

Sponsored Organization Information

NOTE TO MAC USERS: Please complete this form in Adobe Reader or Acrobat. Completing this form in Mac Preview may cause compatability issues.

Basic Organizational Information

Organization Name

AKA

Federal Employer ID#

Year Founded

Website (URL)

Organization's Phone _____

Address1 _____

Address2

City

State _____

Zip Code _____

Applicant County

Project Contact

Name

Title

Phone

Fax

Email Address

Organization Mission

(1000 character limit)

Enter your organization's mission statement.

Organization Activities

(1000 character limit)

Provide a brief summary of your organization's activities and how it relates to your mission statement.

Organization Constituency

(1000 character limit)

Given your mission to 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.

Accessibility

(1000 character limit)

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?

Facilities

(1000 character limit)

Briefly describe your facilities, if any. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future.

Organization Facilities (if applicable)

Organization's facilities/real estate are: Owned Rented Donated Shared

If rented, date current lease expires?

Days/Hours/Season of Operation

Please indicate the number of each event your organizations hosts annually. Enter zero if your organization does not host a particular event:

- Productions
- Exhibitions
- Classes
- Tours
- Films
- Lectures
- Performances

Organization Key Staff Members

First Name	Last Name	Title	Year Started	Annual Salary Range

Number of Full-time Staff
 Number of Part-time Staff
 Number of Volunteers

Number of Interns
 Number of Independent Contractors

Organization Board Members

First Name	Last Name	Title	Profession/Affiliation	Year Elected

Sponsored Organization Budget Form

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year	Notes (Recommended)
REVENUE				
Please select which form you are using to input the figures:				
Please input the organization's fiscal year end date:				
Contributions and grants				
Program service revenue				
Net Income (or Loss) from Fundraising				
Investment income				
Other Revenue				
NYS CA Grant Received				
Total Revenue				

EXPENSES				
Salaries, other compensation, employee benefits				
Occupancy, rent, utilities, and maintenance				
Other Expenses				
Total Expenses				

SURPLUS (DEFICIT)				
Total Revenue				
Total Expenses				
Net Revenue/Deficit				

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year	Notes (Recommended)
ASSETS/LIABILITIES				
Total Assets			N/A	
Total Liabilities			N/A	
Net Assets or Fund Balance			N/A	
Cash Reserve			N/A	

Sponsored Project Budget Form

	Budget for Proposed Project	Budget Notes (Recommended)
CONTRIBUTED INCOME		
Corporate Support		
Foundation Support		
Private Support		
NEA Support		
Federal Support		
State Support (non-NYSCA)		
County Support		
Municipal Support		
Total Contributed Income		

EARNED INCOME		
Admissions		
Contracted Services		
Tuition and Workshop Fees		
Fundraising Events		
Other Earned Income		
Total Earned Income		

	Budget for Proposed Project	% of NYSCA Grant to Allocate to Expense Line	Budget Notes (Recommended)
EXPENSES			
Administrative Personnel			
Artistic Personnel			
Technical/Production Personnel			
Fringe Benefits			
Outside Artistic Fees and Services			
Other Outside Fees and Services			
Regrants			
Space			
Equipment			
Travel			
Marketing/Advertising			
Remaining Operating Expenses			
Total Expenses			

	Budget for Proposed Project	Budget Notes (Recommended)
SUMMARY		
Total Contributed Income		
Total Earned Income		
Total Expenses		
NYSCA Request Amount		
TOTAL		

Budget Notes
(2000 character limit)

Sponsored Request: Arts Education

Answer all questions for the specific category to which you are applying below on this form, including the Organization Profile, Organization Budget, and Project Budget and return to your Fiscal Sponsor along with your support materials. A completed Sponsored Request Form is required from all sponsored organizations. 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.

(2000 character limit per question)

Only complete those questions that correspond to the category for which you are applying:

1. Community-Based Learning
2. PreK-12 In-School Programs
3. Services to the Field

Name of Sponsored Organization

Project Title

CFA Application #

Community-Based Learning Questions:

Artistic/Programmatic

1. Project Description

Provide a brief narrative description of the proposed project that includes:

- Arts discipline/s taught
- Number of sessions offered per class/workshop
- Beginning and ending dates of classes/workshops
- Duration and frequency of class/workshop sessions
- Age range and other essential demographics of target audience
- Numbers of students to be served (per class and project total)

2. Project Overview

If this is an ongoing program, describe how the project builds on previous work. If this is a new initiative, describe how it relates to the organization's mission.

