GUIDELINES AND APPLICATION INSTRUCTIONS

New York State Council on the Arts
Literature Program
FY2019

Guideline Release Date: January 17, 2018

Application Due Date: March 28, 2018 by 4:00PM

New York State Council on the Arts

Timetable of Key Events:

Event:	Date:
Open Period Begins	January 17, 2018
Open Period Ends/ Application Period Begins	February 21, 2018
Applications Due	March 28, 2017; 4pm
Award(s) Announced By	EST November 15, 2018

Eligibility Summary:

The New York State Council on the Arts awards grants contracts 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 eligible applicant 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.

Eligible organizations must be prequalified in the Grants Gateway system at the time and date that the application is due or the any application submitted will not be considered for funding.

See the Eligibility section for a more detailed description.

Inquiries & Designated Contact Information:

Contact Information for the Literature program is as follows:

Kathleen Masterson, Program Director (212) 459-8826; or kathleen.masterson@arts.ny.gov

Prequalification:

All Applicants must be registered with the Grants Reform system and be Prequalified in Grants Gateway 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.

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 to begin the prequalification process, 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.

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.

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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 make 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 contracts 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. The fiscal sponsor must be a non-profit organization incorporated or registered to do business in NY State, as stated above, and must be fully prequalified in the Grants Gateway in order to serve as a sponsor for a funded arts 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 pre-evaluated before their applications for funding are considered. 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 organizations 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 itsentirety 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 Stateagency review. Once submitted the status of the Document Vault will change to *InReview*.

- 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 YorkState.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that all of your information is up to date. For those organizations that submitted prequalification applications more than 3 years ago, you will be asked to refresh all of the information in your vault that has changed since the time you first applied, including Board lists, senior leadership resumes, organizational information, integrity information, as well as all of the annual financial filings. Please make sure 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
- New York State Prequalification System for Grants Contract Vendors: A Resource Manual and Users Guide for Not-for-Profit Vendors
- 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 <u>not</u> 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 <u>rarely</u> 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, Public Programs category - public libraries only*
- 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 visit 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.
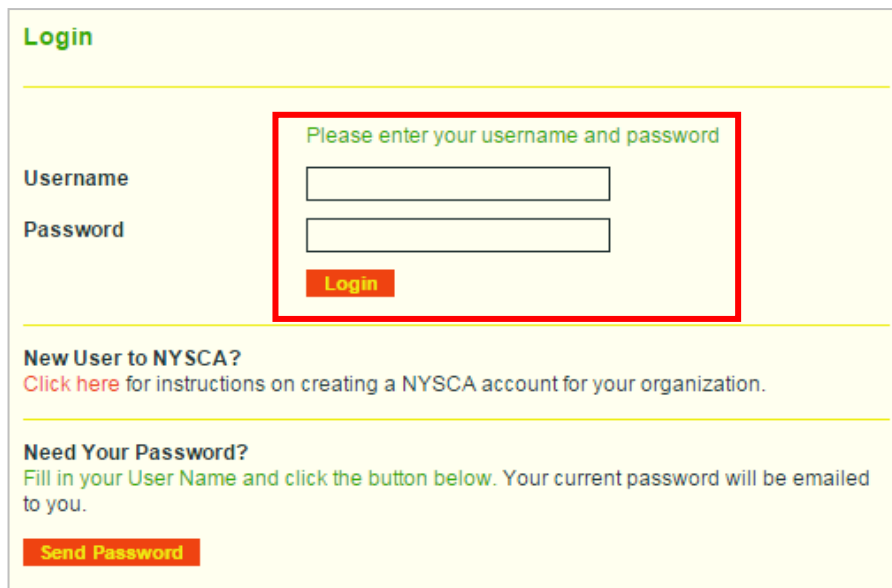
The Application Process

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.

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Registration Form

To access the Registration Form, click Edit Your Registration Form

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

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.

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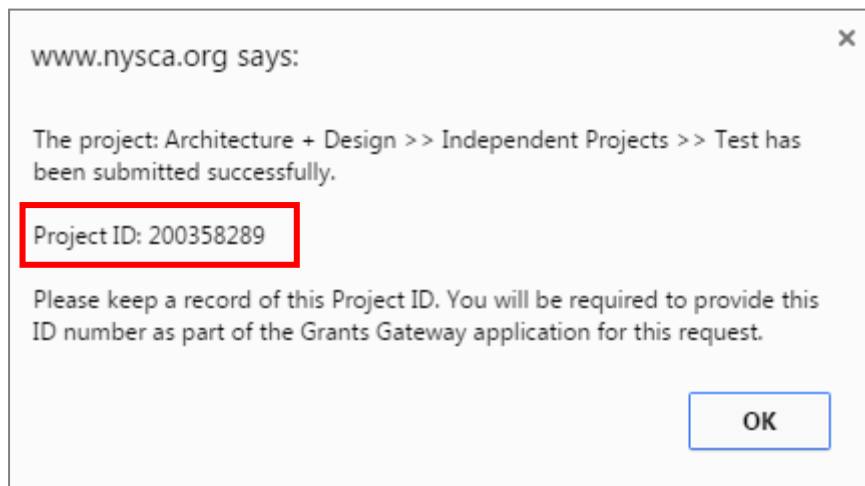
The website will then redirect to your Projects Page where you can review all registered projects and begin a new registration if necessary. Your Project ID is displayed on this page. Sponsored Requests can be located the applicable Sponsored Request Form by clicking on the Program Name.
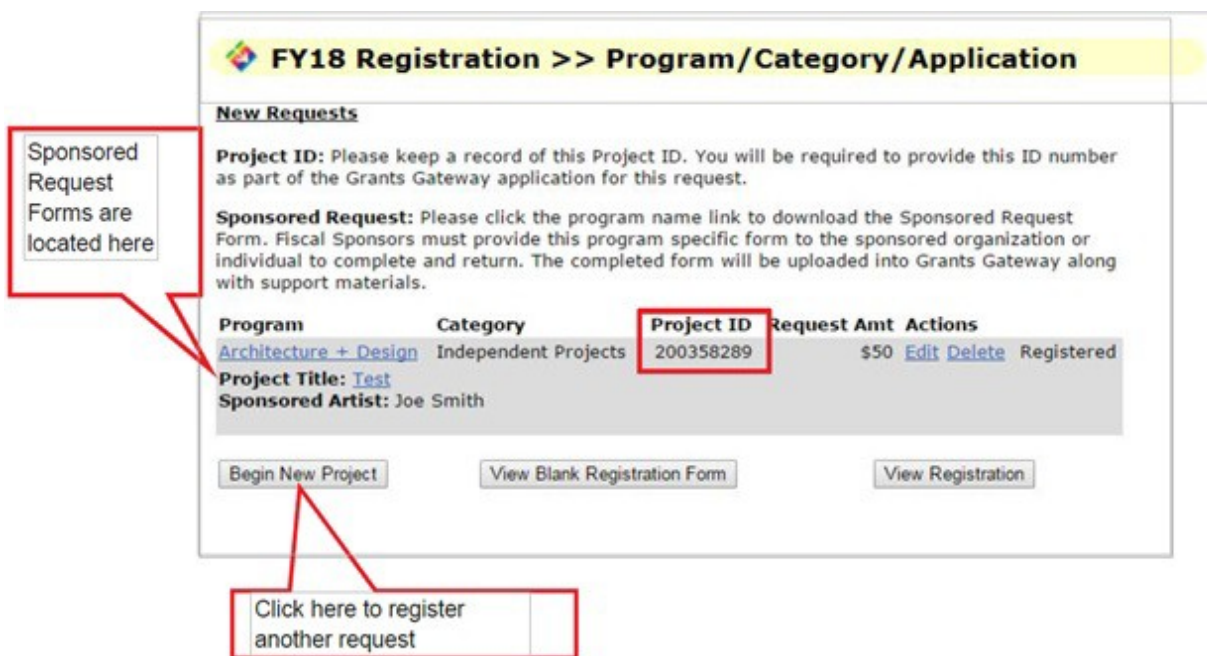
Organization Information

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
  - First Name
  - Last Name
  - Title
  - Phone
  - Fax
  - Email Address
- Secondary Contact
  - First Name
  - Last Name
  - Title
  - Phone
  - Fax
  - Email Address
- Board Chairman/President
  - First Name
  - Last Name
  - Phone
  - Fax
  - Email Address
  - Street Address1
  - Street Address2
  - City
  - State
  - 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
- Readings

