GUIDELINES AND APPLICATION INSTRUCTIONS

New York State Council on the Arts
Electronic Media & Film Program
FY2019

Guideline Release Date: January 17, 2018
Application Due Date: March 28, 2018 by 4:00 PM
Timetable of Key Events:

<table>
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<th>Event</th>
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<tbody>
<tr>
<td>Open Period Begins</td>
<td>January 17, 2018</td>
</tr>
<tr>
<td>Open Period Ends/ Application Period Begins</td>
<td>February 21, 2018</td>
</tr>
<tr>
<td>Applications Due</td>
<td>March 28, 2018; 4pm</td>
</tr>
<tr>
<td>Award(s) Announced By</td>
<td>EST November 15, 2018</td>
</tr>
</tbody>
</table>

**Eligibility:**

The New York State Council on the Arts awards grants to nonprofit organizations either incorporated in or registered to do business in New York State, Indian tribes in New York State, and units of government in municipalities in New York State. An organization must have its principal place of business located in New York serving the State’s constituents.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

See the Eligibility section for a more detailed description.

**Inquiries & Designated Contact Information:**

Contact Information for the Electronic Media & Film program is as follows:

Karen Helmerson, Program Director (212) 459-8824; or karen.helmerson@arts.ny.gov
Fabiana Chiu-Rinaldi, Program Associate (212) 459-8828; or fabiana.chiu@arts.ny.gov

**Prequalification:**

All Applicants must be registered with Grants Gateway and be Prequalified at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered. For more information about Grants Gateway and Prequalification, please visit the Grants Reform website (http://www.grantsreform.ny.gov/Grantees) or contact the Grants Reform Team at: grantsreform@its.ny.gov. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

Grants Gateway Document Vaults must be submitted no later than March 21st in order to prequalify your organization by the March 28th deadline. If you wait until March 21st, NYSCA cannot guarantee any issues that arise during staff review, including missing or incorrect documents will be resolved by the application deadline. Consequently, NYSCA urges you to submit immediately.

If you are already prequalified, please check your vault status to ensure that none of your documents expires prior to the March 28th application due date.

New to Grants Gateway? Visit www.grantsreform.ny.gov for information on how to begin the prequalification process.
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About the New York State Council on the Arts (NYSCA)

Mission

The New York State Council on the Arts is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens. The Council believes in supporting the following:

- Artistic excellence and the creative freedom of artists without censure, and
- The rights of all New Yorkers to access and experience the power of the arts and culture, and the vital contribution the arts make to the quality of life in New York communities.

NYSCA strives to achieve its mission through its core grant-making activity and by convening field leaders, providing information and advisory support, and working with partners on special initiatives to achieve mutual goals. Further, NYSCA's vision for cultural development in the State is reflected in the following goals:

- Sustaining a vital ecosystem of individual artists and cultural organizations that supports the creation, presentation, critical review, and distribution of the arts and culture;
- Celebrating our rich range of artistic and cultural resources inclusive of diverse cultures and aesthetics;
- Encouraging artistic and discipline field advancement;
- Broadening public access, appreciation, participation, and education in the arts and culture throughout the State; and
- Providing recognition and professional advancement for artists and arts administrators.

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. Therefore, we are committed to providing artists with opportunities for artistic development and the public presentation of their work. Toward this end, the Council encourages arts and cultural organizations to work with artists to support the creation, presentation, and dissemination of their work, and serves as an advocate on artists' issues.

Strong arts and cultural organizations are vital to connecting the arts to people’s lives. We are committed to assisting a wide range of arts and cultural organizations – small and large, new and established – to achieve their artistic, programmatic, educational, community, and organizational goals. As the arts field evolves and changes, NYSCA seeks to support organizational development and ongoing professional development, continuity of leadership, and improvement of professional conditions for leaders within cultural organizations.

Every citizen of New York State can have a meaningful connection to creativity and every community has a right to cultural self-determination. The Council is also committed to making the arts accessible to all the citizens of New York State. We aim to support worthy artistic and cultural activities that serve traditionally underserved communities or populations. These are the racially or culturally diverse, economically disadvantaged, people with disabilities, rural populations, and those who may experience discrimination on the basis of age, gender, or sexual orientation. We are committed to fostering public understanding and enjoyment of arts and culture through support of arts education, public participation, and lifelong learning programs in schools and community settings for children and adults.
NYSCA Grants

NYSCA accepts grant proposals for the advancement of the arts each year. For FY2019, NYSCA will provide for grants in 15 discipline-based funding areas.

- **Architecture & Design:** This program prioritizes the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and interior design.

- **Arts Education:** This program is committed to nurturing the creativity of all New York’s citizens, especially the learners and leaders of tomorrow.

- **Dance:** This program supports quality programming and efforts to build audiences for the art form throughout the State.

- **Electronic Media & Film:** This program advances artistic exploration and public engagement in the media arts.

- **Facilities:** This program supports Arts and cultural organizations that own or lease buildings and face myriad challenges in managing those structures.

- **Folk Arts:** This program supports traditional cultural expressions through which a group maintains and passes on its shared way of life.

- **Individual Artists:** This program offers support for the creation of new work by New York State artists through artist initiated projects in electronic media (video, sound art, installations, and new technologies) and film production, and the commissioning of new work by composers, choreographers and theatre artists.

- **Literature:** This program offers support to a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public.

- **Museums:** This program advances museums and related professional service organizations by offering support for arts, cultural and heritage activities by underscoring the importance of clear planning to foster stronger institutions, and encourages partnerships and collaboration to broaden an organization's perspective and assist in better serving the public.

- **Music:** This program fosters the creation, production, and performance of musical events of outstanding professional quality by offering support for public performances by established and emerging professional music organizations representing a broad spectrum of musical expression.

- **Presenting:** This program develops, nurtures, and strengthens presenters of live professional performing arts inclusive of works that explore multiple disciplines and arts forms, boundaries between art disciplines, and new forms of expression.

- **Special Arts Services:** This program provides organizational and project support for professional arts activities that serve distinct cultural communities.
• **State and Local Partnerships:** This program fosters the growth and development of arts and culture at the local level in all of the State’s communities and regions.

• **Theatre:** This program offers support to professional theatre companies with ongoing production and development programs, and service organizations.

• **Visual Arts:** This program offers support to a wide range of contemporary art activity for the benefit of the public and the advancement of the field.

Within each of the 15 discipline-based funding categories NYSCA provides the ability to request funds in a range of varying subcategories, including but not limited to General Operating Support, Project Support and Regrants and Partnerships.

**Eligibility**

The New York State Council on the Arts awards grants to nonprofit organizations either incorporated in or registered to do business in New York State, Indian tribes in New York State, and units of government in municipalities in New York State. An organization must have its principal place of business located in New York serving the State’s constituents.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

A fiscal sponsor is a New York State nonprofit organization that applies to NYSCA on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a NYSCA-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the NYSCA grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

**Eligibility Requirements**

Applicants must meet all of the following eligibility requirements by the application deadline established on page 2. Organizations must be compliant with the eligibility requirements identified below at the application due date as identified on page 2 of this document.

1. **Prequalification**
   Nonprofits must be registered with Grants Gateway and Prequalified at the time and date that the application is due. Applicants are strongly encouraged to review their document vaults prior to the application deadline to ensure that their documents are up to date. Additional information on registering with Grants Gateway and the Prequalification process can be found in the Prequalification section of this document. (Units of local government and Indian Tribes are exempt from the prequalification requirement.)

2. **Final Reports**
   For all current grantees, the timely submission and staff approval of all mandated Final Reports is required before an application can be made to the Council. Please log onto the NYSCA website and visit the Organization Home page on the online grant application system to review the report(s) that are due, overdue or incomplete. All Final Reports must be submitted and approved prior to the application due date noted on page 2 of this document.

3. **Activity Period**
The activity for the request must fall within the January 1, 2019 to December 31, 2019. Work outside this period is not eligible for this request.

Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require nonprofits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

All Applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from nonprofit Applicants that have not registered and are not Prequalified in the Grants Gateway by the application due date and time listed at the beginning of this document cannot be evaluated. If you are not Prequalified at that time and date, your application will not be considered. Such applications will be disqualified from further consideration.

Grants Gateway Document Vaults must be submitted no later than March 21st in order to prequalify your organization by the March 28th deadline. If you wait until March 21st, NYSCA cannot guarantee any issues that arise during staff review, including missing or incorrect documents will be resolved by the application deadline. Consequently, NYSCA urges you to submit immediately.

Below is a summary of the steps that must be completed to meet registration and Prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements and an online tutorial is available to further explain the process.

PLEASE NOTE: The information included here regarding Prequalification is not intended to be exhaustive, and Applicants should visit the Grants Reform website (http://www.grantsreform.ny.gov/Grantees) or contact the Grants Reform Team (grantsreform@its.ny.gov) for more information about Grants Gateway and Prequalification. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

1. Register for the Grants Gateway
   - On the Grants Reform Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the NYS Grants Reform Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

   - If you have previously registered and do not know your Username please email grantsreform@its.ny.gov. If you do not know your Password please click the Forgot Password link from the main log in page and follow the prompts.

2. Complete your Prequalification Application
   - Log in to the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.

   - Click the Organization(s) link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.
Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification application. Optional Documents are not required unless specified in this document.

Specific questions about the Prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@its.ny.gov. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

3. Submit Your Prequalification Application

After completing your Prequalification application, click the Submit Document Vault link located below the Required Documents Section to submit your Prequalification application for State agency review. Once submitted the status of the Document Vault will change to In Review.

If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.

Once your Prequalification application has been approved, you will receive a Gateway notification that you are now Prequalified to do business with New York State.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. Expired documents will lead to the loss of Prequalification status.

