NEW YORK STATE COUNCIL ON THE ARTS (NYSCA)

NYSCA PARTNERSHIPS

Application due:
August 2, 2021
at 4PM

www.arts.ny.gov

Top image: Hudson Valley Shakespeare Festival,
Photo Credit: T Charles Erickson
Bottom Image: Alvin Ailey American Dance
Theatre, photo courtesy of Ailey

NYSCA SUPPORT FOR PARTNERSHIPS

Application to this opportunity is by invitation only.

INTRODUCTION

To provide more opportunities for artists and arts organizations, NYSCA partners with non-profit organizations to administer targeted funding not directly offered within NYSCA Support for Organizations. Applicants are invited based on an identified, unmet need as well as their service capacity.

Partnerships cover a range of services from the administration of regrant and technical assistance funds to grants for targeted support with a focus on creativity and public engagement.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of the overall partnership costs. Organizations receiving support for Partnerships are required to report on the distribution of funds, including a description of the demographics of the recipients.

There are two opportunities within these guidelines: **Partnerships** and **Statewide Community Regrants**.

Applications will be evaluated according to the following four criteria**: Creativity, Access**, **Relevance**, and **Managerial & Financial**.

For questions, please contact Program Staff in the discipline area most aligned with the partnership. View contact information here: https://arts.ny.gov/contact

Prerequisites

- A primary focus, mission, ongoing activities and/or services in the area in which the organization is seeking a NYSCA Partnership.

- A demonstrated willingness to reach beyond their membership in providing services or regrant awards.

- Evident and substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services.

- Demonstrated 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.

- Employed staff of one or more qualified, salaried executive personnel.

- A viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming, and finances.

- A demonstrated consistent policy of fair payment to consultants, organizations, and artists.

NYSCA MISSION AND VALUES

Mission

The New York State Council on the Arts (NYSCA) is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens.

Values

At NYSCA, our efforts are guided by our belief in the fundamental importance of arts and cultural expression in people's lives and a commitment to serving our three constituencies: artists, arts and cultural organizations, and the public.

We believe that:
- Artists are at the center of creative endeavor.
- Strong arts and cultural organizations are vital to connecting the arts to people's lives.
- Every citizen of New York State can have a meaningful connection to creativity and every community has a right to cultural self-determination.

INELIGIBLE ACTIVITIES AND COSTS

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:

- Costs that are funded by another government or private grant or loan source, including but not limited to the Payroll Protection Plan (PPP) loans and Shuttered Venue Operators Grant (SVOG) programs from the Federal Small Business Administration (SBA).

- 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

- Costs of lobbying activity

- 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

- 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 in advance of the application deadline to determine eligibility.

The **FY2022 NYSCA Application Manual (**pdf)
http://www.nysca.org/downloads/guidelines/FY2022/FY2022_Application_Manual.pdf explains how to:

1. Review NYSCA's general requirements
2. Become Prequalified in the Grants Gateway

The FY2022 NYSCA Application Portal for this opportunity will open online on **July 19, 2021***. (***Technical Instructions*** on submitting an online application through the FY2022 NYSCA Application Portal will also be released by July 19, 2021 at https://arts.ny.gov/FAQforApplicants*

REGISTRATION QUESTIONS
All applicants will enter registration information including organization and contact information, mission statement, and the following registration details in the application. This information will automatically appear on your NYSCA application.

- Organization Website
- Other Social Media
- Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires.
- Hours: When open to public
- Number of people served (audience/visitors/participants) data:
- In-person attendance 2019
- Virtual 2019
- In-person attendance 2020
- Virtual 2020

Organization Type and Discipline:

Keenly aware of how the arts world is changing, NYSCA wants you to share how you see your organization. How do you provide essential arts opportunities within your communities? Please select from the following drop-down menu the choice that best defines your non-profit's work.

Drop Down 1: Organization Type

Art Gallery

Arts Council

Arts Education Provider

Community Center

Community Music School

Dance Company

Design Organization

Folk and Traditional Art

Literary Organization

Media Arts Organization

Multi-Arts Center

Museum

Music Ensemble

Presenting Organization

Service Organization

Theater Company

Other

Drop Down 2: Arts Discipline

Film/Media Art & Technology

Folk and Traditional Art

Literary Arts

Multi-Arts

Performing Arts

Visual Arts

Other

PARTNERSHIPS - NARRATIVE QUESTIONS
Application to this category is by invitation only.

Please respond to the following. You may provide answers separately, with headers, or combine them into one essay. Remember: we should be able to understand how your work connects to NYSCA's mission and values within your description. (up to 10,000 characters)

CREATIVITY
- Describe the partnership, its priorities, goals, and the constituents served.
- Discuss how this partnership relates to your organization's mission, goals, and programming.
- For ongoing regrant partnerships, describe the average number of requests received for each of the past two years. If relevant, include the average request amount, grant amount, and the geographical reach. For a new Partnership please state the anticipated number of requests, and the geographical reach.

