

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: Special Arts Services

Answer all questions below for the specific category for 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)

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

1. Project Support
2. Instruction & Training

Project Support:

Artist/Organization Name

CFA Application #

Artistic/Programmatic

1. Program Summary:

Describe your project, providing an overall summary and history of achievement, or recent challenges that relates to this request. Indicate how it relates to your organization's mission and/or history of programs for community audiences. Include title(s), number of productions and performances of each and note whether the program marks a new direction for the organization. For exhibitions, provide program content and design and list the artists, objects/art work being presented. For a service activity, describe the scope and nature of program and indicate its relationship to other programs in your organization that relate to this request. If not a first-time request, describe any significant changes or developments since the last NYSCA review.

2. Artists:

Describe how the artists are involved in or are contributing to the program content and design. What is the financial arrangement with the artists? Describe fee range.

3. Facilities:

Describe the community-based facilities in which the activities will take place. For performing arts programs, detail their suitability in terms of production values, including lights, sound, floor, and other performance requirements. Note challenges, if any, and plans to address them.

4. Touring:

If this is a touring request, list the venues and dates. Describe the fiscal and programmatic responsibilities of any host organization.

5. Time Frame:

What is the time frame and performance/exhibition schedule for proposed program? If an exhibition(s) what are gallery hours when it is open to the public?

Managerial/Fiscal

6. Project and Administrative Staff:

List key project staff and/or consultants, as well as their qualifications, as related to proposed project. Describe their credentials and relationship to the community served. List principal administrative staff, indicating their qualifications and duties. Indicate any recent relevant changes or developments in the organization's management, and any changes expected for the proposed grant period.

7. Governance & Organizational Development:

Describe the board's committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight. Describe the role of the board and staff in the development and ongoing assessment of programs and services. Summarize any long-range plan the organization may have.

8. Finances:

As NYSCA can only support up to 50% of a project's cost, detail how other funds will be raised. Please use the budget notes to itemize the project budget indicating revenue that is confirmed or secured. Detail the plan for meeting program expenses, highlighting new sources of income and new fundraising projects or initiatives. Use the Budget Notes section of the Project Budget to indicate income sources and to itemize principal expense items, including personnel, artists' fees, marketing, and remaining operating expenses.

Service to the Field

9. Mission and Audience:

Describe the primary audience for this project and why this project is important and/or appropriate to that audience. Be sure to include the projected number of participants and their cost to participate.

10. Marketing and Promotion:

Discuss how this project will be marketed and explain how the efforts will reach the project's intended audience, including use of the Internet and social media, ticket pricing, etc., and describe recent success.

11. Community Context:

Describe your efforts to be responsive to community needs and demographics and list the results. Identify other organizations that provide similar or complementary arts services to the community. Describe any partnerships or collaborations with community and cultural organizations.

Tip: Be sure to outline how you are specifically serving one or more of our SAS-defined communities with proposed project.

Project Support /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. Résumés or biographical statements of project staff/consultants, maximum of 1 page each.**
- 2. Up to 5 images, a 3-minute video, or website reference, that best illustrates your project. For exhibitions, images must consist of selected art/artifacts that will be included in the exhibition and examples of the exhibition designer's past work. Be sure to identify the images. Please do not require passwords to access online materials. All links must remain live until December 31, 2020.**
- 3. Depending on the focus of your project request, please upload one other support document. Suggestions include:**
 - a) Exhibitions: Exhibition design layout or sample exhibition script.
 - b) Catalog/Publication: Outline and sample text of no more than five pages.
 - c) Workshops: Marketing materials related to this program.
 - d) Public Programs: Marketing materials related to these programs.
 - e) Services to the Field: Promotional materials for this project.
 - f) Other: One other document that supports your project, including a fiscal sponsorship agreement if it is a sponsored request.

Instruction & Training:

Artist/Organization Name

CFA Application #

Artistic/Programmatic

1. Project Overview:

Describe the program's instructional goals. Where will the workshop be held? Detail the registration fee, scholarship options and selection process. How will the organization recruit and select participants? How will this program be documented and disseminated?

2. Project Context:

Provide context to show how this project builds on similar work in your field, is unique or tackles an issue/problem in the field in a new way.

3. Evaluation/Assessment:

How will individual students' learning be assessed? How will the overall project be evaluated?

Managerial/Fiscal

4. Project Team:

Highlight the qualifications of the members of the team including program coordinator(s), presenters and instructors. Outline how the program team possesses the necessary experience and qualifications to advance proposed project. Detail hourly compensation instructors will receive, including the number of instructional hours each will provide.

5. Project Management:

Detail the time frame for program completion during the application grant period. If more than one person is involved with program coordination or oversight, describe how the work will be delegated or coordinated.

Service to the Field

6. Project Accessibility

Define the project's intended audience and how this project will be made accessible to that audience, including demographic information if available.

Instruction & Training 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. Student event and program schedule form. Click [here](#) to download the form. Provide the program/class schedule for the most recently completed season and the current season, save and upload here.
2. Video documentation of past instruction, demonstrating the interaction of instructor with students. Panels will view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed. Note what phase of the project the sample represents (e.g., “fifth week of ten-week session”). Please do not require passwords to access online materials. All links must remain live until December 31, 2020.
3. Résumés or biographical statements of Instructors and other key personnel, including class schedules, and a fiscal sponsorship agreement if it is a sponsored request.
4. Representative list of former students who have entered professional careers
5. If applicable, a list of scholarship students for the current year, noting whether full or partial scholarship. Also, indicate the number of years in which subsidy was received and which scholarships are projected to continue into the coming year.