If you are not yet registered with Grants Gateway, there are many resources available to help you understand how to register and become Prequalified:

- The NYS Grants Reform Website
- Video: Grants Gateway Registration
- Biweekly Document Vault webinars. All information can be found on the Grants Reform website Training Calendar.

The Grants Reform Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Learn more including times and dates for these webinars: http://grantsreform.ny.gov/training-calendar. Any additional technical training related to this application will also be posted to the training calendar.

You can also contact the Grants Reform Team for additional assistance:

Phone: (518) 474-5595
Email: GrantsReform@its.ny.gov

Grant Amounts

The Council’s overall funding is determined annually during the State’s budgeting process and approved by the NYS Legislature. There is no assurance that the Council’s funding awards will remain the same over an annual or multi-year term.

Previous grant funding from the Council does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels.
The Council does not make grants in amounts less than $2,500, nor does it make grants that would constitute the sole source of financial support for an organization.

The Council rarely funds more than 50% of a project's entire budget, and in the case of requests for general support, the Council rarely funds more than 25% of an organization's budget.

**Single-year and Multi-year Grants**

Some Council grants are awarded on a single-year basis, and some grants are awarded on a multi-year basis and are renewable for up to five years.

Organizations with a continuing multi-year grant or grants must register each of those grants in the NYSCA system for each year they are in effect. Failure to register a continuing multi-year grant will result in cancellation of the grant.

Multi-year support is awarded when the panel, staff, and Council agree that a similar level of service or activity will be sustained by the applicant organization over successive years. Multi-year grants represent the Council's agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years. Annually, multi-year grantees are required to: update the Organizational Information Profile, register for continued multi-year support, notify Council staff of their programming, activities and any major institutional changes, and file annual final reports.

**Funding Restrictions**

**Limitations of the Number of Applications**

For FY2019, organizations are limited to two grant requests each. Each ongoing multi-year grant counts as one of these requests. Please note that the following categories are exempt from the two request limit (in other words, requests in these categories do not count towards an organization’s limit of two requests).

- Architecture and Design Program - *Independent Projects* category
- Dance Program – *Rehearsal Space and Residencies* category
- Electronic Media & Film Program – *Workspace, Art & Technology* category
- Facilities 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 and Local Partnership Program - *Decentralization* category
- All Programs - *Regrants and Partnerships* category

**Ineligible Activities**

New York State law and Council policy restrict the types of activities and expenditures that the Council may fund. The Council 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
• 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 Council program staff listed on page 2 of this document in advance of the registration deadline to determine eligibility.

Application Timeline

1. Open Period

For FY2019, the grant opportunity timeline will commence with an open period during which NYSCA staff members will be available to answer questions that arise during the development of a funding proposal. NYSCA encourages all applicants to consult with Program staff regarding the types of programs that can be funded as well as to secure input on how best to complete their application well before the application period opens.

Contact information for this program is included on page 2.

2. Application Period

The application period opens on February 21, 2018. To establish a complete application, each applicant must register their request in the NYSCA system and submit a Grants Gateway application for each program they are applying to. To ensure the fairness of the FY2019 NYSCA application process for all NYSCA applicants and in compliance with New York State procurement guidelines, Program Staff will not be able to discuss or review application contents or answer substantive questions about proposed projects or program guidelines once the active application opens.

However, NYSCA and Grants Gateway staff are always available to answer any technical questions about how to utilize the NYSCA or Grants Gateway systems. Please do not hesitate to contact NYSCA’s offices with questions. Phone: 212-459-8800. NYSCA has a Help Desk designed to assist applicants with the technical aspects of the online application process.

Grants Gateway staff is also available to answer technical questions about the Grants Gateway system. They can be contacted at grantsreform@its.ny.gov; or (518) 474-5595.

Please note that as the application deadline approaches, staff receive a high volume of calls and emails and response times may slow. We strongly urge all applicants to begin the prequalification and application process as soon as possible.

3. Applications Due

Applications are due at the date and time established on page 2 of this document. When submitting
your application in the Grants Gateway please be aware that only a Grantee Contract Signatory or a Grantee System Administrator can submit an application on behalf of your organization. Other roles may be able to initiate an application but the actual submission must be completed by the roles previously mentioned. If you are signed in to the Grants Gateway with any other role you will not be able to submit your application. Applications submitted after the deadline will not be eligible for funding.

Overview of the Application Process

The following sections provide an overview of the steps needed to complete an application by various types of applicants. Organizations applying on their own behalf will follow the steps outlined in the Standard Instructions section below. Organizations applying as a fiscal sponsor for another organization will follow the steps outlined in the Fiscal Sponsor Instructions.

All successfully submitted applications will be reviewed and evaluated by NYSCA staff, advisory panels and Council. Funding notifications will be issued in Fall 2018. All new FY2019 contracts will be issued on or around January 1, 2019 and will have a January - December 2019 contract term. This is the period in which the funded activity must occur. Please plan accordingly.

Standard Instructions

Step 1: Register each new request on the NYSCA website

Applicants for new support must register all requests on the NYSCA website. The NYSCA portal will open on February 21, 2018 and close at the application due date established on page 2 of this document. To successfully register a request, organizations must, in this order:

1. Complete the Organization Information
2. Complete the Organization Budget
3. Complete the Registration Form

After completing these three sections, the NYSCA website will generate a unique ‘Project ID’ for each successfully registered request. Applicants are required to include this ‘Project ID’ as part of each Grants Gateway application.

Instructions for the NYSCA website can be found on page 15 of this document.

Step 2: Complete NYSCA’s application in the Grants Gateway

All applicants for new support must also complete an application on the Grants Gateway for each request. NYSCA’s Grants Gateway application will open February 21, 2018 and close on the application due date established on page 2 of this document. In the Grants Gateway, applicants must:

1. Complete the Project / Site Address
2. Answer all Program Specific Questions
3. Complete an Expenditure Budget
4. Complete a Work Plan
5. Upload Support Materials
Fiscal Sponsor Instructions

What is a Fiscal Sponsor? A Fiscal Sponsor is a New York State nonprofit organization that applies to NYSCA on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a NYSCA-funded project, receiving and disbursing funds related to the grant, assuring that the project is carried out as described and submitting the final report of grant activity.

Completing a sponsored application for new NYSCA support is a five step process:

**Step 1:** The Fiscal Sponsor registers each sponsored request on the NYSCA website. To successfully register a request fiscal sponsors must, in this order:

- Complete the Organization Information
- Complete the Organization Budget
- Complete the Registration Form

**Step 2:** The Fiscal Sponsor sends the Sponsored Request Form to the Sponsored Entity to complete and return. A copy of the Sponsored Request Form can be found in the appendix of this document.

- Upon registering a request(s), you are provided a link to download the Sponsored Request Form for the Sponsored Entity to complete.
- The NYSCA website will also generate a unique ‘Project ID’ for each successfully registered request. Each Fiscal Sponsor is required to include the ‘Project ID’ as part of each Grants Gateway application. The ‘Project ID’ is also required on the Sponsored Request Form.

**Step 3:** The Sponsored Entity completes the Sponsored Request Form. This form is a fillable PDF. The Sponsored Request Form requires the following information:

- General Information on the Sponsored Organization/Individual
- Project Budget
- Project ID
- Narrative Application Questions

**Step 4:** The Sponsored Entity returns the completed Sponsored Request Form and required support materials to the Fiscal Sponsor well before NYSCA’s application deadline.

**Step 5:** Fiscal Sponsor completes and submits one Grants Gateway application for each sponsored request.

- Each Sponsored Request Form must be uploaded as a support material to the Grants Gateway application.
- Include the unique ‘Project ID’ as part of the Grants Gateway application.
- In the Program Specific Questions section of the Gateway, please answer the Basic Eligibility Questions for the Fiscal Sponsor organization and the first two Standard Questions. If additional Standard questions appear please enter N/A.
- All other Program Specific Questions are completed on the Sponsored Request Form. Please do not complete any other Category Specific Questions in the Grants Gateway.

Training and Application Resources
Webinars and training sessions about the application process including how to work in both the NYSCA and the Grants Gateway system will be offered. A schedule of webinars and training sessions and other application resources will be available. Please see NYSCA’s program pages and the Grants Reform Training Calendar for webinars. We strongly urge all applicants to:

- Carefully review the Guidelines and Application Instructions contained within this document and on both the NYSCA homepage and Grants Reform website.
- Participate in the webinars and/or trainings with NYSCA and Grants Gateway.
- Visit NYSCA’s YouTube channel and Grants Reform YouTube channel for tutorials.
- Contact NYSCA Program Staff with questions about the guidelines or proposed projects before NYSCA’s Grants Gateway application opens on February 21, 2018.
- Review the Grantee User Guide found on the Grants Reform website.

The Application Process

The following sections illustrate the steps needed to complete an application by various types of applicants. This process begins with registration in the NYSCA system and is followed by submission of a Grants Gateway application.

Registering in the NYSCA System

Registering your request is the first step to apply for NYSCA FY2019 Funding. To register, organizations must complete three forms: Organization Info, Organization Budget and Registration. Organizations will not be granted access to the Registration Form until the Organization Info and Organization Budget forms have been completed.
Getting Started

Login to the NYSCA system.

Organization Information

To begin the registration process, select Organization Info on the left navigation bar.

Complete the Organization Information questions. Use the “Save” and “Next” buttons to move through the required questions. If you are unsure how to answer a question, click on the underlined questions for help. A complete list of questions is available following the screenshots in this section.
Upon completing the Organization Information, click Submit. You may review all your answers on one screen using the Review/Print button. While this screenshot is not repeated, this function is available on subsequent screens.