ACCESS
- Describe the strategies for outreach and marketing to ensure diverse, equitable and inclusive opportunities for both new constituents and those not currently served.
- If this partnership request includes a regrant component, please describe the application and selection process, noting what is required of applicants, restrictions, and if applicable, the panel review, composition of the panel and the review process.

RELEVANCE
- Explain how the impact of this partnership will be evaluated and assessed.

MANAGERIAL & FINANCIAL
- Detail who is responsible for the administration and implementation of this opportunity. Describe their role, duties, and how this work is managed in relation to other responsibilities. Identify if this is a full time, part-time or consultant position. Include a brief biographical statement for each individual detailing their relevant experience.
- Outline the work plan and schedule for the FY2022 Partnership activity cycle.
- Please upload a working budget for your current fiscal year and a budget for your last fiscal year, which are board approved. There is no required template, but your budget should show operational income and expense as well as assets/liabilities and have descriptive notes on each line.

TOTAL OPERATING EXPENSES

What are your Total Operating Expenses for your current fiscal year? [$]

Please use a number that is consistent with your uploaded budget document for the current year. This number should reflect a 12-month period and may be a projected budget. It should exclude expenses for capital projects. NYSCA will use this number as well as your budgets and publicly available financial information to access your relative organizational size for review process and funding priority.

SUPPORTING MATERIALS

1. For existing partnerships, please upload a **list of the most recent beneficiaries and/or recipients** over the past year, including cost and type of grant or service provided for each as applicable.
2. **Resumes or biographical statements** of project staff/consultants, maximum of 1 page each.
3. **Partnership project budget** for FY2022. (There is no required template).

PROPOSED USE OF NYSCA FUNDS

Should your request be funded, tell us how the award will be allocated by percentage. Please remember that NYSCA cannot fund out-of-state travel or entertainment costs. You may select one or more categories below. The panel will review this information briefly as part of the Managerial & Financial criteria. This information will also be used to complete contracts for funded requests.

Fill out the table below so that the numbers add up to 100 %.

	Percentage (%) of award to allocate to expense	Notes on expense
Personnel (staff on payroll)	0	
Outside Artistic Fees & Services	0	
Other Outside Fees & Services	0	
Regrants	0	
Space	0	
Equipment	0	
Travel	0	
Marketing/Advertising	0	
Remaining Operating Expenses	0	
Total	100%	*Sum of all lines above; Must equal 100%*

If you allocated a percentage to Personnel above, please describe in the notes field the title and estimated salary of each staff person proposed to be funded. (Reminder: Personnel generally means salary and fringe payments to staff or other individuals paid through a payroll/W-2 and not contracted staff)

CRITERIA AND SCORING RUBRIC

The following rubric explains four overarching criteria that will be considered in evaluating your application. Each criterion will be given a rating from 5-0. The application will receive an overall score which averages all four criteria. However, any application scoring 2 and below in any criterion will not be eligible for support.

Creativity	Access	Relevance	Managerial and Financial
Narrative and work samples: -Support artistic vision; -Show that programs align with mission; -Competitive or relevant to discipline, peers or within its context; -Programs well designed; distinctiveness and innovative; -Artists and participants well-matched to work.	-Communities served are reflected in staff and board. -Outreach is comprehensive and inclusive to target multiple components of community and/or audience. -Proactively reaching out to all communities authentically. Make it easy for communities to participate. -Spaces, programming, office environments are accessible, ADA-compliant, age-friendly and welcoming to people of all abilities. -Hiring and selection processes for staff, board and artists are inclusive and oriented toward creating diversity and equity.	-Applicants demographically align with surrounding areas. -For those organizations that serve particular populations, organization serves the diversity of subgroups, cultures, and interests within stated community(ies). -Applicant creates programming that reflects the world within and beyond their community. -Programming is distinctive; preserves or expands art forms, cultural heritage, or unique genres in the arts. -Demonstrates alliances and partnerships across their local or artistic community. -Evaluation and assessment of outcomes.	-Payment policy to artists and staff reflects best practice among peers. -Demonstrates an understanding of challenges and organizational strengths and weaknesses and has initiated creative solutions. -Organization has shown innovation during stressful times. -Demonstrates ability to "pivot" while remaining true to mission.

Category Score	Scoring Guide
5	Meets or exceeds all benchmarks.
4	Meets most benchmarks.
3	Meets some benchmarks.
2	Meets few benchmarks.
1	Does not meet any benchmarks.
0	Question left unanswered, activities not arts/culture, response provides insufficient detail to understand programming.