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
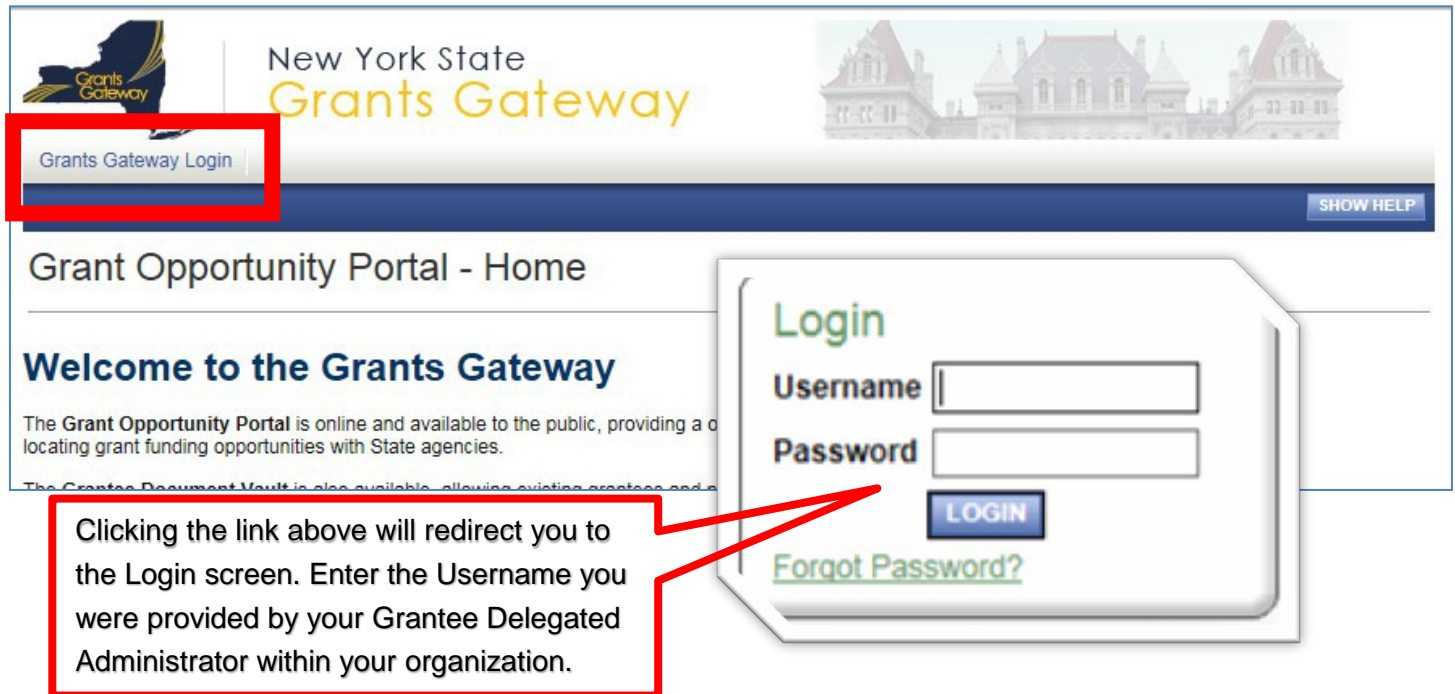
Questions Subject to Change

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.

New York State
Grants Gateway

Grants Gateway Login

SHOW HELP

Grant Opportunity Portal - Home

Welcome to the Grants Gateway

The **Grant Opportunity Portal** is online and available to the public, providing a c
locating grant funding opportunities with State agencies.

The Grantee Document Vault is also available, allowing existing grantees and e

Login

Username

Password

LOGIN

Forgot Password?

Clicking the link above will redirect you to the Login screen. Enter the Username you were provided by your Grantee Delegated Administrator within your organization.

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.

| Home | Grant Opportunity Portal | Applications | Contracts | Progress Reports | Tasks |

Training Materials | Org

Welcome A
Grantee Contract Signatory
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello A, please choose an option below.

View Available Opportunities
You have Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Clicking on this link will bring you to a Search screen to find the opportunity you would like to apply to.

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-VAP17-2017
Agency
Council on the Arts
Grant Opportunity
NYSCA 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 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 VAP staff in advance of the application deadline.

Full Announcement Details	
Applications Due (Date / Time) March 22, 2016 / 01:00 PM EST	
Bidder'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

APPLY FOR GRANT OPPORTUNITY

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.

Status	Page Name	Note	Created By	Last Modified By
Contract Documents				
📄	State of New York Master Grant Contract for Grants			
📄	Attachment A-1: Program Specific Terms and Conditions			
Application Information				
🌐	Print Application			
🌐	Full Version of RFP			
Program Information				
📄	Project/Site Addresses			
📄	Program Specific Questions			
Expenditure Budget				
📄	Personal Services - Salary			
📄	> Personal Services - Salary Narrative			
📄	Personal Services - Fringe			
📄	> Personal Services - Fringe Narrative			
📄	Contractual			
📄	Travel			
📄	Equipment			
📄	> Equipment Narrative			
📄	Space/Property Rent			
📄	> Space/Property: Rent Narrative			
📄	Space/Property: Own			
📄	> Space/Property: Own Narrative			
📄	Utilities			
📄	> Utilities Narrative			
📄	Operating Expenses			
📄	> Operating Expenses Narrative			
📄	Other Expenses Detail			
📄	> Other Narrative			
📄	Expenditure Summary			
Work Plan: Grantee Defined				
📄	Work Plan Overview Form			
📄	Objectives			
Pre-Submission Uploads				
📄	Pre-Submission Uploads			

Project/Site Address Form

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.

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Please enter "Primary Address"

Name/Description: [   ]

Project Statewide [No ∨]*

Address 1 [   ]
Address 2 [   ]
City [   ]
County [∨]
State NY
Zip [   ]

Regional Council: [∨]
Agency Specific Region: [∨]

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 budget 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.

in Title should be 1. To allocate grant money to the salary of more than one position, you must complete another Personal Services – Salary page for each other individual position by clicking ADD.

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
Match % — 0%
Total Other Funds

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

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

Portion of grant award being allocated to the 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 ren[...] such as direct provision by contractual arrangement. If Contractual is not applicable leave this se[...]

Please enter the type of contractual service (or other category) you will purchase/rent.

Details

Contractual - Type/Description — Artists Fees *
Justification — Priority use of NYSCA funds *

Financial

Total Grant Funds — $5,000.00 *
Total Match Funds
Match % — 0%
Total Other Funds

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

Click here to see a summary of the d[...]ered for this category.

[CATEGORY TOTAL SUMMARY]

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.**

Upon saving the Line and Category Totals will populate.

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

EXPENDITURE SUMMARY

Instructions:

1. Save this form to display a roll-up of the category budget details.

2. Click Forms Menu to return to the navigation links.

Budget Category	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	$5,000.00	$0	0%	0%	$0	$5,000.00
b) Fringe	$0	$0	0%	0%	$0	$0
Subtotal	$5,000.00	$0	0%		$0	$5,000.00
2. Non Personal Services						
a) Contractual	$5,000.00	$0	0%	0%	$0	$0
b) Travel	$0	$0	0%	0%	$0	$0
c) Equipment	$0	$0	0%	0%	$0	$5,000.00
d) Space/Property & Utilities	$0	$0	0%	0%	$0	$0
e) Operating Expenses	$0	$0	0%	0%	$0	$0
f) Other	$0	$0	0%	0%	$0	$0
Subtotal	$5,000.00	$0	0%		$0	$5,000.00
Total	$10,000.00	$0	0%	0%	$0	$10,000.00
PERIOD TOTAL	$0.00					

Total = Total Grant Requested

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.

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.

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.

WORK PLAN OVERVIEW FORM

Instructions:
The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Enter 1/1/2019 To: 12/31/2019

Work Plan Period From [   ] * To [   ] *

Project Summary
Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

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.

0 of 50000

Organizational Capacity
Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

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.

0 of 4000

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.
NOTE: You may not add more than one Objective, Task or Performance Measure

OBJECTIVES

Instructions:

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

Objective Name

> Enter the name of the Discipline you are applying for (ex: Dance, Theatre)

Objective Description

> Leave Blank

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Instructions for Adding Tasks for this Objective:
Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

Once you save the Objective, hover over the Forms Menu, and a link to the Tasks form will appear.

