

# Sponsored Group Information

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**Note to Mac Users:** Please complete this form in Adobe Reader or Acrobat. Completing this form in Mac Preview may cause compatability issues.

**For Project Support applicants only.** Applicants for Folk Arts Apprenticeships must submit the regular organizational application form. Sponsored requests are not available for other funding categories.

Answer all questions below on this form, including the Sponsored Group 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 pre-requisites and eligibility requirements

## Basic Information

Name of group

AKA

Federal Employer ID#

Year Founded

Website (URL)

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Sponsored group's Phone

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Address1

Address2

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City

State

Zip

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Applicant County

## Project Contact

Name

Title

Phone

Fax

Email Address

**Basic Information**

Yes

No

Is the sponsored group incorporated as a nonprofit organization in New York State?

If the sponsored group is incorporated outside of New York State, is it registered with the New York State Department of State to do business in New York State?

Is the sponsored group's principal place of business in New York State?

**Mission**

(250 character limit)

**Activities**

(1000 character limit)

Activities: Give a brief summary of your group's activities that provides a general overview of what it does. Please relate these activities to your mission statement in the previous question.

**Constituency**

(1000 character limit)

Given your mission to the community you serve, how does your group address diversity and inclusiveness?

What actions has your group taken to make your facilities, programs, and/or communications systems accessible and usable by all?

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

**Facilities (if applicable)**

The facilities/real estate of your group are:  Owned  Rented  Donated  Shared

If rented, date current lease expires?

Days/Hours/Season of Operation

Please indicate the number of each event your group 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)
<b>REVENUE</b>				
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				
<b>Total Revenue</b>				

<b>EXPENSES</b>				
Salaries, other compensation, employee benefits				
Occupancy, rent, utilities, and maintenance				
Other Expenses				
<b>Total Expenses</b>				

<b>SURPLUS (DEFICIT)</b>				
Total Revenue				
Total Expenses				
<b>Net Revenue/Deficit</b>				

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

# Sponsored Project Budget Form

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

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

	Budget for Proposed Project	% of NYSCA Grant to Allocate to Expense Line	Budget Notes (Recommended)
<b>EXPENSES</b>			
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			
<b>Total Expenses</b>			



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

Budget Notes  
(2000 character limit)

# Sponsored Request: Folk Arts - Project Support

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Please Note: Applicants to Folk Arts Apprenticeships must submit the regular organizational application form rather than this form.

Name of Sponsored  
Organization

CFA Application Number

Project Title

Project Support Questions:

## Artistic/Programmatic

### 1. Overview

Describe the event(s) or series, indicating the theme or focus, representative artists, the kinds of traditions to be presented and where and when it will take place. If the series is a component of a larger, non-folk arts program, describe how the folk arts component will be distinguished from, and relate to, the larger program.  
(Max 2000 characters)

## **2. Project Development**

Describe how the group arrives at programming decisions for its folk arts presentations and the development of this particular project. Does this event or series build on previous activity, or does it represent a new programming direction?

(Max 2000 characters)

## **3. Documentation and Field Research**

If this project involves field research to identify artists, describe the traditions and artists to be documented, the credentials of the field researcher and any relevant field research undertaken prior to the project's development. Indicate how documentation resulting from the field research will be made publicly accessible.

(Max 1000 characters)

#### **4. Exhibitions**

For exhibition requests, indicate the kinds of objects to be exhibited, approximate number of objects, dates and venue. If the exhibition does not entirely involve living traditions, state the rationale for including historical materials and the extent to which they will be used.

(Max 1500 characters)

# Managerial/Fiscal

## 5. Project Personnel

List the project personnel responsible for selecting and interpreting the artists to be presented or exhibited along with the personnel administering this project, summarizing their backgrounds and credentials. For exhibitions, also provide this information for the exhibition designer.

(Max 1000 characters)

## 6. Finances

Describe plans for meeting expenses, including fundraising activities to generate funding to be directly applied to this project. How would the scope of the project change if the full request for NYSCA funding is not received? Does the budget provided on the Sponsored Group Budget Form represent the totality of your group's income and expenses? Indicate if this budget has been approved by your board, advisory group or other entity overseeing your finances. Utilize the Budget Notes section of the Project Budget to indicate sources of income and to itemize principal expense items, including personnel, marketing and remaining operating expenses.

(Max 1500 characters)

## **7. Facilities**

Provide a description of the facility or facilities for this project.  
(Max 1000 characters)

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

### **8. Collaboration, Community Involvement, and Diversity**

Describe how communities represented through this project will participate in its planning and implementation. Describe actions being undertaken to achieve greater diversity in the organization and its activities, indicating specific diverse communities. What other organizations in the community present programs similar to those proposed in this project? Describe any plans to work in partnership with these or other groups.  
(Max 2000 characters)

## **9. Education and Interpretation**

Describe how the content and theme of this project will be interpreted, including lecture/demonstrations, lectures, pre-and post concert events, family programs, program booklets, interpretive and exhibition catalogues. If your presentation is a component of a larger, non-folk arts program, indicate the specific interpretive materials to be provided for the folk arts component.

(Max 1500 characters)

## **10. Marketing**

How will this activity be promoted and marketed as a folk arts program, both within the community whose traditions will be represented and to general audiences? Indicate the primary audience for this activity as well as other communities targeted for this project.

(Max 1000 characters)

**11. Participation**

Describe any participatory dimensions of this program (hands-on workshops, dance involving audience members, etc.).

(Max 750 characters)



## Project Support/Support Materials:

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

Your application may require you to upload 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.

To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. 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. Brief biographical information of representative artists to be included in the project.
2. Recent (within the last year or two) audio or visual examples of representative artists to be included in the presentation(s) or exhibition). Music or oral narrative must be represented through audio or video examples, and dance through video. Audio or video documentation samples should only present the excerpts the panel should see or hear. If the project includes an exhibition, provide installation shots of the exhibition designer's past work.  
Photographs, audio and/or video samples must be provided through a URL link. Indicate the year that the sample was photographed or recorded and the start and stop points of each video. URL's for videos cannot be password protected and must remain live until December 31, 2020.
3. If your organization has been supported in this category in the past, provide printed materials produced for the most recent project.
4. Résumés or bios of consultants involved in artist selection, documentation and/or interpretation, limited to no more than two pages. For exhibitions, include the resume of the exhibition designer.
5. If this project involves field research, provide recent (within the last year or two) samples of audio, still photography and/or video documentation previously undertaken by relevant project personnel. Examples of musicians or storytellers must be in an audio or video format, and dance examples must be provided through video. Complete a visual support materials script to accompany audio or visual examples. Sample release forms must also be provided. Audio or video documentation samples should only present the excerpts the panel should see or hear.  
Photographs, audio and/or video samples must be provided through a URL link. Indicate the year that the sample was photographed or recorded and the start and stop points of each video. URL's for videos cannot be password protected and must remain live until December 31, 2020.
6. A listing of events that occurred during the past year and are planned for the coming year, including artists, venues and actual or projected attendance.
7. A financial statement for the last completed calendar year indicating the sponsored group's total income and expenses.
8. Optional: For projects involving exhibitions, provide an exhibition design layout or sample exhibition script.