

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: Theatre Program

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)

Professional Performances:

Org Name

CFA Application #

Project Title

Artistic/Programmatic

1. Program Overview:

Provide a workplan that describes theatre productions, programs, developmental work and/or services planned for the request year. Discuss any new programs, initiatives or innovations that are planned. (4,000 character limit)

2. Background:

Describe the organization and how it was established. Highlight how the creative activity of the past two years reflects your current artistic approach. This is your company's "biography." (2,500 character limit)

3. Artistic and Cultural Vision:

Articulate the organization's artistic and/or cultural vision for the next few years. This question projects the preferred future of your company, in alignment with your mission statement. (2,500 character limit)

4. Facilities/Collaborations/Touring:

Give details on any office and programming/performance facilities not noted in the general facilities question. Has the organization engaged in any recent collaborations or co-productions? Are there plans for this type of activity? If touring is involved, please describe that activity. (2,500 character limit)

Managerial/Fiscal

5. Artists' Fees:

Describe the policy regarding payment of artists' fees. Explain any changes or improvements planned. Detail range of fees paid per project for the most recently completed year for actors, stage managers, directors, designers, and other theatre artists. Note the type of union contracts or agreements, if any, under which you operate. (2,500 character limit)

6. Staff:

Identify the key administrative and artistic staff members responsible for the requested project and their responsibilities. Detail any recent significant changes in key staff positions. (2,500 character limit)

7. Governance:

Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight. (2,500 character limit)

8. Finances:

Detail plans for meeting current and future expenses. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits. (2,500 character limit)

9. Objectives and Evaluation:

Articulate how the organization determines its annual goals/objectives, and state those objectives for the request year. Explain how the organization will evaluate the programs, service to the public, and other organizational initiatives it has chosen to measure. Include any performance measures or metrics used to assess outcomes. (Upload assessment results as support material.) (2,500 character limit)

10. Changes and Challenges:

Describe any recent significant fiscal, artistic or organizational changes, developments, or challenges. Explain recurring deficits or outstanding loans or tax liens, as well as specific plans to resolve these issues, providing here a transparent picture of your company's current strengths and challenges. (2,500 character limit)

Service to the Field

11. Constituency, Community Engagement and Diversity:

Describe the audiences and communities served by the requested project, including both audiences and artists. Discuss in depth here how your organization defines and approaches diversity and inclusiveness. (2,500 character limit)

12. Audience Development and Cultivation:

Detail specific efforts being undertaken to cultivate and broaden the organization's constituency, as well as efforts to deepen service to existing audiences. If there are members or subscribers, how are they served, and what benefits do they receive? Describe audience development activities, including education programs, discount ticketing, talk-backs, newsletters, etc. and cultivation activities directed toward community-based organizations, social service agencies, etc. (2,500 character limit)

13. Marketing/Use of Online Resources and Social Media

Describe the organization's marketing strategies, both organizational and programmatic. Discuss any recent or planned changes in the approach to marketing. Describe the use of online resources and social networking sites in the marketing plan and beyond. (2,500 character limit)

Professional Performances Support Materials:

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

REQUIRED & OPTIONAL DOCUMENTS Instructions: **The application requires you to send supporting documents and files to your fiscal sponsor for upload.** 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. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each
2. *Organizational Chart*
3. *Up to 5 representative marketing materials* (sample programs, brochures, show announcements or flyers) that reflect activity from two recent productions. Do not include press coverage, reviews or notices.
4. *Website, Facebook, Twitter, YouTube, and other social media links.* NYSCA reserves the right to review any/all of these online sources as part of your application.
5. *Sample playbills from 2 recent productions*
6. *Additional materials* – if applicable, label the additional material as “Additional Support Material #1, #2, etc.”
7. *Producing organizations must upload a supplemental form with information for the current season and the previous season* that includes: name of play/production; author; director; number of performances; AEA contract (if applicable); range of artists’ fees for actors, designers and director; and range of ticket prices.
8. *Video for Sponsored Professional Performances Applicants* -- Sample work: Samples of materials that demonstrate the work of the organization. These must include, but need not be limited to: A. Video documentation of the most recent season’s performances, rehearsals, workshops or arts activities. A simple video of a live performance is preferred to heavily-edited promotional footage. Panels view no more than three minutes of video, so please indicate clearly which portion of a longer sample should be viewed first. Note what phase of the project the sample represents (e.g., "fifth week of two-month developmental workshop", "dress rehearsal", etc.). A one-paragraph description of the context of the video selection is recommended for non-traditional work. *

* *Scoring Tip on Work Sample Videos:*

The video clip is an essential part of the review process and generally is viewed before the Panel discussion begins. It should give a good sense of the style and context of your company’s work and of the type of work for which you are seeking support. If you are not submitting a clip of an actual performance or rehearsal, please explain why in an attached word document. Some theatres have submitted videos featuring the Artistic Director discussing the company’s work and the season to come, showing the theatre space, etc. Combined with still photos from last season’s performances, such videos are acceptable alternatives for those theatres unable to provide videos due to Union regulations or other restrictions.

Work samples should be drawn from the most recent season's work. If submitting a video of a work-in-progress, it's also helpful to include a clip of completed work to give a fuller understanding of a company's capacity.