

State & Local Partnerships

Program Guidelines



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FY2021

Guidelines
Released

January 14, 2020

Application
Period Begins

January 28, 2020

**Deadline:
March 12,
2020 4PM**

Award(s)

Announced By

EST December 15,
2020

Funding Restrictions

LIMITATIONS TO THE NUMBER OF APPLICATIONS

Organizations are limited to two grant requests to NYSCA. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories do not count towards an organization's limit of two requests:

- ❑ Architecture + Design Program — *Independent Projects* category
- ❑ Dance Program — *Rehearsal Space, Dance Commission, and Residencies* categories
- ❑ Electronic Media & Film Program — *Art & Technology Initiative* (see *Workspace* category)
- ❑ Facilities Projects Program — *All* categories
- ❑ Folk Arts Program — *Apprenticeships* category
- ❑ Folk Arts Program — *Regional and County Folk Arts Programs* category
- ❑ Individual Artists Program — *All* categories
- ❑ Literature Program — *Translation* category
- ❑ State & Local Partnership Program — *Decentralization* category
- ❑ All Programs — *Regrants and Partnerships* category
- ❑ Regional Economic Development Council Initiative Opportunities - *All* categories

INELIGIBLE ACTIVITIES

New York State law and NYSCA policy restrict the types of activities and expenditures that NYSCA may fund. NYSCA is unable to award funding for the following:

- ❑ Accumulated deficits and debt reductions
- ❑ Activities not open to the public, for example, activities restricted to an organization's membership. Funded activities must be open to the public and promoted as such
- ❑ Competitions and contests
- ❑ Components of an organization's budget that are not directed towards programs in New York State
- ❑ Entertainment costs for receptions, openings, and fundraising benefits/events
- ❑ Major expenditures for the establishment of a new organization
- ❑ Operating expenses and fellowships at professional training schools that are not open to the general public
- ❑ Administrative overhead or fees charged by an affiliated institution or university
- ❑ Operating expenses of privately-owned facilities (such as homes and studios)
- ❑ Out-of-state travel expenses
- ❑ Programs of public school districts or their components or affiliates
- ❑ Programs that are essentially recreational, rehabilitative, or therapeutic
- ❑ Programs of New York State agencies or departments
- ❑ Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
- ❑ Programs of public colleges and universities except under limited circumstances. Entities with close public college or university affiliations will be examined on a case-by-case basis to determine eligibility. **Such applicants are strongly advised to contact NYSCA program staff listed on the previous page of this document in advance of the application deadline to determine eligibility.**

State & Local Partnerships - Overview

Please Note two recent changes to the NYSCA Application Process:

1. Applicants no longer need to register requests on the NYSCA website; and
2. Applicants must submit through the online NYSCA-New York State Consolidated Funding Application (NYSCA-CFA). *The Grants Gateway will continue to be a critical part of the NYSCA grants Prequalification and contracting process for FY2021.*

The NYSCA FY2021 [Application Manual \(PDF\)](#) explains how to:

1. Review NYSCA's general requirements;
2. Become Prequalified in the Grants Gateway
3. Register in the NYSCA-CFA
4. Submit an application through the NYSCA-CFA and get help for technical questions.

An interactive version of the NYSCA FY 2021 Application Manual is available on the NYSCA website at www.arts.ny.gov/application-guide and <http://www.arts.ny.gov/about-nysca-grants>. Please read all instructions carefully.

PROGRAM GOALS

State and Local Partnerships (SLP) fosters the growth and development of arts and culture at the regional, county and local levels in all 62 counties of the state. SLP seeks to advance arts and cultural initiatives across artistic disciplines and support comprehensive arts services essential to the state's continued cultural development. SLP provides support to Local Arts Councils, Multi-Arts Centers, and Multi-Arts Service Organizations operating at the regional, county, and local levels that advance arts and cultural initiatives across artistic disciplines and offer comprehensive arts services essential to the state's continued cultural development.

SLP also manages Decentralization (DEC), NYSCA's statewide regrant program. DEC provides support for community-based arts activities through a local decision-making grant process that reflects the unique character of each of the state's communities. DEC is administered through a network of local arts organizations and is available to artists and organizations in each of the state's 62 counties.