Back

Menu   Forms Menu   Status Changes   Management Tools   Progress Reports

> Hover your cursor here over the Forms Menu link

Document Information | Navigation Links

Details

Status	Page Name	Note
	Work Plan Overview	
	Objectives	
	Tasks	

OBJECTIVES

> Tasks will now show in the menu

Instructions:

1. Enter an Objective

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.
NOTE: You may not add more than one Objective, Task or Performance Measure

TASKS

Instructions:

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
5. Click Forms Menu to return to the navigation links.

Objective:
Task Name

Enter the name of the subcategory you are applying for here

Task Description

Leave Blank

0 of 1000

Instructions for Adding Performance Measures for this Task:
Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

Once you save the Task, hover over the Forms Menu, and a link to the Performance Measure form will appear.

| Home | Grant Opportunity Portal | Applications | Contracts | Progress Reports | Tasks |

Training Materia

Back

Menu | Forms Menu | Status Changes | Management Tools | Progress Reports and Related Docume

Hover your cursor here

Document Informatic | Navigation Links
Details

Status	Page Name	Note
	Objectives	
	Tasks	
	Performance Measure	

TASKS

Instructions:

Performance Measures are now in the Menu

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.
NOTE: You may not add more than one Objective, Task or Performance Measure

PERFORMANCE MEASURE

Instructions:

1. Enter a *Performance Measure* in the field(s) provided below.

2. Select the Save button.

3. To add another *Performance Measure*, select the Add button above.

4. Click Forms Menu to return to the navigation links.

Objective: test
Task: test

Performance Measure Name

Please enter an abbreviated name of the goal or outcome targeted.

Narrative

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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.

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. For sponsored requests, please upload your completed Sponsored Request Form which has the Project Budget Form included in it. A sample Sponsored Request Form can also 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.
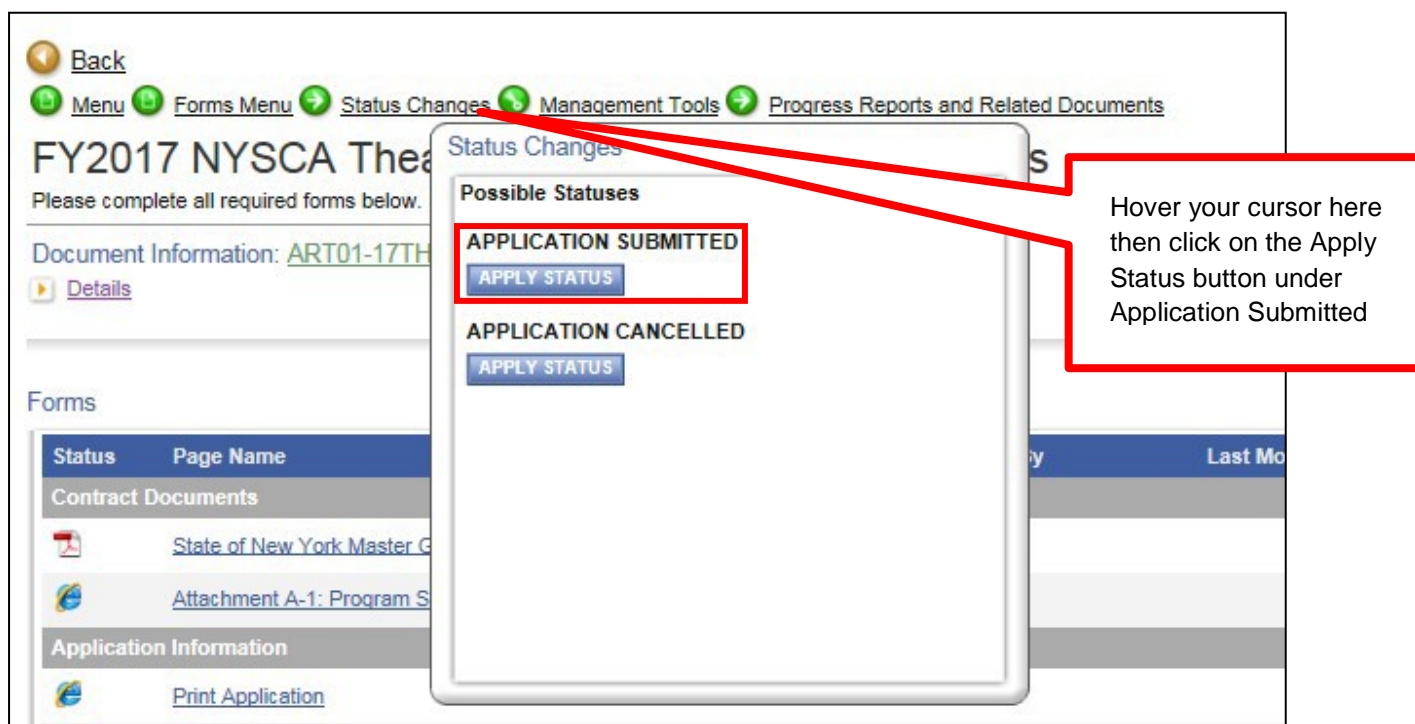
After clicking on Apply Status, you will see the following attestation asking you to verify that you are authorized to submit the application on behalf of the organization you are applying for. By clicking on 'I Agree' your application will be successfully submitted, and you will be returned to the Application Main Page.

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

[I AGREE] [I DO NOT AGREE]

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.

▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	FY2017 NYSCA Theatre Grants - TEST	Linda V	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/22/2016 1:00PM EST

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

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
9	Exceptional	Exceptionally strong (model and standard for field or discipline with essentially no weaknesses)

8	Outstanding	Extremely strong with negligible weaknesses
7	Excellent	Very strong with some minor weaknesses
6	Very Good	Strong with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
4	Satisfactory	Some strengths but with some moderate weaknesses
3	Fair	Some strengths but with at least one major weakness
2	Marginal	A few strengths and a few major weaknesses
1	Poor	Very few strengths and numerous major weaknesses

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.

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.

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

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/ 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.

Literature Program Information, Questions & Support Program

Goals

The Literature 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. Literary genres supported include fiction, poetry, drama, and literary (creative) prose. NYSCA is committed to the development and support of literary activity for underserved areas and audiences, and to activity that supports writers who represent the cultural diversity of New York State. Priority is given to applicants that demonstrate artistic excellence as well as a consistent policy of payment to writers and substantial efforts to reach and to creatively engage a wide audience through innovative literary programming and promotional efforts.

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 to reflect in their workforces, artists and programmatic offerings New York State's diversity of people, geography and artistic interests.

The Literature Program makes grants for New York State literary activity in the following categories for the purposes specified below. See "Types of Literature Support" for complete guidelines.
- General Operating Support (unrestricted support)
- Book and Literary Magazine Publication/Literary Publishing (project support for contributors'/editors' fees, production, promotion & distribution costs)
- Public Programs (project support for writers'/curators' fees & promotion costs for a series of public readings, literary events/festivals or writing workshops)
- Literary Translation (project support for translators' fees for literary translations-in-progress)
- Regrants and Partnerships (project support – by invitation from NYSCA only)

Funding for national organizations is provided only for those activities occurring in New York State.

Literary programming must be open to the general public and promoted as such.

Applicants may make one request per category to the Literature Program for FY19 and two requests Council-wide. Applications in the Literary Translation Category and the Regrants and Partnerships Category are exempt from this two- request limit. General Operating Support applicants in Literature may make one other request Council-wide.

New applicants or applicants changing request categories are asked to speak with Literature Program Staff before beginning an application.

Artistic Evaluation

NYSCA must be able to evaluate an applicant's artistic quality on an ongoing basis. It is the responsibility of all current and prospective applicants to inform staff of public programs well in advance of the event date. This is required so that staff and/or advisory panelists may attend and evaluate the events. Email notification is welcomed. Applicants offering public literary programs are asked to submit video documentation of literary events as support material.
Notification of events should be sent to kathleen.masterson@arts.ny.gov, or to:
NYSCA Literature Program – Event Notification
300 Park Avenue South
10th Floor
New York, NY 10010

Technical Assistance

The Literature Program provides technical assistance to literary publishers, literary presenters, and individual writers through a number of literary service partners, as listed below. It also supports information access for the general public. **Applicants seeking Technical Assistance should consult directly with the technical assistance providers listed in these guidelines.**

Statewide Literary Website for Literary Audiences

Bright Hill Literary Center and Press / New York State Literary Website (LitTree)

94 Church Street, P.O. Box 193
Treadwell, NY 13846-0193
Contact: Beatrice Georgalidis, Executive Director

Lawrence Shaw, Administrative Assistant
607-829-5055
E-Mail: wordthur@stny.rr.com
www.nyslittree.org

LitTree offers a comprehensive listing, by county, of writers who have lived or worked in New York State, as well as listings of the State's important literary sites, libraries and bookstores. It also offers links to the websites of many literary organizations, including literary event calendars.

