

FY2024 Application Webinar Transcript

Introduction

Hello and welcome to the NYSCA's FY2024 Application Webinar. My name is Lauren (and my name is Will) and we are program associate in operations at NYSCA. Today we will show you step by step how to register and apply on NYSCA's Application Portal.

Before we begin, we want to briefly discuss a few key documents, some key dates and Prequalification.

Key Documents:

We recommend all applicants look over these three key documents before applying, the application manual and the grant opportunity guidelines.

- The Application Manual provides a thorough overview of NYSCA's FY 2024 application and review process. It also provides detailed instructions on applying for a NYSCA grant on the NYSCA Application Portal.

If you are a multi-year grantee interested in applying to a FY2024 opportunity, please be sure to carefully read the section of the application manual titled "Grant Period and Multi-Year Grants."

- Next is the NYSCA Opportunity Guidelines. The opportunity guidelines provide important information on eligibility requirements and include a list of the application questions.

These documents can be found on our website, arts.ny.gov. If you have any questions on the information in these documents, you can always email our help desk at help@arts.ny.gov.

Key Dates:

Before we begin, please be aware of the following key dates. The grant opportunity guidelines were posted on our website on May 16th. The application portal opens on June 1st, 2023, and the deadline is July 13th, 2023 at 4 PM. Please note that the Capital Projects Fund will launch in September 2023. The exact dates are still to be determined.

Prequalification:

As a CRITICAL reminder, all applicants must be prequalified in the NYS Grants Gateway online portal at 4PM on the application deadline, July 13, 2023, to be eligible for funding.

If your organization is applying to NYSCA for the first time and you are new to Prequalification, we urge you to start the process now.

Organizations that are new to Prequalification must first register with the Grants Gateway before they can complete and submit the required Document Vault materials.

Please note that New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Please be sure you allow enough time to both register and submit your Document Vault materials.

All applicants, please make sure your organization is Prequalified at the time of the application deadline on July 13 at 4PM. If you submit an application to NYSCA by the application deadline but are not Prequalified in the New York State Grants Gateway online portal at the time of the application deadline, NYSCA cannot review your application under New York State law.

For more important information on Prequalification, see the section of the application manual titled "Register and Prequalify in the Grants Gateway."

Prequalification Contacts and Resources

Here are some contacts and resources on Prequalification:

First, the Grants Gateway team holds weekly live webinars on registration as well as completing and submitting your vault for review. These can be found on the grants management website, grantsmanagement.ny.gov

Next, the NYSCA Prequalification Team is here to answer questions via email and over the phone. You can email them at help@arts.ny.gov. NYSCA really encourages new applicants to contact the NYSCA Prequalification Team with questions. They are also available for brief one-on-one trainings to new applicants over the phone.

Next is the Grants Gateway Help Desk. The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm and there is also an after-hours support desk, which is available weekdays 4:00 pm to 8:00 am, should you need assistance during that time.

Now we are going to transition to the walkthrough portion of this webinar, and Will is going to walk us through Registering in NYSCA's Application Portal.

Registration:

Here is the Home Page of the NYSCA Application Portal. You can access it by visiting NYSCA.SmartSimple.com. Organizations that registered last year or the year prior can log in with their username and password. New organizations must register first before they can start an application.

Click "Register Here" to begin registration.

Here is the registration page. You will be asked to provide the following information:

- Your organization's name & DBA, if applicable
- Federal Employer Identification Number (EIN)
- Address, phone and email
- Website URL and social media handles (Facebook, Instagram etc.)
- Board List and notes
- Grants Gateway Document Vault Identifier (ID) (provided by NYS Grants Gateway)*

- Mission Statement
- Organization Type
- Description of your facilities
- The hours your organization is open to public
- And the number of people served in person and virtually in 2021 and 2022
- You will also be asked to provide contact information including your name, title, email and phone

If you have not yet received your Document Vault ID from Grants Gateway, you can insert the following placeholder, "GDV-COA-55555." NYSCA will check whether you are Prequalified on Grants Gateway at the deadline.

Once you've completed all the required fields, click the Submit button at the bottom of the page to complete your registration. In a few minutes, you will receive an email from the NYSCA Application Portal with a link to create your password.