Definitions

Local Arts Councils

Local arts councils provide services and programs to artists, arts organizations and the general public across artistic disciplines including local arts advocacy, regranting, arts marketing efforts, formal technical and developmental assistance programs and information services.

Multi-Arts Centers

A multi-arts center is an organization that owns or operates an accessible cultural facility and offers participatory multi-disciplinary community arts programs, presentations, and exhibitions along with a range of resources for artists and local arts organizations. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts.

Multi-Arts Service Organizations

Multi-arts service organizations are mission-driven to provide access to professional resources, information, and developmental and/or technical services for artists and arts organizations across multiple artistic disciplines.

State & Local Partnerships - Overview

PROGRAM GOALS (CONT.)

Goals

- ❑ Strengthen the value and recognition for the arts and artists as an integral part of community.
- ❑ Strengthen the leadership role of arts organizations within their respective communities and their efforts to encourage cultural development and increase arts resources.
- ❑ Support for the activities of arts groups and community organizations in service to community residents and encourage greater public participation in the arts by all segments of the state's population.
- ❑ Respond to community cultural needs that reach the full diversity of each community served and enhance cultural dialogue and respect for the cultural legacies of our communities.
- ❑ Increased visibility for the arts.

Priorities

- ❑ SLP supports multi-arts centers, local arts councils, and multi-arts service organizations and places a high priority on organizations that provide a balance of programming and service offerings to their community.
- ❑ SLP focuses on issues that affect organizational stability, professionalism, and effectiveness. Priority is given to professional staff development, catalytic projects that enhance the resources and visibility of the arts, and services that support individual artists.
- ❑ Organizations that serve as Decentralization sites.

Technical Assistance

Limited technical assistance funds are available to NYSCA State & Local Partnerships grantees. These funds support fees for professional consultants and other related expenses. Assistance may be directed toward a broad range of needs, such as board development, public relations, marketing, fundraising, and long-range planning.

Please consult CNY Arts, the administrator for State & Local Partnership-related Technical Assistance, for information and application procedures.

CNY Arts
Elizabeth Lane, Re-grants Coordinator
421 Montgomery Street, 11th Floor
Syracuse, NY 13202
Phone: 315-435-2158
Email: elane@cnyarts.org

State & Local Partnerships - Overview

PROGRAM GOALS (CONT.)

Program Prerequisites

To apply for NYSCA State & Local Partnerships support, an applicant organization must meet the following minimum criteria:

- ❑ Local arts councils that demonstrate a commitment to providing access to service resources and information for artists and arts organizations across artistic disciplines. Support for local arts programming is provided only where there is a documented community need for such activity that does not duplicate existing activities in a community. Local arts councils with missions that are primarily programmatic, as opposed to service-directed, may not be eligible.
- ❑ Multi-arts centers that are mission-driven to provide a multi-disciplinary menu of arts and cultural activities.

Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts. (Community Music Schools, including those with some multi-arts programs, are referred to the Community Music Schools category under Music.)

- ❑ Multi-arts service organizations providing regional or statewide services in multiple discipline areas. Single discipline service organizations are not eligible for support by SLP and should refer, instead, to the relevant NYSCA discipline-based program.

Please Note: Organizations applying for SLP funding may not apply to the Community-Based Learning category in the Arts Education Program.

The State & Local Partnerships program does not accept sponsored requests.

Types of State & Local Partnerships Support

GENERAL OPERATING SUPPORT

General Operating Support is provided for organizations whose primary mission is multi-disciplinary community-based arts and cultural development. General Operating Support represents an investment by NYSCA in an organization's primary artistic mission and ongoing work, rather than a specific project or program. General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities.

When considering the provision and level of General Operating Support **NYSCA** examines the nature, scope, and quality of an organization's programs and activities, managerial and fiscal competence, and public service.

General Operating Support grants will be no less than \$5,000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. General Operating Support is awarded on a multi-year basis.

New applicants are required to contact NYSCA staff well before the deadline.

