To foster and advance the full breadth of New York State's arts, culture, and creativity for all.

Large Capital Improvement Grants for Arts and Culture

FY 2024

NEW YORK STATE OF OPPORTUNITY. | Council on the Arts

NYSCA LARGE CAPITAL IMPROVEMENT GRANTS FOR ARTS AND CULTURE

UPDATE 11/3/23: Prequalification Deadline: December 15, 2023 at 4 PM

Application Deadline: January 11, 2024 at 4 PM

The NYSCA Large Capital Improvement Grants for Arts and Culture strives to invest in arts and cultural projects that serve New York State's diverse communities, residents and visitors. Strong projects combine excellence in design with informed decisions about organizational capacity and public needs, while also supporting placemaking and community development. Successful applicants will demonstrate how their projects positively impact the future of their organization and solidify their role as key drivers of employment and economic growth. Nonprofit arts and culture organizations **of any size** may apply with an eligible project.

Large Capital Improvement Grants for Arts and Culture Overview

Arts and cultural organizations offer programming that provides benefits to their communities and makes a substantial contribution to the New York State economy. The capacity of these organizations to maintain their facilities and make strategic capital improvements is central to their ability to deliver on their missions, contribute economic benefit to their local areas, and provide their communities with vital arts programming in a safe and accessible environment. Through its Large Capital Improvement Grants for Arts and Culture, NYSCA makes strategic investments in those facilities to:

- Attract visitors to the state and ensure that New York State's residents and visitors have access to art and cultural experiences;
- Sustain and grow the arts' role as a critical sector of New York's economy;
- Advance the arts sector's commitment to environmental sustainability, health and safety; and
- Provide capital investments that contribute to local community development efforts and maintain New York's globally-recognized role as a creative engine.

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NYSCA MISSION AND VALUES

Mission

To foster and advance the full breadth of New York State's arts, culture, and creativity for all.

NYSCA Values:

- The vast diversity of New York State communities.
- Equitable engagement with the arts for people of all ages and inclusive of all backgrounds.
- Access to the full breadth of arts and culture.
- The vital role that arts and culture play in the health of the economy and people.
- The constant evolution of artmaking and creative practice.
- Creativity as a community asset.

Commitment to Underrepresented Communities

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). To that end, organizations must share in the application whether they are within, and serve, historically underrepresented communities. NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA communities; neurodiverse communities; underserved older adults; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

CAPITAL PROJECTS FUND ELIGIBILITY

Please read through all the following questions to determine if this opportunity is right for your organization. Full details about program prerequisites can be found on page 7 of these guidelines.

Is your organization a nonprofit 501(c)(3) arts and culture organization?

Applicants must be a nonprofit organization with a primary mission to support arts and culture, either incorporated in or registered to do business in New York State, with a location in New York State, and recognized as tax-exempt under the Internal Revenue Code section as a 501(c)(3).

Arts organizations that operate autonomously but are embedded in private universities or other non-arts 501(c)(3) organizations located in New York State may contact NYSCA to determine whether they are eligible.

Organizations that have an LLC designation are not eligible to apply to NYSCA either directly or through a fiscal sponsor. **This includes Limited Liability Company (LLC), Limited Liability Partnership (LLP), and business corporation designations.**

Does your organization have a project that qualifies as *capital*?

This program can only fund capital projects and capitally-eligible expenses. This can include the construction of new facilities and the renovation or restoration of existing buildings, as well as the permanent installation of new, complete equipment systems. Maintenance, repairs and other types of equipment do not qualify as capital. Acquisition can be covered by matching funds if the acquired property is the location of the proposed project, but property acquisition is not an eligible use of NYSCA Capital funds directly.

Is your project of the appropriate size and stage of development?

Large Capital Projects must have a total project budget of at least $4 million.

This application requires design documents or specifications detailed enough to obtain concrete pricing estimates from contractors, and ideally advanced enough for bidding, permitting and construction.

Does your organization have control of the building site?

This application requires a deed to prove ownership or a copy of a long-term lease agreement demonstrating a term that is equal or greater to the IRS useful life estimate.

Is there viable financing for the entire project?

The applicant must demonstrate the capacity to manage financing for the project through completion, as most of the funding is awarded on a reimbursement basis.

Have you consulted with NYSCA Capital Program Staff about the appropriateness of the project for the Large Capital Fund?

Because of the specific economic development requirements associated with the Large Capital Fund and the limited pool of funding available for FY24, applicants should consult NYSCA Capital staff prior to submitting a proposal.

PROGRAM PRIORITIES

Applicants must demonstrate how the project will support program priorities, including, but not limited to, the following goals:

- **ACCESSIBILITY.** Make arts facilities accessible for a diverse set of artists and participants.

- **ARTISTRY.** Enable arts and cultural programming that is more creatively compelling for artists and audiences alike.

- **CULTURAL DEVELOPMENT.** Provide further access to cultural offerings in rural areas or communities that have historically been underserved.

- **ENVIRONMENTAL SUSTAINABILITY.** Demonstrate environmental stewardship and/or sustainable building practices, improve energy efficiency and mitigate the negative effects of climate change on the organization's ability to operate.

- **HEALTH AND SAFETY.** Address known health and safety deficiencies and adhere to new public health guidelines and requirements.

- **ORGANIZATIONAL HEALTH.** Make capital investments that reduce operating costs and/or provide new opportunities for revenue generation that will improve the health of the organization.

- **STRUCTURAL AND HISTORICAL IMPROVEMENTS.** Address issues of building stabilization and historic preservation.

- **COMMUNITY DEVELOPMENT.** Contribute to local workforce development and/or expansion, tourism growth, and/or placemaking and downtown revitalization.

- **DIVERSITY.** Make plans to diversify organizational leadership at the executive and board level.

PROGRAM REQUIREMENTS

Additionally, all projects must include a(n):

- **SOCIAL EQUITY COMPONENT.** Create new dedicated programming to engage members of underserved communities, partnerships with local schools and/or community organizations to provide free youth programming, initiatives to expand curatorial opportunities for members of underserved communities and/or representation of work created by artists of color, etc.

- **ACCESSIBILITY PLAN.** Offer access (e.g., free tickets) to socially and economically disadvantaged individuals.

Potential applicants are encouraged to watch the program webinar available to help determine the appropriate scope of their projects. The webinar will be held live on September 20, 2023, and the recording will be posted here. Virtual office hours will also be offered. Check here for dates/times and registration links. Those with further questions should contact NYSCA Capital Fund staff at *capitalprojects@arts.ny.gov* by January 5, 2024 to schedule time to discuss their proposals. Please note that attending or watching a webinar has no bearing on your application.

LARGE CAPITAL IMPROVEMENT GRANTS FOR ARTS AND CULTURE AT A GLANCE

Total Funding Available: $37,000,000 (for all FY24 Capital Opportunities)

Request Amounts and Project Size:

Grant Award Amount: $2,000,000-$10,000,000*
Minimum Total Project Cost: $4,000,000
Matching Requirement: Awards may not exceed 50% of total project cost

Applicants may apply for a grant of up to $10 million; maximum awards will ultimately be determined based on the amount of funding available in a given year and the number of funded projects. NYSCA may elect to award a grant that is less than the amount requested in the application.

Project Timeline:

Projects must be prepared to commence construction within 12 months of being selected for funding.

Funding Supports:

Eligible capital improvements including new construction, renovations and/or expansions of publicly accessible space(s) used primarily for arts and cultural programming that will improve access to arts and advance local community development efforts;

The purchase and installation of eligible capital equipment systems as part of a larger construction project.

NYSCA will prioritize the following in its evaluation:

- **PRIORITY-ALIGNED PROJECTS**. Projects that align with one or more of the program priorities listed on Page 5.

- **UNDERSERVED AREAS**. Applications from institutions that serve communities or regions with lower concentrations of arts organizations or cultural offerings.

- **NEW GRANTEES**. Organizations that have not received significant NYSCA or NYSCA-REDC capital funding (FY2018–FY2023).

For applicants with prior NYSCA Capital Grants:

While applicants are not required to have completed previously supported capital projects before applying for a new project, organizations that have significant, ongoing NYSCA-funded projects are less likely to receive FY24 Capital funding.

Applicants that received NYSCA Capital funding in FY2022 and/or FY2023 may re-apply in FY2024, but the combined total of their FY22 grant(s), FY23 grant(s) and FY24 request may not exceed $10 million.

PROGRAM PREREQUISITES

To be eligible for the Large Capital Improvement Grants for Arts and Culture, an applicant must meet the following minimum criteria:

- **BE PREQUALIFIED WITH NY STATE.** The applicant should submit materials to be prequalified to do business with New York State in the Grants Gateway online portal by December 15, 2023. For more information, see https://arts.ny.gov/FAQforApplicants#2A or Page 4 of the FY24 Application Manual.

