

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: Literature Program

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 and individuals. 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, unless otherwise indicated)

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

1. Public Programs
2. Book and Literary Magazine Publication
3. Literary Translation

Public Programs:

Org Name

CFA Application #

Project Title

Artistic/Programmatic

1. Request Description:

Describe the literary activity projected for the request year (FY21/Calendar Year 2021). Discuss the curatorial (artistic) approach to creation of the reading series, writing workshop or other public literary programs planned for the request year, including discussion of the artist selection process. Provide a two-sentence biography on 4 of the writers/teachers/literary artists proposed for the request year. Provide a complete roster of proposed writers/teachers as support material on the Literary Presenters Fact Sheet. (Max. 4,000 characters)

2. Mission and Background:

Describe the mission of your literary organization, how it was established and evolution of its literary work. Highlight how the creative activity of the past two years reflects your current artistic approach. This is your organization's "biography." (Max. 2,500 characters)

3. Artistic and Cultural Vision:

Articulate your literary organization's artistic and/or cultural vision for the next two years. This question projects the preferred future of your organization, in alignment with your mission statement. This is your organization's vision. (Max. 2,500 characters)

4. Literary Staff:

List the key literary staff, including the literary curator, and their titles and responsibilities. Include two-sentence bios of each. (Max. 2,500 characters)

Managerial/Fiscal

5. Artist's Fees:

Discuss the policy regarding payment of literary artists' fees. Give range of fees paid to writers, workshop teachers and literary curators for the most recently completed year. Explain any changes or improvements planned. (Max. 2,500 characters)

6. Managerial Staff:

List the key managerial staff responsible for administering the program, if different from the literary staff, along with their titles and responsibilities. Include two-sentence bios of each. (Max. 2,500 characters)

7. Fiscal Overview:

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses for the literary programs, including income earned from admissions and sales. Detail organizational efforts to increase individual and foundation/corporate donations for the literary programs. (Max. 2,500 characters)

Service to the Public/Outreach

8. Community Engagement and Diversity:

How does your organization define and approach diversity and inclusiveness? Which specific communities does it serve, including both audiences and artists? (Max. 1,000 characters)

9. Audience/Promotional Overview:

Describe the audience for the literary programs. Describe the specific marketing and promotional efforts that will be used to target and broaden this audience for the request year, including use of online resources. Please note the names of publications in which the organization advertises and the size of your mailing and e-mail lists. (Max. 1,000 characters)

Public Programs Support Materials:

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

Your application requires 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. 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. *Representative promotional brochure/calendar*, listing literary programs produced in the current year (year prior to request year).
2. *Résumés* of key literary personnel, including literary coordinator or curator, and *brief bios* of proposed writers and writing teachers for the season.
3. For writing workshops only: a *ten page sample of student work* from the workshop or from an anthology or publication produced by the workshop.
4. A completed **Literary Presenters' Fact Sheet** ([click link here](#)). Please complete this sheet, or upload a similarly formatted document (see upload instructions above). Detailed schedules for literary festivals and book fairs should be listed on this sheet.
5. Up to three minutes of video showing recent literary readings, writing workshops or other literary public programs activities. (Required).
6. *Additional (Optional) Support Materials*. Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.

Book and Literary Magazine Publication:

Org Name

CFA Application #

Project Title

Artistic/Programmatic

1. Is this request for **Book Publication** or for **Literary Magazine Publication** support?

Book Publication

Literary Magazine Publication

2. Request Description/Editorial Workplan:

Detail the editorial workplan for the request year (FY21/Calendar Year 2021), highlighting any new editorial direction, initiatives, or innovations. Summarize plans for the following year (FY22/Calendar Year 2022). Discuss how these editorial plans speak to your organization's mission as stated in Q4B. (Max. 4,000 characters)

3. Request Description/Publishing Schedule:

Describe the publishing schedule for the request year (FY21/Calendar Year 2021). Discuss any significant changes in the volume of publication, providing a reason for the changes. Discuss policy for maintaining and reissuing backlist titles or for archiving back issues. Applicants must use the Book Publication Fact Sheet or Literary Magazine Publication Fact Sheet, or upload similarly formatted documents, to list the literary titles or magazine issues published last year and those planned for publication in the request year. (Max. 2,500 characters)

4. Mission and Background:

Describe the mission of your press or magazine and its history. Highlight how the creative activity of the past two years reflects your current artistic approach. This is your publishing "biography." (Max. 2,500 characters)

5. Editorial Staff:

List the names of the key editorial staff along with their titles and responsibilities. (Max. 2,500 characters)

Managerial/Fiscal

6. Artists' Fees:

Describe the system used for payments to literary artists, including royalty structure and range of payments to writers/contributors, editors, translators and designers from most recently completed year. Explain any changes or improvements planned. (Max. 2,500 characters)

7. Managerial Staff:

List the key managerial staff and their titles and responsibilities. (Max. 2,500 characters)

8. Fiscal Overview:

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses. Detail efforts to increase individual as well as foundation/corporate donations for the press or magazine. Include earned income.