Prerequisites

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- ❑ The primary focus or mission of the organization must be the development of arts and culture at the regional, county and/or local level across artistic disciplines. An organization must have significant ongoing activities that address the goals of the NYSCA State & Local Partnerships program and must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public.
- ❑ The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in facilitating cultural activities.
- ❑ The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance; an absence of substantial, recurring organizational deficits; a realistic and balanced organizational budget; diverse revenue sources; and strong internal controls.
- ❑ The organization must currently employ one or more qualified, salaried (not contractual) full time or part time executive staff.
- ❑ The organization must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
- ❑ The organization must demonstrate a consistent policy of fair payment to resident and contracted artists; teaching artists and instructors.

Types of State & Local Partnerships Support

ORGANIZATIONAL CAPACITY BUILDING

This category provides entry point support for new organizations in the first 2-3 years of development. This funding is intended to assist organizations in building sustainable capacity and serve as a segue to General Operating Support. Funds awarded in this category are dedicated to the support of organizational and programmatic development and designed to move an organization to the next level of success in achieving its mission. Organizations applying in this category may not also apply for General Operating Support in the same year.

Funding is awarded on a single-year basis for up to three years. Grants in this category range from \$5,000 to \$10,000 and cannot exceed 50% of the expense. Organizations outside of New York City and with budgets under \$250,000 will be given priority.

Funds awarded in this category support:

- **Organizational Development:** Administrative salary for a professional staff position that directly augments the organizational capacity needed to carry out programmatic and developmental activities. This can be inclusive of professional development and board and fund development.
- **Program Development and Planning** related to evaluating effectiveness of current programs and development of new programs. This can include the development of workshops, classes, or seminars in a range of arts disciplines designed either for the general public or for the professional development of individual artists from a range of disciplines. Activities must offer ongoing, sequential professional instruction, and be widely publicized and economically accessible to all segments of the community.
- **Planning and Implementation** of marketing and promotion strategies that serve to build demand for your programs and/or services. This can be for an all-inclusive plan that encompasses website development and social media strategies.

Applicants are required to contact NYSCA staff for a pre-application consultation well in advance of the deadline.

Prerequisites

In order to be eligible to apply for Organizational Capacity Building Support, an applicant organization must meet the following minimum criteria:

- ❑ The primary mission of eligible organizations must be dedicated to long-term arts and cultural development at the local, county, or regional level and the advancement of the arts and cultural field.
- ❑ Local arts councils, multi-arts centers and service organizations with a demonstrated commitment to arts and culture through ongoing multi-disciplinary programming and direct arts services open to the general public.
- ❑ An active Board of Directors representative of the community and involved in the organization's policy development and planning

This category **does not** fund:

- Expenses related to one-time projects.
- Expenses related to the operation of privately owned facilities.
- Scholarships or fellowships.
- Property or mortgage payments.
- Administrative costs or expenditures or equipment purchase unrelated to the proposed project.

Types of State & Local Partnerships Support

REGRANTS AND PARTNERSHIPS

Application to the Regrants and Partnerships Programs category is by invitation only.

NYSCA may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. Organizations are invited based on an identified, unmet need within a discipline by Program staff and the service profile of the applicant organization. This category covers a range of services from the administration of technical assistance funds to fees for artist appearances.

This category is exempt from NYSCA's two-request limit. This category covers a range of services, including administration of technical assistance funds, professional development and regrants. Services may have either a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential.

Organizations applying to NYSCA in this category must show a willingness to reach beyond their membership in providing services or regrant awards.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, characterizing the demographics of the recipients.

Prerequisites

In order to be eligible to apply for Regrants and Partnership Support, an applicant organization must meet the following minimum criteria:

- ❑ The primary focus or mission of the organization must be in the discipline in which the organization is seeking Regrants and Partnerships support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support.
- ❑ The organization must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline.
- ❑ The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities, or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities.
- ❑ The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance; an absence of substantial, recurring organizational deficits; a realistic and balanced organizational budget; diverse revenue sources; and strong internal controls.
- ❑ The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff.
- ❑ The organization must have a viable board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.
- ❑ The organization must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

Types of State & Local Partnerships Support

SERVICES TO THE FIELD

Grants are available for projects that advance the professional /organizational development of a defined arts constituency or service area. This category supports the delivery of specific service initiatives focusing on long-term developmental objectives of the targeted constituency(ies). Services may include legal and accounting issues, fiscal and organization management, projects that utilize technology to serve the field, and professional development for individual artists and organizations.

