NEW YORK STATE OF OPPORTUNITY. | **Council on the Arts**

Program Goals

The Literature Program supports a wide range of organizations that promote the creation, publication, and dissemination of contemporary literary writing and encourage its appreciation by the general public. NYSCA is committed to the development and support of literary activity for underserved areas and audiences, including citizens with disabilities, and to activity that supports writers who represent the cultural diversity of New York State.

Program Prerequisites

- The Program supports publishing, presentation and service to the field projects in the literary genres of fiction, poetry, drama, and literary prose, as well as literary translation of such creative writing into English. Projects involving technology and interdisciplinary projects taking literature as their primary focus are welcomed.

- Priority is given to applicants who demonstrate artistic excellence as well as a consistent policy of payment to literary artists and substantial efforts to creatively engage a wide audience through innovative literary programming and promotional efforts.

- Applicants may make one request per project category to the Literature Program or one General Operating Support request, and two requests Council-wide. Literary Translation is exempt from the request limit.

NEW YORK
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Council on
the Arts
FY2021

Key Dates & Deadlines

Guidelines
Released
January 14, 2020

Application
Period Begins
January 28, 2020

Deadline: March 12, 2020 4PM

Award(s)
Announced By
EST December 15, 2020

Overview

Previous Year Statistics

- $1.295 million awarded

- 91 grants to 47 organizations and translators

- Grants across 18 counties and all 10 REDC regions

☐ **Project Support**

   ☐ **Book & Literary Magazine**

   ☐ **Public Programs**

☐ **General Operating Support**

☐ **Literary Translation**

(For individuals, must be sponsored by non-profit)

☐ **Regrants and Partnerships**

(By Invitation)

Tips

- Please familiarize yourself with the Literature Program Guidelines before calling staff with questions.
- Don't assume we know! Panelists come from all over NYS and may be encountering your work for the first time. Write with clarity and brevity. Employ facts and specifics rather than self-praise to back up your organization's accomplishments and uniqueness. Express passion for your artistic mission and work.
- Your organization's website is its public face and is the first stop for most grant reviewers. Make sure it is up-to-date, including publishing schedules, dates and locations of upcoming readings and clear NYS contact information. Provide a listing on the website of your board members, including names and titles of officers..
- Some organizations post their most recent 990 on their website.
- Evidence of equity, diversity and inclusion should be discussed in terms of staffing, board membership and audience demographic as well as in choices of writers. Include citizens with disabilities in your discussion.

Tips

- Use the Changes and Challenges question to outline any financial or administrative issues your organization faces and to discuss how you plan to address them. It's especially important to discuss how your organization is handling ongoing deficits, tax liens, etc. that may appear on your 990s or other public filings over the past three years.
- Provide detailed project budget notes for any income and expense items that are not self-explanatory. Strong project budget notes are essential in building your case for NYSCA support.
- NYSCA cannot be the sole support of a project or organization.   Request amounts to NYSCA should not exceed 50% of the total cash expenses for a project request, or 25% of total cash expenses shown in the last completed fiscal year for a General Operating Support request.
- For GOS applicants, the project budget should represent the FY21 organizational budget and should exclude income and expenses for non-Literature Program NYSCA requests.
- Double-check that you have answered all required questions and provided all required support materials for the category in which you are applying. Check that budget figures and narrative references to budgets are consistent and accurate.
- Have someone who has not read the application proofread narratives and budgets for sense and accuracy.
- Support for individual literary translators cover translations of literary works-in-progress from any language into English. Presses, magazines, and literary organizations are encouraged to apply as fiscal sponsors, but any non-profit eligible to apply to NYSCA may submit on behalf of a translator. Awards are between $2500 and $10,000.

FAQs

Q: If my application is recommended for funding, when will I receive funding?
 A: New York State Grants for FY21 will be paid beginning in January of 2021.

Q: What support materials are required for application to the Literature Program?
A: See listing of specific support materials required by category in the Guidelines, but in general:

- All applicants should submit a board of directors list, an organizational chart, resumes of key literary personnel, representative samples of recent marketing materials, bios of writers published or presented, and completed Fact Sheets (see links for literary presenters, book publishers and literary magazine publishers).

In addition:

- Publishers (both GOS and Book/Literary Magazine category applicants) must send by mail hard copies of the two most recent print magazine issues or books. They must also attach electronic work samples of 30 pages of literary work published in the most recent year in the support materials area of application.
- Literary presenters (both GOS and Public Programs category applicants) should submit a three minute video of a reading, public program or writing workshop from the previous season, showing author/s and audience and a promotional brochure or listing of readings from the current year. Writing workshop applicants must present a ten-page sample of student work from a previous workshop.
- Translators must attach 10 pages in English and 10 pages in the original language of the translation manuscript-in-progress (15 pages for playscripts) as well as a translator's statement.

FAQs

Q: Where may I find technical assistance and other support for my literary organization?

A:

- Poets and Writers offers support of writers fees for readings and workshops in all 62 counties of New York State. See http://www.pw.org/funding.

- NYS non-profit publishers may consult the Community of Literary Magazines and Presses NYTAP program for information on technical assistance and NYSCA regrant funding. See http://www.comp.org/publishers-resources/nytap.

- NYS Literary presenters may consult the LitTap program for information on technical assistance, consultancies, advancement grants and mentoring as well as the statewide literary convening at http://www.littap.org/.

- Writers' fellowships are funded through the New York Foundation for the Arts. See https://www.nyfa.org/Content/Show/Artists'-Fellowships.

CFA Tips

✓ Prequalification in the Grants Gateway is the first step; make sure your organization is Prequalified - and/or all vault documents are up to date. Also make sure you have filed all your NYSCA final reports (due <u>annually</u> 60 days after the ending date of your contract).

✓ View application resources at https://www.arts.ny.gov/about-nysca-grants, including our application manual PDF and interactive guide at www.arts.ny.gov/application-guide.

✓ There are no exceptions to the CFA application deadline once the deadline has passed. It is a time-sensitive application. We suggest you complete your application a week before the deadline.

✓ Read the questions carefully and answer them directly. Be succinct. The NYSCA-CFA application questions have word counts, and you don't need to use the entire character limit. Less is more.

✓ Do use the Budget Notes section provided in the project budget.

✓ When uploading documents to the CFA support materials area, please combine multiple documents into one multi-page PDF. Each upload box may contain only one document.

✓ Remember to answer all the CFA application questions and upload all support materials requested. NYSCA cannot accept applications in hard copy.

Contact

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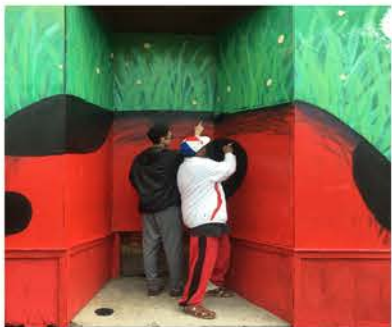Program Director
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THANK YOU!