

NEW YORK STATE COUNCIL ON THE ARTS FY2022 APPLICATION MANUAL

Welcome to the FY2022 Application Manual for the FY2022 funding opportunities for the New York State Council on the Arts (NYSCA). We hope you will find this Manual helpful.

Responding to the challenges of the time, NYSCA has reconfigured its application process to create streamlined and flexible opportunities for applicants. **Click here to review FY2022 funding opportunities and the PDF Funding Opportunity Guidelines for each FY2022 funding opportunity:** <https://arts.ny.gov/FY2022FundingOpportunities>.

This Manual supplements the information provided in each of the above FY2022 Funding Opportunity Guidelines.

We encourage you to use this Manual to:

- Review key dates, contact information and general information on our grants (sections 1-7)
- Register and Prequalify in the New York State Grants Gateway (section 8)
- Learn about fiscal sponsorships (section 9) and our review and contracting process (section 10)

We also invite you to participate in virtual NYSCA information sessions; check for live times and recorded sessions at: <https://arts.ny.gov/FY2022FundingOpportunities>.

1. Key Dates

| <u>FY2022 Funding Opportunity</u> | <u>Application Opens</u> | <u>Application Deadline</u> |
|--|--------------------------|-----------------------------|
| FY2022 Restart NY: Rapid Live Performance Grants | June 16, 2021 | July 1, 2021 at 4 pm |
| NYSCA Partnerships (invitation only) | July 19, 2021 | August 2, 2021 at 4 pm |
| NYSCA Support for Organizations | July 19, 2021 | September 1, 2021 at 4 pm |
| NYSCA Support for Artists | July 19, 2021 | September 1, 2021 at 4 pm |
| Recovery Grants | July 19, 2021 | September 1, 2021 at 4 pm |
| NYSCA Special Opportunities | July 19, 2021 | September 1, 2021 at 4 pm |
| Capital Projects Fund | November 22, 2021 | January 14, 2022 at 4 pm |

Award Announcements: Restart NY ETA July 2021; NYSCA Partnerships ETA August 2021; Other opportunities ETA by December 2021 (other than Capital Projects Fund ETA March 2022)

2. Who to Contact with Questions

For questions, please contact Program Staff in the discipline area most aligned with your organization's work. View contact information here: <https://arts.ny.gov/contact>. Other than for Restart NY, submit questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

For technical questions on submitting online applications, contact help@arts.ny.gov.

Attending information sessions and contacting NYSCA staff is optional. It has no bearing on the review of an application.

For questions on Prequalification in the New York State Grants Gateway, see section 8 below.

3. Q+A Period

NYSCA will post answers to key pertinent questions as received at the following URL up until two weeks before the applicable application deadline. The Q+A document will specify the date of the last revision at the top and will be posted here at : <https://arts.ny.gov/FAQforApplicants>. No Q+A will be posted for Restart NY.

4. Technical Instructions for Submitting Applications Online

All FY2022 applications are submitted online. No materials are mailed or emailed to NYSCA.

- Instructions for submitting FY2022 Restart NY: Rapid Live Performance grants (deadline July 1, 2021 at 4 pm) applications online are in the Guidelines.
- For Round 2 and 3 funding opportunities, technical instructions for submitting applications online will be posted at <https://arts.ny.gov/FAQforApplicants> by **July 19, 2021**.

5. Grant Amounts

- NYSCA's overall funding is determined annually during the New York State's budgeting process and approved by the New York State Legislature. Previous grant funding from NYSCA does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels. Multi-year grants are subject to adjustment by NYSCA each year.
- Review the applicable FY2022 Funding Opportunity Guidelines for more information on specific award level ranges. For example, all Support for Artists grants are expected to be \$10,000. Actual award amounts could vary depending on the volume and nature of applications received. Review FY2022 Funding Opportunities here: <https://arts.ny.gov/FY2022FundingOpportunities>.

6. Grant Eligibility Requirements

To be eligible you must be:

- Be registered and Prequalified in the New York State Grants Gateway at the application deadline. (See section 8 below for instructions.)
- A non-profit organization either incorporated in or registered to do business in New York State, Native American tribes in New York State, or units of government in New York State municipalities.
- With your principal place of business located in New York State.
- Individuals and unincorporated groups may not apply, but an eligible non-profit organization, known as a fiscal sponsor, may apply on their behalf in some opportunities. (See section 8 below for more information.)
- Meet any other eligibility requirements set forth in the applicable FY2022 Funding Opportunity Guidelines. Review FY2022 Funding Opportunities here: <https://arts.ny.gov/FY2022FundingOpportunities>.

