

FY2021 Sponsored Project Budget Form- Theatre Artist Commissions

- New York State Council on the Arts -

Commissioning Budget is meant to only cover the artist creative fee exclusive of any production costs.	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	N/A
Personnel - Artistic	N/A
Personnel - Technical/Production	N/A
Fringe Benefits	N/A
Outside Artistic Fees and Services	
Other Outside Fees and Services	N/A
Regrants	N/A
Space	N/A
Travel	N/A
Marketing/Advertising	N/A
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

Theatre Artist Commissions

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

CFA APP #

(2000 character limit per narrative question)

1. Project Description

Describe the project for which you are seeking support.

2. Artist's Statement

Provide a statement written by the artist describing the overall vision, stylistic and thematic qualities of the proposed work.

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

Describe each work sample and the relationship between the work sample and the proposed project, noting any stylistic or technical elements that are directly related to the proposed project. If the proposed project represents a new direction or departure from your past work as demonstrated in the work sample, this should also be discussed.

4. Prior Support

Describe any prior support from the NYSCA Individual Artists Program to the artist, sponsoring or commissioning organization (if not a service organization), the year it was funded and the status of the project.

5. Artist Credentials

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

6. Schedule

List projected preproduction, rehearsal (if applicable) and performance dates and locations of the commissioned work.

7. Budget

Does the organization have other funding committed for this Commission? Indicate if a fee is being charged for sponsoring this request. **NOTE: The project budget must only include the artist's fee, along with an administrative fee (if applicable) not exceeding 5% of the total grant awarded. DO NOT include any production-related expenses as part of this project budget.**

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. These materials are critical to the application's assessment. Note: Additional materials beyond the maximum allowable time will not be reviewed by panel.

Theatre Artist Commissions 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. Please complete and upload the appropriate 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 directors, designers, performance and solo artists, work samples may include diagrams and sketches of proposed work, and/or slide images of previous projects. No more than 20 images may be submitted.
4. For playwrights and librettists, work samples must include one 20-page excerpt of a previously completed play/libretto. Performance and solo artists, though not required, may also include one 20-page excerpt of a previously completed play/libretto.
5. Résumé of the principal artist(s) limited to two pages each.
6. OPTIONAL: Media work samples of previous work not to exceed more than two representative samples of up to 5 minutes each. 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.