3. Goals/Outcomes

What are the learning goals and outcomes for the proposed project?

4. Course Outline

What are the key activities the students will engage in to achieve the goals of the project over the course of study? Include attendance at professional performances or exhibitions.

4. Evaluation/Assessment

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

Managerial/Fiscal

4. Project Team

Describe the teaching artists, staff, consultants, and/or other individuals involved in the project. How are teaching artists selected? How does the organization incorporate principles of diversity, equity and inclusion in recruitment and selection of teaching artists?

5. Facilities/Venues

Describe the venue(s) and classroom facilities for the project, noting location/s.

6. Income

Describe plans for meeting the expenses of this project. Please list projected sources of funding, indicating whether funds are pending or confirmed. Please also note the per- student tuition or fee charged, if applicable.

7. Expenses

What are the hourly rates for teaching artists and other relevant staff? What are the other major expenses for the program? Will the scope of the project change if the full request for NYSCA funding is not received? How?

Service to the Public

8. Participant Selection

Summarize the selection process for students participating in the project.

9. Marketing

Explain how the organization will market this opportunity to students. How will the project be promoted and publicized? Describe the target population for this project. How does this program fill a need for target participants?

11. Scholarships

Articulate the process and criteria used for selecting scholarship recipients, noting the number of recipients per year, whether the scholarships are full or partial, and how scholarship opportunities are advertised. What percentage of students for the proposed project will receive scholarship support? What measures are used to determine financial need?

Community-Based Learning Support Materials:

Please send the required support materials below to your fiscal sponsor.

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, 2020. 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. Video documentation of past classes workshops or arts activities demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work. Panels 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,” “culminating event,” etc.). The strongest video submissions:
 - Consist of a single video.
 - Reflect recent work with students in the age group for which NYSCA funding is requested.
 - Provide a “you are there” glimpse into sequential arts learning in the classroom or during a site visit.
 - Reflect student engagement with the work of the teaching artist/s.
 - Provide examples of the outcomes of student work on the project.
2. Résumés or biographical statements of the participating artist(s), principal staff, consultants, and /or other key individuals involved in this project; maximum of 1 page each.
3. Representative samples of brochures or marketing materials relevant to this project or to the organization. Promotional videos should be labeled with preferred order of viewing.
4. A sample unit or lesson plan.
5. Samples of evaluative materials (e.g. entrance and exit surveys, rubrics, etc.), if any, used to measure the success of stated learning goals and outcomes for the project, along with documentation on outcomes of past evaluations.

PreK-12 In-School Programs Questions:

Artistic/Programmatic

1. Project Description

Provide a brief description of the proposed project that includes:

- Total number of partner schools to be served by this program.
- The arts discipline/s to be taught.
- The number of artist contact sessions per student.
- The grade levels of the students involved, and the numbers of students served per grade and per school, and the overall number of students served.
- Beginning and ending dates of classes/workshops.
- Duration and frequency of classes/workshops.
- The names/locations up to three partner schools and whether they have Title I designation.

2. Project Overview

If this is an ongoing program, describe how the project builds on previous work. Describe how this project will enhance or complement sequential arts instruction and other arts programs (including those provided by other cultural partners) at the school(s). List other cultural partners that are currently providing arts programming at the school(s). Are there certified arts teachers at the school(s)? If so, please discuss whether and how they will collaborate on this project.

3. Goals/Outcomes

What are the intended arts learning goals and outcomes for the proposed project?

4. Course Outline

What are the key activities the students will engage in to achieve the goals and outcomes of the project over the course of study? Include attendance at professional performances or exhibitions.

5. Project Team

Describe the teaching artists, staff, consultants, teachers, and school-based personnel, and any other individuals involved in the project. How are teaching artists selected? How does the organization incorporate principles of diversity, equity and inclusion in recruitment and selection of teaching artists?