Technical Assistance for Literary Publishers

Council of Literary Magazines and Presses (New York Technical Assistance Program – NYTAP)
154 Christopher Street, Suite 3C
New York, NY 10014-2839
212-741-9110
info@clmp.org

Contact: David Gibbs
Director of Programs
dgibbs@clmp.org

Montana Agte-Studier
Director of Membership and Development
magte-studier@clmp.org

http://www.clmp.org/publisher-resources/nytap/

CLMP provides assistance to nonprofit literary magazines and small presses in the form of regrants, consultancies, workshops, roundtable meetings, travel funds, mentorships and online resources in areas such as distribution, fundraising, publicity and marketing through its New York State Technical Assistance Program, funded by NYSCA.

Book Redistribution to Libraries in Underserved Communities (The Poulin Project)

Distribution to Underserved Communities (DUCS)/ Art
Resources Transfer
526 West 26th Street, Suite 614 New
York, NY 10001
Contact: D.U.C. Library Program Coordinator/attn. The Poulin Project
(212) 255-2919
E-Mail: info@ducprogram.org

http://www.artresourcestransfer.org/duc.php
https://www.artresourcestransfer.org/poulin

Publishers may donate returned, surplus and slightly hurt books for redistribution to institutional libraries serving seniors, young people, incarcerated persons and the general public.

Technical Assistance for Literary Presenters

Literary Presenters Technical Assistance Program (LitTAP)
Contacts: Laurie Dean Torrell, New York State Director Debora
Ott, Founding Director
E-Mail: ldeant@justbuffalo.org, dott@littap.org
http://www.littap.org/index.php?id=97

The Literature Program offers a technical assistance program, LitTAP, for New York State nonprofit literary presenters at all budget levels statewide. Sponsored by Just Buffalo Literary Center, the project features an extensive technical assistance website, consultancies, and annual convenings of the State's literary field.

Grant Information for Individual Writers
Sample Translator's Contract

PEN American Center

568 Broadway, Suite 401
New York, NY 10012-3225 (212) 334-1660

E-Mail: pen@pen.org
https://www.pen.org/

Monitors worldwide freedom of expression issues and publishes "Grants and Awards Available to American Writers". A sample translation contract is also available on the PEN website at:
http://www.pen.org/translation/modelcon.html .

Support of Writers' Fees for Readings and Workshops in New York State Career
Information for Writers

Poets & Writers
90 Broad Street, Suite 2100 New
York, NY 10004
(212) 226-3586
http://www.pw.org

Readings & Workshops Regrant Funding
Contact: Director, Readings/Workshops
E-Mail: rwny@pw.org
212-226-3586 x4
http://www.pw.org/funding

Tools for Writers
Contact: Information Services, Poets & Writers
E-Mail: esmithrakoff@pw.org
http://www.pw.org/toolsforwriters

Poets & Writers offers online information to individual writers. Through a NYSCA regrant program, Poets and Writers also provides matching funds to non-profit organizations in support of writers' fees for public literary readings and writing workshops in all 62 counties of New York State. Organizations may not apply to NYSCA and to Poets and Writers for the same project in the same fiscal year.

Types of Literature Support

General Operating Support

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

A primary focus in the discipline in which the organization is seeking General Operating Support, or significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support, is necessary. For example, a writing center operated as discrete entity within a larger entity such as a YMCA/YMHA.

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 $5000 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 Operating Support is awarded on a multi-year basis.

Prerequisites

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- Its primary focus or mission must be literary; or the organization must have significant ongoing literary activities; and
- It must have ongoing literary programs, publishing activity, literary readings and writing workshops, exhibitions, productions or other art and cultural activities that are open and/or accessible to the general public; 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 the organizational mission must be 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 (W-2, not contracted) administrative staff (the position may be full-time or part-time); 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 meet or exceed the minimum requirements for funding in either the Public Programs or Literary Publishing categories (see "Prerequisites" in these categories), or both; as applicable,

and,

- It must demonstrate a consistent policy of fair payment to literary artists.

Sponsored Projects are Not Eligible for Support in this Category.

For Literary Publishers requesting General Operating Support, please note that university presses, writing competitions, and projects requiring writers to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget. Use budget notes to explain.

Book & Literary Magazine Publication/Literary Publishing

The Book and Literary Magazine Publication/Literary Publishing Category offers project support for artistic, editorial, production, promotional and distribution costs incurred in the publication of the work of noncommercial literary presses and magazines, including online and digital publishers. Publishers must principally publish poetry, fiction, drama, or literary (creative) nonfiction or literary translation. Publishers demonstrating an ongoing commitment to payment of authors and editors will be given priority.

First-time applicants in this category are required to contact NYSCA staff before submitting a request.

Prerequisites
In order to be eligible to apply for Book and Literary Magazine Publication/Literary Publishing support, an applicant organization must meet the following minimum criteria:

- Noncommercial *book publishers* must have produced at least two new volumes (not reprints) of poetry, fiction, drama or literary nonfiction in the two years prior to the application deadline.
- Noncommercial *literary magazine publishers* must have published at least two separate issues in the two years prior to the application deadline. Double issues count as one issue.
- *Online literary magazine publishers* must have created the equivalent of two separate online issues in the two years prior to the application deadline. Online content should be refreshed in accordance with the applicant's stated publication schedules.
- Principal editorial offices must be located in New York State.

Please note that the request amount should not exceed 50% of the total Project Budget. The minimum request/grant amount is $2500, and the minimum project budget amount is $5,000.

University presses, writing competitions, and projects requiring writers to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use budget notes to explain.

Sponsored requests are accepted in this category. For application instructions, please review the [Sponsored Application Instructions](#).

Public Programs

The Public Programs category offers project support to organizations that present professional writers to the public as part of a reading series. It also offers support for other public literary programs including writing workshops, literary festivals and book fairs, book discussion groups led by published writers, lectures by writers, writers' tours, and literary programs involving electronic media. This category also serves organizations whose primary focus is not literary. NYSCA Funding in this category is directed toward writers'/curators' fees and promotional activities.

Prerequisites

In order to be eligible to apply for Public Programs, an applicant organization must meet the following minimum criteria:

- All applicants must offer literary programming that is open to the public.
- All applicants must have completed at least one year of such programming prior to the application deadline.
- All applicants are expected to demonstrate an ongoing commitment to paying writers' fees. (Refer to the Resources menu at www.LitTAP.org for updates on suggested minimum writers' fees.)
- Reading series applicants:
    - must offer a minimum of four literary readings per year (four different authors).
- Reading series at colleges and universities are eligible for support provided:
    - they are promoted to, and attended by, the general public.
    - they are <u>not</u> offered for college credit to students.
- Writing workshops applicants:
    - must offer a minimum of eight consecutive sessions per year
    - must be taught by a professional writer/teacher.
- Series presenting playwrights to the public are eligible provided:
    - playwrights appear in person as the featured readers (minimum 4 events with 4 separate writers)
    - playwrights appear in a series of public discussions, panels or roundtables highlighting the craft of playwriting

Please note that the request amount should not exceed 50% of the total Project Budget. The minimum request amount is $2,500, and the minimum project budget amount is $5,000.

School-based writing programs taking place during the school day are ineligible for support in the Literature Program. Please see Arts Education guidelines.

Sponsored requests are accepted in this category. For application instructions, please review the Sponsored Application Instructions.

Literary Translation

New York State historically has welcomed speakers of other languages, and 30% of the State's population speaks a first language other than English. The availability of high-quality world literature in excellent English translation is essential to a literate democracy. NYSCA continues to provide support for translators' fees for the completion of literary translations in progress into English. Accuracy and literary quality of the translation are the paramount category criteria. Grant range: $2,500 - $10,000.

