



**Council on  
the Arts**

# Support for Special Opportunities



Photo by Julieta Cervantes  
Scene from the Pam Tanowitz Dance production "Four Quartets" During Brooklyn Academy of Music's A New York Season

**Fiscal Year 2023**

**Deadline to apply: July 12, 2022 at 4PM**

**[arts.ny.gov](https://arts.ny.gov)**

# NYSCA SUPPORT FOR SPECIAL OPPORTUNITIES

## INTRODUCTION

Valuing artists and creative expression, the New York State Council on the Arts offers support which further enhances artistic diversity across New York State. For FY2023 the following special opportunities are open for application:

- [Folk and Traditional Arts Apprenticeships](#)
- [Rehearsal and Studio Space for Performing Arts](#)
- [Performing Arts Residencies](#)

Applications will be evaluated according to the following three criteria: Creativity, Public Service, and Managerial & Financial.

For questions, please contact Program Staff in the funding area most aligned with your artistic work. View contact information here: <https://arts.ny.gov/contact>.

## 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:  
<https://arts.ny.gov/contact>

The FY2023 NYSCA Application Manual (pdf):

[www.nysca.org/downloads/guidelines/FY2023/FY2023\\_Application\\_Manual.pdf](http://www.nysca.org/downloads/guidelines/FY2023/FY2023_Application_Manual.pdf)

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

*The FY2023 NYSCA Application Portal for this opportunity will open online on **5/24/22** (**Technical Instructions** on submitting an online application through the FY2023 NYSCA Application Portal will also be released by **5/24/22.**)*

## 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, 2020, 2021
  - Virtual 2019, 2020, 2021

### 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

Architecture and Design

Arts Council

Arts Education Provider

Community Center

Community Music School

Dance Company

Folk and Traditional Art

Literary Organization

Media Arts Organization

Multi-Arts Center

Museum

Music Ensemble

Presenting Organization

Service Organization

Theater Company

Visual Arts

Other \_\_\_\_\_

## SELECT CATEGORY

Use the drop down to select the category you are applying to – either Folk and Traditional Arts Apprenticeships, Rehearsal and Studio Space for Performing Arts or Performing Arts Residencies.

## FOLK AND TRADITIONAL ARTS APPRENTICESHIPS

Folk arts traditionally are transmitted from elders to younger generations in the same distinctive ethnic, regional, occupational, or religious community. Where the chain of transmission is no longer as strong as it once was, apprenticeships can stimulate the continuity of these traditional arts. *Folk and Traditional Arts Apprenticeships* provide individuals experienced in a folk art with opportunities to study with master folk artists from their own community. Priority is given to apprenticeships involving the transmission of traditions no longer widely practiced. Both the master and apprentice are expected to develop a study plan, including a series of lessons and the skills to be mastered. Support is awarded to both the master and the apprentice.

**Funding Amounts:** Awards will be made up to \$10,000

## NAME OF FOLK ARTISTS AND APPRENTICES

Enter: Name(s) of Master folk artist(s) and apprentice(s)

## NARRATIVE QUESTIONS (up to 10,000 characters)

Please respond to the following. Please provide answers separately, with headers for each criterion, and combine 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 folk art form to be explored during this apprenticeship. Be sure to discuss the ways this art form is currently practiced in the community where the master artist lives/works, and by whom.
- Identify the master folk artist including the individual's experience practicing the art form as well as teaching the tradition. Identify where and from whom was it learned. Identify the apprentice including the individual's experience in practicing this or any folk art form.
- Explain how the apprentice was selected. If the master and apprentice have previously worked together, please detail this past association and why an apprenticeship is needed now to develop new skills or repertoire.
- Detail the level of ability/accomplishment which can be achieved through this project. Be as specific as possible.

**MANAGERIAL**

- Include a session-by-session study plan, discussing how this was developed and by whom. Indicate if any public presentations will occur, if the sessions will be recorded and/or who will own anything created out of this apprenticeship or any tools purchased.
- Share how the apprentice will practice the tradition after the sessions and contribute to the sustainability of the folk art form.
- Please state your total request amount, and indicate the amount of compensation you will provide to the master artist and each apprentice.