- **BE A NONPROFIT 501(c)(3) ARTS ORGANIZATION.** The applicant must be a nonprofit organization with a mission of arts and culture, incorporated or registered to do business in New York State. *Arts organizations that operate autonomously (with their own boards, funding and facility that is dedicated to arts programming) but are embedded in private universities or other non-arts 501(c)(3)s located in New York State may contact NYSCA to determine whether they are eligible to apply.*

- **HAVE DEVELOPED PLANS FOR A PROJECT THAT QUALIFIES AS A "CAPITAL IMPROVEMENT."**

  - *What is Capital?* Applicants must propose projects that represent eligible capital improvements with plans in advanced stages of development (defined as ready to commence construction within 12 months). To qualify as a "capital improvement," a project must be a permanent alteration or installation that increases the value and extends the IRS-estimated useful life of a piece of real property. This can include the construction of new facilities and the renovation, restoration or expansion of existing buildings, as well as the permanent installation of new, complete equipment systems (including the purchase of all elements that would be required for the system to function). These improvements must carry an IRS useful life estimate of at least 10 years in order to qualify as "capital."

  - *What is not Capital?* Maintenance, repairs and equipment: while important to preserving the integrity of a facility and the quality of the programming housed within it, regular building maintenance, general repairs, and the purchase of individual pieces of equipment or equipment that can be easily transported outside the building are considered operating expenses and do not qualify as "capital." Such projects cannot receive support through the Large Capital Improvement Grants for Arts and Culture (though applicants may wish to consider applying for a grant through NYSCA's Support for Organizations category to cover such expenses). If you are unsure about whether your proposal qualifies as capital, please join our webinars or office hours, or contact program staff directly to discuss the eligibility of your project.

  - *Appropriate Stages of Development.* Projects should be ready to commence construction within 12 months of being selected for funding. Proposals should be sufficiently developed such that they are able to substantiate detailed estimates from contractors or vendors that could reasonably be engaged to undertake the work. Construction proposals must be able to provide a set of design documents sufficiently detailed for bidding, permitting and construction. These materials must be prepared by New York State licensed architects or engineers and shall be the basis for all contractor estimates submitted with the application. Roofing, HVAC, boilers, wheelchair lifts and similar projects may or may not require review by an architect or engineer. At minimum, such proposals must include a scope of work, as well as drawings and specifications adequate for contractors to generate concrete pricing estimates. Equipment requests should be prepared to supply price lists and specifications for

the systems the applicant expects to purchase, as well as plans for system installation. We encourage you to consult professionals with expertise relevant to your project to determine the need for design and engineering plans, and to contact program staff to discuss whether the current stage of your project is appropriate for this program.

- **ADHERE TO DEED/LEASE REQUIREMENTS BASED ON THEIR PROJECT.**

  o *General Site Control Requirements.* Requests must provide a deed to prove ownership of the facility or provide a copy of their long-term lease agreement demonstrating a remaining term that is equal to or greater than the IRS Useful Life estimate of the capital asset that would result from the proposed project. (For shorter leases, a renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval.)

  o *Requirements for Exterior Improvements.* For any exterior rehabilitation projects, such as roof replacement and façade restoration, organizations must own their facility or provide a letter of approval to undertake the work from their landlord.

- **HAVE A PROJECT THAT ALIGNS WITH THE OVERALL PROGRAM GOALS AND PRIORITIES.** Applications must detail how the project fits within the overarching program goals outlined on Page 1, and how it aligns with at least one of the listed program priorities on Page 5.

- **HAVE VIABLE FINANCING FOR THE DURATION OF THE PROJECT.** The applicant must demonstrate the capacity to manage financing for the project through completion, as the majority of funding is awarded on a reimbursement basis.

- **CONSULT NYSCA STAFF PRIOR TO SUBMITTING**. Because of the specific economic development requirements associated with the Large Capital Fund and the limited pool of funding available for FY24, applicants should consult NYSCA Capital staff about the appropriateness of their projects for the program prior to submitting a proposal.

PLEASE NOTE:

Organizations do not need to have received prior NYSCA support to be eligible for the NYSCA Large Capital Improvement Grants for Arts and Culture.

Organizations may only apply for one grant and may only apply to one NYSCA Capital opportunity in FY24 (applicants may not apply to both the NYSCA Large Capital Improvement Grants AND the NYSCA Small and Midsized Capital Improvement Grants.)

GRANT AMOUNTS AND PROJECT SIZE

Grant Award Amount: $2,000,000 - $10,000,000

Applicants request a specific amount within this range and must support their request with documentation in the application (NOTE: Award amount may not exceed 50% of total project cost).

Minimum Total Project Cost: $4,000,000

Applicants must propose a project in advanced stages of development (defined as ready to commence construction within 12 months) with an estimated total cost of at least $4,000,000. There is no maximum total project cost.

Matching Requirement: Applicant may not finance more than 50% of the total project from NY State sources.

Operating Budget: No restriction

Organizations of any size may apply if they are able to meet the programmatic requirements.

Eligible Costs

The purpose of this program is to fund capital expenditures which are defined as: funds spent to acquire/upgrade physical non-consumable fixed assets that increase the value and extend the IRS-estimated useful life of a piece of real property. These include:

- New construction;
- Renovation, restoration or expansion of leasehold improvements;
- Acquisition of fixed capital equipment/capitally-eligible equipment systems;
- Soft costs of up to 15% of the total grant amount;
- Furniture, fixtures, equipment and initial outfitting for new spaces, and renovations resulting in a change of use of the space (this is not an eligible cost if the project is not new construction or adaptive re-use of an existing space that changes its purpose);
- Design services;*
- Construction management;
- General conditions (indirect costs of the construction manager and/or contract staff associated with the project); and
- Contingency of up to 10% of the grant amount (the combination of contingency and soft costs cannot exceed 15% of the request amount).

   *Applicants may apply a portion of the funds to fees for an architect and/or engineer, however, design is a soft cost, so no more than 15% of the grant request amount may be applied to this line item.

   If design documents are needed for the project, NYSCA expects architectural and engineering drawings to be in stages that are advanced enough to solicit concrete, detailed estimates from contractors prior to submitting an application for funding. As such, eligible architectural or engineering expenses would be limited to any additional design work that might be necessary in the later stages of project planning (and only those that would take place after the grant period start date).

Ineligible Costs

- Grant-related expenses incurred *prior* to the grant period start date
- Maintenance/repairs that do not qualify as capital improvements
- Soft costs that exceed 15% of the request amount
- Partial equipment systems or individual pieces of equipment that are not part of a system
- Developer fees
- Owner's rep fees
- Recapitalization/refinancing
- Conceptual design services that do not result in construction documents
- Design studies
- Staff salaries (even if associated with the furtherance of the capital project)
- Operational/overhead expenditures (e.g., rent, utilities, etc.)
- Fringe benefits (e.g., health insurance, retirement and other non-mandated benefits)
- Wayfinding signage (permanent signage produced for city, county and/or state roads)
- Residential development (although program funds may be used for the commercial component of a mixed-use project)
- Training (including on new systems purchased with NYSCA capital funds)
- Expenses reimbursed from any other source or agency
- Food and/or beverages for consumption, including alcoholic beverages
- Legal fees, insurance/liability insurances and/or membership fees
- Competition prizes, prize money and monies paid to participants
- In-kind, donated or volunteer services

Ineligible Organizations

- Religious institutions
- Public school districts, public universities, state agencies or entities, or arts organizations leasing their facility from such an entity
- Municipalities (501(c)(3) organizations that lease from municipalities may apply, but the municipalities themselves may not)
- Sponsored groups or projects that do not have their own 501(c)(3) tax-exempt status (fiscal sponsors are not accepted in this opportunity)
- Limited liability companies (LLC), limited liability partnerships, business corporations and other for-profit business incorporation types
- Organizations that do not have arts and culture as their primary mission

TYPES OF CAPITAL SUPPORT

The Large Capital Improvement Grants for Arts and Culture includes support for 1) the construction and renovation elements of capital projects, and 2) the purchase and installation of capital equipment systems (if applicable). Applicants will be asked to provide the necessary information and support materials for each type of support they are requesting. All applications will be reviewed by New York State licensed engineers and architects.

Capital Construction

Support is available for renovation, expansion or restoration projects for eligible buildings, as well as new construction projects.

Capital projects submitted for consideration must be sufficiently developed and be able to secure all required permits and approvals. Construction must be able to occur during the NYSCA contract period in order to be eligible. Additionally, applicants requesting support for installation of stage rigging, elevators, wheelchair lifts, boilers and HVAC systems should be listed as construction expenses, rather than equipment.

Projects that are comprised of activities that are designated as "operating" costs cannot be considered for support. Examples of common projects that are considered operating rather than capital expenses include but are not limited to:

- Interior and exterior painting (except in the following cases: the initial paint application after new construction or renovation, specialty paint applied for the purposes of weatherization, or paint as part of a complete building envelope restoration);
- Carpeting or other soft floor covering material (except in the case of initial outfitting after new construction);
- Landscaping (except in cases where planting complies with local mandates as part of construction; hardscaping is considered eligible); and
- Minor repairs that do not extend the IRS estimated useful life of the building.

Capital Equipment

If your request includes the acquisition of capitally-eligible equipment systems, we will require specific information to evaluate your application.

Support may be requested for the purchase of major capital equipment systems that are essential to the production and/or presentation of the organization's arts and cultural mission, and which will be permanently installed in the organization's facility.

What makes a capital equipment *system*? For equipment that is not a major construction installation (e.g., an elevator) to be considered capital, it needs to be part of a system that serves the mission of the organization, is permanently installed, and has an IRS useful life estimate of at least 10 years. The applicant's proposal must include the new purchase of all equipment elements that would be required for the system to function. New components cannot be added to existing components that are pre-owned, or the useful life of the full system will not meet the minimum requirements for capital.