Translators must be New York State residents and may not submit the same project to NYSCA more than once. Individuals may not apply directly for Council funding; translation requests must be sponsored by a nonprofit organization. Literary magazine and book publishers are encouraged to apply on behalf of translators they plan to publish. Applications that present a commitment of publication or performance from a literary publisher or presenter as well as a clear plan for bringing the translated work before New York State public will take priority in the event of tied ratings.

See "Tools for Translators" (http://www.pen.org/translation) as well as a model translator's contract (http://www.pen.org/model-contract) from PEN American Center's Translation Committee, 588

Broadway (Suite 303), New York, NY 10012, (212) 334-1660.

This category is exempt from the two-request limit.

Projects must be submitted on behalf of independent literary artists by a New York State non- profit sponsoring organization.

Prerequisites
In order to be eligible to apply for Literary Translation, the applicant organization (sponsor) must meet the following minimum criteria:
- NYS Residency
- The applicant translator/s must be current New York State resident/s and submit proof of residency.
- Projects by matriculated students are not eligible for support

Nonprofit Sponsorship of Literary Translation Applications:

Literary magazine and book publishers are encouraged to apply on behalf of translators they plan to publish, but any New York State non-profit may serve as a sponsor. Some sponsoring organizations serve only as fiscal conduits for the project and limit their role to receiving, disbursing, and reporting on grants. Others provide additional fiscal and administrative services to the artists they sponsor. Sponsors may not impose a fee on artists for submitting their applications. However, if a project receives funding, sponsors of translation applications may take a fee of no more than 5% of the grant, provided they are presenting a public program featuring the funded translator. This expense should be reflected in the Project Budget submitted in support of the application. Artistic control of and proprietary rights to projects should rest exclusively with the artist. In addition, any arrangement for services provided to the artist, including application consultation, budget or work samples, should be clearly described.

Sponsored requests are accepted in this category. For application instructions, please review the Sponsored Application Instructions.

Regrants and Partnerships Support

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.

Activity in the former Services to the Field category in the Literature Program may be eligible for support in the Regrants and Partnerships category. Please contact Program Staff to discuss eligibility.

This category covers a range of services from the administration of technical assistance funds to fees for artist appearances. Services can either have a long-term role in the arts community or be developed to meet a short-term need. Some organizations may use a panel review process to determine regrant awards for their projects, while others may be limited primarily to assigning and accounting for consulting services. A working knowledge of the target audience, arts discipline, and service area is essential for those organizations receiving grant contracts in this category.

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.

Eligibility Criteria:

In order to be eligible to apply for Regrants and Partnerships Support an applicant organization must meet the following minimum criteria:

- 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.

Sponsored Projects are Not Eligible for Support in this Category.

Literature Questions

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.

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.

STANDARD QUESTIONS: ALL LITERATURE 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: In which Literature Program category are you applying?

3SQ. STANDARD QUESTIONS: Describe any recent, significant fiscal, artistic or organizational changes, developments or challenges. Indicate how challenges will be addressed.

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

1G.   GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC: Request Overview
Describe programs and/or services for the year for which support is requested and how they will 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, the goals in undertaking these activities, and the expected outcomes.

2G.   GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC: Background
Describe the organization and how it was established, focusing on the program-specific activities for which support is requested that took place in the past two years.

3G.   GENERAL OPERATING SUPPORT ARTISTIC/PROGRAMMATIC: Artistic/Cultural Vision
Articulate the organization's artistic purpose and its place within its cultural community.

4G.   GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL: Facilities

Describe the facilities used for programming and administration and how they are maintained. Please include seating capacity and provisions for handicapped accessibility.

5G.   GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL: Staff

Identify the key administrative and artistic staff members responsible for this program, specifying those with responsibility for artistic/curatorial decisions. Detail any recent significant changes in key staff positions.

6G.   GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL: Governance & Organizational Development

Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight. Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

7G.   GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL: Finances

Detail plans for meeting current and future expenses. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits, including significant fluctuations in the organization budget. Indicate the current amount of the organization's cash reserve, if any.

8G. GENERAL OPERATING SUPPORT MANAGERIAL/FISCAL: Artist and Programmatic Consultant Fees

Indicate how payment to artists and any outside consultants is determined. Please include the range of fees.

9G. GENERAL OPERATING SUPPORT SERVICE TO THE PUBLIC: Constituency, Development and Outreach

Describe the audiences and communities served. Detail efforts being undertaken to cultivate and broaden the organization's constituency.

10G. GENERAL OPERATING SUPPORT SERVICE TO THE PUBLIC: Marketing and Online Resources

Describe the organization's marketing strategies. Describe your use of the Internet and social media.

11G. GENERAL OPERATING SUPPORT SERVICE TO THE PUBLIC: Evaluation
How does the organization evaluate its programs, services, and/or other organizational initiatives? How are the evaluative results applied?

12G. GENERAL OPERATING SUPPORT SERVICE TO THE PUBLIC: Community Context

Identify the other organizations in your market area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations.

13G. GENERAL OPERATING SUPPORT: Support Materials Listing
Provide here a list of all support materials being uploaded into Grants Gateway with this General Operating Support request. Please refer to the list of mandatory support materials for the Literature Program General Operating Support Category that follows the guidelines questions.

***BOOK AND LITERARY MAGAZINE PUBLISHERS*: All applicants to BOOK AND LITERARY MAGAZINE PUBLICATION/LITERARY PUBLISHING category must complete the following questions.**

1B.   BOOK AND LITERARY MAGAZINE PUBLICATION ARTISTIC/PROGRAMMATIC: Editorial Overview
Describe the editorial approach of the press or magazine. Detail editorial plans for the request year (FY19-calendar year 2019), highlighting any new editorial direction. Summarize plans for the following year (FY20-calendar year 2020).

2B.   BOOK AND LITERARY MAGAZINE PUBLICATION ARTISTIC/PROGRAMMATIC: Publishing Schedule

Discuss any significant changes in the volume of publication, providing a reason for the changes. Discuss policy for maintaining and reissuing backlist titles or for archiving back issues. Applicants must use the Book Publication Fact Sheet or Literary Magazine Publication Fact Sheet, or upload similarly formatted documents, to list the literary titles or magazine issues published last year and those planned for publication in the request year. Book publishers should provide names of authors, projected release dates, and genre. Magazine publishers should provide statistics on numbers of issues per year, page count, print run, etc.

3B.   BOOK AND LITERARY MAGAZINE PUBLICATION ARTISTIC/PROGRAMMATIC: Editorial Staff

List the names of the key editorial staff along with their titles and responsibilities.

4B.   BOOK AND LITERARY MAGAZINE PUBLICATION ARTISTIC/PROGRAMMATIC: Artists' Fees

Describe the system used for payments to editors, authors, and translators, including royalty structure. Explain any changes or improvements planned.

5B.   BOOK AND LITERARY MAGAZINE PUBLICATION MANAGERIAL/FISCAL: Managerial Staff

List the key managerial staff and their titles and responsibilities.

6B.   BOOK AND LITERARY MAGAZINE PUBLICATION MANAGERIAL/FISCAL: Fiscal Overview
The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses. Detail efforts to increase individual as well as foundation/corporate donations for the press or magazine. Include earned income.
NB: Writing competitions and projects requiring authors to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use budget notes to explain.

7B.   BOOK AND LITERARY MAGAZINE PUBLICATION MANAGERIAL/FISCAL: Governance
Detail the separate functions and activities of the editorial board and the board of directors. Note any changes or improvements in board activity planned for the request year (FY19).

8B.   BOOK AND LITERARY MAGAZINE PUBLICATION SERVICE TO THE PUBLIC: Audience/Marketing
Describe the audience for the literary publications. Describe specific marketing, sales campaigns, and promotional efforts intended to reach and broaden this audience. Note special marketing plans for individual titles or issues.

9B.   BOOK AND LITERARY MAGAZINE PUBLICATION SERVICE TO THE PUBLIC: New
Technologies/Access
Describe the use of technologies such as web-based publishing, e-Books, mobile devices and apps, social networking, Live Streaming, etc. to better reach and serve the public, including artists and audiences with disabilities. Discuss the use of universal access technologies such as Braille, recorded books, and large type.

10B.   BOOK AND LITERARY MAGAZINE PUBLICATION: Support Materials Listing
       Provide here a list of all support materials being uploaded into Grants Gateway with this Book and
       Literary Magazine Publication request. Please refer to the list of mandatory support materials for the
       Literature Program Book and Literary Magazine Publication Category that follows the guidelines
       questions.