Organization Budget

Select Organization Budget on the left navigation bar. Click 'Edit Org Budget' to begin.
Complete the Organization Budget questions. Use the “Save” and “Next” buttons to move through the required questions. If you are unsure of what a question is asking, click on the underlined questions for help. A complete list of questions is available following the screenshots in this section.

Upon completing the Organization Budget, click Submit. You may review all your answers on one screen using the Review/Print button.
Registration Form

To access the Registration Form, click Edit Your Registration Form

Org Budget >> Congratulations

Your organization's budget form has been completed. You may return at any time to update your figures as needed by clicking on the "Organization Budget" link on the left navigation bar.

During the registration period, you are now able to register your NYSCA requests for this year.

Edit Your Registration Form

To begin the Registration Form, click ‘Begin New Project’. PLEASE NOTE: SCREENSHOT IS FROM FY2018.

FY18 Registration >> Projects Page

No projects to be displayed.

Begin New Project

View Blank Registration Form

View Registration

Complete the Registration questions. Use the “Save” and “Next” buttons to move through the required questions. If you are unsure of what a question is asking, click on the underlined questions for help. A complete list of questions is available following the screenshots in this section.

FY18 Registration >> Program/Category/Application

Please wait for the screen to refresh after selection of Program and Category.

* Program Name

Architecture + Design

* Program Category

General Support

No application deadline has been set for your program/category at this time. When the deadline is set, the date will appear on your organization's portfolio page.

Required field

Save <<Previous Next>>

SAVE your data before changing pages with one of the buttons below.
Upon completing all Registration questions, click Submit. A pop-up will appear confirming submission and providing your Project ID. Make note of this Project ID as it will be required in the Grants Gateway application.

www.nysca.org says:

The project: Architecture + Design >> Independent Projects >> Test has been submitted successfully.

Project ID: 200358289

Please keep a record of this Project ID. You will be required to provide this ID number as part of the Grants Gateway application for this request.

The website will then redirect to your Projects Page where you can review all registered projects and begin a new registration if necessary. Your Project ID is displayed on this page. Sponsored Requests can be located the applicable Sponsored Request Form by clicking on the Program Name.
Organization Information

See below for the full list of information needed to complete the Organization Information section.

Demographic Information
  • AKA
  • Website (URL)
  • Address1
  • Address2
  • City
  • State
  • Zip Code
  • Organization’s Phone
  • Applicant County

Contact Person Information
  • Primary Contact
    o First Name
    o Last Name
    o Title
    o Phone
    o Fax
    o Email Address
  • Secondary Contact
    o First Name
    o Last Name
    o Title
    o Phone
    o Fax
    o Email Address
  • Board Chairman/President
    o First Name
    o Last Name
    o Phone
    o Fax
    o Email Address
    o Street Address1
    o Street Address2
    o City
    o State
    o Zip Code

Applicant Non-Profit Status
  • Applicant Organization is a NYS nonprofit corporation through the Department of State.
  • Charities Registration Number
  • Any other tax-exempt status

Organization Profile
  • Applicant Discipline
  • Applicant Institution
  • Applicant Status
  • Organization’s DUNS Number
  • Organization’s Latitude
  • Organization’s Longitude
• Constituents/Participants Breakdown

Organization Mission

Organization Activities
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 Staff Members (Details)
• First Name
• Last Name
• Title
• Year Start
• Annual Salary Range
• Full time?

Organization Staff Members (Totals)
• Number of Full-time Staff
• Number of Part-time Staff
• Number of Volunteers
• Number of Interns
• Number of Independent Contractors

Organization Board Officers (Details)
• First Name
• Last Name
• Profession/Affiliation
• Year Elected

Organization Board Officers (Totals)
• Total Number of Board Members

Organization Constituency 1
• Given your mission to the community you serve, how does your organization address diversity and inclusiveness?

Organization Constituency 2
- What actions has your organization taken to make your facilities, programs, and communications systems accessible and usable by all?

**Organization Constituency 3**

- Briefly describe your facilities. Explain any relocations, expansions, renovations, or major improvements undertaken in the recent past or planned for the future.

**Organization Facilities**

- Organization's facilities/real estate are: Donated or Shared?
- If rented, date current lease expires?
- Days/Hours/Season of Operation
- Number of Paid Visitors/Users/Audience
- Number of Free Visitors/Users/Audience
- Total Number of Visitors/Users/Audience
- Number of Paid Virtual Audience
- Number of Free Virtual Audience
- Total Number of Virtual Audience
- Paid Attendance – Children
- Free Attendance - Children
- Total Attendance – Children

**Project Contacts**

- First Name
- Last Name
- Phone
- Email Address

*Questions Subject to Change*

**Organization Budget**

You must provide the following information for your prior completed fiscal year, last completed fiscal year, and current fiscal year (actual plus projected).

**Earned Income**

- Admissions
- Contracted Services
- Tuition and Workshop Fees
- Fundraising Events
- Sales/Concessions
- Rental Income
- Advertising/Sponsorships
- Investment/Dividends/Transfer
- Other Earned Revenue
- Total Earned Income

**Contributed Income**

- Corporate Support
- Foundation Support
• Private Support
• NEA Support
• Federal Support
• State Support (non-NYSCA)
• County Support
• Municipal Support
• Total Contributed Income
• Other Revenue

**Total Income**

**Expenses**
• Personnel - Administrative
• Personnel - Artistic
• Personnel - Technical/Production
• Fringe Benefits
• Outside Artistic Fees and Services
• Other Outside Fees and Services
• Regrants
• Space
• Travel
• Marketing/Advertising
• Remaining Operating Expenses

**Total Expenses**
• Surplus (Deficit) Before NYSCA
• NYSCA Grants Received/Requested
• Surplus (Deficit) After NYSCA

**In-Kind Contributions**
• In-Kind Contributions

**Organization Assets**
• Savings / Checking Accounts
• Endowment Funds
• Capital Property / Real Estate

**Registration Information**

See below for the full list of information needed to complete the Registration Information section.

**General Information**
• Project Description
• Project Total Cash Expenses
• NYSCA Grant Request

**Project Contact**
• Contact First Name
• Contact Last Name
• Contact Phone
• Contact Email
Project Activity / Audience Information
• Arts Discipline
• Activity Type
• NEA Primary Strategic Outcome

Sponsored Project (only if applicable)
• Sponsored Organization Name
• Sponsored Organization Address
• Sponsored Organization Phone
• Sponsored Organization Fax
• Sponsored Organization Email
• Sponsored Organization Contact
• Contact Title
• Nature of Sponsored Organization
• Goals and Activities

Questions Subject to Change
Completing the Application in the Grants Gateway

Getting Started
To get started in the Grants Gateway, click on Grants Gateway Login in the upper left hand corner of the screen.

Locating and Initiating an Application
Once you’re logged in, you are brought to the Home screen where you begin your search for an opportunity to apply to by clicking on the View Opportunities button.
Using the Search functionality, locate and click on the opportunity you would like to apply for, then click the APPLY FOR GRANT OPPORTUNITY button at the bottom of the screen.

**Opportunities**

**NOTICE:** Online application is required for this opportunity. If you are concerned about your ability to apply online please contact Megan White at Megan.White@arts.ny.gov.

**Funding Profile**
- **Grant Opportunity ID:** ART01-VAP 17-2017
- **Agency:** Council on the Arts
- **Grant Opportunity:** NYSFA FY2017 Visual Arts Grants
- **Contact Name:** Megan White
- **Contact Email:** Megan.White@arts.ny.gov

**Solicitation Profile**
Visual Arts (VAP) offers support to a wide range of contemporary art activity for the benefit of the public and the advancement of the field. Visual Arts considers living artists to be of primary importance to the visual arts field and directs the majority of its funding to organizations that present visual artists who reside in New York State. Supported activities may include exhibitions, installations, workspace facilities, residencies, publications, and critical writing. The goals of Visual Arts are to: Assist New York State visual artists in their efforts to create, present and exhibit new work; interpret the work of contemporary visual artists to the public; encourage dialogue and critical commentary about the visual arts; present high-quality contemporary work that expands traditional parameters and reflects the diverse ethnic and cultural profile of the state. Individual visual artists are not directly funded through this program area. Information on artist fellowships is available at the New York Foundation for the Arts (www.nyfa.org). The NYSFA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSFA strongly supports values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests. New applicants are encouraged to contact VAP staff in advance of the application deadline.

**Full Announcement Details**
- **Applications Due (Date / Time):** March 22, 2016 / 01:00 PM EST
- **Rider's Conference(s)/Application Workshop(s):** None available
- **Anticipated Award Date:** Thursday, September 15, 2016
- **Anticipated Initial Contract Length:**
- **Total Funding Available:**
- **Anticipated Amount of Award(s):**
- **Funding Narrative:**
- **Letter of Intent:**
- **Letter of Intent Due:**
- **Narrative:**
- **Questions Due Date:**
- **Questions and Answers Narrative:**
- **Questions and Answers Posting Type:**
- **Questions and Answers Posting Date:**
- **Questions and Answers Link or Upload:**

**Eligible Applicants:** Not-For-Profit, Governmental Entity, Tribal Organization

**Target Population(s):** Organizations - Community Based Groups, Organizations - Government Entities, Organizations - Not-For-Profits

**Service Area(s):** Education Supports, Workforce Development

**Clicking on this button will begin your application in the Grants Gateway.**

Full instructions for initiating an application can be found in our [Grantee Quick Start Guide for Applications](#) and our [Vendor User Guide](#).

**Completing Your Application**
The Grants Gateway application consists of a series of forms. Once you have initiated an application, you will complete these forms which will become your grant application. Below is a representation of the Forms Menu. Click each page name starting with Project/Site Address to access the corresponding form. More information on each required form can be found on following pages.