For example:
- A Capitally-Eligible Sound System – 3 microphones, XLR cables, amplifier/preamp, stage monitor, house speakers and a mixing board. Together, these comprise a system because if any item is removed the "system" doesn't function.

- NOT a Capitally-Eligible Sound System – 3 microphones, XLR cables, amplifier/preamp, stage monitor, house speakers. Together, these items DO NOT comprise a system because collectively they require other things in order to function (in this case, a mixing board is missing).

Examples of eligible capital equipment systems include:
- Theatrical lighting or sound systems
- Gallery lighting
- Sprung flooring
- Assisted listening systems
- Large-type and Braille printers
- Full-auditorium installation of permanent theatre seats
- Industrial projectors
- Fire curtain systems
- Museum collections storage systems

The following equipment should be listed as construction expenses (rather than equipment systems) in the project budget (as they will require construction elements to make them capitally-eligible):
- Stage rigging
- Wheelchair lifts
- HVAC systems
- Elevators
- Boilers

Examples of ineligible equipment requests include:
- Partial systems (e.g., lighting instruments with no control element/light board)
- Vehicles
- Stand-alone/portable generators
- Office furniture
- Office shelving
- Stackable chairs
- Office computers
- Software
- Distance learning equipment
- Food service equipment
- Telephones
- Musical instruments

Recognizing that the latest technology may need to be run with computers, applicants may only include computers if the applicant can clearly make the case that the equipment is part of a capitally-eligible system and is critical to producing an art form or making a space publicly accessible (e.g., as part of a projection system, security system or building management system) and is not for daily office/administrative use.

COMPLETING YOUR APPLICATION

Below please find an overview of the necessary steps of the application process. Some steps require approval and validation from New York State, so we recommend starting as early as possible.

You can read about these steps in further detail in the Application Manual.

1. Determine Eligibility

Please carefully review the Prerequisites on Page 7.

If you have already registered with the Grants Gateway system, the registration and Vault must be checked for any necessary account updates. **This process EXPIRES ANNUALLY** and new documents must be uploaded.

If this is the first time your organization has applied for Prequalification, please continue with the steps below.

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2. Prequalify

IMPORTANT UPDATE
NOVEMBER 2023

All FY24 Capital Project applicants should submit prequalification materials to Grants Gateway BEFORE FRIDAY, DECEMBER 15, 2023 at 4 PM. New York State will be merging Grants Gateway with the State Financial System effective January 2024 and Grants Gateway will be retired. **Capital Project Fund applicants: please submit all prequalification materials before December 15th.**

Register: Take the first step now!

Consult this link to obtain the forms and necessary instructions. Then email all the completed documents listed below to grantsreform@its.ny.gov.

- o Notarized Registration Form for Administrators
- o A Substitute Form W9
- o A current organization chart with the names and titles of those in the organization, and the head of the organization that signs the registration form at the top of the chart

Attachments must be in Microsoft Office compatible form (i.e., Word, Excel, PDF).

Grants Gateway will email you the sign-in instructions and a Grants Gateway Document Vault ID. (Tip: Write down your Vault ID as you will need to submit it in the application portal.) Read the full information at Grants Management Registration.

Submit a Document Vault

- Log onto the Grants Gateway website.
- Create and submit a "Document Vault." You will fill out online forms about your policies and practices and upload key documents including IRS determination letters, audits, board information, leadership resumes and more.
- Find basic instructions and checklists here: https://grantsmanagement.ny.gov/get-prequalified. Please contact help@arts.ny.gov if you have any questions.
- You can learn more about Prequalification by watching our webinar and reading this article.

3. **Review the Application Manual.**

   Download the FY2024 Application Manual here.

4. **Apply through the Application Portal here.**

APPLICATION REQUIREMENTS

Applicants must complete and submit an application through the NYSCA FY24 Application Portal by the application deadline. Click here for the Application Manual and refer to Page 7 for instructions on registering and submitting an application through the NYSCA FY24 Application Portal.

The application will be reviewed by NYSCA staff and a panel of professionals with relevant expertise.

Applicants will be required to respond to a series of questions in the application and upload support materials that:

- Detail the project activities;
- Demonstrate how arts and culture is a central component of the project and the mission of the applicant organization;
- Address how the project aligns with the program goals;
- Make the case for whether the applicant has the institutional capacity to undertake the work; and
- Outline the potential benefit that will be derived for the organization, its audience and the broader community.

Full lists of questions and required supplemental materials are listed in the sections below.

Financing Requirements

- The combination of NYSCA and other state funds can support no more than 50% of overall project costs.
- Applicants must be able to demonstrate how they will finance the remainder of the overall project (and the most competitive applications will be those that have already raised the majority of that financing).

Tips for Completing Your Application

- **Do not assume reviewers have familiarity with your organization, project or region**. Panelists come from many areas across the state and from a variety of professional backgrounds. Make your case thoroughly and concisely for a diverse audience; be specific about your needs, goals, capacity, proposed activities and composition of your community. Be as detailed as possible in the space provided and avoid redundancy.

- **Demonstrate alignment with program priorities**. Make sure your responses in the questionnaire collectively explain how your project aligns with the goals of the program.

- **Adhere to eligibility requirements**. Read the program guidelines carefully to ensure your application is not disqualified. Common eligibility issues include <u>lacking prequalified status in Grants Gateway at the time of the application deadline</u>, requesting an amount below the minimum threshold for the program, proposing ineligible activities, and sourcing more than 50% of the financing for a project from state funds (for matching grants).

- **Double check your budget totals.** Make sure itemized costs add up to your request and overall project totals, and that proposed costs adhere to eligibility requirements.

- **Specify expense allocations.** Explain the itemized costs in your budget in the space available. Be sure to indicate how funds will be expended specifically, and how your costs were calculated.

- **Explain organizational financial statements.** If there are abnormalities in your operating budgets or other financial materials (e.g., large deficits, endowment principal depletions, significant increases in expenses), add budget notes to explain them.

- **Provide letters of support.** These are not required, but demonstrated support from a diversity of stakeholders in your community, as well as New York State officials will strengthen your application. Letters of support from members of the New York Senate and Assembly are strongly encouraged. Please include no more than five.

APPLICATION QUESTIONS

While the application portal is already open, we are including all narrative application questions within these guidelines to assist with your preparation.

STANDARD BACKGROUND QUESTIONS (ALL APPLICANTS)

(STANDARD) State your request amount: $_____

(STANDARD) State your total project cost (for matching grants, this must be at least 2 times the amount of your request from NYSCA): $_____

(STANDARD) Select the funding category for which you are seeking support:
Capital Construction Only
Capital Equipment Only
Hybrid (Equipment and Construction)

(STANDARD) What were your organization's total operating expenses in its most recently completed fiscal year? $ _____

(STANDARD) Indicate whether you own or lease the facility for which you are seeking capital support (documentation must be provided in the "Uploads" section of this application) (check one):
Own
Lease

(STANDARD) If you answered "Lease" in the last question, indicate the number of years remaining on your lease at the time of the application deadline. _____ years

(STANDARD) State the IRS estimated useful life of the capital project for which you are seeking support (if the project includes multiple elements with different estimates, please list the longest one to which you would apply NYSCA funds): _____ years

(STANDARD) Please list the anticipated start and end dates for the overall project:
Construction/installation start date or anticipated date of equipment purchase: _____
Anticipated project end date: _____

(STANDARD) Please indicate which of the general program priorities the project aligns with, if any (check all that apply):

ACCESSIBILITY. Make arts facilities accessible for a diverse set of artists and participants.

ARTISTRY. Enable arts and cultural programming that is more creatively compelling for artists and audiences alike.

CULTURAL DEVELOPMENT. Provide further access to cultural offerings in rural areas or communities that have historically been underserved.

ENVIRONMENTAL SUSTAINABILITY. Demonstrate environmental stewardship and/or sustainable building practices, improve energy efficiency, and mitigate the negative effects of climate change on the organization's ability to operate.

HEALTH AND SAFETY. Address known health and safety deficiencies and adhere to new public health guidelines and requirements.

ORGANIZATIONAL HEALTH. Make capital investments that reduce operating costs and/or provide new opportunities for revenue generation that will improve the health of the organization.

STRUCTURAL AND HISTORICAL IMPROVEMENTS. Address issues of building stabilization and historic preservation.

COMMUNITY DEVELOPMENT. Contribute to local workforce development and/or expansion, tourism growth, and/or placemaking and downtown revitalization.

DIVERSITY. Make plans to diversify organizational leadership at the executive and board level.

STANDARD NARRATIVE QUESTIONS (ALL APPLICANTS)
All responses will have a maximum of 2,000 characters in the portal unless otherwise noted.

(STANDARD) ORGANIZATIONAL BACKGROUND: Tell us about your organization, including its history and cultural and community context. Include your organization's mission and artistic/cultural vision. Describe your organization's staff, governance and community. Contextualize it with demographic data. (up to 3,000 characters)

(STANDARD) PROJECT TITLE: Provide a brief project title that describes what your project will accomplish (e.g., "Roof Replacement," "Lighting System Installation," "Theater Renovation," or "New Visitor Center Construction"). (up to 100 characters)

(STANDARD) PROJECT DESCRIPTION: Describe the project, including a clear description of the anticipated finished product, and an overview of the overall scope of work you plan to undertake to achieve that outcome. If you are proposing a "total project" that is a phase of a larger capital project, please explain the scope of the phase for which you are seeking support and explain how it fits into the larger project.

