

NYSCA MUSEUM PROFESSIONAL DEVELOPMENT GRANTS 2022

Application Open: NOW at <https://forms.gle/QjPj7JqLooycuRvUA>

Application Closes: February 7, 2022, at 5:00 pm

Notifications: End of February 2022

OVERVIEW

The New York State Council on the Arts (NYSCA), in partnership with CNY Arts, offers short-term professional development funding for 2022. With one simple application, organizations may submit requests for one or two different opportunities.

1. NYSCA Professional Development Grants: up to \$500

New York State-based museums of any type, or museum service organizations, may apply for support to attend conferences, bring in consultants for in-house training, or for training that directly relates to the museum's work. Applicants must be open to the public or offering programming and cannot be owned and operated by New York State.

Organizations with permission to use 2020 funds for 2022 opportunities due to the pandemic are not eligible for additional support at this time.

For support to attend the AASLH 2022 conference in Buffalo, please apply to the second opportunity as described below.

Professional Development Grants are awarded to organizations which meet eligibility as outlined in the application. Should we receive more requests than funding can support, the following priorities will be followed:

1. Eligible applicants which have not received NYSCA Professional Development support in the past 5 years (2017-2021).
2. Eligible applicants which have not received NYSCA Professional Development support in the past 3 years (2019-2021)
3. Eligible applicants whose mission primarily centers on historically underrepresented and marginalized communities.
4. Eligible applicants which help fulfill awarding funds to every REDC region.

5. Should there still be more requests than funding allows, the remaining awards will go to those organizations which have received the least amount of Professional Development funding in the past 5 years.

2. AASLH Annual Conference Awards: up to \$750

A national conference is coming to New York State in 2022! The American Association of State and Local History's annual conference will be held in Buffalo, NY from September 14-17, 2022 (and an online version November 1-3, 2022 – more information can be found here: [2022 Annual Meeting – AASLH](#)). Because of this, NYSCA will offer special funding for museums and related non-profits whose missions connect to the conference theme to increase participation in this unique opportunity.

The theme “Right Here, Right Now: The Power of Place” will be explored throughout the city of Buffalo in September, with a second option to consider this topic remotely. Applicants may seek support to attend either or both.

For museums and museum service organizations this opportunity is *in addition* to the NYSCA Professional Development Grants. Organizations with NYSCA Professional Development Organizations whose grants were extended from 2020 due to the pandemic *are eligible* to apply for this support.

Should we receive more eligible applications than funding can support, the following priorities will be enacted:

1. Supporting at least one eligible organization from each REDC Region, should there be applicants from every region.
2. Supporting eligible organizations whose missions primarily center on historically underrepresented and marginalized communities.
3. Applicants who make clear how the conference theme ties to their mission and/or programming.
4. At least half of the funds will be awarded to museums.
5. Should there still be more requests than funding allows, the remaining awards will go to those organizations which are not receiving any other Professional Development funds in 2022.

For NYSCA Professional Development Grants and AASLH Annual Conference Awards, please remember:

- Only New York State-based non-profits, which are open to the public or offer programming, are eligible to apply.
- For Professional Development Grants only museums and museum service organizations may apply.
- New York State-owned organizations cannot apply. This includes New York State sites, and museums owned by SUNY/CUNY.
- No awards may be used for travel related to any New York State agency's work.
- Only one application may be submitted from an organization for each opportunity. Should an organization accidentally submit more than one, NYSCA staff will contact the organization to determine which shall be withdrawn.
- Individuals cannot receive support from multiple organizations. (For example: If you work at two museums, you cannot receive professional development funds from both).
- The applicant must be able to provide a W9 in order to receive support.
- Funds cannot be used for out-of-state travel.
- Funds cannot be used for entertainment, food or drinks.
- Final reports must be filed, or the organization may be ineligible for future support.
- If an organization has an overdue final report from a past professional development award it will not be eligible for either opportunity.