SLP prioritizes projects that are designed to deliver a tangible statewide impact. Collaboration between two or more organizations is encouraged.

New applicants to this category are encouraged to contact NYSCA staff before the deadline.

Prerequisites

In order to be eligible to apply for Services to the Field Support, an applicant organization must meet the following minimum criteria:

- ❑ The primary focus or mission of the organization must be in the discipline in which the organization is seeking Services to the Field support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support.
- ❑ The organization must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline.
- ❑ The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities, or the organizational mission is primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities.
- ❑ The organization must demonstrate fiscal stability as indicated by such factors as a positive fund balance; an absence of substantial, recurring organizational deficits; a realistic and balanced organizational budget; diverse revenue sources; and strong internal controls.
- ❑ The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff.
- ❑ The organization must have a viable board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances.
- ❑ The organization must demonstrate a consistent policy of fair payment to consultants, organizations and artists.

Types of State & Local Partnerships Support

DECENTRALIZATION

Application to the Decentralization category is by invitation only.

The purpose of Decentralization (DEC) is to foster the continuing development of local cultural resources responsive to community needs. These needs must be articulated by the DEC site in annual DEC Work Plan. DEC ensures access to arts and culture in each of the 62 counties of New York State, including areas that are geographically isolated, economically disadvantaged, and ethnically diverse.

The Basic Principals of DEC

- ❑ Local Decision Making: A peer panel review process forms the core of local decision making.
- ❑ Technical/Developmental Assistance: DEC sites actively assist individual artists and arts groups in their efforts to gain tools they need to improve their ability to serve their community,
- ❑ Outreach: DEC is for everyone. DEC site are expected to build strong outreach efforts that make program resources evident and available throughout the service area.

DEC regrant sites are a statewide network of non-profit organizations which serve local and regional cultural organizations and artists through three categories of support: Community Arts (required), Arts Education (optional) and Individual Artists (optional). In addition to administering the regrant program, DEC sites also provide technical and organizational development assistance. The combination of regranting and the provision of capacity building services is essential to successful community cultural development. DEC site administration is governed by a set of procedures outlined in a Procedures Manual issued by NYSCA and available at every DEC site.

The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art and culture organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State 's diversity of people, geography and artistic interests.

Types of State & Local Partnerships Support

DECENTRALIZATION (CONT.)

Program Goals

The DEC Regrant program provides project support to a wide range of professional, vocational, and educational arts and culture organizations in their respective communities and supports the creation of new work by individual artists within a community setting through the Individual Artist Category.

Community Arts grants constitute the majority of DEC regrant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists and support up to 75% of the project's cash expenses. Individual artists may apply for a community-based project in partnership with a local non-profit organization. DEC support enables emerging artists and organizations to grow professionally and to enhance the cultural vibrancy in communities and neighborhoods where they live and operate.

Note: *Entities that have registered or applied for direct NYSCA funding are not eligible for a DEC Community Arts regrant in the same year.*

All DEC Regrant sites are required to offer the Community Arts category but may opt to offer additional grant opportunities through the Arts Education and Individual Artist categories:

- *Arts Education* grants support local cultural organizations and/or teaching artists in providing meaningful arts education for K-12 public school students and senior adults. AE funds serve to bring teaching artists and their classroom skills into dedicated learning environments for all ages. The Arts Education category offers two funding strands: K-12 In-School Projects and After-School and Community-based Learning. Funds can support sequential arts education projects that take place in-school during the school day and /or after-school and community-based settings for youth and/or senior learners. AE regrant will fund a maximum of 75% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation. AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools. A maximum of up to 20% of the total DEC Regrant budget may be allocated to the Arts Education category.
- *Individual Artists* grants provide a flat grant of \$2,500 to local artists for the creation of a new work within a community setting. DEC sites may offer a maximum of four grants.