(STANDARD) ALLOCATION OF NYSCA FUNDS: Explain which elements of the project NYSCA funds would support. (up to 3,000 characters)

(STANDARD) ALIGNMENT WITH PROGRAM PRIORITIES: Explain how the project aligns with one or more of the program priorities listed in the guidelines. Please specify which improvements would achieve these goals, and make sure your response relates to each of the priorities you checked earlier in this application. (It is not necessary to align with all listed priorities, and applicants are encouraged to focus this response on fewer priorities in greater depth, rather than trying to touch on a larger number with less specific explanation.)

(STANDARD) ALIGNMENT WITH SOCIAL EQUITY AND ACCESSIBILITY PLAN REQUIREMENTS: Proposed projects must comply with the following program requirements.

SOCIAL EQUITY COMPONENT. Create new dedicated programming to engage members of underserved communities, partnerships with local schools and/or community organizations to provide free youth programming, initiatives to expand curatorial opportunities for members of underserved communities and/or representation of work created by artists of color, etc.

ACCESSIBILITY PLAN. Offer access (e.g., free tickets) to socially and economically disadvantaged individuals.

Explain how your project will adhere to each of these requirements.

(STANDARD) STATEMENT OF NEED: Address why this project is a good fit for your organization, and why this is a good fit for your community *at this point in time.* What will these funds enable you to accomplish that you wouldn't otherwise be able to? If this work is an expansion of some kind, indicate why you believe there is a need for the increased capacity you are proposing. If this project will help your organization better conform to local/state/federal guidelines or requirements (such as the Americans with Disabilities Act (ADA) or safety recommendations related to COVID-19), please explain in your response.

(STANDARD) FACILITY USE AND IMPACT: Describe the programming that will take place in the facility after the work is complete, who you expect to utilize the space, and how this may differ from your current programming or participation. What do you expect the impact of this work to be on your organization's artistic/cultural work and capacity to fulfill its mission?

(STANDARD) PROJECT PLANNING: Establish the need for the project by detailing how you determined that this solution was the best means of addressing the problem and why it must be done now.

(STANDARD) CODES AND PERMITS: Please identify any local codes or state compliance (including SHPO) your project must adhere to and explain how you will meet them. Additionally, identify any required permits including building permits and certificates of appropriateness.

(STANDARD) SCOPE OF WORK: Provide a detailed description of the work to be performed by the contractors. If this request is part of a larger capital project, briefly describe the full construction project to provide context as to how this request will fit in and be coordinated with the entire construction project.

(STANDARD) EQUIPMENT DESCRIPTION: Describe the equipment to be purchased. Confirm that the equipment constitutes a complete capital equipment system, as detailed in the program guidelines (not individual pieces of equipment). Establish the need for this equipment, why the particular equipment was chosen, and how this equipment will enhance the activities for which it is intended. Describe how it will supplement, complement or replace current systems. Explain how it will be installed and confirm whether a design/engineering professional's services have been or will need to be retained prior to installation (if not, explain how you have determined this).

(STANDARD) CONSULTANT QUALIFICATIONS: Briefly describe qualifications for the architect, engineer and other lead contractors that have been hired for the project. List some similar projects that they have recently completed. Why are these consultants the right ones for this project?

(STANDARD) CERTIFIED MINORITY AND WOMEN-OWNED CONTRACTORS: NYSCA-funded capital projects are expected to utilize MWBE contractors for work comprising a minimum of 30% of the grant amount. Describe efforts made to locate and obtain estimates from certified minority- and/or women-owned vendors. If funded, would you expect to be able to comply with the 30% utilization goal? (Please visit the directory of NY State Certified MWBE contractors to assess availability of firms here: https://ny.newnycontracts.com.)

(STANDARD) PROJECT MANAGEMENT: Detail who will manage this project, whether someone on staff or an outside consultant, and their relevant qualifications.

(STANDARD) PROJECT FINANCING: Since NYSCA can only support up to 50% of any project's total cost (except in the case of groups applying for no-match grants), briefly describe how the organization will raise the funds necessary to complete the project. This should build on the financing, fundraising and cash management plan included in your uploaded materials, and list what resources are available and whether these resources are confirmed or projected (including in-kind support).

(STANDARD) ORGANIZATIONAL CAPACITY AND LONG-RANGE PLANS: Explain your organization's current financial position, discuss historical obstacles that your organization has faced, and detail plans, opportunities and challenges you anticipate in the future. Explain why you feel the organization has the capacity to take on the proposed project and explain how the finished project will impact the organization's financials. Please also indicate any other facility-related projects planned for the next three to five years. Note any capital campaign goals and discuss how these capital projects will be supported by the board and your broader institutional plans.

(STANDARD) POST-PROJECT MAINTENANCE/OPERATIONS: Describe the ability of the organization to operate and maintain the facility and equipment after improvements are made. If the equipment is highly specialized, explain whether staff will require special training to use it, if it will limit who can use or access it (why or why or not), whether it will require maintenance or repairs that are particularly costly or difficult to undertake, and how the organization will accommodate these additional needs. Detail any special maintenance costs/activities you expect as a result of construction-related improvements and explain how you will manage them. If this is an expansion of significant size, detail the implications for your operating budget, organizational structure and capacity, and discuss how you will address them. (up to 3,000 characters)

(STANDARD) SITE CONTROL: Briefly describe the property to be improved. Confirm whether you lease or own it (and if more than one adjacent property is involved in the project, confirm that you have site control for all properties). If you lease the property, please confirm that the time remaining on the lease is at least as long as the IRS estimated useful life of the proposed project. If the unexpired period remaining on the lease is less than the useful life, the project is not eligible. If there is a renewal option not requiring landlord approval, please note. For any other arrangements or anomalies, please explain. (Please note: site control documents must be in the name of the applicant nonprofit organization. If the organization holds site control but this is not apparent from the documents you submit, please include a memo as the first page of your site control document PDF explaining the reason and address it in your answer to this question.)

(STANDARD) BUILDINGS OF 50 YEARS OR OLDER: If the facility is 50 years or older, please note. Additionally, if the building is on the National or State Registry, please identify when it was approved and the registry number. If the facility is currently in the nomination stage, please indicate. (up to 2,000 characters)

(STANDARD) PRIOR CAPITAL SUPPORT FROM NYSCA: If you have had NYSCA Capital or Facilities support since FY18, please note the status of each grant (open/closed) and provide a brief update on the progress of the project.

APPLICATION UPLOADS

STANDARD UPLOADS (ALL APPLICANTS)
All Applicants must upload the following materials:

1. **Timeline:** a detailed project timeline (and construction schedule, if applicable, in Gantt Chart format, if possible). Include a description of the project's timeline as it relates to the NYSCA contract period. Include provisions for securing all applicable local and state compliance approvals (including SHPO).

2. **CVs:** CVs/bios for key staff and consultants.

3. **Site Control Documents:** copy of the deed or lease agreement. a) *Requests must provide a deed to prove ownership of the facility or provide a copy of their long-term lease agreement demonstrating a remaining term that is equal to or greater than the IRS Useful Life estimate of the capital asset that would result from the proposed project. (For shorter leases, a renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval.) b) To apply for any exterior rehabilitation projects, organizations must own their facility or provide a letter of approval to undertake the work from their landlord.*

4. **Itemized Project Budget** (form provided) detailing anticipated grant expenditures, use and source of financing for the remainder of the project, and breakdown of soft versus hard costs. [Click here](#) to view the budget form.

5. **A Four-year Operating Income and Expense Comparison**, including your two most recently completed fiscal years (audited or finalized) and your current and next fiscal years (projected). For each year, comparisons should detail types and amounts of earned and contributed income and high-level expense categories. Indicate both annual and accumulated surpluses/deficits below the operating lines. List the balances of any designated reserve or endowment funds below the operating lines.

6. **Budget Notes** to accompany both the itemized budget form and operating financials with explanations for each line item. These can be in any format you choose, but please use them to help the panelists understand how the line items in your budget or operating financials are calculated. Provide explanations for any anomalies or potentially unclear areas.

7. **A Fundraising/Financing/Cash Management Plan** that details the following:
   - The amount and sources of funding already secured for the project (and whether that funding is already in hand or an anticipated date of receipt)
   - A detailed list of potential sources of funding for the remainder of the project, including the status of any discussions/applications/proposals, expected amount and likelihood for successfully obtaining funds (with rationale for this expectation), and timeline for award/donation decisions
   - A cultivation plan for identifying and approaching donors or funders that have not yet been engaged (if applicable)
   - A detailed financing and cash management plan for bridging the time between cash outlays and actual receipt of project-restricted funds (*including a portion of this grant, which, if awarded, would not be paid until majority completion of the project*). Include:
     - A list of sources, confirmation of whether or not financing has been secured, or a plan for doing so
     - Cash flow projections for the duration of the project

8. **One Set of Construction Documents sufficiently detailed for bidding, permitting and construction**: these materials must be prepared by New York State licensed architects or engineers and shall be the basis for all contractor estimates submitted with the application. Roofing, HVAC, boilers and wheelchair lift projects may also require review by an architect or engineer. At minimum such projects must submit work scopes, drawings and technical specifications for adequate panel review.