APPLICATION PROCESS

Application will be by Google Form: <https://forms.gle/QiPj7JqLooycuRvUA>

The application will close on **February 7, 2022, at 5:00 pm**. Applications will be reviewed for eligibility. All eligible requests will be considered for funding. As this is a non-evaluative grant, awards ***will be determined following the priorities stated above.***

IMPORTANT NOTE: *In many cases these awards will be reimbursable. Applicants must be able and willing to pay for the opportunity up front before funds are released.*

CHECKLIST:

To Apply:

____ Museum Program Professional Development and AASLH Annual Conference Award
Application – Google Form

If Supported:

____ W9 of the applicant museum, for our partner CNY Arts which distributes the awards.

____ Final report, due 30 days after the completion of the professional development
opportunity.

APPLICATION FORM PREVIEW

NYSCA/CNY ARTS PROFESSIONAL DEVELOPMENT GRANTS

One application - two opportunities! Please review guidelines PDF before applying.

Questions? Contact kristin.herron@arts.ny.gov or fabiana.chiu-rinaldi@arts.ny.gov

- Email
- Contact First Name
- Contact Last Name
- Organization Name
- Street Address
- City
- Zip Code
- Contact Telephone Number
- County (drop-down list)
- Regional Economic Development Council Region (drop-down list)
- EIN Number
- Operating Budget Size (drop-down list)
- Your organization's public hours. Please provide a direct link (URL, social media) to your public hours. Museum service organizations should demonstrate that they offer regular programming and provide a link.
- Mission

APPLICATION - NYSCA/CNY ARTS PROFESSIONAL DEVELOPMENT GRANTS

Please read the guidelines PDF for details on eligibility before submitting an application. (If your organization is only applying for the AASLH grant, please mark these questions N/A, check yes and not applicable to the last two.)

- Briefly describe the opportunity your organization wishes to partake in and how this will benefit your museum. Include a URL/details including dates and location. How many will participate? Please identify if full-time (FT), part-time (PT), volunteer (V), board (B) or intern (I).
- How much are you requesting? (Maximum \$500)
- Please itemize the costs which may include consultant fees or registration fees, New York State lodging, New York State travel. No funds may be used for out-of-state travel, entertainment, or meals/drinks.
- I acknowledge that should my organization receive funding it must submit a W9 to CNY Arts in order to process the award. (Box to check Yes)
- I acknowledge that if the professional development opportunity involves an application process I must provide NYSCA with proof of acceptance in order to receive a Professional Development Grant. (Choose "I understand" or "Not applicable")

AASLH BUFFALO: "RIGHT HERE, RIGHT NOW: THE POWER OF PLACE" SEPT 14-17, 2022 AND/OR ONLINE NOV 1-4, 2022

Please review the guidelines PDF for support to attend the annual conference of the American Association of State and Local History (AASLH) before submitting an application! (If your organization is not applying for this additional award, enter "N/A" and mark the last box yes to submit).

- In one sentence, describe why your organization wishes to participate in a national conference. Additionally, identify who will attend and note if full-time (FT), part-time (PT), volunteer (V), board (B) or intern (I).
- How is the conference theme directly tied to your organization's mission and/or programming?
- How much are you requesting? (Maximum \$750)
- Please itemize the costs including registration fees, New York State lodging, New York State travel. No funds may be used for out-of-state travel, entertainment, or meals/drinks.
- I acknowledge that should my organization receive funding it must submit a W9 to CNY Arts in order to process the award. (Box to check Yes).

NYS CA PROFESSIONAL DEVELOPMENT OPPORTUNITY FREQUENTLY ASKED QUESTIONS:

Q: How do I know if I have met basic eligibility requirements?

A: Your museum or museum service organization must be a non-profit based in New York State and, in most cases, chartered by the New York State Museum Chartering Office. Staff or volunteers must have permission to participate, and the professional development opportunity must benefit both the individual and the museum. The museum must be open to the public.

For the AASLH opportunity allied non-profits may apply as well. To determine eligibility and relevancy we will review the applicant's mission statement. Please contact Kristin.herron@arts.ny.gov or Fabiana.chiu-rinaldi@arts.ny.gov with any questions.

Additionally, past recipients must have completed a final report form prior to the deadline, or they will not be eligible.

Q: Is there a minimum number of hours my museum must be open to the public?

A: Your museum must have regularly posted public hours that are readily visible on your website or other social media page. For this award there is no minimum required. By appointment only does not signify being open. Museum service organizations, as an example, may operate more as a programmatic partner and must show they offer such services.