*PUBLIC PROGRAMS***: All applicants to PUBLIC PROGRAMS must complete the following
questions.**

1P.   PUBLIC PROGRAMS ARTISTIC/PROGRAMMATIC: Literary Program Overview
      Describe the curatorial (artistic) approach to the reading series, writing workshop or other pubic program
      for the request year, including discussion of the artist selection process. Provide a two-sentence
      biography on 4 of the writers/teachers/literary artists proposed for the request year. (Provide complete
      roster of proposed writers/teachers on the [Literary Presenters' Fact Sheet](see Mandatory Support
      Materials).

2P.   PUBLIC PROGRAMS ARTISTIC/PROGRAMMATIC: Literary Staff
      List the key literary staff, including the literary curator, and their titles and responsibilities. Include three-
      sentence bios of each.

3P.   PUBLIC PROGRAMS ARTISTIC/PROGRAMMATIC: Artists' Fees
      Discuss the policy regarding payment of literary artists' fees. Explain any changes or improvements
      planned.

4P.   PUBLIC PROGRAMS MANAGERIAL/FISCAL: Fiscal Overview
      The Council may only support up to 50% of a project's cost. Describe specific plans, projects and
      activities for meeting current and future expenses for the literary programs, including income earned
      from admissions and sales. Detail organizational efforts to increase individual and foundation/corporate
      donations for the literary programs.

5P.   PUBLIC PROGRAMS MANAGERIAL/FISCAL: Managerial Staff
      List the key managerial staff responsible for administering the program, if different from the literary staff,
      along with their titles and responsibilities. Include two-sentence bios of each.

6P.   PUBLIC PROGRAMS SERVICE TO THE PUBLIC: Audience/Promotional Overview
      Describe the audience for the literary programs. Describe the specific marketing and promotional efforts
      that will be used to target and broaden this audience for the request year, including use of online
      resources. Please note the names of publications in which the organization advertises and the size of
      your mailing and e-mail lists.

7P.   PUBLIC PROGRAMS: Support Materials Listing
      Provide here a list of all support materials being uploaded into Grants Gateway with this Public
      Programs request. Please refer to the list of mandatory support materials for the Literature Program
      Public Programs Category that follows the guidelines questions.

*LITERARY TRANSLATION***: All applicants to LITERARY TRANSLATION must complete the
following questions.**

1L.   LITERARY TRANSLATION ARTISTIC/PROGRAMMATIC: Work to be Translated/Permissions Give
      the title, author and genre of the work to be translated into English. Note the original language
      (specifying dialect) from which the translation is being made. Indicate whether rights to the work have
      been secured, or when they will be secured.

2L. LITERARY TRANSLATION ARTISTIC/PROGRAMMATIC: Translator/s Credentials
Identify the translator/s and briefly summarize their professional credentials. Note whether the translator/s have received previous support from NYSCA.

3L. LITERARY TRANSLATION ARTISTIC/PROGRAMMATIC: Translator's Statement
Provide here a statement written by the proposed translator describing the translation project and her/his interest in the work. Detail the translator's artistic concerns and intentions relating to the proposed project. Discuss the need for the translation and New York State community it will represent or serve, if applicable. Also discuss the relevant publication history of the work, and the literary context of the work in its original and any other English translations. Please note the current stage of the project (first draft, second draft, etc.), and the proposed completion date.

4L. LITERARY TRANSLATION MANAGERIAL/FISCAL: Mission of Sponsoring Organization
If the translation project has special relevance to the public service mission of the sponsoring organization, please discuss here.

5L. LITERARY TRANSLATION MANAGERIAL/FISCAL: Translator/s' Fee/Finances
Specify the translator/s' fee/s and how they have been calculated. Note here and in the project budget the amount and source of any additional income for the translation. Note here if the sponsoring organization intends to access the 5% fee for public presentations of the translation, and include that amount in the project budget under "other outside fees and services."

6L. LITERARY TRANSLATION SERVICE TO THE PUBLIC: Publication/Public Programs
Describe plans by the sponsoring organization or other entity for publication and/or public readings presenting the translator/ translation to New York State readers/audiences, stating dates, location/s and nature of activity.

7L. LITERARY TRANSLATION SERVICE TO THE PUBLIC: Marketing
Detail plans by the sponsoring organization or translator for promoting the published translation and/or the public program featuring the translator to NYS readers/audiences, if applicable.

8L. LITERARY TRANSLATION: Support Materials Listing
Provide here a list of all support materials being uploaded into Grants Gateway with this Literary Translation request. Please refer to the list of mandatory support materials for the Literature Program Literary Translation Category that follows the guidelines questions.

REGRANTS AND PARTNERSHIPS: **All applicants to the 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. 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: Governance

Describe the involvement of the board in management and program oversight.

6R.   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.

7R.   REGRANTS AND PARTNERSHIPS MANAGERIAL/FISCAL: Finances

Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income. Explain any current and/or recurring surplus or deficits. How would the scope of the project change if full request for NYSCA funding is not received?

8R.   REGRANTS AND PARTNERSHIPS SERVICE TO THE PUBLIC: Constituency

Describe the audiences and communities served.

9R.   REGRANTS AND PARTNERSHIPS SERVICE TO THE PUBLIC: Marketing/Outreach

What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups.

10R.   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.

11R.   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.

12R.   REGRANTS AND PARTNERSHIPS SERVICE TO THE PUBLIC: Community Context

Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations

13R.   REGRANTS AND PARTNERSHIPS: Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Regrants and Partnerships request. Please refer to the list of mandatory support materials for the Literature Program Regrants and Partnerships Category that follows the guidelines questions.

Support Materials

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

STANDARD SUPPORT MATERIALS – All Applicants: ALL LITERATURE APPLICANTS must submit the support materials below:

1. ALL APPLICANTS - NYSCA FY2019 Project Budget OR Sponsored Request Form: Please download this project budget form, complete and upload here. For sponsored requests, please upload the completed Sponsored Request Form here. The project budget for General Operating Support applicants represents the organizational budget for the request year (FY19), excepting costs for out of state and non-literary programming.

GENERAL OPERATING SUPPORT: All applicants to GENERAL OPERATING SUPPORT must submit the following support materials.

1. GENERAL OPERATING SUPPORT - Résumés or biographical statements of up to 3 key staff, maximum of 1 page each.

2. GENERAL OPERATING SUPPORT - Organizational Chart.

3. GENERAL OPERATING SUPPORT - 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. GENERAL OPERATING SUPPORT - Website, Facebook, Twitter, YouTube, and other social media links. We reserve the right to review any/all of these online sources as part of your application.

5. GENERAL OPERATING SUPPORT - Fact Sheets (click links here for fact sheets). Literary publishers applying for General Operating Support must submit the **Book Publication Fact Sheet** or the **Literary Magazine Publication Fact Sheet**, or both, as applicable. Literary presenters applying for General Operating Support must submit the **Literary Presenter's Fact Sheet**.

6. GENERAL OPERATING SUPPORT - Hard Copy and Electronic Work Samples. Literary publishers applying for General Operating Support must submit hard copy and electronic work samples as noted in the Support Material Requirements for the Book and Literary Magazine Publication Category. Hard copy samples should be mailed to:

   New York State Council on the Arts
   Literature Program FY19 Support Materials

   300 Park Avenue South 10 Floor
   New York, New York 10010

7. GENERAL OPERATING SUPPORT - Video. Literary presenters applying for General Operating Support must submit up to 3 minutes of video showing recent literary readings or other literary public programs activities.

8. GENERAL OPERATING SUPPORT - Long-range or Strategic Plan.

9. GENERAL OPERATING SUPPORT – Additional (Optional) Support Materials (no more than 3 items). Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.

BOOK AND LITERARY MAGAZINE PUBLICATION/LITERARY PUBLISHING: ***All applicants to*** **BOOK AND LITERARY MAGAZINE PUBLICATION/LITERARY PUBLISHING applicants** ***must submit the following support materials.***

1. BOOK AND LITERARY MAGAZINE PUBLICATION/LITERARY PUBLISHING: One *hard copy of each*

    of the 2 most recent print book titles or literary magazine issues, mailed to:

    New York State Council on the Arts
    Literature Program FY19 Support
    Materials 300 Park Avenue South/10th
    Floor
    New York, NY 10010
    Materials must be submitted in English or bilingual editions.
    Please do not re-send magazine issues submitted with previous NYSCA applications.
    In lieu of hard copies, online book and literary magazine publishers should provide URLS for links to their 2 most recent book titles or literary magazine issues. (See URL instructions above.)