**SUPPORTING MATERIALS**

1. **Up to 10 visual images or up to five minutes of audio or video examples** demonstrating the artistic abilities and skills of both the master folk artist and the apprentice. Examples of musicians or storytellers must be in an audio or video format, and dance examples must be provided through video. Clearly indicate the master and the apprentice in this support material. Photographs, audios and/or video samples must be provided through a URL link. Indicate the year that each sample was recorded or photographed and the start and stop points of each video. **URLs for videos cannot be password protected and must remain live until 12/31/22.**
2. **A letter of commitment**, signed and dated by the master artist, agreeing to accept the apprentice indicated in the application.

## CRITERIA AND SCORING RUBRIC

Two criteria will be used to assess these applications: Creativity and Managerial & Financial. Each criterion will be given a rating from 5-0. The application will receive an overall score which averages the two criteria. However, any application scoring 2 and below in any criterion will not be eligible for support.

| <b>Creativity</b>  |
|--|
| <ul style="list-style-type: none"><li>- Shows innovation and/or distinctiveness in curriculum</li><li>- Master artist shows a high degree of skill in the specified art form</li><li>- Apprentices have the appropriate skill level for the proposed curriculum</li><li>- Provides opportunities to learn a traditional art form for a member or members of the community from which the tradition originates</li><li>- Preserves a traditional art form to ensure its continuation for future generations</li></ul> |



| <b>Managerial &amp; Financial</b>  |
|--|
| <ul style="list-style-type: none"><li>- Compensation for artist and apprentice(s) is appropriately for the time commitment</li><li>- Cost proposed for any other materials is appropriate and feasible</li><li>- Curriculum is appropriately structured/feasible and stated goals are achievable</li></ul> |

| 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. |



## REHEARSAL AND STUDIO SPACE FOR PERFORMING ARTS

Sponsored Requests are not eligible in this category.

This opportunity is limited to one request per organization.

The New York State Council on the Arts supports organizations that provide viable and affordable space for non-profit arts groups and artists. This support is intended to fund creative rehearsal time and excludes auditions, classes, workshops, and showings.

The purpose of this initiative is to provide affordable rehearsal and studio space for the general performing arts field. NYSCA-subsidized hours may not be used by the applicant organization.

### Prerequisites

To be eligible to apply for Rehearsal and Studio Space, an applicant organization must meet the following minimum criteria:

- Subsidized rehearsal space is provided through an open rental process available to performing artists on a first-come, first-served basis. It does not involve an artist curation or selection process or an artist residency program.
- A minimum of 1,000 hours of rehearsal time each year must be utilized for the contract period at a rate charged to the Artist of \$10 or less per subsidized rehearsal hour.
- No single artistic entity may exceed more than 10% of the subsidized hours.
- Subsidized hours may not be used by the applicant organization.
- Subsidized hours are for creative rehearsal time only.
- Applicant must be able to demonstrate site-control (either own or lease) of the subsidized space.

Organizations wishing to apply for Rehearsal and Studio Space for Performing Arts funding are encouraged to contact Program Staff.

## REHEARSAL AND STUDIO SPACE FOR PERFORMING ARTS INFORMATION

**Provide the following:**

- Project Request Amount in dollar amount only (\$\_\_\_\_\_)
- Total Project Expenditures in dollar amount only (\$\_\_\_\_\_)
- Total # of Subsidized Hrs. Projected for Actual Usage (#\_\_\_\_\_)
- Estimated # of Artists/Companies to be Served (#\_\_\_\_\_)

Note: Grant Amounts for Rehearsal and Studio Space will be funded in the range of \$15,000 to \$35,000.

## **NARRATIVE QUESTIONS (up to 10,000 characters)**

Please respond to the following. Please provide answers separately, with headers for each criterion, and combine 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 project and include an estimate of the number of artists and organizations who will benefit from this activity, and the total number of rehearsal hours being projected for actual usage during the proposed NYSCA subsidy period. Include the days and times the space will be available during the week.
- Describe how this project fits within the organization's mission and artistic / cultural vision, its significance, and creative and innovative contribution to the field, artists and public.