This regrant opportunity is designed to increase support for local artist-initiated activity and to highlight the role of artists as important, contributing members of the community. These grants are not artist fellowships but are intended to support creative (not interpretive) artists interested in working within a community setting. DEC sites administering this regrant opportunity must be prepared and willing to work with artists to help facilitate the execution, promotion, and the community engagement component of the project.

Note: *Local arts organizations and artists interested in applying for a DEC regrant must contact the Decentralization site in their area directly for guidelines and application deadlines.*

Types of State & Local Partnerships Support

DECENTRALIZATION (CONT.)

Prerequisites

In order to be eligible to apply for NYSCA Decentralization, an applicant organization must meet the following minimum criteria:

- ❑ The organization sustains an evident and substantial commitment to arts and culture and serves organizations and artists across arts disciplines.
- ❑ The organization must have sufficient organizational resources to provide professional outreach, and technical and developmental services.
- ❑ The organization must employ a full-time paid Executive Director and must employ a qualified staff person designated "DEC Coordinator".
- ❑ The organization must maintain a designated bank account restricted to DEC regrant funds.
- ❑ The organization must have a viable board of directors, with officers, that exercises oversight and accountability for governance, operations, programming and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- ❑ The organization must maintain a DEC Work Plan that is revised annually. The Work Plan serves as a set of policy recommendations, goals and action steps for overall cultural development within the DEC service area and is inclusive of outreach and development strategies. It is an action plan that is revised annually and identifies the areas of focus and goals for the coming DEC year. The DEC Work Plan will be evaluated on:
 - The scope of efforts to identify, reach and serve the full diversity of constituents in the DEC service area.
 - The effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.
 - The quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.
 - The quality and consistency of efforts to provide technical and developmental assistance to community-based organizations and local artists.
 - Extent of organization's commitment to provide adequate resources (beyond NYSCA) to operate an effective DEC Program.

In addition, grantees will be required to:

- ❑ Maintain a current Local Procedures Manual describing the operational details of the local DEC program.
- ❑ Adhere to statewide program guidelines as outlined in the DEC Manual.
- ❑ Present an annual Regrant Awards Ceremony that is free and open to the public.

Decentralization Site Administration

NYSCA provides Decentralization site administration funds. These funds cannot exceed 30% of the total award. The DEC site administration portion of the request details expenses incurred in administering the local DEC program, primarily salaries, as shown on the project budget form. NYSCA recognizes that the administrative support it can provide generally does not meet the full administrative expenses of the regrant program.

State & Local Partnerships – Questions

The Questions below must be completed in the NYSCA-CFA under the QUESTIONNAIRE and NYSCA Tabs.

STANDARD QUESTIONS: ALL STATE AND LOCAL PARTNERSHIPS APPLICANTS MUST ANSWER THE QUESTIONS BELOW:

LEGAL NAME OF APPLICANT

APPLICANT ADDRESS TABLE: Street, City, State, Zip

CONTACTS TABLE: (For Primary and Secondary Contact, Executive Director/Equivalent Position and Board Chair/President): First Name, Last Name, Title (for Primary and Secondary Contact), Phone, Email

MISSION: Please enter your organization's current mission statement. (Max 250 characters)

ACTIVITIES: Provide a brief overview of your organization's programs and activities as it relates to your mission in the previous question. (Max 1,000 characters)

STAFF LIST TABLE: First Name, Last Name, Title, Salary Range for Up to Five Primary Staff.

DIVERSITY/INCLUSIVENESS: Given your mission and 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. (Max 1,000 characters)

ACCESSIBILITY: 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? (Max 1,000 characters)

FACILITIES: Briefly describe your facilities. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future. (Max 750 characters)

ORGANIZATION'S FACILITIES/REAL ESTATE ARE: Choose "Owned" or "Rented"
IF RENTED, DATE CURRENT LEASE EXPIRES: DAYS/HOURS/SEASONS OF OPERATION

TOTAL NUMBER OF VISITORS/USERS/AUDIENCE: How many audience members, exhibition visitors, service users, or visitors to your facility do you serve? Provide an average annual figure.

SOCIAL MEDIA TABLE: Provide links to primary website and two additional social media.