Q: What if our hours are still impacted by the pandemic?

A: Your organization must be able to show that it offers some programming to the public in order to receive public funds.

Q: How do I know if you have received my application?

A: When you submit the Google Form you will immediately receive a response that "Your application has been received."

Q: How do you decide who receives these grants?

A: We typically receive more requests for Professional Development Grants than we have funds available. Once we review each application for eligibility, funds will be awarded following the stated priorities in the guidelines until funds run out.

We typically support at least 100 museums per year through this program.

Q: What do you mean by "priority will be given to applicants that did not receive support in the past five years? Or three years"?

A: Based on our documentation of past awards, we will prioritize museums that have not been successful in our past funding opportunities. We do this to support as many different museums as possible.

Q: How can I make the best argument to be funded?

A: Unlike other NYSCA grants which are evaluated for the cases they make for funding, these requests are only “evaluated” in terms of eligibility. If an eligible New York State-based museum or museum service organization applies for a professional development opportunity that benefits the museum, then it will be considered as noted. Priorities will be enacted should we receive more requests than funding allows.

Q: I want to attend a conference in Fall 2022. Should I apply by the February deadline?

A: Yes. We anticipate that all of the funds will be awarded in February 2022.

Q: When will you notify me if we have been awarded a grant?

A: You will hear back by the end of February.

Q: If we are awarded funds, are they reimbursable or will we receive the money up front?

A: While these grants are not intended to be reimbursable, in most cases they will be. CNY Arts will issue checks to the successful applicants, but not until CNY Arts itself has received the funds from New York State. Their award is disbursed in three separate payments. Thus, some recipients may well have a letter confirming their award, but funds may not be received until after the opportunity concludes. This will likely be the case for opportunities earlier in the calendar year. If you will not be able to participate until funds are received, please reconsider applying for this grant or apply for an opportunity later in the year.

Q: What if I am awarded a Professional Development Grant, and then later I cannot attend the conference? Can I use it for something else? Can someone else go in my place?

A: Professional Development Grants will be awarded to the applicant for the event/opportunity cited in the application. Should unanticipated situations occur you must request a modification in writing (email) to Program Director Kristin Herron at Kristin.herron@arts.ny.gov.

Q: What if I am awarded funds, but then am not able to spend them all?

A: Contact Kristin Herron, Program Director immediately. You will be expected to return the difference as we cannot fund more than the eligible costs for any opportunity.

Q: I work part-time at more than one museum. Can I apply for professional development from each of the museums I work for?

A: As our funds are limited, individuals may only appear on one application.

Q: Can our museum/museum service organization apply to bring a facilitator in to conduct in-house professional development for all staff?

A: Yes, this is a perfectly acceptable option. Please note how many staff and include a brief description of what positions will participate. (If you are a large institution and this list would be cumbersome you could identify in groupings, i.e.: our museum education department of 50 people including per diem educators and volunteers will participate). You would include

biographical information of the facilitator, a URL if the facilitator has one, and briefly describe the professional development opportunity and its benefit to your institution on the form.

Q: My organization receives NYSCA Statewide Community Regrant funds. Or my museum is applying for NYSCA Statewide Community Regrant funds. Can we still apply for the NYSCA Professional Development Grants and/or AASLH Annual Conference Awards?

A: Yes!

Q: I work at a large museum, and it's almost impossible to know if anyone else is planning to apply for a Professional Development Grant. What do I do?

A: Each museum may submit only one application. If your museum submits multiple applications, Program Director Kristin Herron will be in touch to help you determine which request(s) will be withdrawn. Should the museum be unable to decide, we will consider the request date/time stamped first in Google forms as the eligible request.

Q: We want to visit other museums to learn from them. Can't I just use the funds to pay for admission and go when I want?

A: We value opportunities to learn from peers, but this must be a formal learning experience, not just visiting museums as the public would. Your application must identify the museum(s) you intend to visit, why you wish to visit that specific institution, and who you plan to meet with. If this information is not included, the application will be deemed ineligible.

If you are still uncertain if you are eligible for this grant, please contact Program Director, Kristin Herron at Kristin.Herron@arts.ny.gov or Program Officer Fabiana Chiu-Rinaldi at Fabiana.Chiu-Rinaldi@arts.ny.gov.