### **PUBLIC SERVICE**

- What are the primary disciplines being served by this opportunity?
- Describe how space rental is promoted and marketed. Include plans to reach arts groups and artists from underrepresented communities.
- Describe the studio booking process.
- Physical Space: Describe the physical dimensions of the space (length, width, ceiling height), and whether there are obstructing pillars. Note any information relevant to the artists being served. For example, the nature of the floor surface for dance; soundproofing for music; or whether approved for use by the Actors' Equity Association for theater.
- Amenities and Equipment: Indicate the existence of dressing rooms, rest rooms, windows allowing natural light, heating and air conditioning. Are sound, video and/or theatrical lighting provided? Include information relevant to the artists being served, such as mirrors and barres for dance; music stands and pianos for music; and tables and chairs for theater. Note if additional fees are required for use of any of these items or equipment, and the amount(s).

### **MANAGERIAL & FINANCIAL**

- Indicate whether your organization has previously rented studio space to artists. What is the current rate schedule for rentals? What rate will be charged under the proposed NYSCA subsidy?
- What staff member determines procedures for scheduling and who provides administrative oversight of the rehearsal space program?
- Provide details on what health and safety measures have been or will be put into place to address COVID-19 concerns.

## SUPPORTING MATERIALS

1. **Photographs** of all studios involved in the proposal.
2. **Rehearsal and Studio Space project budget** (there is no required template.)
3. **A copy of advertisement/flyer/brochure** promoting the availability of the space (optional).

## PROPOSED USE OF NYSCA FUNDS

Should your request be funded, the information you provide below will be used to complete a contract. You may use the award for one or more of the categories.

### Please remember:

- If you select Personnel you must enter the following in the notes section. You may include up to 3 positions:
  - Exact title of each position for which you plan to use funds
  - Each position's annual salary in whole dollars
  - Each position's work hours per week
  - The total months per year for each position.

**Example: Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year.**

- NYSCA cannot fund out-of-state travel or entertainment costs.

The table below includes examples of how to fill out the form. Please complete this using your own situation.

|                                  | Percentage (%) of award to allocate to expense | Notes on expense  |
|----------------------------------|--|---|
| Personnel (staff on payroll)     | <b>EXAMPLE:</b><br>30%                         | <b>EXAMPLE:</b> Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year. |
| Outside Artistic Fees & Services | <b>EXAMPLE:</b><br>40%                         | <b>EXAMPLE:</b> Teaching artists fees at \$300 per session                          |
| Other Outside Fees & Services    | 0  |   |
| Regrants                         | 0  |   |
| Space                            | 0  |   |
| Equipment                        | 0  |   |
| Travel                           | <b>EXAMPLE:</b><br>20%                         | <b>EXAMPLE:</b> Travel within NYS for teaching artists to present programs          |
| Marketing/Advertising            | <b>EXAMPLE:</b><br>10%                         | <b>EXAMPLE:</b> Costs for print advertising and social media marketing placements   |
| Remaining Operating Expenses     |  |   |
| <b>Total</b>                     | <b>100%</b>                                    | <b>Sum of all lines above must equal 100%</b>                                       |

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  |  |
| <b>Total</b>                     | <b>100%</b>                                    | <b>Sum of all lines above; Must equal 100%</b> |

## CRITERIA AND SCORING RUBRIC

The following rubric explains three 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 three criteria. However, any application scoring 2 and below in any criterion will not be eligible for support.

| <b>Creativity</b>  | <b>Public Service</b>   | <b>Managerial &amp; Financial</b>   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Clear artistic / cultural vision that aligns with organizational mission</li> <li>• Programming that is well designed, distinctive, and innovative.</li> <li>• Significant and creative contribution to the field / artists and/or public.</li> <li>• Relevant programming that is inclusive of local communities.</li> </ul> | <ul style="list-style-type: none"> <li>• Organization provides priority service to historically underrepresented communities</li> <li>• Organization consciously creates opportunity for communities to participate</li> <li>• Marketing/advertising is inclusive of diverse audiences</li> <li>• Spaces and programming that conscientiously removes barriers, including to physical access.</li> <li>• Active and mutual connection with local or artistic community</li> </ul> | <ul style="list-style-type: none"> <li>• Staff and board possess skills/experience to lead</li> <li>• Sound financial management.</li> <li>• Best practices in health and safety measures.</li> </ul> |

| Category Score | Scoring Guide   |
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| 5              | Meets or exceeds all benchmarks.  |
| 4              | Meets most benchmarks.  |
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| 2              | Meets few benchmarks.   |
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## PERFORMING ARTS RESIDENCIES

*Sponsored Requests are not eligible in this category.*

This opportunity is limited to one request per organization.