FISCAL YEAR END DATE: Format MM/DD

YEAR INCORPORATED: Format YYYY

PROJECT NAME (* Completed when the application is created)

PROJECT DESCRIPTION: Provide a brief description of your project. (Max 250 characters)

PROJECT OBJECTIVE: Please indicate the primary goals of this request. (Max 250 characters)

PROJECT PERFORMANCE MEASURE: Indicate how you will measure the success of the request, should it be supported. (Max 250 characters)

State & Local Partnerships – Questions

STANDARD QUESTIONS (CONT.)

PROJECT CAPACITY: Indicate how your staffing will provide sufficient support for the project (experience, training activities). (Max 250 characters)

PROJECT REQUEST AMOUNT: (* Completed under the Funding Tab)

PROJECT TOTAL EXPENSES: (* Completed under the Funding Tab)

ARTISTIC/PROGRAMMATIC — Background:

What is the history of your organization? Provide an overview of your organization’s programs and services. (Max 3,000 Characters)

MANAGERIAL/FISCAL — Staff:

Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes in key staff positions. (Max 3,000 characters)

MANAGERIAL/FISCAL — Governance:

Outline your organization’s approach to strategic planning and succession planning. Describe the board structure and/or governing body, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight. (Max 3,000 characters)

MANAGERIAL/FISCAL — Finances:

Describe sources of funding other than NYSCA Indicate secured and pending sources. Complete the “Budget Notes” section of the Project and Organizational Budgets to annotate income and expense lines. (Max 3,000 characters)

OUTREACH/SERVICE TO THE PUBLIC – Constituency and Outreach:

- Describe the audiences and communities served by your organization. Describe how your organization identifies underserved communities, arts groups, and artists and how outreach plans are developed. Provide details regarding any technical assistance and resources provided to artists and arts groups.
- Describe your organization’s marketing strategies including use of internet and social media.
- Include range of enrollment fees or admission charges for programs. If scholarships or tuition assistance are offered, describe how need is determined. (Max 3,000 characters)

OUTREACH/SERVICE TO THE PUBLIC — Community Context:

Identify the other organizations in the area that provide similar arts and cultural activities. Tell us about your organization’s role within the community. Describe any partnerships or collaborations with other organizations.

State & Local Partnerships – Questions

GENERAL OPERATING SUPPORT *All applicants to GENERAL OPERATING SUPPORT must complete the following questions.*

For All General Operating Support Questions – Maximum Character Limit is 3,000.

1G. ARTISTIC/PROGRAMMATIC - Program Overview:

Describe in detail the programs and services covered in this request. Include any new developments or challenges. Outline strategies for how they will be managed. Include the goals and expected outcomes.

2G. ARTISTIC/PROGRAMMATIC - Evaluation:

Describe how your organization evaluates the impact of the programs, services, and/or other organizational initiatives against the goals and outcomes stated. Describe the methods to be used for assessment and evaluation.

3G. MANAGERIAL/FISCAL - Artist and Programmatic Consultant Fees:

Indicate how payment to artists, instructors and any outside consultants is determined. Please include the range of fees paid.

ORGANIZATIONAL CAPACITY BUILDING *All applicants to ORGANIZATIONAL CAPACITY BUILDING must complete the following questions.*

For All Organizational Capacity Building Questions - Maximum Character Limit is 3,000.

10. ARTISTIC/PROGRAMMATIC – Program Overview:

Describe the project including goals and expected outcomes. Outline strategies for how the project will be managed and timeline for implementation.

20. ARTISTIC/PROGRAMMATIC- Evaluation:

Detail how your organization will evaluate the impact of this project against the goals and outcomes stated. Describe the methods to be used for assessment and evaluation.

30. MANAGERIAL/FISCAL - Fees and Subsidy:

Detail the staff and /or consultant fees related to this project. For program development projects, include the range of fees paid to those artists and/or instructors, and the fee/tuition to be charged.

State & Local Partnerships – Questions

REGRANTS AND PARTNERSHIPS *All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions.*

For All Re grants and Partnerships Questions - Maximum Character Limit is 3,000.