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<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
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<tr>
<td></td>
<td>Contract Documents</td>
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<td></td>
<td>State of New York Master Grant Contract for Grants</td>
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<tr>
<td></td>
<td>Attachment A-1: Program Specific Terms and Conditions</td>
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<td></td>
<td>Application Information</td>
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<td>Print Application</td>
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<td>Full Version of RFP</td>
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<td>Program Information</td>
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<td>Project/Site Addresses</td>
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<td>Program Specific Questions</td>
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<td>Expenditure Budget</td>
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<td>Personal Services - Salary</td>
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<td>&gt; Personal Services - Salary Narrative</td>
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<td>Personal Services - Fringe</td>
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<td>&gt; Personal Services - Fringe Narrative</td>
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<td>Space/Property Rent</td>
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<td>&gt; Utilities Narrative</td>
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<td>Operating Expenses</td>
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<td>&gt; Operating Expenses Narrative</td>
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<td>Other Expenses Details</td>
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<td>&gt; Other Narrative</td>
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<td></td>
<td>Expenditure Summary</td>
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<td>Work Plan: Grantee Defined</td>
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<td></td>
<td>Work Plan Overview Form</td>
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<td>Objectives</td>
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<td>Pre-Submission Uploads</td>
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<td>Pre-Submission Uploads</td>
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The first form you will complete is the Project/Site Address form. On this form you will enter “Primary Address” in the Name/Description field and indicate whether your project is statewide. Provide the primary site address where your project operates and select the Regional Council wherein your program is located.

Please enter “Primary Address”
Program Specific Questions Form

In this form, you will begin by entering a title for your grant project. You will then answer a set of Eligibility Questions and Standard Questions common to all applicants for the discipline you are applying for. After completing the common questions, scroll down to locate and complete an additional question set for the subcategory to which you are applying.

Eligibility Questions, Standard Questions and Category Questions can be found in the Program Information, Questions & Support Materials section.

MAKE SURE YOU ARE SAVING FREQUENTLY AND BETWEEN EACH RESPONSE.

Budget Forms

Through these forms, you will establish a budget for your grant project. This budget is reflected in the Expenditure Budget Summary Form which is automatically populated by information entered into the corresponding budget detail forms (Personal Services, Contractual, Travel, etc). Note – you do not enter any information into the Expenditure Budget Summary itself. Keep in mind, you only need to fill out expenditure budget detail forms for categories in which you are requesting funding. You do not need to fill out Narrative forms for categories where you are requesting funding. You do not need to enter any information in categories where you will not request grant funding.

PLEASE NOTE that the Expenditure Budget and its Summary are not considered by staff or panelists as part of the application review. These sections are designed to populate your contract IF your organization is granted funding for FY19.

MAKE SURE YOU SAVE BEFORE MOVING ON TO THE NEXT FORM.

Below is an example of a grant request for $10,000 to be used for salary support and contractual services.
Personal Services - Salary

Details
Position/Title: Director of Education
Role/Responsibility: Oversees all educational programming
# in Title: 1

Financial
Annualized Salary Per Position: $50,000.00
STD Work Week (hrs): 40
% Funded: 10.00%
# Months Funded: 12
Total Grant Funds: $5,000.00
Total Match Funds: 0%
Total Other Funds: 0%

Line Total: $5,000.00
Category Total: $5,000.00

Portion of grant award being allocated to the position

Annualized salary based on 12 months
You MUST complete the following fields:
- STD Work Week (hrs) – Number of hours worked per week
- % Funded - Percent of salary funded by the grant
- # Months Funded – Number of months of position

Line Total and Category Total automatically populate once you enter the Total Grant Funds. The Line Total reflects the portion of the grant allocated to the position stated above. The Category Total reflects the portion of the grant allocated to the specific type of expense listed.

Contractual Detail
In the Contractual Services section should include costs for services rendered by contractual arrangement. If Contractual is not applicable leave this section blank.

Details
Contractual - Type/Description: Artists Fees
Justification: Priority use of NYSCA funds

Financial
Total Grant Funds: $5,000.00
Total Match Funds: 0%
Total Other Funds: 0%

Line Total: $5,000.00
Category Total: $5,000.00

Please enter the type of contractual service (or other category) you will purchase/rent.
Briefly describe why you will contract the service (or other category)
Please enter the portion of the grant request that will be used for the category. THIS IS THE MOST IMPORTANT FIELD ON ALL FORMS. PLEASE BE ACCURATE.

NOTE: The fields required in 'Contractual' are the same in all other categories, except for Salary, above.
Work Plan Forms

The work plan forms are used to outline the scope of work that will be completed with the grant funds. In this section you will enter a work plan period, project summary, and describe your organizational capacity. You will also enter an objective, task, and performance measure(s) as a way of quantifying or qualifying the targeted outcome of your proposed project.

PLEASE NOTE that the Work Plan Overview, including the Project Summary, Organizational Capacity, Objectives, Tasks and Performance Measures, are not considered by staff or panelists as part of the application review. These sections are designed to populate your contract IF your organization is granted funding for FY19.

The first form you will complete is the “Work Plan Overview.” In this form, you will enter the Work Plan Period of 1/1/2019 – 12/31/2019. You will also enter your project summary and organizational capacity on this form.
The next form you will complete is the Objectives form. Enter the name of the discipline you are applying for (example, Dance, Theatre) in the Objective Name spot. Leave Objective Description blank.

The Project summary should be a BRIEF paragraph of proposed organization activities. For sponsored projects, please include the name of the sponsored project, organization or artist.

For sponsored projects please enter the Organizational Capacity of the sponsoring organization only. Information on the sponsored project, organization or artist should be included in the Project Summary.
Once you save the Objective, hover over the Forms Menu, and a link to the Tasks form will appear.

You will now complete the Tasks form. Enter the name of the subcategory (example – General Support, Professional Performances, Regrants and Partnerships etc,) you are applying for in the Task Name box. Leave the Task description blank.
Once you save the Task, hover over the Forms Menu, and a link to the Performance Measure form will appear.

You will now complete the Performance Measure form. In the Performance Measure Name box, please enter an abbreviated name of the goal or outcome targeted. You should complete the narrative response with the measure you will use to determine if the goal was reached.
Please enter an abbreviated name of the goal or outcome targeted.

Performance Measures are how you will determine you have successfully achieved your objective. Limit: 250 characters.

For example, if your objective was for your upcoming programming season, your performance measure could reference increased attendance, attracting new audiences or strong reviews.
Pre-Submission Uploads

The next section of forms are the Pre-Submission Uploads. This is the location where all support materials will be uploaded. In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review. Required Support Materials can be found in the Program Information, Questions & Support Materials section.

Tips for Uploading Documents

1. Please upload support materials one at a time, saving the screen after each upload.

2. Each upload window on Grants Gateway each accepts only one file. Uploading multiple files will delete the previously uploaded file. Please combine multi-page support materials into a single file.

3. Audio and video files cannot be directly uploaded to Grants Gateway application. To share an audio or video clip you must provide a URL (aka website address) to the segment hosted on your website or another platform including YouTube, SoundCloud, Vimeo, etc. For information on the maximum length allowed for an audio or video clip please review the support materials information for your program.

4. To submit URLs (including audio/video clips, social media profiles and other relevant online content) please create a Word or PDF file with a list of URLs and any notes or descriptions. Each link should begin with http:// and lead directly to the material referenced and demonstrate your work in an accessible and engaging way.

5. URLs cannot be password protected and must remain live until December 31, 2018. NYSCA is not responsible for any broken, inactive or password protected links.

6. Accepted File Types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft Excel XLSX or XLS, Microsoft PowerPoint PPT or PPTX.

7. Files cannot be larger than 10MBs.

8. Do not put any password protection security on any uploads.

[Table of uploaded documents]

ALL APPLICANTS - NYSCA FY2017 Project Budget OR Sponsored Request Form*
Please download this project budget form, complete and upload here. For sponsored request, please upload the completed Sponsored Request Form here
Browse...

Document Template: Click here

ALL APPLICANTS - Resumes*
Resumes or biographical statements of up to 3 key staff, maximum of 1 page each.
Browse...

ALL APPLICANTS - Org Chart*
Organizational Chart
Browse...

ALL APPLICANTS - Sample Marketing Materials*
Sample Marketing Materials: Up to 5 representative marketing materials (sample programs, brochures, show announcements or flyers) that reflect
Browse...

ALL APPLICANTS - Social Media Links*
Social Media Links - Websites, 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.
Browse...

GENERAL OPERATING APPLICANTS - Sample work
Samples of materials that demonstrate the work of the organization. These may include, but need not be limited to: A. Video documentation of past performances, workshops or arts activities. Panels view no more than 3 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.) B. Evaluation/assessment forms or related materials
Browse...
All applicants, with the exception of sponsored requests, must download the Project Budget Form provided, complete and submit it on the Pre-Submission Upload screen. A copy of this template can be found in the appendix of this document.

Additional support materials must be uploaded depending on the subcategory for which you are applying. If a template is provided, you will need to download the template, save it to your computer, complete it and resave, then upload to the Pre-Submission Upload page in its designated location.

**Submitting Your Application**

Once you have completed all information in the Forms menu and you are ready to submit your application, hover your cursor over the Status Changes link until the box for Possible Statuses pops up, and click on the Apply Status button under Application Submitted. If you don’t see the option to submit the application, make sure you are logged in as either a Grantee Contract Signatory or a Grantee System Administrator. PLEASE NOTE: SCREENSHOT IS FROM FY2017.

After clicking on Apply Status, you will see the following attestation asking you to verify that you are authorized to submit the application on behalf of the organization you are applying for. By clicking on ‘I Agree’ your application will be successfully submitted, and you will be returned to the Application Main Page.
You can verify that your application was submitted by clicking on the Details link and seeing your Current Status now shows Assignment of Reviewers. You will also receive an email verifying its submission.