If you do not receive this email, please check your spam folder. For help, please contact help@arts.ny.gov.

The first person who registers will be the Primary Contact for the organization. The system will notify you if there is another user serving as the organization's primary contact. The Primary Contact must validate your account before you can access the existing organizational profile. All email notifications from the NYSCA Application Portal regarding your organization's FY 2024 grant applications will be sent to the Primary Contact.

Once you've registered, you can now begin your application.

Apply

To begin, log in to your account.

From your Home Page, click "Organization Profile" to view your current information. Please review the information, make any necessary updates, and click "Save."

Click "Home" to return to your homepage.

Next, select "Funding Opportunities" in the top left corner of your homepage.

Select the NYSCA Opportunity you wish to apply to from the list and click "Apply Now."

Please note, before you begin, you must click "Save Draft" at the bottom of the screen to activate the application.

Some important things to note:

- First, information from the Organizational Profile will automatically populate within the first section of the application. If you need to update any of this information, please visit the Organizational Profile page, make any necessary updates, and Click "Save." Any updates will automatically appear on any new or existing applications.

- You can navigate to different sections of the application by selecting them from the “Jump To” menu on the righthand side of the page.

Next, complete the questions and upload all supporting materials. All questions marked by a red asterisk are required and must be answered. If you try to submit an incomplete application, you will receive an error message detailing which questions you have missed.

Supporting materials are required and vary based on the Grant Opportunity you’re applying to. Please note the following when preparing your materials:

- The file size limit is 2GB
- PDF is the only allowable file type
- Some Grant Opportunities require audio and/or visual links to materials that support your described programming. Please be sure to embed all links directly into a PDF document.
- A successfully uploaded file will appear below the question
- To delete or rename your file, click the dotted icon located on the right hand side

Several Grant Opportunities include a “Proposed Use of NYSCA Funds” table. To complete this table, click the “Enter Proposed Use of NYSCA Funds Details” button. Please be sure to follow the instructions on the page which say the following:

- Should your request be funded, the information you provide below will be used to complete a contract. You may use the award for one or more of the categories.
- For every entry, please provide a brief description in the Notes column of how the funds will be used.
- Fill out the table below so that the numbers add up to 100%.

Please remember:

- If you select Personnel you must enter the following in the notes section. You may include up to 3 positions:
 - Exact title of each position for which you plan to use funds.
 - Each position’s annual salary in whole dollars.
 - Each position’s work hours per week.
 - The total months per year for each position.
- Example: Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year.
- NYSCA cannot fund out-of-state travel or entertainment costs.

To begin, click the “+” button to add the first row to your table. Next, select an expense from the drop-down menu under the “Funds” column. Enter the percentage of your potential grant that you wish to allocate to this expense. Please provide a brief description of this expense in the “Notes” field. To add a new expense, click the “+” button to add an additional row and repeat the process. To delete a row, scroll to the right and click the “X” icon next to that row. Please be sure that your table adds up to 100% and save your work before closing the window.

Submit

Once you have completed your application, read the Certification, and enter your full name below. To submit your application, click “Save” and then “Submit” at the bottom of the page.

As a reminder, if you try to submit an incomplete application, you will receive an error message detailing which questions you have missed.

After you submit, you will receive an email message from the NYSCA Application Portal acknowledging receipt of your application. It will also include a PDF copy of your submitted application.

You can also view a copy of your application by clicking “Submitted” under the Application header on your Homepage.

If you need to make any changes to a submitted application, you must email the NYSCA Help Desk at help@arts.ny.gov prior to the application deadline. A NYSCA staff member will move your application from “Submitted” status back to “Draft” status. To be eligible for FY2024 funding, your application must be resubmitted by the application deadline. If it is not resubmitted by the deadline, it will not be considered eligible for funding.

Who to Contact with Questions

- For technical questions on submitting online applications or prequalification, contact help@arts.ny.gov
- For opportunity-related questions, please contact Program Staff. View contact information here: <https://arts.ny.gov/contact>.
- Submit questions at least two weeks before the application deadline. Please note that we do not review written draft application materials.
- Note: Attending information sessions and contacting NYSCA staff is optional and has no bearing on the review of an application

Thank you for joining us! We hope this was helpful. Once again, please do not hesitate to reach out to NYSCA staff with any questions.