7. Grant Period and Multi-Year Grant Awards

We will generally award FY2022 grants for activity that takes place between January 1, 2022 and December 31, 2022. Exceptions are set forth in the applicable FY2022 Funding Opportunity Guidelines.

NYSCA awards both single-year and multi-year grants.

NYSCA awards multi-year grants when the panel, staff, and Council of NYSCA agree that a similar level of service or activity will be sustained by the applicant organization over successive years. Multi-year grants represent NYSCA's agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years conditional on NYSCA's budget appropriation and the applicable

contract execution for each successive year. NYSCA reserves the right to change its multi-year grant process during the multi-year period at its discretion.

If you have a previously-awarded multi-year grant for FY2022,

- You do not need to re-apply to receive the FY2022 grant period.
- You also do not need to update any information on the NYSCA.org grantee website (other than any change in contact information).
- NYSCA will send acceptance and contracting instructions in June 2021.
- You must have submitted outstanding final reports and be Prequalified in Grants Gateway at the time of payment of the FY2022 multi-year grant award. Document vaults in modification, review or open status are not considered Prequalified. Units of local government and Indian Tribes are exempt from the Prequalification requirement.

To be eligible for a FY2022 Support for Organizations grant, you must decline your previously-awarded General Support and/or Project Support grant(s) for the FY2022 grant period before the application deadline. If you have a previously-awarded General Support and/or Project Support grant for FY2022, but prefer to decline those in order to apply for FY2022 NYSCA Support for Organizations, please do the following:

- Submit a written notification to appropriate current NYSCA Program staff by the FY2022 application deadline.
- If you do not decline the previously-awarded General Support and/or Project Support grant(s) by the application deadline, you will not be eligible for FY2022 Support for Organizations and your application for FY2022 Support for Organizations will not be reviewed.
- Past funding is no guarantee of future funding.
- Click here to review the other eligibility requirements in the FY2022 NYSCA Support for Organizations Guidelines at: www.nysca.org/downloads/guidelines/FY2022/FY2022_Guidelines_Org_Support.pdf
- The Project Support categories subject to the above guidance are:
 - Book & Literary Magazine Publication
 - Community Music Schools
 - Exhibitions & Installations
 - Instruction & Training
 - Organizational Capacity Building
 - Professional Performances
 - Project Support
 - Project Support - Community-Based Learning
 - Project Support - Pre-K-12 In-School Programs
 - Project Support - Presentation
 - Public Programs
 - Services to the Field
 - Workspace Facilities

Having an ongoing multi-year grant or being awarded an FY2022 grant through another opportunity in Rounds 1-3 does not disqualify an organization from applying for Capital support.

8. How to Register and Prequalify in the Grants Gateway

*You must be “Prequalified” in the New York State Grants Gateway online portal **at the application deadline to be eligible for funding.***

NEW applicants: **Getting Prequalified is a two-step process:**

Step 1: Register: Take the first step **now:**

Email grantsreform@its.ny.gov with the following completed documents:

- Notarized [Registration Form for Administrators](#)
- A [Substitute Form W9](#)
- A current organization chart with the names and titles of those in the organization, and the head of the organization that signs the registration form at the top of the chart.
- Attachments must be in Microsoft Office compatible form (i.e. Word, Excel, PDF, etc.)

Grants Gateway will email you the sign-in instructions and a Grants Gateway Document Vault ID. (Tip: Write down your Vault ID as you will need to submit it in the application portal.) Read the full information at [Grants Management Registration](#).

Step 2: Submit Vault for Review and Prequalify: Log onto https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx and create and submit a “Document Vault.” Find basic checklists here: www.grantsmanagement.ny.gov/get-prequalified.

You will fill out online forms about your policies and practices and upload key documents. A Prequalification Specialist will review your Vault and either “Prequalify” you or suggest modifications. For questions, contact help@arts.ny.gov.