9. **Equipment Brochures or URL Links (if applicable).**

10. **At Least Two Comparable Contractors' Written Estimates** for each major component of the project, based on the construction documents. (An estimate from a third-party estimator will suffice for one of the estimates if quotes from actual contractors cannot be obtained.) You should provide comparable estimates for each area of the project where you intend to hire a different contractor for the work. (If the project requires separate contracts for plumbing and masonry, you should have two estimates for plumbing and two for masonry.)

11. **Contractor's Estimate Summary Form:** download the form here.

12. **Useful Life Documentation:** letter from an architect, engineer or contractor stating the useful life of the proposed capital project.

13. **Up to 20 Images or Website References of the Facility** and area which is part of this request (max 20 images in combination with equipment images), and up to 5 images of the consultant's work with descriptive text, for a maximum of 25 images. (If the scale of your project is so complex that you cannot adequately represent it in 25 images, please contact program staff for permission to exceed this limit.)

14. **Letters of Support (Optional)** from key partners, stakeholders, and/or members of the community or elected officials.

15. **Additional Information (Optional, with NYSCA prior approval).** If there is critical information that you feel the panel should have/know in order to complete their review that absolutely cannot be incorporated in any other element of this application, please contact program staff for permission to add a supplemental document to the uploads section. (Please keep in mind that applications already contain a high volume of information, and applicants are strongly discouraged from sending full reports, pitch decks or other lengthy documents, as they cannot be reviewed in full. Additional uploads should be brief and contain only the most important information you need to share.)

Reminder: In addition to submitting a completed application in the NYSCA FY2024 Application Portal, applicants must also be Prequalified to do business with New York State by the application deadline. For more information, see https://arts.ny.gov/FAQforApplicants#2A.

EVALUATION PROCESS AND CRITERIA:

Eligibility Review

NYSCA staff will conduct an initial internal review of all received applications for eligibility based on the objective criteria outlined above (common eligibility issues include requesting an amount outside the program range, requesting funds for a clearly ineligible purpose, failing to identify required matching funds, or failing to demonstrate prequalification status in the NY State Grants Gateway system at the time of application). Ineligible applicants will be notified of their ineligible status prior to panel review.

Review and Scoring

All eligible applications will undergo a two-part review and scoring process. A combination of NYSCA panel and staff scores will make up 75% of the total score for the application, with the other 25% determined by an analysis from Empire State Development (ESD).

I. ESD REVIEW [25% OF TOTAL SCORE]

Benefit Cost Assessment – Successful projects are likely to have a positive impact on the revitalization of the area by attracting other public and private investment. ESD will perform a benefit-cost analysis to assess the benefit to the community of the project, including indirect benefits of investing in the arts. ESD's analysis will show direct and indirect community, fiscal and economic development benefits, including how the project will result in secondary benefits to both the community and project developer beyond the primary goal of the project itself, which will generate additional economic activity, grow the local property tax base, improve quality of life in the neighborhood, and/or result in improved building(s) likely to create healthier and more productive environments in which to live and work.

II. NYSCA REVIEW [75% OF TOTAL SCORE]

NYSCA will convene a panel of practitioners with expertise in architecture, engineering, theatrical design, technical production, community development and arts administration to review eligible applications. Panelists and staff will evaluate applications for technical feasibility and alignment with program criteria and priorities.

The following rubric explains three overarching criteria that will be considered in evaluating your application. Each criterion will be given a rating from 5-0. The application will receive an overall score which averages all three criteria. However, any application scoring 2 and below in any criterion will not be eligible for support.

Design & Technical Review (0-5)	Managerial & Fiscal (0-5)	Community Relevance/Access (0-5)
- Applicant has identified a problem or need that the project is likely to address. - Project is well designed, as reflected in construction documents, specifications, drawings, equipment selections and other technical information, and/or the selection of consultants appropriate to theproject. - Bids demonstrate the information given to contractors is complete and thorough. - For Capital Projects: passes engineering review.	- Applicant demonstrates the ability to finance, fundraise and manage cash flow through the duration of the project. - Staff, consultants and contractors have the expertise and capacity to manage this project. - Timeline, Project Plan, and Fundraising and Financing plan demonstrate capacity to fund and support the project through completion. - Organization has the capacity to operate and manage these improvements after project is complete. - Applicant has met all other requirements of the application – eligibility, support material, etc.	- Project is likely to improve the organization's ability to serve its audience and community. - Demonstrates engagement with the relevant communities that informs project decision-making. - Project will improve or maintain safety and accessibility within the facility in ways that make it more useable by a diverse set of participants. - Organization is contracting with, or has made good-faith effort to contract with, MWBE businesses as part of this project.

Category Score	Scoring Guide
5	Meets or exceeds all benchmarks.
4	Meets most benchmarks.
3	Meets some benchmarks.
2	Meets few benchmarks.
1	Does not meet any benchmarks.
0	Question left unanswered, activities not arts/culture, response provides insufficient detail to understand programming.

FISCAL REVIEW

NYSCA will review the basic financial information in your recent IRS Form 990s as well as your submitted application. If your IRS Forms 990 between FY2019-2021 show consecutive years of more than 10% decline in net assets, we may require additional information to determine your eligibility for funding.

POST-AWARD PROCESS

Applicants granted awards under this program will receive an Award Letter detailing grant amount, terms and requirements. If the grantee accepts the award, the grantee will be required to enter into a grant services contract with New York State.

Grantees must meet the following requirements prior to approval and execution of a contract with New York State, and prior to disbursal of funds:

1. Continue to be Prequalified in the New York State Grants Gateway online portal
2. Be registered and up to date with filings with the New York State Office of the Attorney General's Charities Bureau
3. Be enrolled in ePayments, New York State's electronic payment program. For information on the NYSCA contract forms required for grants of different award amounts, see https://arts.ny.gov/manage-your-grant#2.

NYSCA FY2024 CAPITAL FUND PAYMENT TERMS AND REPORTING REQUIREMENTS

For all recipients, the following payment and reporting terms will apply:

Payment 1:

NYSCA will make one initial payment to the grantee in the amount of 25% of the grant following contract execution.

The following additional documents are required to complete contract execution.

Completed Contract Forms in the New York State online contracting portal:
a) Notarized Project Budget form showing itemized hard and soft costs
b) MWBE Utilization Plan
c) Facility Use Affidavit
d) Subcontractor Identification Form
e) Submit executed copies of all subcontractor contracts valued above $100K
f) Adherence to other NYSCA requirements, including New York State Vendor Responsibility review and up-to-date proof of NYS workers compensation and disability insurance. For more information on Vendor Responsibility, see https://arts.ny.gov/manage-your-grant#7.

Payment 2:

An additional 35% of the grant will be payable upon submission and approval of a progress report demonstrating completion of at least 60% of the total project and containing the following:

a) Updated Project Summary and Performance Measures

b) Completed NYSCA Reporting Affidavit – Second and Third Claim for Payment and Interim/Final Reporting form, including: Project Narrative (summary outlining progress of scope completed to date, including any material changes to design or scope objectives, anticipated costs and expenditures); MWBE utilization progress report; list of subcontractor contracts valued above $100K; and confirmation of fundraising toward the total project to date (must be notarized)

c) Updated notarized Project Budget form showing progress payments of at least 60% of project cost, including backup – bills of sale, photos of work in place and stored materials

d) Subcontractors backup – bills of sale, photos of work in place and stored materials, and copies of subcontracts valued over $100K executed after execution of the NYSCA contract

Payment 3:

The remaining 40% of the grant will be payable upon submission and approval of a final progress report demonstrating substantial completion of at least 95% of the total project and containing the following:

a) Updated Project Summary and Performance Measures

b) Completed NYSCA Reporting Affidavit – Second and Third Claim for Payment and Interim/Final Reporting form, including: Project Narrative (summary outlining progress of scope completed to date, including any material changes to design or scope objectives, anticipated costs and expenditures); MWBE utilization progress report; list of subcontractor contracts valued above $100K; and confirmation of fundraising toward the total project to date (must be notarized)

c) Updated notarized Project Budget form showing progress payments of at least 95% of project cost, including backup – bills of sale, photos of work in place and stored materials

d) Subcontractors' backup – bills of sale, photos of work in place and stored materials, and copies subcontracts valued over $100K executed after submission of the interim report

e) Evidence of Project Substantial Completion as certified by Grantee CFO and CEO (for construction projects only)

   *All three payments will be reconciled upon submission and approval of the final progress report.

Participation by Minority Group Members and Women with Respect to State Contracts:

In accordance 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, projects awarded funding shall be reviewed by the agency that may set business and participation goals for minorities and women. Established goals for awarded projects will be designated in the contract.

Please note that NYSCA's agency-wide MWBE utilization goal is 30 percent (30%). Projects may be assigned an individual contract-specific goal, which may be **higher or lower** than 30 percent (30%). Should an applicant receive a funding award, the applicant shall be required to use good faith efforts to achieve the prescribed MWBE goals assigned to this project. Applicants must maintain records and take the necessary actions to demonstrate such compliance, which include but are not limited to updating compliance and utilization records in the New York State online contracting portal. Failure to comply with MWBE requirements may result in award reductions.