6. Evaluation and Assessment

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

Managerial/Fiscal

7. Income

Describe plans for meeting the expenses of this project. Please list projected sources of funding, indicating whether funds are pending or confirmed. Be sure to detail income to be supplied by the partner school(s).

8. Expenses

What are the hourly rates for teaching artists and other relevant staff? What are the other major expenses for the program? Will the scope of the project change if the full request for NYSCA funding is not received? How?

Service to the Public

9. Project Context

Briefly describe the partner school(s) and its community, including the demographic information of the students served by the project. How were the school partnerships established? If applicable, how long has the program been at the school(s)?

10. Community Engagement

How will parents, guardians and community members be involved in the process and/or culminating event activities? Please provide here the URLs for the applicant organization's website and the partner school's websites, if available.

PreK-12 In-School Programs Support Materials:

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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. Samples of evaluative materials (e.g. entrance and exit surveys, rubrics, etc.), if any, used to measure the success of stated learning goals and outcomes for the project, along with documentation on outcomes of past evaluations."
2. A written letter of commitment from the school partner(s) to the arts organization that demonstrates the schools' support of the project (financially and otherwise) and outlines anticipated roles and responsibilities for each partner involved. The principal should sign this letter of agreement and it should appear on the school(s) letterhead.
3. Video documentation of past classes workshops or arts activities demonstrating the quality of the interaction of teaching or resident artist/s with students, as well as examples of student work. Panels 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," "culminating event," etc.). The strongest video submissions:
 - Consist of a single video.
 - Reflect recent work with students in the age group for which NYSCA funding is requested.
 - Provide a "you are there" glimpse into sequential arts learning in the classroom or during a site visit.
 - Reflect student engagement with the work of the teaching artist/s.
 - Provide examples of the outcomes of student work on the project.
 - Include footage demonstrating collaboration between the teaching artist and classroom teacher.
4. Sample units or lesson plans, differentiated by grade.

Services to the Field Questions:

Artistic/Programmatic

1. Project Description

Describe the arts education services to the field project and the region it will serve, including goals and desired outcomes. If this is an ongoing project, briefly outline the history, challenges and achievements of the project to date. Indicate how the project will either build the capacity of organizations receiving this service to engage more effectively in arts education or community-based partnerships; and/or improve the practice and knowledge base of the arts education field in New York State.

Managerial/Fiscal

2. Work Plan and Personnel

Provide a work plan of proposed activities for the services to the field project, including a clear timeline for activities planned for the request year. Identify those individuals who will be implementing the plan, and briefly describe their credentials.

4. Finances

Describe plans for meeting the expenses of this project. Will the scope of the project change if the full request for NYSCA funding is not received? Please outline:

- **Contributed Income** - detail sources and whether funds are confirmed or pending.
- **Earned Income** - note the per-student tuition or fee charged for the proposed project along with any additional earned revenue related to the project, as applicable.
- **On-Staff Artistic Personnel/Outside Artistic Personnel** - specify daily or hourly rates and prorated salary of relevant artistic staff for the project, as well as for teaching/resident artists (outside artistic costs).
- **Administrative Personnel** - indicate prorated salary or fees for the project.
- **Remaining Operating Expenses** - itemize the principal expenses for the project not included in other expense categories.

Service to the Public

4. Dissemination

Describe how the results of the project will be shared so that the arts education field in New York State will benefit broadly.

5. Evaluation/Assessment

Describe plans for evaluating the effectiveness of the arts education service to the field project. How will its impact be assessed? Articulate how the organization evaluates its other programs, services, and/or organizational initiatives, and how these are linked to goals and standards. Note how outcomes of evaluation/assessment processes are compiled and applied.

Services to the Field Support Materials:

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

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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. Résumés or biographical statements of key staff, maximum of 1 page each.
2. Organizational Chart.
3. Up to 5 representative marketing materials (sample organizational programs, flyers, catalogs or brochures, including those related to the project) that reflect activity in the past year.
4. Sample questionnaires, surveys, or evaluations of the services.
5. Website, Facebook, Twitter, YouTube, and other social media links. We reserve the right to review any/all of these online sources as part of your application.