

# 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.**

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: Music Program - Project Support

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## Project Support:

Name of Sponsored  
Group

CFA Application Number  
Project Title

## Artistic/Programmatic

### 1. Background

Describe the genres of music performed and scope of activities of the group. (Max 1,000 characters)

## **2. Program Overview**

Give a general overview of your activities, for your last completed year, and for your upcoming 'request year' - for example, 3 chamber concerts at XYZ theatre, Manhattan, 1 chamber orchestra concert as part of ABC summer festival in Saratoga Springs, 21 in-school programs in Brooklyn and Queens.  
(Max 2,000 characters)

## **3. Current Program**

Describe programs planned for the current year. Discuss any new programs and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. What repertoire will be performed? Only indicate project or services occurring in New York State.(Max 2,000 characters)

#### **4. Recent Developments**

Describe any recent programmatic changes, developments and/or challenges, indicating how such challenges will be addressed. Indicate planned changes in programs and repertoire, including the performances of works not previously presented.

(Max 2,000 characters)

## Managerial/Fiscal

#### **5. Artist Fees**

What are the fees paid to musicians, guest artists, and any related personnel for rehearsals and performances?

(Max 500 characters)

## **6. Project Personnel**

Who is responsible for selection of your group's repertoire and guest artists? Please provide a brief summary of their background.

(Max 750 characters)

## **7. Finances**

Describe plans for meeting project expenses, including new fundraising activities. 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. Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, outside artists' fees, marketing, and remaining operating expenses. The project budget must only include activities occurring in New York State.

(Max 1500 characters)

## **8. Organizational Development**

Describe the role of the board and staff in the development and ongoing assessment of programs and services. Describe institutional and succession planning, indicating key components and recommendations. How has the staff and board been involved in this process?

(Max 2000 characters)

## Service to the Field

### **9. Audience/Marketing**

Describe the group's marketing strategies, including efforts aimed at reaching new audiences.(Max 1000 characters)

## **10. Use of Social Media**

Describe the group's use of social media.(Max 1000 characters)

## **11. Outreach and Diversity**

How does the group define diversity and which specific communities is it trying to serve? Detail efforts being undertaken to cultivate, broaden and engage the organization's constituency. Describe specific actions the group is taking to achieve greater diversity among its musicians, singers, staff, board, and the composers performed.

(Max 1500 characters)

## **12. Education, Interpretation, and Audience Engagement**

Describe how the content, themes and contexts of your performances will be interpreted and audience involvement engaged, such as through lecture/demonstrations, lectures, program booklets, talk backs and activities for families and children.

(Max 1500 characters)

## **13. Community Context**

Are there other groups providing similar musical performances in the surrounding community? Describe any partnerships or collaborations with community and cultural groups.

(Max 1500 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. Recordings, in video and/or audio,** of one or more recent (within the last year or two) performances, which should include a variety of works. Opera companies are required to submit at least one video recording. All other applicants are encouraged to include at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.

Each audio or video recording must be provided as a URL link and include the title and year of the performance or recording session. URLs cannot be password protected and must remain live until December 31, 2020. Please indicate the start and stop points of each video.

**2. Relevant printed material (e.g. seasonal brochure, flyer, press kit), and one or two concert programs.** We do not use reviews from newspapers or other media coverage in our deliberations, although you are welcome to send one copy of such coverage or any other printed materials for internal review.

**3. A financial statement for the last completed calendar year indicating the sponsored group's total income and expenses.**