RETURNING applicants: **Confirm you are Prequalified.** Generally, log on once a year to recertify your statements and submit your latest filings. Log onto Grants Gateway to check on your Vault expiration date and if you are expired, submit the expired items. Your Vault status, key expiration dates, and notes posted for your review and action can be viewed in the State Prequalification Application Status Report located in the Management Screen section near the bottom of your Document Vault main page.

Document Vaults in modification, review or open status are not considered Prequalified.

You must be logged into Grants Gateway as the Delegated Administrator to upload and save documents and submit your Vault for review. Be sure the Delegated Administrator is available to submit; NYSCA cannot submit Vault materials on your behalf.

NYSCA and Grants Gateway are not likely to resolve any issues by the application deadline in any Vault submitted less than 7 days before an application deadline.

To find your Vault ID for your application,

- Log onto Grants Gateway.
- Search for your organization on the Document Vault tab.
- Click on any section on the Document Vault main page and see Vault ID in green near top.
- Format is: GDV-XXX-XXXXX, GDV-XXXX-XXXXX, or GDV-XXXXX-XXXXX (e.g., GDV-COA-55555).

You do not submit any FY2022 grant applications in Grants Gateway. See section 4.

Contacts and Resources:

The Grants Gateway team holds **weekly live webinars** on Step 1 and Step 2 www.grantsmanagement.ny.gov/live-webinars#registration-and-prequalification.

Email the **NYSCA Prequalification Team** at help@arts.ny.gov. NYSCA encourages *new applicants* to contact the NYSCA Prequalification Team with questions or for a **brief phone training**.

The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays 4:00 pm to 8:00 am for account lockouts at (800) 820-1890 or helpdesk@agatesoftware.com.

9. Fiscal Sponsorships

A Fiscal Sponsor is a non-profit organization incorporated or registered to do business in New York State that applies to NYSCA on behalf of individual artists, unincorporated arts organizations or groups, or non-profit arts organizations choosing not to apply directly themselves.

Individual Artists and unincorporated arts organizations are not eligible to apply directly to NYSCA but may apply through a Fiscal Sponsor in our Support for Organizations and Support for Artists funding opportunities. Fiscal Sponsors may not apply to Capital Projects.

Fiscal Sponsor:

- Submits the application, accepts the fiscal responsibility for a NYSCA-funded project, receives and disburses funds related to the grant, ensures that the project is carried out as described and submits the final report of grant activity.

The fiscally-sponsored artist or group (the ***Sponsored Entity***):

- completes the project activity (the Sponsored Request).

If you are a Fiscal Sponsor Applying for a Sponsored Entity, you will take these three steps to submit an application:

Step 1: Review the applicable Guidelines listed in section 1 to confirm Sponsored Requests are accepted in the specific funding opportunity and to review requirements. Make sure you are Prequalified.

Step 2: Send the Guidelines to the Sponsored Entity to complete the requested contact information, narrative responses and support materials and return to **you**. See applicable Guidelines for further instruction.

Make sure the Sponsored Entity returns the completed narrative responses and/or support materials to you well before NYSCA's application deadline.

Step 3: Submit the application online for the Sponsored Request with the completed materials from the Sponsored Entity.

For **Sponsored Requests in FY2022 Support for Organizations**, the following requirements apply:

- The Fiscal Sponsor may not impose a fee for submitting a sponsored application but may charge a fiscal sponsorship fee if the application is funded -- not to exceed 5% of any actual grant amount. Any fee should be described in the use of grants funds question in the application.
- Fiscal Sponsor must execute a fiscal sponsorship agreement setting forth the services provided by the Fiscal Sponsor, any fee to the Fiscal Sponsor, and responsibilities of the Sponsored Entity relating to the fiscal sponsorship. NYSCA does not require the agreement to be uploaded in the application but may request a copy for review during contracting.
- The services of the Fiscal Sponsor are limited to fiscal management of the grant funds, submission of the application and final report, and, at the discretion of the Fiscal Sponsor, publicizing the activity. Following notification of the funding decision by NYSCA, the Fiscal Sponsor must notify the Sponsored Entity as soon as possible.
- The Sponsored Entity must meet all eligibility requirements of the FY2022 Support for Organizations guidelines (other than the requirement that the Sponsored Entity be a not-for-profit corporation and Prequalified in the Grants Gateway).
- NYSCA reserves the right to review the public financial filings and other information of both Fiscal Sponsor and Sponsored Entity prior to grant payment pursuant to the NYS Vendor Responsibility process.