2. BOOK AND LITERARY MAGAZINE PUBLICATION: *Electronic work samples*: All Book and Literary Magazine Publishers should provide electronic samples of a minimum of 30 pages of writing published by the press in the previous year. The sample may be from a single work or from several different works (for example, a passage from a novel, or a selection of poems, or a few poems plus a short story, etc.). Please identify the title and author of each sample and the volume or magazine issue in which the sample appears.

3. BOOK AND LITERARY MAGAZINE PUBLICATION: For book publishers, a copy of the *most recent print catalog*, or a link to an online catalog.

4. BOOK AND LITERARY MAGAZINE PUBLICATION: *Résumés* of key literary personnel, including principal editors and managerial staff.

5. BOOK AND LITERARY MAGAZINE PUBLICATION: A representative sample of recent *marketing/publicity materials* for the press or magazine.

6. BOOK AND LITERARY MAGAZINE PUBLICATION: Fact Sheets (click links here for fact sheets). A completed **Book Publication Fact Sheet** or **Literary Magazine Publication Fact Sheet**, or similarly formatted documents

7. BOOK AND LITERARY MAGAZINE PUBLICATION: *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.). For video, if any, please indicate start and stop points.

PUBLIC PROGRAMS: ***All applicants to*** **PUBLIC PROGRAMS** ***must submit the following support materials.***

1. PUBLIC PROGRAMS: *Representative promotional brochure/calendar,* listing literary programs produced in the current year (2018).

2. PUBLIC PROGRAMS: *Résumés* of key literary personnel, including literary coordinator or curator, and *brief bios* of proposed writers and writing teachers for the season.

3. PUBLIC PROGRAMS: For writing workshops only: a *ten page sample of student work* from the workshop or from an anthology or publication produced by the workshop.

4. PUBLIC PROGRAMS: A completed **Literary Presenter's Fact Sheet** (click link for fact sheets). Please complete this sheet, or upload a similarly formatted document. Detailed schedules for literary festivals and book fairs should be listed on this sheet.

5. PUBLIC PROGRAMS: Up to three minutes of video showing recent literary readings, writing workshops or other literary public programs activities. (Required in FY19).

6. PUBLIC PROGRAMS: *Additional (Optional) Support Materials.* Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.

*LITERARY TRANSLATION***:** ***All applicants to*** **LITERARY TRANSLATION** *must submit the following support materials.*

1. LITERARY TRANSLATION: Proof of translator/s' NYS residency (NYS driver's license, current utility bill, etc.)

2. LITERARY TRANSLATION: 10-page excerpts (15 pages for play scripts) in English and in the original language, from the proposed translation-in-progress (20 pages total, 30 pages for play scripts). Please match the English translation and corresponding original on facing pages, and note the title and original author/translator names on each page. Manuscripts must preserve diacritical marks from the original language.

3. LITERARY TRANSLATION: Copy of the letter granting rights to the translator.

4. LITERARY TRANSLATION: Résumé/s of the proposed translator/s translator/s participating in the project

5. LITERARY TRANSLATION: Additional (Optional) Support Materials. Please label optional material in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc.

*REGRANTS AND PARTNERSHIPS***:** ***All applicants to REGRANTS AND PARTNERSHIPS must submit the following support materials.***

1. REGRANTS AND PARTNERSHIPS: *Résumés or biographical statements* of key project staff, maximum of 1 page each.

2. REGRANTS AND PARTNERSHIPS: *Organizational chart.*

3. REGRANTS AND PARTNERSHIPS: *Up to 5 representative marketing materials* (sample brochures, promotional materials and/or application forms) that reflect regrant or partnership activity for the past year.

4. REGRANTS AND PARTNERSHIPS: *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. REGRANTS AND PARTNERSHIPS: *Outreach/promotional plan* for proposed regrant or partnership.

6. REGRANTS AND PARTNERSHIPS: If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results.

7.   <u>REGRANTS AND PARTNERSHIPS:</u> *Additional (Optional) Materials -* Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.). For video, please indicate start and stop points.

APPENDIX

STANDARD SUPPORT MATERIALS REFERENCED TEMPLATES

NYSCA FY2019 Project Budget Form (Please use budget notes)

New York State Council on the Arts
FY19 Project Budget Form

Organization:
Program:
Project Title

INCOME	
EARNED INCOME	
Admissions	
Contracted Services	
Tuition and Workshop Fees	
Fundraising Events	
Other Earned Revenue	
Total Earned Income	**$0**
CONTRIBUTED INCOME	
Corporate Support	
Foundation Support	
Private Support	
NEA Support	
Federal Support	
State Support (non-NYSCA)	
County Support	
Municipal Support	
Total Contributed Income	**$0**
Other Revenue	
TOTAL INCOME	**$0**

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	**$0**

SURPLUS (DEFICIT) BEFORE NYSC	**$0**
NYSCA Grants Requested	
SURPLUS (DEFICIT) AFTER NYSCA	**$0**

Budget Notes
(2000 Character Limit)

Sponsored Request Form

FY 2019 Sponsored Organization Information Form

- New York State Council on the Arts -

Basic Organizational Information

Organization Name _____

AKA

Federal Employer ID#

Year Founded

_____

Web Site(URL)

Organization's Phone _____

Address1 _____

Address2 _____

City

State _____ Zip _____

Code Applicant County _____

Project Contact

Name   _____

Title   _____

Phone   _____

Fax   _____

Email Address   _____

Organization Mission
(1000 character limit)

Organization Activities
(1000 character limit)

Activities: Give a brief summary of your organization's activities that provides a general overview of what you do as an organization. Please relate these activities to your mission statement in the previous question.

Organization Constituency
(1000 character limit)

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

What actions has your organization taken to make your facilities, programs, and/or communications systems accessible and usable by all?

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

Organization Facilities (if applicable)

Organization's facilities/real estate are: ☐ Owned ☐ Rented ☐ Donated ☐ Shared

If rented, date current lease expires?

Days/Hours/Season of Operation

Please indicate the number of each event your organizations hosts annually. Enter zero if your organization does not host a particular event:

Productions

Exhibitions

Classes

Tours

Films

Lectures

Performances

Organization Key Staff Members

First Name	Last Name	Title	Year Started	Annual Salary Range

Number of Full-time Staff [   ]   Number of Interns [   ]

Number of Part-time Staff [   ]   Number of Independent Contractors [   ]

Number of Volunteers [   ]

Organization Board Members

First Name	Last Name	Title	Profession/Affiliation	Year Elected

FY2019 Sponsored Organization Budget Form
- New York State Council on the Arts -

	Prior completed fiscal year	**Last completed fiscal year**	**Current fiscal year (actual plus projected)**
EARNED INCOME			
Admissions			
Contracted Services			
Tuition and Workshop Fees			
Fundraising Events			
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			

	Prior completed fiscal year	Last completed fiscal year	Current fiscal year (actual plus projected)
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			

FY2019 Sponsored Project Budget Form
- New York State Council on the Arts -

	Project Budget
EARNED INCOME	
Admissions	
Contracted Services	
Tuition and Workshop Fees	
Fundraising Events	
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	

Budget Notes
(2000 character limit)

Sponsored Request Form

Literature

Answer all questions for the specific category to which you are applying below on this form, including the Organization Profile, Organization Budget, and Project Budget and return to your Fiscal Sponsor along with your support materials. A completed Sponsored Request Form is required from all sponsored organizations and individuals. In the event that an applicant fails to submit the completed Sponsored Request Form, the application will not be eligible for review. Please review the program guidelines carefully for program prerequisites and eligibility requirements

Only complete those questions that correspond to the category for which you are applying:

1. Public Programs
2. Book and Literary Magazine Publication
3. Literary Translation

(2000 character limit per question)

Public Programs Questions:

Artist Name

Project ID

Artistic/Programmatic

1. Literary Program Overview
Describe the curatorial (artistic) approach to the reading series, writing workshop or other pubic program for the request year, including discussion of the artist selection process. Provide a two-sentence biography on 4 of the writers/teachers/literary artists proposed for the request year. (Provide complete roster of proposed writers/teachers on the Literary Presenters' Fact Sheet (see Mandatory Support Materials).