1R. ARTISTIC/PROGRAMMATIC - Project Overview:

Describe the regrant or partnership program, its priorities, and how it relates to your organization's mission. Describe the constituents served and how it differs or complements other programs in the community or field. Provide the organizational URL.

2R. ARTISTIC/PROGRAMMATIC- Scope of Activity:

For ongoing regrant projects, describe the number of requests received on average for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded.

3R. ARTISTIC/PROGRAMMATIC -Work Plan:

Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities.

4R. ARTISTIC/PROGRAMMATIC- Selection Process:

Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

5R. ARTISTIC/PROGRAMMATIC- Evaluation:

Describe how this regrant or partnership is evaluated and how the impact on the community is assessed.

6R. MANAGERIAL/FISCAL - Staffing:

Who is responsible for the administration of this project? Describe their role, detailing their duties and noting whether this is a full time, part-time or consultant position. If the coordinator has other responsibilities within the organization, describe them.

7R. MANAGERIAL/FISCAL - Governance:

Describe the involvement of the board in management and program oversight.

8R. MANAGERIAL/FISCAL- Finances:

Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income.

Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

9R. SERVICE TO THE PUBLIC - Marketing/Outreach:

Detail the outreach plan and marketing strategies specific to this project and how diverse communities, arts groups and artists, including those not currently served by the program, are addressed. Include details about technical assistance and resources provided for applicants and/or project participants.

State & Local Partnerships – Questions

SERVICES TO THE FIELD: *All applicants to SERVICES TO THE FIELD must complete the following questions.*

For All Services to the Field Questions - Maximum Character Limit is 3,000.

1S. ARTISTIC/PROGRAMMATIC - Project Overview:

Describe, in detail, the proposed service, the key challenges to be addressed and intended outcomes. Describe how this project relates to other programs in the organization. Provide a specific timetable for the project.

2S. ARTISTIC/PROGRAMMATIC- Service Delivery:

Describe how the organization can effectively deliver these services in terms of technical, administrative, and informational capacity. If a website or listserv is part of the service, detail how does it supports the service(s) and how is it maintained.

3S. ARTISTIC/PROGRAMMATIC - Evaluation:

Detail the intended impact and how this will be assessed. Describe the methods to be used for assessment and evaluation.

4S. ARTISTIC/PROGRAMMATIC - Project Staff:

Identify key staff, advisors, and consultants providing this service, summarizing their credentials and roles. If selection of project personnel is pending, describe the process and outline the qualifications of individuals being sought.

State & Local Partnerships – Questions

DECENTRALIZATION: *All applicants to DECENTRALIZATION must complete the following questions.*

For All Decentralization Questions - Maximum Character Limit is 3,000.

1D. ARTISTIC/PROGRAMMATIC - Program Overview:

Describe your local Decentralization program and its relationship to your organization's mission. List the county or counties served, and an outline of the goals of the program based on your DEC Work Plan.

2D. ARTISTIC/PROGRAMMATIC – DEC Work Plan:

Describe how this plan is developed and assessed.

3D. ARTISTIC/PROGRAMMATIC - Challenges:

Highlight the primary needs and challenges as identified in the DEC Work Plan, and strategies for meeting those challenges through your regrants and services.

4D. ARTISTIC/PROGRAMMATIC - Technical/Developmental Assistance:

Outline your technical assistance program including a list of the development seminars/workshops offered to local groups and artists. Describe the role of DEC staff and outside consultants in providing technical services.

5D. ARTISTIC/PROGRAMMATIC - Funding Categories:

List the funding categories offered through your DEC program.

6D. MANAGERIAL/FISCAL - DEC Site Profile:

Returning DEC applicants must detail the number of applicants and the number of funded organizations for the most recently completed cycle. Provide the number of new first-time applicants to your program. New DEC applicants should provide projections for the above information for the coming year.

7D. MANAGERIAL/FISCAL - DEC Coordinator Position:

Describe the duties of the DEC Coordinator and outline his/her role in the organization. Detail the coordinator's hours, rate of pay, and any other duties or job functions within in the organization. Describe any professional development and training opportunities provided for the coordinator.