**Funding Criteria**

The Council, program staff and panelists use the following three primary criteria outlined in statutory requirements to evaluate all grant applications.

**Service to the Public**

As a public funder, NYSCA must ensure that its grants support a broad array of cultural activity that fully represents the diversity of the State and that the supported events are accessible to the broadest possible public in every region of the State. In addition, it must ensure that the organization’s and events it supports complies with public safety and accessibility laws. The following are considered elements of service to the public. Applicants will be evaluated based on their strength in these areas.

**Promotion and Outreach**: an organization demonstrates that it makes significant efforts to reach a broad and diverse audience through marketing and public relations efforts.

**Audience Development**: the organization offers thoughtful and well-designed educational and interpretive activities that help build audience appreciation and understanding of the organization and its work.

**Audience/Visitor Participation**: the organization’s commitment to its programs and activities as demonstrated through attendance data (relevant to the population of the community served) as well as customer satisfaction surveys (if available and appropriate).

**Safety & Accessibility**: the activities and events that support is being sought for will take place in venues that are fully accessible to the public and comply with all safety and accessibility standards.

**Diversity of Programming**: programming reflects significant efforts to reach a broad array of artists and audiences.
Community Service: the organization brings value to its community through partnerships with local businesses and schools, free and low-cost events, and in other appropriate ways.

**Artistic/Programmatic Excellence**

NYSCA believes in artistic excellence without boundaries, and its evaluation process embraces the widest variety of cultural and artistic expression being offered to the public in a broad array of settings and contexts, including classrooms and community centers, parks, open spaces, and traditional venues.

NYSCA considers four dimensions of proposals when evaluating applications:

**Idea:** the concept or artistic impetus behind the artistic work or services proposed.

**Practice:** the effectiveness of the artistic work and the impact it has on those experiencing it, or in the case of services, the effectiveness of the services in practice and their impact on the community served.

**Development:** the contribution the artistic work makes to the development of the artists involved, the art form, and the arts generally, or for services, the contribution the services make to the development of a vibrant arts and cultural community in the State.

**Context:** the context in which the work or services are being presented and the appropriateness of the work or services in that context.

**Managerial/Fiscal Competence**

As a public funder, NYSCA must ensure that funded organizations are capable of carrying out their proposals and will be ethical and effective stewards of public funds.

NYSCA considers four dimensions of managerial competence when evaluating applicant organizations.

**Mission:** The organization’s activities must relate directly to its written mission statement. A mission statement should (1) define the organization’s purpose for being and core values, (2) determine its structure, functions and purpose, (3) be approved by the organization’s board, and (4) be reviewed regularly and updated when appropriate.

**Governance:** The organization should have a governing board of directors or trustees, and that group should be diverse and appropriate to the mission of the organization. The board should provide administrative, financial, and ethical oversight for the organization by:

- Adopting enabling documents, including by-laws and a mission statement, both of which are reviewed at regular intervals
- Selecting a chief executive and annually reviewing her/his performance
- Reviewing and approving the annual budget and ensuring that proper financial controls are in place
- Engaging in adequate fundraising for the organization by making a personal contribution to the organization and actively soliciting support on its behalf
- Ensuring fiscal and programmatic integrity and maintaining accountability by upholding legal standards and ethical norms
- Maintaining and enforcing a conflict of interest policy
- Ensuring effective organizational planning by participating in an overall planning process and monitoring its implementation
- Recruiting and orienting new board members and assessing board performance
- Enhancing the organization’s public standing and value
• Understanding, monitoring, and strengthening the organization’s core programs and services

Organizational Management: Organizational management will be assessed based on the extent to which the leaders of the organization comprehend their roles, advance the mission, and plan for the future. Responsible management hinges on the:

• Existence of a professional staff appropriate to the size and mission of the organization
• Implementation of board policies by professional staff
• Comprehension, review, and revision of policies by staff and with the board as needed
• Preparation of a year-end statement of the organization’s financial condition and program activities
• Offering of competitive compensation and health benefits to employees
• Appropriate compensation of artists
• Existence of personnel policies that include job descriptions and performance evaluations for board members, staff, and volunteers
• Development and implementation of a strategic plan incorporating input from the board, staff, community and other stakeholders.

Financial Management: The organization will be evaluated based on whether it provides adequate human and financial resources to enable the organization to work toward fulfilling its mission and managing those resources appropriately. Successful financial management includes:

• Raising adequate financial resources for operating costs, cash reserve, endowment, and short and long-term capital needs
• Developing a balanced operating budget which includes contingencies, contains realistic projections of revenues and expenses, and is approved by the board
• Reviewing revenues and expenses in relation to budget at regular intervals and taking steps to raise funds or cut costs when necessary to balance the budget
• Establishing a finance committee that meets regularly to review financial statements and that reports directly to the board
• Engaging an independent financial auditor that reports directly to board
• Engaging in cost-effective fundraising activities.
• Written financial policies exist that govern investment of assets, internal control procedures, purchasing practices, reserve funds, compensation expense account reporting, and earned income
• Internal financial processes are monitored, including handling of checks, petty cash, cash disbursements, and payroll management, in order to prevent errors and misuse of funds
• The use of restricted funds is monitored
• Reports comparing Adopted Budget to actual revenue and expenses are made available to appropriate staff in a timely manner
• There is a fund development plan that ensures a diversified funding base
• Financials demonstrate diversified funding base
• Budget variances of more than 10% are noted and explained
• Operating deficits are explained and there is a deficit reduction plan for accumulated deficits.

Educational Impact

The nature and extent of the applicant’s planned efforts to educate and orient the public about the proposed project or activities of an organization
**Geographic Location**

The scarcity or availability of comparable services or activities in the geographic region in which proposed services or activities will take place

**Funding Availability**

The nature and extent of the availability of other public and private funds to support comparable activities

**Application Review Process**

The Council uses a multi-step process involving program staff, peer review panels, a committee of Council members, and the full Council, as described in more detail below.

**Staff Review**

Once an organization submits a request, the Council’s program and administrative staff verify applicant eligibility and review application materials according to the Council's primary criteria identified above and program- and category-specific guidelines. Staff may meet with representatives of the organization, visit facilities, and attend programs to become familiar with the organization and its work.

**Peer Review Panels and the Rating System**

After staff review, the peer panel convenes with program staff present in each program category. The panel is composed of at least seven people 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 nominate an individual for panel service consideration, visit the panelist nomination page.

Staff review results are shared during panel meetings. The panel evaluates and rates each request on a scale from 1-9 according to the Council's three primary criteria:

- Artistic/Programmatic Excellence
- Managerial/Fiscal Competence
- Service/Outreach to the Public

Each request is individually rated by each panel member during a meeting. These ratings are then aggregated to one average score for each request. These ratings are primary to informing the funding recommendations made by NYSCA Program staff for consideration by the appropriate Council Committee.

Staff assigns recommended grant amounts to each request based on the ratings, panel discussion, and the budget allocation to the program. Staff also prepares panel comments which reflect the discussion at the panel meeting. These panel comments help Council Committee and Council members understand the major issues that surfaced during panel discussions. These panel comments are available to the applicants if requested, and become part of the applicant’s funding history within the NYSCA.

**Rating System Score Chart**

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<tr>
<th>Score</th>
<th>Descriptor</th>
<th>Additional Guidance on Strengths/Weaknesses</th>
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<tr>
<td>9</td>
<td>Exceptional</td>
<td>Exceptionally strong (model and standard for field or discipline with essentially no weaknesses)</td>
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</tbody>
</table>
### Minor Weakness:
An easily addressable weakness that does not substantially lessen impact.

### Moderate Weakness:
A weakness that lessens impact.

### Major Weakness:
A weakness that severely limits impact.

#### Council Committees

Funding recommendations, panel ratings and panel comments are presented to the appropriate Council Committee for review and discussion. The Council Committees make funding recommendations to the full Council. Council Committee meetings are open to the public and are webcast. These webcasts are archived and available to the public on the NYSCA website at [www.arts.ny.gov](http://www.arts.ny.gov).

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 for the recommendation.

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 three primary criteria.

#### The Council

Led by the Chair, the full 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. Council meetings are open to the public and are webcast. These webcasts are archived and available to the public on the NYSCA website at [www.arts.ny.gov](http://www.arts.ny.gov).

#### Applicant Statement

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting Panelists associated with and/or involved in the activities or affairs of the New York State Council on the Arts (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

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<th>Score</th>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Outstanding</td>
<td>Extremely strong with negligible weaknesses</td>
</tr>
<tr>
<td>7</td>
<td>Excellent</td>
<td>Very strong with some minor weaknesses</td>
</tr>
<tr>
<td>6</td>
<td>Very Good</td>
<td>Strong with numerous minor weaknesses</td>
</tr>
<tr>
<td>5</td>
<td>Good</td>
<td>Strong but with at least one moderate weakness</td>
</tr>
<tr>
<td>4</td>
<td>Satisfactory</td>
<td>Some strengths but with some moderate weaknesses</td>
</tr>
<tr>
<td>3</td>
<td>Fair</td>
<td>Some strengths but with at least one major weakness</td>
</tr>
<tr>
<td>2</td>
<td>Marginal</td>
<td>A few strengths and a few major weaknesses</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>Very few strengths and numerous major weaknesses</td>
</tr>
</tbody>
</table>
communication with NYSCA staff including, but not limited to exchanges via email, telephone, or online system.

All data, materials, knowledge and information generated through, originating from, or having to do with NYSCA or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. This also includes, but is not limited to, any information of, or relating to, panel discussion, applications, and funding recommendations.

All inquiries about panel results and proceedings must be communicated to the NYSCA staff directly.