10. Application Review Process

Staff Review

Once an organization submits a request, NYSCA's staff verify applicant eligibility and priority, and review application materials according to the NYSCA requirements set forth above in the applicable Funding Opportunity Guidelines.

Peer Review Panels and the Rating System

Panels are composed of a quorum of at least five panelists and represents a diverse group of professionals from across the State. Each member has relevant and specific expertise. NYSCA accepts nominations for panelists from the general public. To see a list of recent panelists, visit the Program pages on the NYSCA website at: <https://arts.ny.gov/programs>.

Each panelist evaluates and numerically rates each request against the criteria in the Funding Opportunity Guidelines. These ratings are then aggregated to one average score for each request. These ratings inform the funding recommendations made by NYSCA staff. The panels meet, with Program staff present, and have an opportunity to discuss applications.

Staff assigns recommended grant amounts to each request based on the ratings, and the budget allocation for the opportunity as well as the eligibility and priority review of the staff. Staff also prepares panel comments. Staff will share key panel comments by phone with applicants after decision if requested.

Notwithstanding the above, due to the expedited and emergency nature of the NYSCA FY2022 Recovery Fund, all ratings of recovery grants under this opportunity may in the alternative be completed by one or more members of the staff and/or individuals retained by the agency with relevant expertise. No panel comments will be provided and there will be no appeal process available due to the one-time nature of the funds.

Council Committees

Funding recommendations and ratings are presented to the appropriate Committee of the appointed Council of NYSCA (the "Council") for review and discussion. The Council Committees make funding recommendations to the full Council.

There are two committees composed of Council Members: Visual, Performing and Literary Arts; and Multi-Disciplinary Arts. The Committees may agree or disagree with staff funding recommendations. In the event the Committee makes a funding recommendation that differs from the staff funding recommendations, a new recommendation is agreed upon and the updated recommendation is then presented to the full Council along with the rationale.

Council Committee action is subject to the same scrutiny as peer panel reviews in that a clear rationale must be articulated when adjustments are made, and all actions must be based upon how organizations' applications were evaluated based upon the review criteria.

The Council

Led by the Chair, the Council reviews the funding recommendations of the Council Committees and votes to approve grants. The Council is the ultimate decision maker and retains the authority to agree or disagree with recommendations and propose new recommendations. Upon Council approval of a grant, Cultural Service Contracts are issued to the organizations approved for funding. Committee and Council meetings are announced in advance and made available to the public on the NYSCA website.

Contacting Panelists and Council Members

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting panelists and/or Council members associated with and/or involved in the activities or affairs of NYSCA in any way to obtain or share information regarding the NYSCA application review process. This includes all activity associated with NYSCA at its main office, including panel discussions, and all communication with NYSCA staff including via email, telephone, or online system.

All inquiries about awards must be communicated to the NYSCA staff directly.

Transparency

The Freedom of Information Law, N.Y. Public Officers Law §§ 84–90, grants the right of access to many public documents, including those of NYSCA.

Grant Award Notice

You will be notified by e-mail of NYSCA's funding decision within 30 days of the Council's decision. This notification is sent to the e-mail address of the persons then designated as the primary contact on the FY22 NYSCA application portal.

- **If your organization is awarded a grant:** Visit the NYSCA website to find out more information on managing your grant: www.arts.ny.gov/manage-your-grant and <https://arts.ny.gov/FAQforCurrentGrantees>. These pages include links to the standard New York State contracts terms, additional materials for contracts over \$50,000, reporting requirements, crediting NYSCA and the NYS Vendor Responsibility process. All awards are contingent on your organization's completion of the applicable contracting steps. NYSCA will provide you with instructions by e-mail after you receive an award.
- **If your organization is not awarded a grant:** Other than for the NYSCA FY2022 Recovery Fund opportunity, you may appeal the Council's funding decision.

Dissatisfaction with the denial of a grant or with the amount of the grant *is not a valid ground for appeal*.

One or more of the following are valid grounds for appeal:

1. *Non-presentation of information:* Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision.
2. *Misrepresentation of information:* Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision.
3. *Improper procedure:* Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious.

For more information on the Appeals Process, visit:

www.arts.ny.gov/sites/default/files/AppealsProcessNYSCA.pdf.

End of FY2022 Application Manual.