STATEWIDE COMMUNITY REGRANTS
Application to this category is by invitation only.

The **NYSCA Statewide Community Regrants** (formerly the Decentralization Program) fosters the continuing development of cultural resources in response to the needs of local communities in each of the 62 counties of New York State. Statewide Community Regrants (SCR) invest public funds to 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.

The Basic Principals of SCR

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

Statewide Community Regrant sites are a network of non-profit organizations that 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 SCR Regrants, SCR sites also provide technical and organizational development assistance. The combination of regranting and capacity building services is essential to successful community cultural development. SCR site administration is governed by a set of procedures outlined in the *SCR Manual* issued by NYSCA and available at every SCR site.

Program Goals

The SCR program provides project support to a wide range of professional, vocational, and educational arts and culture organizations through the *Community Arts* and *Arts Education* categories and supports the creation of new work by individual artists within a community setting through the *Individual Artist* category. All SCR 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.

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

- *Arts Education* (AE) grants support local cultural organizations and/or teaching artists in providing meaningful arts education for PK-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: *PK-*

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 funds must not replace, or appear to replace, the role of certified arts teachers in schools. A maximum of up to 25% of the total SCR budget may be allocated to the _Arts Education_ category.

- _Individual Artists_ (IA) grants support individual professional artists for the creation of a new work in a community setting. This opportunity represents a "live & work" investment in local artists. It is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. IA regrants funds may be offered in the amount of $1,000 and up to $2,500 per commission to local artists for the creation of a new work within a community setting. SCR 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. A maximum of up to 25% of the total SCR budget may be allocated to the _Individual Artist_ category.

Prerequisites

To be eligible to apply for NYSCA Statewide Community Regrants, an applicant organization must meet the following minimum criteria:

- The organization sustains an evident and substantial commitment to arts and culture with a prior record of accomplishment in producing or presenting cultural activities or services 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 "SCR Coordinator".

- 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 maintain a designated bank account restricted to SCR 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 an SCR 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 SCR 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 SCR year. The SCR Work Plan is evaluated on:

- The scope of efforts to identify, reach and serve the full diversity of constituents in the SCR 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 year-round 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 SCR Program.

In addition, grantees are required to:

- Maintain a current Local Procedures Manual describing the operational details of the local SCR program.

- Adhere to statewide program guidelines as outlined in the SCR Manual.

- Present an annual Regrant Awards Ceremony that is free and open to the public.

Statewide Community Regrants Site Administration

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

NARRATIVE QUESTIONS

Please respond to the following. You may provide answers separately, with headers, or combine them into one essay. Remember: we should be able to understand how your work connects to NYSCA's mission and values within your description. (up to 10,000 characters)

CREATIVITY
- Describe your local Statewide Community Regrants program. List the county or counties served, the funding categories offered, and an outline of the goals of the program based on your SCR Work Plan.

- Tell us your process for evaluating and developing the annual Work Plan. Provide an overview of the needs and challenges as identified in your SCR Work Plan, along with the strategies for meeting those challenges through your program.

ACCESS

- Describe your service area and detail how your organization identifies underserved communities, arts groups, and artists and how outreach plans are developed.
- Looking beyond your current audience, describe the efforts made to expand that reach. This may involve partnerships with other organizations or work you are doing separately.
- Briefly describe other arts funding opportunities available within your service area.
- List the number and locations of application seminars for the past and proposed SCR cycles.

RELEVANCE

- Describe your panelist selection process and panel meeting procedures. How does your process ensure regional representation?
- Outline your technical assistance program including a list of the development seminars/workshops offered to local arts groups and artists. Describe the role of SCR staff and outside consultants in providing technical services.

MANAGERIAL & FINANCIAL

- Describe your organization and the Board's role in supporting the SCR program. Detail any additional resources that supplement NYSCA funds.
- Describe the duties of the SCR Coordinator and outline their role in the organization along with the coordinator's hours, rate of pay, and any other duties or job functions within in the organization. Detail any recent significant changes in key staff positions.
- For returning SCR applicants, provide the total number of applicants, total funds requested, number of funded applicants, and number of first-time applicants for the most recently completed cycle. For new SCR applicants, provide projections for the above information for the coming year.
- Please upload a current working budget for your current fiscal year and a budget for your last fiscal year, in each case that your board has approved. There is no required template, but your budget should show operational income and expense as well as assets/liabilities and have descriptive notes on each line.

TOTAL OPERATING EXPENSES

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SUPPORTING MATERIALS

1. **Résumés or biographical statements** of the SCR Coordinator.
2. **SCR Work Plan.**
3. Copies of **regrant application materials**, **application forms** and **guidelines.**
4. **SCR project budget** for FY2022. (There is no required template).

PROPOSED USE OF NYSCA FUNDS

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