Upon Receiving a Grant

Grant Award Notice

All applicants are notified by e-mail of the Council’s funding decision within 30 days of the Council’s decision. This notification is sent to the e-mail address of the person designated as the contact on the Organization Profile.

It is essential that the applicant Organization Information Profile specifies the correct name and e-mail of the person designated to receive official communication from the Council. This information can be updated and checked at any time.

Vendor Responsibility

Applicant organizations must file a Vendor Responsibility Questionnaire online via the New York State VendRep System. Applicant Organizations that had completed this requirement in FY2018 should simply update the certification to remain current for FY2019. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at https://portal.osc.state.ny.us

NY State Department of Taxation and Finance

Organizations with outstanding liabilities with the NYS Department of Taxation and Finance are not eligible for funding from the Council. Applicants may be required to provide proof that any such liability has been paid.

Cultural Services Contract

Grantees receive a Cultural Services Contract that details one or more grants awarded to the organization. The Cultural Services Contract is a binding legal agreement that requires the grantee to carry out certain activities or provide services, paid for, in part, with funding received from the Council.

Noncompliance with the terms of the Cultural Services Contract may require the return of funds to the State, and may affect eligibility for future requests for Council support.

Crediting the New York State Council on the Arts

Grantees are required to acknowledge funding from New York State. It is essential that the public is informed that public funds are used to support arts programs and services available to New York State residents,
students and visitors. Therefore it is stipulated in the Cultural Services Contract that grantees must credit the Council in press releases, advertisements, programs, and other materials offered to the public. Failure to comply with crediting requirements may jeopardize future funding from the Council.

The required crediting language is:

"New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature."

For organizations receiving General Support, acknowledgement of Council support is required for all public programs and services occurring within New York State. If the grant funds projects or services, the acknowledgement of Council support is required on all materials related to the specific funded activities.

Any questions about proper acknowledgement of Council support may be directed to the Help Desk.

The Council on the Arts Logo

For organizations wishing to incorporate the Council’s logo in their print or online materials, the logo is available in Green, Black and White. Each zip folder contains .EPS, .TIFF and .PNG format of the logo. Black and green logos are also provided in .PDF and .JPG formats. The logo may not be substituted for the required crediting language but may be used in addition to the required language.

Contract Reporting

All grantee organizations that are awarded a contract in an amount of $50,000 or more in a single year or $50,000 or more in the aggregate for a multi-year contract, must submit both an Interim Report and Final Report to NYSCA. Both such reports are comprised of two components – a narrative section that must address the work plan, tasks and performance objectives outlined in the original application, and an expenditure reports that must offer details on how the NYSCA grant money has been spent to date. The expenditure report should be a line-item budget and should be accompanied by receipts, invoices and other documentation that demonstrates that the work has been performed or is scheduled to be performed or is underway and funds are committed to the project.

The Interim Report is due after the start of the contract term. The exact due date will be included in your contract. Upon submission, the Program Director and Senior Auditor will review the Report. If satisfactory, your second claim installment payment voucher will be released. A Final Report is due within 60 days after the end of your contract term. Once again, the Final Report should be comprised of both a narrative report of the work performed throughout the contract period as well as an expenditure budget.

Grantees awarded less than $50,000 either in a single year or in the aggregate, are required to submit only a Final Report – comprised of both a detailed narrative portion and an expenditure report – within 60 days after the end of the contract term. The Final Report must be received by the required deadline, should demonstrate compliance with the terms of the Cultural Services Contract, and must be approved by both the Program Director and the Senior Auditor.

NOTE: An organization is not eligible to register for new or ongoing (multi-year) funding nor to be issued new Cultural Services Contract(s) if the above required Reports are not submitted or if the Reports submitted are incomplete or if they are disapproved by staff.
Appeals Process

An applicant may appeal the Council's funding decision. The appeals procedure is set forth in Part 6401 of the New York Codes, Rules and Regulations. Appeals are decided by an Appeals Panel with a minimum of seven members. No members of the Appeals Panel will have participated on the panels which reviewed the applications being appealed. The recommendations of the Appeals Panel are presented to the full Council to be reviewed and decided upon. The Council's decision on an appeal is final and not appealable.

In summary: the process requires that the applicant obtain a verbal statement of the basis for the Council's decision. Requests for statements should be made to the program referred to in the letter notifying the applicant of the Council’s decision. If, after reviewing the statement, the organization wishes to pursue an appeal, the appeal must be made in writing to the Council’s Executive Director, and the letter must be received no later than 5:00pm on the 21st calendar day after the date of the Council’s notification letter to the applicant. If the applicant has not been able to consult with the appropriate program within the time limitation, a written request to appeal must still be submitted within the 21 calendar day time period.

Thereafter, the applicant will receive a written response and in that response, a deadline for the submission of all allowable material supporting the appeal will be established. No deadline date will be set earlier than seven days from the date of the written response. Failure to meet any deadline date in the appeals process results in the loss of the right to appeal the Council decision.

The Appeals Panel evaluates the review process by which the initial grant decision was made and reviews the application and panel notes. The panel does not review the artistic merit of the application.

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.

If the appeal request is successful, the funding decision will be reconsidered by the appropriate program and panel and then by the Council committee and the Council. In the case that the appeal is upheld based on panel bias, the decision will be reconsidered directly by the appropriate Council committee and then by the Council.

All appeals panel meetings are open to the public and are webcast. The Appeals Panel meeting agenda and discussion materials are posted on [http://www.arts.ny.gov/](http://www.arts.ny.gov/) in advance of the meeting and are available for review by the public.

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 the Council on the Arts.

Pursuant to New York’s Open Meetings Law, N.Y. Public Officers Law §§ 100–111, meetings of the Council on the Arts are open to the public and are announced in advance.
Electronic Media & Film Program Information, Questions & Support Materials

Program Goals

Electronic Media and Film (EMF) advances artistic exploration and public engagement in the media arts. EMF is dedicated to experimental and creative expression in all genres of time-based and moving image media, including emergent technology. Support is provided for projects that employ electronic media, film and technology as an art form, including historical and rarely seen works that enable media arts appreciation.

Priority is given to programs that combine strong curatorial vision and innovation.

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, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State’s diversity of people, geography and artistic interests.

New applicants are encouraged to contact EMF staff in advance of the application deadline.

Sponsored Requests are not eligible for support in Electronic Media and Film Program.

Program Prerequisites

Applicant Organizations must have successfully completed one full year of programming and administrative operations.

Applicants to the Art & Technology Initiative must demonstrate activity that is distinct from ongoing projects and programs of the organization.

Multi-disciplinary organizations are eligible to submit requests for support, but should do so only for projects that specifically address their media arts programs.

Time-based and moving image technology must be the core tools of interdisciplinary work, where technology is the predominant focus as a professional art form.

Direct payment of fees to artists is required for all Project Support requests that exhibit artists' works.

EMF Does Not Support

Projects or activities that do not address electronic media, film and/or technology as a professional art form, and/or art work.

Projects that employ technology as a communications medium, or as a vehicle for other artistic and cultural genres, such as dance, arts education, theater, music and folk arts, are not eligible.

Websites, mobile and/or social media solely as a platform for information or oral histories. This includes magazine format reporting, and also where content may be creatively produced but does not necessarily constitute a media art work.

Applications from individual artists.

Start-up organizations, commissions or production of new work.

Production funding for independent film and media artists is available through the NYSCA Individual Artists Program.
Media Arts Assistance Fund (MAAF) / Technical Assistance

The Media Arts Assistance Fund (MAAF) is administered by Wave Farm in Acra, Greene County, and supports electronic media and film organizations, as well as individual artists, in all regions of New York State. The Fund provides unique and critical support with a focus on sustainability and public engagement. For more information, visit https://wavefarm.org/maaf

MAAF Organization Support

Grants to media arts organizations provide funds to hire outside consultants for organizational and professional development, as well as convening and conference attendance within New York State. MAAF assistance is not available for project support or to augment Exhibition, Distribution, Preservation or other NYSCA Program funding categories. New York State nonprofit media arts organizations may request funding support up to a maximum amount of $4,000.

MAAF Individual Artist Support

Grants to media artists support the distribution and exhibition of works in all genres of time-based and moving image media, including emergent technology. Funding assists artists in making recently completed works available to public audiences. Artists may request funding support up to a maximum amount of $10,000.

Types of Electronic Media and Film Support

General Operating Support

General Operating Support represents an investment by NYSCA in an organization's 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.

General Operating Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based, for example, the media arts programs of an arts center operated as a discrete entity within a parent community service organization.

When considering the provision and level of General Operating Support the Council examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its 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 Support is awarded on a multi-year basis as described in the Grant Amounts section of the guidelines.
Prerequisites:

- Its primary focus or mission must be in the discipline in which the organization is seeking General Operating Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public; and
- 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; and
- It 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; and
- The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff; and
- It must have a viable, committed board of directors with officers that exercise oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to resident artists and teaching artists.
- Funding for national organizations is only provided for specific activities occurring in New York State

Exhibitions & Installations

Electronic Media and Film (EMF) advances artistic exploration and public engagement in the media arts. EMF is dedicated to experimental and creative expression in all genres of time-based and moving image media, including emergent technology. Support is provided for projects that employ technology as an art form, and/or art work including historical and rarely seen works that enable media arts appreciation. Works may be presented in a gallery, museum, outdoor venue, or through other communications technologies, including radio, Internet and mobile or data-based applications.

This category also supports publications and media arts journals, online and in print, that provide dialog, discourse and information relating to electronic media, film and technology as an art form.

Priority is given to programs that combine strong curatorial vision and innovation.

The presentation of work by New York State artists is also a priority.

IMPORTANT NOTE: EMF does not support projects where technology is employed solely as a communications medium.

