

**FY2021 Sponsored Project Budget Form - Film, Media and New Technology Production
- New York State Council on the Arts -**

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

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

EXPENSES	
Personnel - Administrative	
Personnel - Artistic	
Personnel - Technical/Production	
Fringe Benefits	
Outside Artistic Fees and Services	
Other Outside Fees and Services	
Regrants	
Space	
Travel	
Marketing/Advertising	
Remaining Operating Expenses	
TOTAL EXPENSES	

Surplus (Deficit) Before NYSCA	
NYSCA Grants Received/Requested	
Surplus (Deficit) After NYSCA	

Budget Notes
(2000 character limit)

Sponsored Request Form (SRF) - Individual Artists

Film, Media and New Technology Production

Answer the questions below on this form and return to your Fiscal Sponsor. A completed Sponsored Request Form is required from all sponsored organizations and individuals. In the event that an applicant fails to submit the Sponsored Request Form, the application will not be eligible for review. Please review the [program guidelines](#) carefully for program prerequisites and eligibility requirements.

Fiscal Sponsor

Artist Name

Project Title

Project Genre

Project Phase of Production

CFA APP #

(2000 character limit per narrative question)

1. Project Description

Describe the project for which you are seeking support and the stage of the proposed project (pre-production, production or post-production). What makes this project unique with regard to its topic, aesthetic approach and/or creative and innovative use of technology?

2. List and describe each work samples' relationship to proposal

List titles of each work sample and be sure to note “WIP” to indicate work-in-progress if applicable. Note the release date for completed works and any awards or special recognition. Describe each work sample and the relationship between your work sample and the proposed project, including any notable stylistic or technical elements, new directions or departures from your past work as demonstrated in the work sample.

3. Prior Support

If this proposed project or any other project by the applicant artist received previous support from the Individual Artists Program, indicate project title, fiscal sponsor, year of support and status of project.

4. Artist Credentials

Summarize the work history and related skills and/or expertise of the lead artist and key collaborators in relation to the proposed project.

5. Production Schedule

Outline the full production schedule for the proposed project, even if applying for only a specific phase of production. Also, briefly outline the marketing/distribution plans and any firm commitments for exhibition or broadcast.

6. Additional principal Crew and/or Consultants

List the names, titles and fees of each principal member of the crew for the proposed project. Briefly summarize each member's tasks and responsibilities as they relate to proposed project.

7. Budget

The budget form should include both projected and committed financial support for the full project, even if applying for only a specific phase of production. Also, briefly outline the fundraising plan and list funder sources, indicating whether each is confirmed or projected.

The budget is important to clarify the applicant's fiscal and managerial abilities. Be sure to describe any in-kind support and how NYSCA funds will be spent. **Please note that the request amount may not exceed 50% of the total Project Budget, up to a maximum request of \$25,000.**

8. Support Materials

Please list all of the support materials and/or media work samples being submitted. Be sure to describe the format for each work sample and give instructions necessary to view each work sample properly and in what order. Please do not require passwords to access online materials. All links must remain live until **December 31, 2020**

Submitted work samples are the most critical component of the review process, note the following:

- **Additional material beyond the maximum allowable time will not be reviewed by Panel.**
- **Submission of a work-in-progress sample is encouraged and is required for post-production requests.**

Film, Media and New Technology Production Support Materials:

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

Your application requires you to submit supporting documents. These files must be in PDF, JPG or ZIP format (unless specifically noted otherwise below) and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like *,%,#,:,; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents. URLs cannot be password protected and must remain live until December 31, 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. Completed Sponsored Request Form (SRF).
2. The lead artist listed in the application must be provided to the sponsoring organization as its own PDF along with other support materials by the application deadline. For proof of residency, two different, current documents from the list below must be provided. All documentation must contain the artist's name and address. Documentation must be dated no earlier than two years prior to NYSCA application deadline. Because NYSCA awards public funds, the Agency reserves the right to request additional documentation to verify New York residency.
 - Telephone or home utility bill
 - Credit card and/or bank statement (name and address page only; financial and account information should be redacted)
 - NYS or Federal Tax form (first page only; social security and financial information should be redacted)
 - Current lease or mortgage agreement listing the artist's name and showing a NYS address
 - NY State Driver's license or NY State ID card
 - Voter's Registration Card
3. Work samples for applicants applying in Pre-Production or Production phases, provide one or two work samples totaling no more than 10 minutes each.

OR

Work samples for applicants applying in Post-Production, a work-in-progress of a minimum of 15 minutes and no more than 20 minutes is required. In addition, a sample of a previously-completed work no longer than 5 minutes is required.

NOTE: Each media work sample must be provided as a URL link. To submit URLs, please create a Word or PDF file with a list of URLs. Each work sample URL listed must include the title, the company performing the work and the year it was presented. 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.

4. Résumé of applicant artist and principal crew and consultants limited to two pages each.
5. Applicants for new technology or installation work may submit diagrams, sketches or slides of the proposed work in addition to media work samples. No more than 15 images should be submitted.
6. If applying for pre-production, please provide materials that illustrate the level of work to date, such as a script, description of research, treatment and/or treatment outline. Additionally, any applicant may supply a detailed line item project budget.