2. Literary Staff
List the key literary staff, including the literary curator, and their responsibilities.

3. Artists' Fees
Discuss the policy regarding payment of artists' fees. Explain any changes or improvements planned.

Managerial/Fiscal

4. Fiscal Overview

The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses for the literary programs, including income earned from admissions and sales. Detail organizational efforts to increase individual and foundation/corporate donations for the literary programs.

Service to the Public

5. Audience/Promotional Overview

Describe the audience for the literary programs. Describe the specific marketing and promotional efforts that will be used to target and broaden this audience for the request year, including use of online resources. Please note the names of publications in which the organization advertises and the size of your mailing and e-mail lists.

6. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Public Programs request. Please refer to the list of mandatory support materials for the Literature Program Public Programs Category that follows the guidelines questions.

Public Programs Support Materials:

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

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2018. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review. For a more detailed description of how to submit your support materials for this application, please click here for more information.

1. *Representative promotional brochure/calendar,* listing literary programs produced in the current year (year prior to request year).
2. *Résumés* of key literary personnel, including literary coordinator or curator, and *brief bios* of proposed writers and writing teachers for the season.
3. For writing workshops only: a *ten page sample of student work* from the workshop or from an anthology or publication produced by the workshop.
4. A completed Literary Presenters' Fact Sheet (click link here). Please complete this sheet, or upload a similarly formatted document (see upload instructions above). Detailed schedules for literary festivals and book fairs should be listed on this sheet.
5. Up to three minutes of video showing recent literary readings, writing workshops or other literary public programs activities. (Required).
6. *Additional (Optional) Support Materials.* Please label optional materials, such as promotional videos, in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc. For video, please indicate start and stop points.

Book and Literary Magazine Questions:

Artist Name [   ]

Project ID [   ]

Artistic/Programmatic

1. Editorial Overview

Describe the editorial approach of the press or magazine. Detail editorial plans for the request year (FY19), highlighting any new editorial direction. Summarize plans for the following year (FY20).

2. Publishing Schedule

Discuss any significant changes in the volume of publication, providing a reason for the changes. Discuss policy for maintaining and reissuing backlist titles or for archiving back issues.

Applicants must use the Book Publication Fact Sheet or Literary Magazine Publication Fact Sheet or upload similarly formatted documents, to list the literary titles or magazine issues published last year and those planned for publication in the request year. Book publishers should provide names of authors, projected release dates, and genre. Magazine publishers should provide statistics on numbers of issues per year, page count, print run, etc.

3. Editorial Staff
List the names of the key editorial staff along with their titles and responsibilities.

4. Artists' Fees
Describe the system used for payments to editors, authors, and translators, including royalty structure. Explain any changes or improvements planned.

Managerial/Fiscal

5. Managerial Staff
List the key managerial staff and their titles and responsibilities*.*

6. Fiscal Overview
The Council may only support up to 50% of a project's cost. Describe specific plans, projects and activities for meeting current and future expenses. Detail efforts to increase individual as well as foundation/corporate donations for the press or magazine. Include earned income.

NB: Writing competitions and projects requiring authors to pay manuscript reading fees are not eligible for Council support. Income and expenses related to these activities must be excluded from the project budget in the finance section of the application. Use budget notes to explain.

7. Governance
Detail the separate functions and activities of the editorial board and the board of directors. Note any changes or improvements in board activity planned for the request year (FY19). For applicants using a fiscal sponsor: List here the names and titles of principal board of directors and editorial board members for the press or magazine. Sponsored organizations also should provide the organization's mission statement here as well.

Service to the Public

8. Audience
Describe the audience for the literary publications.

9. Marketing
Describe specific marketing, sales campaigns, and promotional efforts intended to reach and broaden this audience. Note special marketing plans for individual titles or issues.

10. New Technologies/Access
Describe the use of technologies such as web-based publishing, e-Books, mobile devices and apps, social networking, Live Streaming, etc. to better reach and serve the public, including artists and audiences with disabilities. Discuss the use of universal access technologies such as Braille, recorded books, and large type.

11. Support Materials Listing

Provide here a list of all support materials being uploaded into Grants Gateway with this Book and Literary Magazine Publication request. Please refer to the list of mandatory support materials for the Literature Program Book and Literary Magazine Publication Category that follows the guidelines questions.

<u>**Book and Literary Magazine Publications Support Materials**</u>:

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

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2018. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review. For a more detailed description of how to submit your support materials for this application, please click here for more information.

1. One *hard copy of each of the 2 <u>most recent print </u>book titles or literary magazine issues*, mailed to:

    New York State Council on the Arts
    Literature Program FY15 Support Materials
    300 Park Avenue South/10th Floor
    New York, NY 10010

    - Materials must be submitted in English or bilingual editions.
    - Please do not re-send magazine issues submitted with previous NYSCA applications.
    - In lieu of hard copies, online book and literary magazine publishers should provide URLS for <u>links to their 2 most recent book titles or literary magazine issues.</u> (See URL instructions above.)

2. *Electronic work samples*: All Book and Literary Magazine Publishers should provide electronic samples of a minimum of 30 pages of writing published by the press in the previous year. The sample may be from a single work or from several different works (for example, a passage from a novel, or a selection of poems, or a few poems plus a short story, etc.). Please identify the title and author of each sample and the volume or magazine issue in which the sample appears.

3. For book publishers, a copy of the *most recent print catalog,* or a link to an online catalog.

4. *Résumés* of key literary personnel, including principal editors and managerial staff.

5. A representative sample of recent *marketing/publicity materials* for the press or magazine.

6. A completed ***Book Publication Fact Sheet*** *or* ***Literary Magazine Publication Fact Sheet***, or similarly formatted documents (see upload instructions, above). These forms are mandatory support material.

7. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.). For video, if any, please indicate start and stop points.

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Literary Translation Questions:

Artist Name	
Project ID	

Artistic/Programmatic

1. Work to be Translated/Permissions
Give the title, author and genre of the work to be translated into English. Note the original language (specifying dialect) from which the translation is being made. Indicate whether rights to the work have been secured, or when they will be secured.

2. Translator/s Credentials

Identify the translator/s and briefly summarize their professional credentials. Note whether the translator/s have received previous support from NYSCA.

3. Translator's Statement

Provide here (or upload as PDF) a statement from the proposed translator describing the translation project and her/his interest in the work. Detail the translator's artistic concerns and intentions relating to the proposed project. Discuss the need for the translation and New York State community it will represent, if applicable. Also discuss the relevant publication history of the work, and the literary context of the work in its original and any other English translations. Please note the current stage of the project (first draft, second draft, etc.), and the proposed completion date.

Managerial/Fiscal

4. Mission of Sponsoring Organization

If the translation project has special relevance to the public service mission of the sponsoring organization, please discuss here.

5. Translator/s' Fee/Finances

Specify the translator/s' fee/s and how they have been calculated. Note here and in the project budget the amount and source of any additional income for the translation. Note here if the sponsoring organization intends to access the 5% fee for public presentations of the translation, and include that amount in the project budget under "other outside fees and services."

Service to the Public/Outreach

6. Publication/Public Programs

Describe plans by the sponsoring organization or other entity for publication and/or public readings presenting the translator/ translation to New York State readers/audiences, stating dates, location/s and nature of activity.

7. Marketing

Detail plans by the sponsoring organization or translator for promoting the published translation and/or the public program featuring the translator to NYS readers/audiences, if applicable.

8. Support Materials Listing
Provide here a list of all support materials being uploaded into Grants Gateway with this Literary Translation request. Please refer to the list of mandatory support materials for the Literature Program Literary Translation Category that follows the guidelines questions.

Literary Translation Support Materials:

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

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2018. NYSCA is not responsible for any broken, inactive or password protected links.

In the event that an applicant fails to submit one or more of the following required materials, the application will not be eligible for review. For a more detailed description of how to submit your support materials for this application, please click here for more information.

1. Proof of translator/s' NYS residency (NYS driver's license, current utility bill, etc.)
2. 10-page excerpts (15 pages for play scripts) in English and in the original language, from the proposed translation-in-progress (20 pages total, 30 pages for play scripts). Please match the English translation and corresponding original on facing pages, and note the title and original author/translator names on each page. Manuscripts must preserve diacritical marks from the original language.
3. Copy of the letter granting rights to the translator.
4. Résumé/s of the proposed translator/s translator/s participating in the project
5. Additional (Optional) Support Materials. Please label optional material in preferred order of viewing, i.e., "Optional Support Material #1, #2, etc.

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