EMF does not support websites, mobile or social media and other forms of communications technologies per se, or as a platform for general information or oral histories. EMF recognizes that content may be creatively produced but it does not necessarily constitute a media art work.

Exhibitions & Installations requests will be no less than $5,000 and will not exceed 50% of the project budget.
Prerequisites:

- Applicants must demonstrate appropriate compensation to artists and arts professionals.
- Applicants must demonstrate appropriate presentation standards for all exhibitions and/or installations.
- Time-based and moving image media must be the core tools of interdisciplinary work, where technology is the predominant focus as a professional art form and/or artwork.
- Direct payment of fees to artists is required for all project support requests that exhibit artists' works.

Film Festivals & Screenings

Electronic Media and Film (EMF) advances artistic exploration and public engagement in the media arts. EMF is dedicated to experimental and creative expression in all genres of time-based and moving image media, including emergent technology. Support is provided for projects that employ technology as an art form, including historical and rarely seen works that enable media arts appreciation. EMF does not support projects where technology is employed solely as a communications medium.

Priority is given to programs that combine strong curatorial vision and innovation.

Support is available for the public presentation of film, video and new media festivals and screenings in cinemas, theaters, galleries, libraries and museums. Funding is also available for series and year-round programming. The presentation of work by New York State artists is strongly encouraged.

Film Festival & Screenings requests will be no less than $5,000 and will not exceed 50% of the project budget.

EMF recognizes that film today is presented in a wide variety of formats. EMF welcomes applications that value the range of technologies employed in the history of cinema to date and emergent moving image.

Prerequisites:

- For Film Festivals, applicants must have completed three years of successful festival programming to a public audience.
- For Screenings, applicants must have completed two years of successful film and media screening programs to a public audience in a cinematic setting.
- Applicants must demonstrate appropriate presentation standards for all screenings and presentations.
- Applicants must demonstrate a contract or agreement for screening work between the organization and the artist or his/her representative, including appropriate compensation for the artist, and confirming the format that the artist designates.
**Workspace, Art & Technology Initiative**

Support is available for Workspace, Art & Technology initiatives that deepen the knowledge, rigor and artistic potential of electronic media and film as a professional art form, and may be directed at a general or professional audience.

Applicants to Art & Technology Initiatives must demonstrate activity that is new and/or distinct from ongoing projects and programs of the organization.

**IMPORTANT NOTE:** *Workspace and the Art & Technology initiative are two distinct Project areas within this category.*

- Requests for Art & Technology ARE EXEMPT from the two-request limit.
- Requests for Workspace, including residencies, workshops and facilities ARE NOT EXEMPT from the two-request limit.

**Workspace** was designed to support artists and individuals in the process of learning, developing and producing media art works. Support is available for residencies, workshops and facilities support. Projects may be short-term or ongoing.

**The Art & Technology Initiative** was designed to support organizations and encourage research and experimentation, support risk-taking ventures and to stimulate creativity and imagination within media arts organizations. Support is available for media organizations to explore short-term technology projects and ideas outside of ongoing programmatic activity.

Art & Technology awards are for one year only. Applicants successful in this category in FY18 are not eligible for additional support in FY19.

Workspace, Art & Technology Initiative requests will be no less than $5,000 and will not exceed 50% of the project budget.

**Prerequisites**

- Applicants must demonstrate standards of artistic excellence throughout all projects and activities
- All activities must reflect the use of time-based media and technology as a professional art form and core principle of the work
- Requests in this category must have salaried professional staff and technology support personnel
- Youth media proposals will be considered only when the applicant is working with participants aged 15 years and older in after school pre-professional training programs for young artists and/or independent youth media workshops.
Regrants and Partnerships

Application to the Regrants & Partnerships Programs category is by invitation only. The Council 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. Organizations applying to the Council 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, describing the demographics of the recipients.

Prerequisites:

- Its primary focus or mission 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; and

- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline; and

- 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 services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; and

- It 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; and

- The organization must employ one or more qualified, salaried administrative staff; and

- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and

- It must demonstrate a consistent policy of fair payment to consultants, organizations and artists
Electronic Media & Film Questions

IMPORTANT NOTE: All applicants MUST COMPLETE all three levels of questions; Eligibility, Standard AND Category Specific questions (those that correspond to the category for which they are applying).

ELIGIBILITY QUESTIONS: ALL NYSCA APPLICANTS must answer the questions below:

1EQ. ELIGIBILITY QUESTIONS: Have you registered this request on the NYSCA website?

2EQ. ELIGIBILITY QUESTIONS: Does your organization have any outstanding, overdue NYSCA interim or final reports or submitted reports that have yet to be approved by NYSCA staff?

3EQ. ELIGIBILITY QUESTIONS: Is your organization prequalified in the Grants Gateway? Units of local government and Indian Tribes are exempt from the prequalification requirement. [This question requires a numeric response. Please enter ‘1’ for Yes, ‘0’ for No, and ‘3’ for N/A]

4EQ. ELIGIBILITY QUESTIONS: Is the activity for this request within the January 1, 2019 to December 31, 2019 contract period? Work outside this contract period is not eligible for this request.

STANDARD QUESTIONS: ALL ELECTRONIC MEDIA AND FILM APPLICANTS must answer the questions below.

1SQ. STANDARD QUESTIONS: Please provide the Project ID for this request generated by the NYSCA website.

2SQ. STANDARD QUESTIONS: What category are you applying for?

3SQ. STANDARD QUESTIONS - Describe the board composition, including their qualifications for the proposed project. Include the range of professional expertise of the board members. Are there paid staff who also serve as executive board members? If yes, do they vote on staff salary and benefits?

4SQ. STANDARD QUESTIONS - Describe how proposed project expenses will be met. Describe contingency plans for any shortfall in income that might occur.

5SQ. STANDARD QUESTIONS - Describe artist fees, support and artist subsidies for participating artists. Briefly describe any rights, rental fees or contracts with the artist or distributor. Remember to include any financial notes in the Budget area.

6SQ. STANDARD QUESTIONS - Marketing, Outreach and Promotion - Describe the promotion and marketing plan appropriate to your request, including print and electronic media. What measures are taken to diversify and broaden public and artist engagement. Be specific to the category this request is applying to.

7SQ. STANDARD QUESTIONS - If applicable, describe the content and presentation format of any documentation or publication stemming from this request. Include the plan for distribution, contributors and other useful information regarding the scope and purpose of this publication.
8SQ. STANDARD QUESTIONS - Describe the community served by this request.

9SQ. STANDARD QUESTIONS - Describe any partnerships or collaborations the organization may have with other cultural organizations, including local businesses.

GENERAL OPERATING SUPPORT: All applicants to GENERAL OPERATING SUPPORT must complete the following questions:

1G. GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC - Background - Describe the organization and how it was established, focusing on the activities for which support is requested. Briefly state the organization’s mission. If other than a media arts specific mission, state the percentage of moving image and time-based media programs that take place annually compared to other programming within the organization.

2G. GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC Artistic/Cultural Vision - Articulate the organization’s artistic and/or cultural vision.

3G. GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC Program Overview - Describe programs and/or services planned for the coming year. How will they help the organization to realize its artistic and cultural vision? Discuss any new programs and/or initiatives that are planned for the next two years, as well as the goals and expected outcomes for these activities. The description of programs should indicate venues, dates, theme (if any) and intended programming for these events, workshops and/or exhibitions. Highlight projects or services occurring in New York State.

4G. GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC Changes and Challenges - Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

5G. GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL Staff - Identify the key administrative and artistic staff members responsible for managing the media arts programming. Detail any recent significant changes in key staff positions.

6G. GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL Facilities Describe the facilities used for programming and administration. If applicable, indicate seating capacity and provisions for handicapped accessibility.

7G. GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL - Organizational Development - Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

8G. GENERAL OPERATING SUPPORT SERVICE TO THE PUBLIC Evaluation - Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.
EXHIBITIONS AND INSTALLATIONS: All applicants to EXHIBITIONS AND INSTALLATIONS must complete the following questions:

1E. EXHIBITIONS AND INSTALLATIONS ARTISTIC/PROGRAMMATIC - Program Summary - Describe the proposed project, number of events, when and where it will take place and a brief description of the artists and work to be presented. Be specific. Describe what funds are requested for.

2E. EXHIBITIONS AND INSTALLATIONS ARTISTIC/PROGRAMMATIC Identify the programmers and/or curator(s) responsible for selection and interpretation of the works exhibited, noting their credentials. Describe the curatorial vision and rationale for the works selected. Also describe the technical capacity of program staff support.

3E. EXHIBITIONS AND INSTALLATIONS ARTISTIC/PROGRAMMATIC Describe the plan for exhibiting the work, the venue, presentation format and/or technology, audience capacity and audience viewing area (gallery, theater, Internet). How is this best practice in presentation standards and why is it an appropriate venue for this proposed work?

4E. EXHIBITIONS AND INSTALLATIONS ARTISTIC/PROGRAMMATIC How does this program deepen public understanding of time-based media as a professional art form? What methods are used to provide the public a curatorial or critical context for this work?

FILM FESTIVALS AND SCREENINGS: All applicants to FILM FESTIVALS AND SCREENINGS must answer the following questions:

1FF. FILM FESTIVAL AND SCREENINGS ARTISTIC/PROGRAMMATIC - Program Summary Briefly describe the festival or screening and what the funds are requested for, be specific. Include purpose, type(s) of film/media work presented, scope, when it occurs and duration of the event. Indicate the number of films/screenings, location and venue. Describe ticket pricing and attendance numbers for the past year. Provide the URL for the request project web site.