This opportunity supports a minimum 3-consecutive-week residency by New York-based performing arts groups in a targeted area in New York State outside of the applicant's home county and outside New York City. Goals for long-term residencies are:

- To develop audiences for the art form outside New York City;
- To encourage and develop the cultural resources of a community through interaction and collaboration with arts groups and/or individuals in the area;
- To support a New York-based performing arts entity for a period of work during which it will conduct educational and community outreach programs, create new work, and offer public performance(s) at the culmination of the residency;
- Priority will be given to residency projects that bring underrepresented art forms and genres into a community and region.

### Prerequisites

To be eligible to apply for Performing Arts Residencies, an applicant organization must meet the following minimum criteria:

- Be a non-profit performing arts group;
- In your application narrative, indicate a confirmed residency host and location. The location must be in New York State but outside the applicant's home county and outside New York City;
- Have previous experience in conducting residency activity and programming;
- Possess administrative resources to conduct a residency for a minimum of 3 weeks.

## PERFORMING ARTS RESIDENCIES INFORMATION

Provide the following:

- Project Request Amount in dollar amount only (\$\_\_\_\_\_)
- Total Project Expenditures in dollar amount only (\$\_\_\_\_\_)
- Residency Location (city/town and county) \_\_\_\_\_
- Residency Host(s) (organization name(s)) \_\_\_\_\_

**Note: Grant Amounts for Performing Arts Residencies will be funded in the range of \$15,000 to \$35,000.**

## **NARRATIVE QUESTIONS (up to 10,000 characters)**

Please respond to the following. Please provide answers separately, with headers for each criterion, and combine 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**

- Provide residency location, host(s), and timeframe;
- Describe the goals for this residency project and how the creative time will be utilized;
- Describe how this residency aligns with the organization's mission and artistic / cultural vision, its significance, and the creative and innovative contribution of the residency to the field, artists and public.

### **PUBLIC SERVICE**

- Detail plans for educational/community outreach and public performance(s).
- Detail the marketing and audience development plan to promote your residency and public activity. Include any specific efforts to reach underrepresented individuals and local arts groups.
- Describe the audiences and communities to be served during this residency.
- Describe how the residency and its outcomes will be evaluated.

### **MANAGERIAL & FINANCIAL**

- What will the host(s) or sponsor(s) contribute towards the residency in terms of in-kind services, housing, food, studio/theater facilities, transportation, etc.?
- If the Host organization provides an Artist's fee to the resident company, please give details.
- How will artists be compensated by the resident company for this project? Indicate the amounts and the compensation structure to be utilized (e.g., staff, independent contractor, by rehearsal hour, or performance fee). Detail the number of artists involved.
- Provide details on what health and safety measures will be undertaken during the residency in response to COVID-19, to protect artists; administrative, house and tech staff; students; and community members.
- Indicate prior experience in organizing and conducting residencies by the applicant's administrative staff.

### **SUPPORTING MATERIALS**

1. **Signed Letter of Agreement**, including financial arrangements, between host organization and arts group, signed by both parties.
2. **Work Samples** - provide one or two cued, unedited work samples totaling no more than ten (10) minutes, to be provided as live URL link(s). Each sample must be labeled with



name of artist/company, work title, year of creation and event year. **URLs cannot be password protected and must remain live until 12/31/22.** NYSCA is not responsible for any broken, inactive or password protected links. Tip: Samples of recent work, not previously submitted, are recommended.

**3. Residency project budget** (There is no required template.)

## PROPOSED USE OF NYSCA FUNDS

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