Additional Information:

Covenants
If awarded a grant, NYSCA will require that the grantee execute a certification agreeing that the funded project facility will be used primarily for the arts and cultural uses described in the application for at least ten years from the completion of the funded project.

Deferred Maintenance
NYSCA is unlikely to fund maintenance projects and capital projects that have resulted from deferred maintenance. Examples may include roof repair, servicing of HVAC equipment and painting.

Americans with Disabilities Act and Section 504
Large Capital Improvement Grants for Arts and Culture support is particularly concerned with ensuring access to cultural events and services for all New Yorkers. Applicants whose facilities are not fully accessible to both audience members and artists with disabilities are urged to learn about and work toward compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dormitory Authority Review
Projects of proposing budgets of $1 million or greater must be referred to the Dormitory Authority of the State of New York for technical review and recommendations. This review typically takes 30 days. If the Dormitory Authority determines that a project is technically flawed, it may recommend to NYSCA that funding be denied. In such an event, it is highly unlikely that the project would be funded by NYSCA.

State Historic Preservation Office Review
Per Section 14.09 of the New York State Preservation Act, New York State's Historic Preservation Office (SHPO) must review capital projects funded by New York State to "ensure that the effects or impacts on eligible or listed properties are considered and avoided or mitigated during the project planning process." Organizations must go to https://parks.ny.gov/shpo/ to get more information and request a SHPO consultation.

Technical Support

The Preservation League of New York State administers two grant programs on behalf of NYSCA. Technical Assistance Grants provide support for modest projects including building condition assessments and structural analyses. Additionally, within the Preserve New York program, Building Condition Reports are now available.

Information on the application guidelines and deadlines can be found at Preservation League of New York State: www.preservenys.org.

FOR ALL APPLICANTS WHO APPLY FOR FUNDS UNDER THIS PROGRAM:

- Awarded grants are not transferable.
- All project expenditures must be demonstrated to have been expended from Grantees accounts.
- Expenditures made by partners and/or consultants are not eligible unless the grantee can demonstrate that the partner and/or consultant was directly reimbursed for the expenses and/or services rendered.
- Grant award payments may only be made to the awardee.
- Being awarded a grant does not imply automatic approval of elements in the submitted project plan if they do not comply with local/state/federal laws and/or regulations, including the requirements of the Large Capital Improvement Grants for Arts and Culture grant program itself.
- All grantees will be required to adhere to the terms outlined in the award letter and contract, which includes providing all requested documentation, including interim and final reports.
- All grantees are fully responsible for being aware of any taxes required to be paid as a part of accepting an awarded grant. NYSCA is not able to provide assistance on tax reporting status.
- Major changes to the scope of the project may cause a proportional reduction of award amount or termination of the awarded grant. All grantees have an obligation to promptly notify NYSCA of such changes.
- There are no fees associated with this program.

CONTACT/ADDITIONAL PROGRAM INFORMATION:

For more information, applicants should contact NYSCA at 212-459-8800 or email capitalprojects@arts.ny.gov.

Potential applicants are encouraged to watch the program webinar and attend virtual office hours to help determine the appropriate scope of their projects. Those who still have questions should contact NYSCA Capital Projects staff at capitalprojects@arts.ny.gov by January 5, 2024 to schedule time to discuss their proposals. Beyond this date, we cannot guarantee that staff will be able to respond to inquiries before the application deadline. All inquiries should reference the applicant organization's name in the subject.

NYSCA's appeals process set forth in the Application Manual will apply if NYSCA's State Fiscal Year 2024-2025 budget appropriation includes additional funds for capital grants.

PHOTO CAPTIONS

Center: Buffalo AKG Art Museum, 2023. The Ralph C. Wilson, Jr. Town Square with *Common Sky*, by Olafur Eliasson and Sebastian Behmann of Studio Other Spaces. Photo Marco Cappelletti.

Clockwise from top right: The Firehouse Cinema at Downtown Community Television (DCTV), Rendering of new amphitheater for Caroga Arts Collective, Installation of new HVAC system at the Adirondack Experience, Thomas Tischer Visitor Center at the George Eastman Museum, Rendering of new performance space at the Chocolate Factory Theater, Fort Ticonderoga.

To foster and advance the full breadth of New York State's arts, culture, and creativity for all.

Application Manual
FY 2024

NEW YORK
STATE OF
OPPORTUNITY.

Council on
the Arts

NEW YORK STATE COUNCIL ON THE ARTS FY2024 APPLICATION MANUAL

Welcome to the FY2024 Application Manual for the FY2024 funding opportunities for the New York State Council on the Arts (NYSCA). We hope you will find this manual helpful.
Click here to review FY2024 funding opportunities and the PDF Funding Opportunity Guidelines for each FY2024 funding opportunity.

This manual supplements the information provided in each of the above FY2024 Funding Opportunity Guidelines.

We also invite you to participate in virtual NYSCA information sessions; check for live times and recorded sessions here.

This document contains the following sections:

Key Dates

FY2024 NYSCA Funding Opportunity	Application Opens	Application Deadline
Regrants and Services (invitation only)	June 1, 2023	July 13, 2023 at 4 pm
Support for Artists	June 1, 2023	July 13, 2023 at 4 pm
Targeted Opportunities	June 1, 2023	July 13, 2023 at 4 pm
Support for Organizations	June 1, 2023	July 13, 2023 at 4 pm
Capital Projects Fund	September 13, 2023	Jan. 11, 2024 at 4 pm
Capital Projects Fund PREQUALIFICATION DEADLINE		Dec 15, 2023 at 4 pm

Award Announcements: ETA by December 2023 (other than Capital Projects Fund: ETA April 2024)

Who to Contact with Questions

For questions, please contact Program Staff in the discipline area most aligned with your request. View contact information here: https://arts.ny.gov/contact. We recommend you submit your questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)
For technical questions on applying, contact help@arts.ny.gov.

Attending information sessions and contacting NYSCA staff is optional. It has no bearing on the review of an application.

For questions on Prequalification in the New York State Grants Gateway, see the "Register and Prequalify in the Grants Gateway" section below.

Q+A Period

NYSCA will post answers to key pertinent questions as received at the following URL up until two weeks before the applicable application deadline. The FAQ document will specify the date of the last revision at the top of the relevant question and will be posted here at: https://arts.ny.gov/FAQforApplicants.

Grant Amounts

NYSCA's overall funding is determined annually during the New York State's budgeting process and approved by the New York State Legislature. Previous grant funding from NYSCA does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels. Multi-year grants are subject to adjustment by NYSCA each year.
Review the applicable FY2024 Funding Opportunity Guidelines for more information on specific award level ranges. For example, all Support for Artists grants are expected to be $10,000. Actual award amounts could vary depending on the volume and nature of applications received. Review FY2024 Funding Opportunities here.

Grant Eligibility Requirements

To be eligible you must:
- Be Registered and Prequalified in the New York State Grants Gateway at the application deadline. (See the "Register and Prequalify in the Grants Gateway" section below for instructions.)
- Be a non-profit organization either incorporated in or registered with New York State to do business in NYS with a principal location in New York State and recognized as tax-exempt under the Internal Revenue Code Section as a 501(c)3 or a State- or Federally-recognized Native American nation", or a unit of local or federal government within New York State.
- Have your principal place of business located in New York State.
- NOT be a Limited Liability Corporation (LLC).
- Meet any other eligibility requirements set forth in the applicable FY2024 Funding Opportunity Guidelines. Review FY2024 Funding Opportunities here.

Note: Individuals and unincorporated groups may not apply, but an eligible non-profit organization, known as a fiscal sponsor, may apply on his/her/their behalf in some opportunities. (See section 8 below for more information.)

Grant Period and Multi-Year Grant Awards

We will generally award FY2024 grants for activity that takes place between January 1, 2024 and December 31, 2024. Exceptions are set forth in the applicable FY2024 Funding Opportunity Guidelines.
NYSCA awards both single-year and multi-year grants.

NYSCA awards multi-year grants when the panel, staff, and Council of NYSCA agree that a similar level of service or activity will be sustained by the applicant organization over successive years. Multi-year grants represent NYSCA's agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years conditional on NYSCA's budget appropriation and the applicable contract execution for each successive year. NYSCA reserves the right to change its multi-year grant process during the multi-year period at its discretion, subject to NYSCA's budget appropriations for the relevant year.

If you have a previously-awarded multi-year grant for FY2024:

You do not need to re-apply to receive the FY2024 grant period award.

NYSCA will send acceptance and contracting instructions in June 2023.

You must be Prequalified in Grants Gateway at the time of payment of a multi-year grant.

Document vaults in modification, review or open status are not considered Prequalified. Units of government and Native nations are exempt from the Prequalification requirement.

You must submit any outstanding, overdue NYSCA final reports.

To be eligible for a new FY2024 Support for Organizations grant, you must decline your previously-awarded General Support, Support for Organizations and/or Project Support grant(s) for the FY2024 grant period before the application deadline for FY2024 Support for Organizations. If you have a previously-awarded General Support, Support for Organizations and/or Project Support grant for FY2024, but prefer to decline those in order to apply for FY2024 NYSCA Support for Organizations, please do the following:

> Submit a written notification to the appropriate NYSCA Program staff by the FY2024 application deadline and follow any additional NYSCA instructions issued in June 2023.