NB: Writing competitions and projects requiring authors to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use project budget notes to explain. (Max. 2,500 characters)

9. Governance:

Detail the separate functions and activities, if any, of the editorial board and the board of directors. Note any changes or improvements in board activity planned for the request year. If there is an editorial advisory board, discuss its function and contribution to the publication. (Max. 2,500 characters)

Service to the Public/Outreach

10. Community Engagement and Diversity:

How does your organization define and approach diversity and inclusiveness? Which specific communities does it serve, including both audiences and artists? (Max. 2,500 characters)

11. Audience/Marketing:

Describe the audience for the literary publications. Describe specific marketing, sales campaigns, and promotional efforts intended to reach and broaden this audience. Note special marketing plans for individual titles or issues. (Max. 2,500 characters)

12. New Technologies/Access:

Describe the use of technologies such as web-based publishing, e-Books, mobile devices and apps, social media, Live Streaming, etc. to better reach and serve the public, including artists and audiences with disabilities. Discuss the use of universal access technologies such as Braille, recorded books, and large type. (Max. 2,500 characters)

Book and Literary Magazine Publications 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. One *hard copy of each of the 2 most recent print book titles or literary magazine issues*, mailed to:

New York State Council on the Arts
Literature Program FY21 Support Materials
300 Park Avenue South/10th Floor
New York, NY 10010

- Materials must be submitted in English or bilingual editions.
- Please do not re-send magazine issues submitted with previous NYSCA applications.
- Online book and literary magazine publishers should provide URLs for links to their 2 most recent book titles or literary magazine issues.

2. *Electronic work samples:* All Book and Literary Magazine Publishers should provide electronic samples of a minimum of 30 pages of writing published by the press in the previous year. The sample may be from a single work or from several different works (for example, a passage from a novel, or a selection of poems, or a few poems plus a short story, etc.). Please identify the title and author of each sample and the volume or magazine issue in which the sample appears, along with publication dates.

3. *For book publishers, a copy of the most recent print catalog, or a link to an online catalog.*

4. *Résumés* of key literary personnel, including principal editors and managerial staff.

5. A representative sample of recent *marketing/publicity materials* for the press or magazine.

6. A completed **Book Publication Fact Sheet** or **Literary Magazine Publication Fact Sheet**, or similarly formatted documents (see upload instructions, above). These forms are mandatory support material.

7. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing (“Optional Support Material Sample #1, #2”, etc.). For video, if any, please indicate start and stop points.

Literary Translation:

Translator's Name/s

CFA Application #

Project Title

Artistic/Programmatic

1. Work to be Translated/Permissions:

Give the title, author and genre of the work to be translated into English. Note the original language (specifying dialect) from which the translation is being made. Indicate whether rights to the work have been secured, or when they will be secured. (Max. 2,500 characters)

2. Translator/s Credentials:

Identify the translator/s and briefly summarize their professional credentials. Note whether the translator/s have received previous support from NYSCA. (Max. 2,500 characters)

3. Translator's Statement:

Provide here a statement written by the proposed translator describing the translation project and her/his interest in the work. Detail the translator's artistic concerns and intentions relating to the proposed project. Discuss the need for the translation and New York State community it will represent or serve, if applicable. Also discuss the previous publication history of the work, and the literary context of the work in its original and any other English translations. Please note the current stage of the project (first draft, second draft, etc.), and the proposed completion date. (Max. 4,000 characters)

Managerial/Fiscal

4. Relevance to Mission:

If the translation project has special relevance to the public service mission of the sponsoring organization, please discuss here. (Max. 2,500 characters)

5. Translator/s' Fee/Finances:

Specify the translator/s' fee/s and how they have been calculated. Note here and in the project budget the amount and source of any additional income for the translation. Note here if the sponsoring organization intends to access the 5% fee for public presentations of the translation, and include that amount in the project budget under "other outside fees and services." (Max. 2,500 characters)

Service to the Public/Outreach

6. Publication/Public Programs:

Describe plans by the sponsoring organization or other entity for publication and/or public readings presenting the translator/ translation to New York State readers/audiences, stating dates, location/s and nature of activity. If the work is to be published, discuss any plans to contextualize the translation for potential readers through the use of front or end matter in the published volume. (Max. 2,500 characters)

7. Marketing:

Detail plans by the sponsoring organization or translator for promoting the published translation and/or the public program featuring the translator to NYS readers/audiences, if applicable. (Max. 2,500 characters)

Literary Translation 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. 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
2. 10-page excerpts (15 pages for play scripts) in English and in the original language, from the proposed translation-in-progress (20 pages total, 30 pages for play scripts). Please match the English translation and corresponding original on facing pages, and note the title and original author/translator names on each page. Manuscripts must preserve diacritical marks from the original language.
3. Copy of the letter granting rights to the translator.
4. Résumé/s of the proposed translator/s translator/s participating in the project
5. Additional (Optional) Support Materials. Please label optional material in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. Include translator's statement here, clearly labeled, if additional space is needed.