Max 300 characters)

BACKGROUND: What is the history of your organization? If you are applying for General Operating Support, your organization's website will be viewed as part of the review. If there are specific pages you wish the panel to see, provide the links here (up to three). (Max 3,500 characters)

GENERAL OPERATING SUPPORT

1G. ARTISTIC / PROGRAMMATIC (Max 8,000 characters)

- Tell us in detail about 2-3 recent activities that best reflect your organization's arts/cultural mission, programmatic goals, and that place architecture/design in the forefront.
- Let us know how evaluation/assessment has led to improvements by providing at least one example.
- In the final paragraph summarize programmatic plans/directions for the next 2-3 years. (Max 8,000 characters)

Why are we asking this?

This is your opportunity to share with us your organization's architecture/design focus and how it is manifested through your programming.

Consider Sharing:

- **Diverse activities.** Tell us about different types of programming/resources you offer to best understand the bigger picture of what you offer.
- **Your story.** Show, don't tell. Don't tell us something is the "best," show us through your narrative.
- **Details.** Be as specific as you can.
- **Visuals.** Make sure the work is visible on your website (and hotlinks are included in the "Background" question). Visuals should support your narrative.

Architecture + Design – Questions

GENERAL OPERATING SUPPORT (CONT.)

2G. MANAGERIAL/FISCAL (Max 9,000 characters)

- Help us understand your organization including staff and board structure, succession planning, and organizational goals
- Please include short, relevant bios for key artistic/programmatic and administrative staff.
- Discuss at least one challenge your organization recently experienced and explain how you addressed it.

Why are we asking this?

We want to know more about how your organization works, and its managerial/fiscal strengths.

Consider Sharing:

- **Diversity.** Introduce us to how your board and staff reflect your organization's community. If they do not, what are you doing to change that?
- **Fiscal Oversight.** We want to understand how your finances are managed.
- **Planning and Goals.** If you are in a planning phase, detail this. Have a strategic plan? Share goals you have met or are prioritizing.
- **Succession.** How does your organization plan for this?
- **Consultants/Artists.** If your organization regularly works with consultants and/or artists, please tell us more about this and what their compensation is.

3G. SERVICE TO THE PUBLIC (Max 8,000 characters)

- Discuss who your organization's current and potential audiences are.
- What are some methods your organization uses to reach those audiences?
- What other organizations in your region provide similar arts and cultural activities?
- How do you work in partnership with other organizations?

Why are we asking this?

We want to understand the current and potential audience of your organization, how you market your offerings, and how you partner with others.

Consider Sharing:

- **Challenges.** Are there any geographic or climate-related challenges you are facing in terms of attracting visitors? How does your organization respond to these?
- **Numbers.** Is there a maximum audience your organization can manage (are you limited by size, location, staffing?). Are you achieving that now? Why or why not?
- **More numbers.** Give us data! Population statistics, demographics, audience trends, social media trends...provide context and back up your evidence with any data you have.

Architecture + Design – Questions

PROJECT SUPPORT

All applicants to PROJECT SUPPORT must complete the following questions.

1P. ARTISTIC / PROGRAMMATIC (Max 8,000 characters)

- Tell us in detail what your project is, why it is important, and how it connects to a design field.

Why are we asking this?

This is your opportunity to help us understand your project, its connection to architecture/design and why it is critical to your organization.

Consider Sharing:

- **Details.** Be as specific as you can including project dates.
- **Your story.** Show, don't tell. Don't tell us something is the "best," show us through your narrative.
- **Design Arts.** Remember, you are applying to an arts council. Your project should be grounded in architecture/design as an art form.
- **Visuals.** Check that the visual support you provide as supporting materials tells the same story as the narrative.

2P. MANAGERIAL/FISCAL (Max 9,000 characters)

- How is this project critical to meeting your organization's mission and goals?
- Who will be working on this project and how is their experience appropriate?
- Understanding that all funded activities must occur between January 2021 – December 2021, what are the key tasks during that time that must be completed?

Why are we asking this?

We want to understand how this project connects to your mission, that the individuals working on it have the background/skills to make it successful, and that the workplan is feasible.

Consider Sharing:

- **Staff/Consultants.** We recommend one paragraph bio statements for each key person, sharing their relevant experience.
- **Timeline.** We can only fund work occurring in 2021. Please do not reference work outside this timeline unless it is for context.