Past funding is no guarantee of future funding.

If you do not decline the previously-awarded Support for Organizations and/or Project Support grant(s) by the application deadline, you will not be eligible to submit a new FY2024 Support for Organizations application, and your application for FY2024 Support for Organizations will not be reviewed.

Click here to review the other eligibility requirements in the FY2024 NYSCA Support for Organizations Guidelines, which can be downloaded here.

The Project Support categories subject to the above guidance are:

- Book & Literary Magazine Publication
- Community Music Schools
- Exhibitions & Installations
- Instruction & Training
- Organizational Capacity Building
- Professional Performances
- Project Support
- Project Support - Community-Based Learning
- Project Support - Pre-K-12 In-School Programs
- Project Support - Presentation
- Public Programs
- Services to the Field
- Workspace Facilities

Having an ongoing multi-year grant or being awarded an FY2024 grant does not disqualify an organization from applying for Capital support.

Register and Prequalify in the Grants Gateway

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<mark>**IMPORTANT UPDATE**</mark>
<mark>**NOVEMBER 2023**</mark>

All FY24 Capital Project applicants should submit prequalification materials to Grants Gateway BEFORE FRIDAY, DECEMBER 15, 2023 at 4 PM. New York State will be merging Grants Gateway with the State Financial System effective January 2024 and Grants Gateway will be retired. **Capital Project Fund applicants: please submit all prequalification materials before December 15th.**

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A webinar on Prequalification can be found here.

New Applicants:

Getting Prequalified is a two-step process.

Step 1: Register

Take the first step now:

Consult this link to obtain the forms and necessary instructions. Then email all the completed documents listed below to grantsreform@its.ny.gov.

- o Notarized Registration Form for Administrators
- o A Substitute Form W9
- o A current organization chart with the names and titles of those in the organization, and the head of the organization that signs the registration form at the top of the chart

Attachments must be in Microsoft Office compatible form (i.e., Word, Excel, PDF).

Grants Gateway will email you the sign-in instructions and a Grants Gateway Document Vault ID. (Tip: Write down your Vault ID as you will need to submit it in the application portal.) Read the full information at Grants Management Registration.

Step 2: Submit Vault for Review and Prequalify

Log onto https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx and create and submit a "Document Vault." Find basic checklists here: www.grantsmanagement.ny.gov/get-prequalified.

You will fill out online forms about your policies and practices and upload key documents. A Prequalification Specialist will review your Vault and either "Prequalify" you or suggest modifications. For questions, contact help@arts.ny.gov.

Returning Applicants:

Your Prequalification Document Vault WILL expire annually and require updates and document uploads. You must maintain prequalified status in order for your application to be considered.

FOR FY24 CAPITAL PROJECT APPLIANTS: THIS SHOULD BE COMPLETED BEFORE DECEMBER 15, 2023 at 4 PM.

Log on once a year to recertify your statements and submit your latest filings. Log onto Grants Gateway to

check on your Vault expiration date and if you are expired, submit the expired items. Your Vault status, key expiration dates, and notes posted for your review and action can be viewed in the State Prequalification Application Status Report located in the Management Screen section near the bottom of your Document Vault main page.

Document Vaults in 'modification,' 'review' or 'open' status are not considered Prequalified.

You must be logged into Grants Gateway as the Delegated Administrator to upload and save documents and submit your Vault for review. Be sure the Delegated Administrator is available to submit; NYSCA cannot submit Vault materials on your behalf.

To find your Vault ID for your application,
       Log onto Grants Gateway.
       Search for your organization on the Document Vault tab.
       Click on any section on the Document Vault main page and see Vault ID in green near top.
       Format is: GDV-XXX-XXXXX, GDV-XXXX-XXXXX, or GDV-XXXXX-XXXXX (e.g., GDV-COA-55555).
       You do not submit any FY2024 grant applications in Grants Gateway.

Contacts and Resources:

The Grants Gateway team holds weekly live webinars on Step 1 and Step 2
www.grantsmanagement.ny.gov/live-webinars.

Email the NYSCA Prequalification Team at help@arts.ny.gov. NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays 4:00 pm to 8:00 am for account lockouts at (800) 820-1890 or helpdesk@agatesoftware.com.

NOTE: Please be aware that New York State is planning to transition grantmaking activities from the Grants Gateway to the Statewide Financial System (SFS), including contract processing. For more information, please go to the following website:
https://grantsmanagement.ny.gov/transition-sfs.

Fiscal Sponsorships

A Fiscal Sponsor is a non-profit organization incorporated or registered to do business in New York State that applies to NYSCA on behalf of individual artists, unincorporated arts organizations or groups, or semi-autonomous arts organizations housed within a larger institution who cannot directly apply themselves. A fiscal sponsor can also be a State- or Federally-recognized Native nation or a unit of local or federal government. Entities that are LLCs or for-profit corporations, as well as entities that have 501(c)(3) status that would allow them to apply directly are ineligible to be fiscally sponsored.

Individual Artists and unincorporated arts organizations or are not eligible to apply directly to NYSCA. However, unincorporated arts organizations or nonprofits without a 501 (c) status may apply through a Sponsor in our Support for Organizations opportunity, and Individual Artists may apply through a Sponsor for a creative grant in our Support for Artists opportunity.

Unincorporated arts organizations or groups may not apply for Capital funding, even through a fiscal sponsor.

Sponsor:

Submits the application, accepts the fiscal responsibility for a NYSCA-funded project, receives and disburses funds related to the grant, ensures that the project is carried out as described, and submits the final report of

grant activity.

The Sponsored Artist/Sponsored Group completes the project activity (the Sponsored Request).

If you are a Sponsor Applying for a Sponsored Organization, you will take these three steps to submit an application:

Step 1: Review the applicable Guidelines listed in section 1 to confirm sponsored requests are accepted in the specific funding opportunity and to review requirements. Make sure you are Prequalified.

Step 2: Send the Guidelines to the Sponsored Organization to complete and return the requested contact information, narrative responses, and support materials. See applicable Guidelines for further instruction. Make sure the Sponsored Organization returns the completed narrative responses and/or support materials to you well before NYSCA's application deadline.

Step 3: Submit the application online for the sponsored request with the completed materials from the Sponsored Organization.

For Sponsored Requests in FY2024 Support for Organizations, the following requirements apply:

The Sponsor may not impose a fee for submitting a sponsored application but may charge an administration fee if the application is funded -- not to exceed 5% of any actual grant amount. Any fee should be described in the Use of Grants Funds question in the application.

Sponsor must execute a fiscal sponsorship agreement setting forth the services provided by the Sponsor, any fee to the Sponsor, and the responsibilities of the Sponsored Organization relating to the fiscal sponsorship. NYSCA does not require the agreement to be uploaded in the application but may request a copy for review during contracting.

The services of the Sponsor are limited to fiscal management of the grant funds, submission of the application and final report, and, at the discretion of the Fiscal Sponsor, publicizing the activity. Following notification of the funding decision by NYSCA, the Sponsor must notify the Sponsored Organization as soon as possible.

The Sponsored Organization must meet all eligibility requirements of the FY2024 Support for Organizations guidelines (other than the requirement that the Sponsored Organization be Prequalified in the Grants Gateway).

NYSCA reserves the right to review the public financial filings and other information of both Sponsor and Sponsored Organization prior to grant payment pursuant to the NYS Vendor Responsibility process.

Application Review Process

Staff Review

Once an organization submits a request, NYSCA's staff verifies applicant eligibility and priority, and reviews application materials according to the NYSCA requirements set forth above in the applicable Funding Opportunity Guidelines.

Peer Review Panels and the Rating System

Panels are composed of a quorum of at least five panelists 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 see a list of recent panelists, visit the funding area pages on the NYSCA website at: https://arts.ny.gov/funding-areas.

Each panelist evaluates and numerically rates each request against the criteria in the Funding Opportunity Guidelines. These ratings are then aggregated to one average score for each request. The panels meet, with Program staff present, and have an opportunity to discuss applications. If you are interested in becoming a

panelist, click here: https://arts.ny.gov/panelists.

Based on the ratings for each opportunity, as well as eligibility and priorities, NYSCA assigns recommended grant amounts. Staff also prepares panel comments and shares key panel comments by phone with applicants after decision if requested.

The Council

Led by the Chair, the Council reviews funding recommendations 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. Committee and Council meetings are announced in advance and made available to the public on the NYSCA website.

Contacting Panelists and Council Members

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting panelists and/or Council members associated with and/or involved in the activities or affairs of 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 via email, telephone, or online system.

All inquiries about awards must be communicated to the NYSCA staff directly.

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 NYSCA.

Grant Award Notice

You will be notified by e-mail of NYSCA's funding decision within 30 days of the Council's decision. This notification is sent to the e-mail address of the persons then designated as the primary contact on the FY2024 NYSCA Application Portal.

If your organization is awarded a grant: Visit the NYSCA website to find out more information on managing your grant: www.arts.ny.gov/manage-your-grant and https://arts.ny.gov/FAQforCurrentGrantees. These pages include links to the standard New York State contracts terms, additional materials for contracts over $50,000, reporting requirements, crediting NYSCA, and the NYS Vendor Responsibility process. All awards are contingent on your organization's completion of the applicable contracting steps. NYSCA will provide you with instructions by e-mail after you receive an award.