2FF. FILM FESTIVAL AND SCREENINGS ARTISTIC/PROGRAMMATIC - Describe the primary theme/curatorial vision of the festival and/or screenings including the criteria for selecting work; identify the programmer/curator(s) responsible and their credentials; how does this advance critical dialogue around media and film as an art form?

3FF. FILM FESTIVAL AND SCREENINGS ARTISTIC/PROGRAMMATIC - Describe key festival staff and any programmatic changes and/or developments in the past year including key program challenges and how the organization plans to meet them.

4FF. FILM FESTIVAL AND SCREENINGS ARTISTIC/PROGRAMMATIC - Describe the technical capacity of the venue, presentation format and technology, audience capacity and viewing area. Why was this venue chosen? Describe the technical capacity of program staff support, including projectionists.

5FF. FILM FESTIVAL AND SCREENINGS ARTISTIC/PROGRAMMATIC - For touring festivals and screenings, describe location, schedule, rationale for touring this work; include selected sites and any plans for revising the content for other sites.
WORKSPACE ART & TECHNOLOGY: All applicants to WORKSPACE ART & TECHNOLOGY must complete the following questions:

1W. WORKSPACE ARTISTIC/PROGRAMMATIC - Program Summary
Describe the proposed project and duration; where and when it will take place; what are funds requested for, be specific. Describe what makes this project unique, why it is innovative. Who are the participants, partnering organizations, and/or individuals and artists. Provide a URL for the project or applicant web site.

2W. WORKSPACE ARTISTIC/PROGRAMMATIC - Describe the artistic vision of this request, be specific. If applicable, describe the curriculum, and how it is developed, who participates in the process.

3W. WORKSPACE ARTISTIC/PROGRAMMATIC - Establish the need for this project, objectives and the intended outcomes, and how it relates to the applicant’s overall mission, programs and goals.

4W. WORKSPACE ARTISTIC/PROGRAMMATIC - Describe key challenges to the project and how the applicant proposes to meet them.

5W. WORKSPACE ARTISTIC/PROGRAMMATIC - Describe key personnel, their qualifications and capacity as instructors, facilitators or technical staff; note the number of artists participating, their role and how they will be selected.

6W. WORKSPACE ARTISTIC/PROGRAMMATIC - Describe the facilities, technology, capacity and available technical support. If this is an ongoing program, include the facilities maintenance routine and plan for technology upgrades.

REGRANTS AND PARTNERSHIPS: All applicants to REGRANTS AND PARTNERSHIPS must complete the following questions:

1R. REGRANTS AND PARTNERSHIPS ARTISTIC/PROGRAMMATIC - Program Summary - Describe the regrant or partnership program, its priorities, and the constituents served. What are the intended outcomes of this project or service? How does it differ from or complement other programs in the community or field? Provide the organizational URL.

2R. REGRANTS AND PARTNERSHIPS ARTISTIC/PROGRAMMATIC - Mission - How does this program relate to the organization's mission, goals and programming?

3R. REGRANTS AND PARTNERSHIPS 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.

4R. REGRANTS AND PARTNERSHIPS 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.

5R. REGRANTS AND PARTNERSHIPS MANAGERIAL/FISCAL - 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.
6R. REGRANTS AND PARTNERSHIPS SERVICE TO THE PUBLIC - 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.

7R. REGRANTS AND PARTNERSHIPS SERVICE TO THE PUBLIC - Evaluation - How is the effectiveness of this program evaluated and assessed? Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public.

8R. REGRANTS AND PARTNERSHIPS SERVICE TO THE PUBLIC - Community Context - Identify organizations in New York State that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization.

9R. REGRANTS AND PARTNERSHIPS Support Materials - Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.
Support Materials

All support materials below are uploaded to the Pre-Submission Upload menu in the Grants Gateway.

STANDARD SUPPORT MATERIALS – All Applicants: ALL ELECTRONIC MEDIA AND FILM APPLICANTS must submit the support materials below:

1. ALL APPLICANTS - NYSCA FY2019 Project Budget: Please download this project budget form, complete and upload here.

2. ALL APPLICANTS - Résumés or biographical statements of up to 3 key staff, maximum of 1 page each

3. ALL APPLICANTS - Up to 5 representative marketing materials (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices.

4. ALL APPLICANTS - Website, Facebook, Twitter, YouTube, and other social media links. We also reserve the right to review any/all of these online sources as part of your application.

5. ALL APPLICANTS - Program schedules/list of programming, including dates and artists for the most recently completed programming year. For Workshops and training, include sample curriculum and/or learning objectives.

6. ALL APPLICANTS - Sample contract or letter of agreement between the organizations/artists served.

7. ALL APPLICANTS - Up to ten (10) images that best represent this proposal and the work of the organization in film and electronic media as a professional art form. Include two samples of artists' works in time-based media, moving image and/or sound art (no more than six minutes each).
# APPENDIX

STANDARD SUPPORT MATERIALS REFERENCED TEMPLATES

*NYSCA FY2019 Project Budget Form*

## INCOME

<table>
<thead>
<tr>
<th>Earned Income</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td></td>
</tr>
<tr>
<td>Contracted Services</td>
<td></td>
</tr>
<tr>
<td>Tuition and Workshop Fees</td>
<td></td>
</tr>
<tr>
<td>Fundraising Events</td>
<td></td>
</tr>
<tr>
<td>Other Earned Revenue</td>
<td></td>
</tr>
<tr>
<td><strong>Total Earned Income</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

## CONTRIBUTED INCOME

<table>
<thead>
<tr>
<th>Income Source</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Corporate Support</td>
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</tr>
<tr>
<td>Foundation Support</td>
<td></td>
</tr>
<tr>
<td>Private Support</td>
<td></td>
</tr>
<tr>
<td>NEA Support</td>
<td></td>
</tr>
<tr>
<td>Federal Support</td>
<td></td>
</tr>
<tr>
<td>State Support (non-NYSAC)</td>
<td></td>
</tr>
<tr>
<td>County Support</td>
<td></td>
</tr>
<tr>
<td>Municipal Support</td>
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</tr>
<tr>
<td><strong>Total Contributed Income</strong></td>
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</tr>
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</table>

## EXPENSES

<table>
<thead>
<tr>
<th>Expense</th>
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</thead>
<tbody>
<tr>
<td>Personnel - Administrative</td>
<td></td>
</tr>
<tr>
<td>Personnel - Artistic</td>
<td></td>
</tr>
<tr>
<td>Personnel - Technical/Production</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>Outside Artistic Fees and Services</td>
<td></td>
</tr>
<tr>
<td>Other Outside Fees and Services</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td></td>
</tr>
<tr>
<td>Space</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Marketing/Advertising</td>
<td></td>
</tr>
<tr>
<td>Remaining Operating Expenses</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

## Surplus (Deficit) Before NYSAC

<table>
<thead>
<tr>
<th>Surplus (Deficit) Before NYSAC</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYSCA Grants Requested</td>
<td></td>
</tr>
</tbody>
</table>

## Surplus (Deficit) After NYSAC

| Surplus (Deficit) After NYSAC | $0 |
Vendor Responsibility

State procurement laws require that state contracting entities award contracts only to responsible vendors. Additionally, the State Comptroller must be satisfied that the submitting business entity is responsible before approving a contract award under Section 112 of the State Finance Law. Section 163 (9)(f) of the SFL requires that prior to making an award of a contract, each contracting entity shall make a determination of responsibility of the proposed contractor.

As a result, once a state contracting entity, in accordance with the applicable procurement statute, has determined which business entity(ies) should be awarded a contract, the contracting entity must affirmatively determine that such business entity(ies) is responsible before it can award the contract to such business entity(ies) and execute any contract(s). Furthermore, the State Comptroller will not approve a contract unless he or she concurs that the business entity is responsible.

NYSCA fully reviews any and all information available which includes but is not limited to on-line presence, public records, past performance of State contracts, responsiveness, and any other information we, as the contractor may request in order to make a responsibility determination. NYSCA expects an applicant [vendor] to disclose any information or documentation relevant to the scope of the review, the contract and disclose this on the Vendor Responsibility Questionnaire as necessary.

Whether a business entity is "responsible" is a question of fact to be determined on a case-by-case basis. Based upon existing legal precedents, responsibility determinations can and should involve a review of the following four major categories:

1. Does the business entity possess the integrity to perform the contract? Factors to be considered include criminal indictments, criminal convictions, civil fines and injunctions imposed by government entities, anti-trust investigations, ethical violations, tax delinquencies, debarment or suspension by a government entity, prior determinations of integrity-related non-responsibility, etc.

2. Has the business entity performed at acceptable levels on other government contracts? Factors to be considered include reports of less than satisfactory performance, early contract termination for cause, contract abandonment, court determinations of breach of contract, etc.

3. Is the business entity legally capable of performing the contract? Factors to be considered include authority to do business in New York State, licensing (e.g.
with the Education Department or Department of State), debarment by the State Labor Department due to a prevailing wage violation, etc.

4. Is the business entity financially and organizationally capable of performing the contract? Factors to be considered include assets, liabilities, recent bankruptcies, equipment, facilities, personnel resources and expertise, availability in consideration of other business commitments, existence of appropriate accounting and auditing procedures for control of property and funds, etc.

**Updating and certifying the online questionnaire**

An online questionnaire is considered “current” if it has been certified within six months of the agency-defined due date for the questionnaire. However, even where there is a current certified online questionnaire, it is the vendor’s responsibility to ensure that the questionnaire reflects any material changes that have occurred since it last certified the questionnaire.

NYSCA (or the State Comptroller’s Office) may require updates at other times, such as when information has become known about a vendor that raises a concern.

To update or enroll in the New York State VendRep System, see the VendRep System Instructions available at [http://www.osc.state.ny.us/vendrep/index.htm](http://www.osc.state.ny.us/vendrep/index.htm)