Architecture + Design – Questions

PROJECT SUPPORT (CONT.)

3P. SERVICE TO THE PUBLIC (Max 8,000 characters)

- Who is the primary audience for this project? How have you identified them?
- How will you reach this audience?
- How will you partner or collaborate with other organizations on this project?
- How will you know this project has benefited its intended audience?

Why are we asking this?

Help us understand that there is an audience for this project. We want to know more how you have worked with that audience, and any other partners, to develop or implement this effort.

Consider Sharing:

- **Creative Marketing.** How do you get the word out?
- **Challenges.** Are there any geographic or climate-related challenges you are facing in regard to attracting visitors? How does your organization respond to these?
- **Numbers.** What is the maximum audience you could expect for this project? How will you achieve that?
- **More Numbers.** Give us data! This could be population statistics, demographics, audience trends, feedback from past evaluations, anything to give more context and make your case.
- **What's new.** If you are applying for a project you have previously received support for, let us know what you learned from that experience and what you plan to change/improve.

Architecture + Design – Questions

INDEPENDENT PROJECTS

Please review submission instructions under “Support Materials”

1IP. ARTISTIC/PROGRAMMATIC — Project Overview:

Describe the project, emphasizing the role of design.

2IP. ARTISTIC/PROGRAMMATIC — Project Context:

Provide specific context to show how this project builds on similar work in your design field, is unique or tackles an issue/problem in the field in a new way. Discuss how the project will advance and provide a contribution to its field.

Why are we asking this?

The "Artistic/Programmatic" criterion prioritizes support for innovative ideas that push forward a design field and demonstrates the impact of the creative process. With these two questions make sure your project is described clearly, providing details, but without excessive jargon. It should be framed within your design field and address any existing work or research that is relevant to your project area. If you are in a research phase or prototyping - make sure to share with us the questions/approaches you will explore in 2021.

3IP. MANAGERIAL/FISCAL — Project Lead or Team:

Highlight the qualifications of the individual (or team) demonstrating how the individual or team possesses the necessary experience and qualifications to advance this project.

4IP. MANAGERIAL/FISCAL — Project Management:

What do you plan to do during the grant period (2021)? If more than one person is involved, describe how the work will be delegated or coordinated.

5IP. MANAGERIAL/FISCAL — Project Budget

Independent Project awards are typically \$10,750: \$10,000 for the applicant's project and \$750 for the sponsoring organization. Please explain how you will spend \$10,000 to address this project. If your project necessitates more funding – where will that come from?

Why are we asking this?

The "Managerial/Fiscal" criterion asks you to demonstrate how you have designed your project in order to best use your expertise. We need to see you have a viable plan for the funding year and that if the work proposed requires more than \$10,000 you have additional support to accomplish your goals.

6IP. SERVICE TO THE PUBLIC — Project Accessibility

Define the project's intended audience and how this project will be made accessible to that audience during the contract year. If the project's impact will also extend beyond 2021, please describe.

Why are we asking this?

As NYSCA is a public funder, dissemination of work from these awards is crucial. For the "Service to the Public" criterion you need to show that your project will have a life outside of your office or studio. Be clear for whom the work is intended and share realistic means to disseminate. And make sure your application supports this - for example don't tell us you plan to install an exhibition if you have no experience in this area. If the public dimension will occur outside of 2021 please explain this.

Architecture + Design – Questions

REGRANTS AND PARTNERSHIPS

All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions.

1R. ARTISTIC/PROGRAMMATIC — Program Summary:

Discuss the goals and priorities of this regrant program. Identify your key constituents. Please provide a URL for the grant guidelines and application. *(Max 4,000 characters)*

2R. ARTISTIC/PROGRAMMATIC — Relevance of Mission:

How does this program relate to the organization's mission, goals and programming? *(Max 2,000 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 3,000 characters)*

4R. MANAGERIAL/FISCAL — Staffing:

Who is responsible for the administration of this project? Describe their role, detailing their duties, explaining how this work is managed in relation to other responsibilities, and noting whether this is a full, part-time or consultant position. *(Max 4,000 characters)*

5R. 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 3,000 characters)*

6R. MANAGERIAL/FISCAL — Finances:

For regrants, discuss the total amount of funding requests the regrant has been receiving, and the program's ability to meet those needs within the field. For partnerships, narratively detail the program's costs. *(Max 3,000 characters)*

7R. SERVICE TO THE PUBLIC — Constituency:

Describe the audiences and communities served. *(Max 2,000 characters)*

8R. SERVICE TO THE PUBLIC — Marketing/Outreach:

What are some creative strategies for outreach and marketing, particularly to reach those not currently served by the program? *(Max 2,000 characters)*

9R. SERVICE TO THE PUBLIC — Selection Process (Regrants only):

Describe the application and selection process, noting what is required of applicants, restrictions, and the panel review. Describe the composition of the panel and the review process. *(Max 4,000 characters)*

10R. SERVICE TO THE PUBLIC — Evaluation:

How is (or will) 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. *(Max 3,000 characters)*

11R. SERVICE TO THE PUBLIC — Community Context:

Identify any other organizations in the area that provide similar arts and cultural regrant support, and tell us how their activities support, enhance, or differ from those of this organization. *(Max 2,000 characters)*

Architecture + Design – 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

STANDARD SUPPORT MATERIALS - ALL APPLICANTS

All Architecture + Design Applicants must submit the support materials below.

1. **BOARD OF DIRECTORS LIST**, including affiliations. A sample template is available at <https://www.nysca.org/downloads/files/sample-board-directors-profile-v2.pdf>

GENERAL OPERATING SUPPORT

No additional support materials are required. Please be sure your website remains up to date as it will be reviewed with your application to provide insight into your organization's programmatic offerings.

PROJECT SUPPORT

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

1. **Up to 12 images or slides** that best illustrate your project. For exhibitions this must consist of selected images of art/artifacts which will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. Adobe Acrobat PDF or PowerPoint is preferred.
2. Depending on the focus of your project request, you may submit one other supporting document of no more than 5 pages. Suggestions include:
 - a. **Exhibitions:** Exhibition design layout, sample exhibition script or example of interpretive labels from previous exhibitions
 - b. **Catalog/Publication:** Outline and sample text of no more than five pages
 - c. **Workshops:** Marketing materials related to this program
 - d. **Public Programs:** Marketing materials related to these programs
 - e. **Services to the Field:** Promotional materials
 - f. **Other:** One other document which supports your project

Architecture + Design – Support Materials

INDEPENDENT PROJECTS SUPPORT

All applicants to *INDEPENDENT PROJECTS SUPPORT* **must format their application in the following order and save as a single PDF.** Your sponsoring organization will upload this PDF as your application.

- a. **Application questions:** Please respond to the mandatory questions (1IP-6IP) using no more than 3 pages, minimum 12-point font (sans serif), minimum 1/2-inch margins. The header must include: Architect/ Designer Name(s), Project Title, Sponsoring Organization Name.
- b. **Résumés or biographical statements:** These should be no more than 1 page per person. For book projects brief bios of contributors may also be included.
- c. **Visuals:** Up to 12 images or slides representative of your proposed project or recent work that can support your application – demonstrating your design skills and ability to lead the project you have proposed. Be sure to briefly identify the images.
- d. **Installations:** If your project is to be installed in a public space in 2021, please provide some evidence of documented permission to use the site.
- e. **Publications:** If your project involves a publication you may also include an outline and up to 3 pages of sample text and drawings related to the project.

INDEPENDENT PROJECTS SUPPORT APPLICANTS: Proof of New York State Residency.

Please refer to the “Eligibility Criteria” for details on acceptable documentation. You may block personal information – we just need confirmation of name and address. You must have two different documents *for each person* listed in the project title. For example: Smith/Jones: Suburban Landscapes requires a total of 4 forms of proof of residency while Thompson: Green Design requires 2 forms of proof. **Proof of residency must be submitted to your sponsoring organization as a second PDF.** Please remember that NYSCA reserves the right to request additional documentation, if necessary, to verify New York State residency.

REGRANTS AND PARTNERSHIPS

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

1. For existing Regrant Programs: Please upload a **list of the most recent grantees**, including the award amount, brief award description and location in New York State.
2. For Regrant Programs: Copies of application materials – application forms and/or guidelines.
3. For Partnerships: Provide a list of the proposed programming locations and presenters.