If your organization is not awarded a grant, you may appeal the Council's funding decision.

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:
- 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
- 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
- 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

For more information on the Appeals Process, visit:
www.arts.ny.gov/sites/default/files/AppealsProcessNYSCA.pdf.

Submit an Application

Step 1. Register

A step-by-step webinar on registering and applying in the NYSCA Application Portal will be posted by Friday, June 2nd at Application Webinars/Office Hours | NYSCA.

If you're already registered in the NYSCA Application Portal, proceed directly to Step 2.

Register at https://nysca.smartsimple.com using an email address. This email address will be used to log into the system. It should take only a minute or two.
Have the following information ready.

> Your organization's:
> - Federal Employer Identification Number (EIN)
> - Address, phone, and email
> - Website URL and social media handles (Facebook, Instagram etc.)
> - Grants Gateway Document Vault Identifier (ID) (provided by NYS Grants Gateway)*
> - Your name, email, and phone
> - A short statement of organizational mission
> - Your organizational type (via drop down box)
> - Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires.
> - Hours: When open to public
> - Number of people served (audience/visitors/participants): in person and virtual for 2021 and 2022

*Tip: For tips on finding your Grants Gateway Vault ID, see the "Register and Prequalify in the Grants Gateway" section above. If you don't have your Document Vault ID yet, insert "GDV-COA-55555," and we will manually check whether you have a Document Vault and are Prequalified on Grants Gateway at the deadline. Your organization must have a Vault ID and be Prequalified in the New York State Grants Gateway online portal at the deadline (see the "Register and Prequalify in the Grants Gateway" section above).

After you submit your registration, you will receive a confirmation by email within five minutes and instructions about setting up a password and logging in.

The first person who registers will be the Primary Contact for the organization. The system will notify you if there is already another user serving as the organization's Primary Contact. The existing Primary Contact must validate your account before you can access the existing organizational account.

Automated system notifications about your FY2024 grant applications from the FY2024 NYSCA Application Portal will go to the Primary Contact. Generally, NYSCA will also send the applicable award decision, instruction letters, and all communications relating to the grant to the Primary Contact. You can update your organization's Primary Contact by following the instructions in Section 3 of the Manage Your Grant page on arts.ny.gov.

Step 2. Apply

The application questions are listed in the applicable FY2024 Guidelines in advance of the application portal opening.

1. Log onto https://nysca.smartsimple.com.

2. From your Home Page, click "Organization Profile" in the top row of buttons to view your current information in the system. Please review the information, make any necessary updates (including

audience data under "Number of People Served") and hit "Save." Click on the Home button in the top right to return to your homepage.

3. From your homepage, click "Funding Opportunities" in the top left corner to view NYSCA's current opportunities and their deadlines.

4. Click "Apply Now" beneath the opportunity to which you are applying. A one-page application form page will appear. Information from your registration will automatically appear on the form.

5. Carefully read the instructions at the top of the page before you begin. Be sure to click "Save Draft" before beginning the form.

6. Answer the questions and upload the requested materials that appear on the form. Fields marked with a red asterisk are required. Please note that all support materials are to be combined and uploaded in 1 single PDF document.

7. The site autosaves every few minutes, and you can also save your work by clicking the "Save Draft" button at the bottom of the page.

8. When you are ready to submit, submit your application by clicking the "Submit" button at the bottom of the page. All required fields must be answered before successfully submitting an application. If you attempt to submit an application without completing all the required questions you will see an error message detailing which question(s) you have missed.

9. After you submit your application, you will receive an email message within 5 minutes from the application portal that acknowledges receipt of your application along with a PDF of the application.

10. Once your application is in "submitted" status, it cannot be edited by you automatically. To un-submit your application or to edit it, you must email help@arts.ny.gov prior to the application deadline. To be considered for FY2024 funding, your application must be resubmitted by the application deadline. If the application is not resubmitted, it will not be reviewed or considered for funding.

11. For a link to our calendar of live and recorded webinars and walk through of the application registration and submission pages, see https://arts.ny.gov/FY2024Webinars.

Certification

All applicants will be asked to certify the following before submitting a FY2024 application:

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.

If you are incorporated outside of New York State, your principal place of business is within New York State.

The funding being awarded will not duplicate or replace any other funds from federal, State, or municipal funding for the same specific cost type and amount for the same period. You acknowledge that you will have procedures in place to prevent duplication of funds and that funds from NYSCA would need to be repaid if it is determined that our assistance is duplicative.

Your organization is currently Prequalified in the Grants Gateway portal. If not, you will update the

documentation in your Grants Gateway vault in order to complete your Prequalification prior to the application deadline for this funding opportunity.

Submitting a timely interim and/or a final report on the usage of grant funds is a requirement of a NYSCA grant. You certify that your organization is current on all grant reports.

Confirm You are Registered and Prequalified in the Grants Gateway

As a reminder, an organization must be "Prequalified" in the New York State Grants Gateway online portal at 4 PM on the application deadline (July 13, 2023) to be eligible for funding. For FY4 Capital Projects, this should be submitted by December 15, 2023. See the "Register and Prequalify in the Grants Gateway" section above for detailed information on registering and prequalifying in the New York State Grants Gateway.

Contacts and Resources:

The Grants Gateway team holds weekly live webinars on Step 1 and Step 2 http://www.grantsmanagement.ny.gov/live-webinars.

Email the NYSCA Prequalification Team at help@arts.ny.gov. NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays 4:00 pm to 8:00 am for account lockouts at (800) 820-1890 or helpdesk@agatesoftware.com.

Frequently Asked Questions

How do I find out more about the application opportunities and requirements?
Go to https://arts.ny.gov/FY2024FundingOpportunities and read the PDF Guidelines for each FY2024 Funding Opportunity.

Who can answer my questions about eligibility, the application questions, and uploads for an FY2024 Funding Opportunity?
For questions, please contact Program Staff in the discipline area most aligned with your organization's work. View contact information here: https://arts.ny.gov/contact. Submit questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

I am on the portal and don't see how to apply to the same program I've applied to before.
Review the FY2024 Funding Opportunities at https://arts.ny.gov/FY2024FundingOpportunities. NYSCA has broadened its funding opportunities and is not requiring that applicants apply to a specific discipline this year.

Who should answer my technical questions about submitting an application in the portal?
Contact help@arts.ny.gov.

Do I need to Prequalify on Grants Gateway?
Yes. All New York State not-for-profit grant applicants, including applicants to NYSCA, must be Prequalified on the Grants Gateway at the Application Deadline to be eligible for funding. You can't submit an application in Grants Gateway. See the "Register and Prequalify in the Grants Gateway" section above.

Do I need to do anything on the NYSCA (arts.ny.gov) website to apply?
No. You do not need to register on the NYSCA website or update existing registration information. You cannot submit an application on the arts.ny.gov website.

Is NYSCA participating in REDC or using the Consolidated Funding Application (CFA) website?
No. You will not see any NYSCA FY2024 opportunities listed on the CFA website. You can't submit an application on the CFA website for FY2024 funding from NYSCA.

Will there be a type and size limit for uploaded documents in my application?
Yes. This year NYSCA asks that you save your upload materials as a single PDF. The size limit is 2GB. No other file type is accepted.

How do I print or download a PDF of my application draft?
To generate a PDF of your saved draft, click the "Application Summary" button at the top of the page. Note that some applications have questions that appear only when a selection from a drop-down menu is made and/or pop-up forms that do not appear until information is entered.
These questions and/or forms will not appear on your PDF until you have made a selection or entered information.

How do I print or download a PDF of my submitted application?
You will receive an email after you submit your application with a PDF of your application. You can also log into the portal at https://nysca.smartsimple.com and obtain a copy by going to "Home" and clicking on the "Submitted" button.

I was previously awarded a multi-year grant award that continues in FY2024. Do I need to apply to receive the FY2024 portion of my grant?
No. You will receive instructions on how to sign your FY2024 award contract from NYSCA in June 2023. For information on how to manage your FY2024 multiyear grant, see www.arts.ny.gov/manage-your-grant.

Can I clone my application from my prior year?
No. The system does not allow cloning of applications.

Can more than one person from the organization register an account on the NYSCA Application Portal?
Additional authorized representatives of your organization can register for their own account. However, the additional person will not be able to access the existing organizational profile without verification from the Primary Contact. The Primary Contact can validate an additional user by logging into their account, clicking the Organizational Profile button, then clicking the Contacts tab, and then clicking the Validate button next to the additional user's name. NYSCA staff can work with you to reconcile and verify additional accounts. Please contact help@arts.ny.gov for assistance

End of FY2024 Application Manual.

Collage photos: Center, Education Through Music, Photo: Jason DeCrow; From Upper Clockwise, Upper Right: Brooklyn Bridge Par, Big Summer Get Down, Photo Will Raggozzino; Art Omi, Alexandre Arrechea, Orange Functional Photo Alon Koppel; Colored Musicians Club, Queen City Jazz Fest, Drummer Isaiah Griffin; Usdan Summer Camp for the Arts Photo Matt Zugale; Garner Arts Center, Encounters with the Arts, Photo Jesse Heffler; Friends of Ganondagan, Indigenous Music and Arts Festival, Photo Alex Hamer