8D. MANAGERIAL/FISCAL - Panels:

Describe how your DEC grant panelists are selected. If you are making targeted grants (e.g. for individual artists), how do your panel selection process and panel meeting procedures serve the particular needs of this component? If you are a regional site, how does your panel selection process ensure regional representation?

9D. MANAGERIAL/FISCAL - DEC Site Budget:

Describe plans and resources that supplement NYSCA funds to ensure that program goals are met, noting both cash and in-kind support. Describe your Board commitment towards raising the necessary additional funds to support the DEC program.

State & Local Partnerships – Support Materials

DECENTRALIZATION (CONT.)

10D. MANAGERIAL/FISCAL - Governance:

Detail the role of the Board and how it supports the DEC program within the organization and service area.

11D. SERVICE TO THE PUBLIC - Outreach:

Describe how your DEC site defines diversity within your service area. Detail strategies for promoting your DEC program and raising its visibility within your service area. List the number and locations of application seminars for the past and proposed DEC cycles.

12D. MANAGERIAL/FISCAL - Program Context:

Briefly describe other arts funding opportunities available in the communities within your service area.

State & Local Partnerships – Support Materials

Marketing materials may be submitted via hard copy or uploaded via the NYSCA-CFA. All remaining materials must be uploaded via the NYSCA-CFA.

Hard-copy support material submissions must be received in NYSCA's office no later than March 12, 2020. These support materials will not be returned, therefore please do not send the only copy of any material.

NYSCA's address for submission of these materials is: State & Local Partnerships Program
NYSCA Support Materials
300 Park Ave. South,
10th floor NY, New York
10010

All other support materials below are uploaded in the Documents Tab in the NYSCA-CFA.

STANDARD SUPPORT MATERIALS – All Applicants *All STATE AND LOCAL PARTNERSHIP APPLICANTS must submit the following support materials.*

1. **Resumes** or biographical statements of up to 3 key staff, maximum of 1 page each
2. **Board of Directors List** including affiliations. A sample template is available at <https://www.nysca.org/downloads/files/sample-board-directors-profile-v2.pdf>
3. **Up to 3 representative marketing materials** (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices. **We strongly recommend that marketing materials be forwarded in hard copy to Program Staff in lieu of uploading here.**

GENERAL OPERATING SUPPORT *All GENERAL OPERATING SUPPORT APPLICANTS must submit the following support materials.*

1. **Long-range or Strategic Plan**
2. **Sample of scholarship/tuition assistance application form** (if applicable)
3. **Program Schedule Form** - organizations returning from multi-year funding must complete the Program Schedule for each year of the previous funding cycle. ([Download the form here](#)). New applicants or grantees returning from single year funding must complete the Program Schedule for the most recently completed season and the current season.

State & Local Partnerships – Support Materials

ORGANIZATIONAL CAPACITY BUILDING *All ORGANIZATIONAL CAPACITY BUILDING APPLICANTS must submit the following support materials.*

1. **Long-range or Strategic Plan**
2. **Sample of scholarship/tuition assistance application form** (if applicable)
3. **Program Schedule Form** - organizations returning from multi-year funding must complete the Program Schedule for each year of the previous funding cycle. ([Download the form here](#)). New applicants or grantees returning from single year funding must complete the Program Schedule for the most recently completed season and the current season.

REGRANTS AND PARTNERSHIPS *All REGRANTS AND PARTNERSHIPS APPLICANTS must submit the following support materials.*

1. If this is a regrant, a **complete list of grantees from the current and previous year**, project descriptions and grant amounts
2. **Outreach/promotional plan** specific to proposed service

SERVICES TO THE FIELD *All SERVICES TO THE FIELD APPLICANTS must submit the following support materials.*

1. **Sample questionnaires or evaluations** of the services
2. **Listing of program participants**, if ongoing
3. **Resumes** for consultants, facilitators, speakers, and/or staff
4. **Outreach/promotional plan** specific to proposed service

DECENTRALIZATION *All DECENTRALIZATION APPLICANTS must submit the following support materials.*

1. **Résumés** or biographical statements of the DEC Coordinator, maximum of 1 page each
2. **DEC Work Plan**
3. For multi-county sites: **list of advisory committee members** and their affiliations, plus a copy of their latest report or policy