

New York State Council on the Arts

300 Park Avenue South, 10th Floor

New York, NY 10010-3953

212-459-8800

www.arts.ny.gov

Facilities Program

Kristin Herron, Arts Program Director, kristin.herron@arts.ny.gov

Christine Leahy, Program Officer, christine.leahy@arts.ny.gov

Information Outlined Below:

[Program Goals](#)

[Program Information & Questions](#)

[Category Information & Questions](#)

- [Capital Equipment](#)
- [Capital Projects](#)
- [Design Studies](#)

[Support Materials](#)

- [Program Support Materials](#)
- [Category Specific Support Materials](#)

For complete instructions on how to apply to NYSCA's FY2016 Grant Program, please [click here](#).

Program Goals

Arts and cultural organizations that own or lease buildings face myriad challenges in managing those structures. Through Facilities support NYSCA makes strategic investments in supporting those arts and cultural organizations to help them become more physically accessible, stabilize their facility, support their artistic efforts, and become more sustainable for their communities. Strong Facilities projects combine excellence in design with informed decisions which will positively affect the future of arts and cultural organizations across the state.

NYSCA offers three categories of support to assist the arts and cultural community in meeting those challenges: Capital Equipment, Capital Projects and Design Studies.

The Council is more likely to support projects that meet **at least one** of the following priorities:

- Projects that improve, expand, or rehabilitate existing buildings to provide access for all.
- Projects that address known health and safety deficiencies.
- Projects that address issues of building stabilization.
- Projects from organizations that further cultural development in rural or minority communities.
- Projects that reduce an organization's operating costs.
- Projects that demonstrate environmental stewardship and/or sustainable building practices.



The NYSCA grant program strives to make investments of public funds that serve all communities and people that comprise New York State's citizens and visitors. NYSCA strongly supports, values and encourages the sustained and concerted efforts of non-profit art, culture and heritage organizations to be inclusive and have its workforce, artists and programmatic offerings reflect New York State's diversity of people, geography and artistic interests.

Program Information

Types of Support Available:

Applicants may make a total of two requests Council-wide, except in categories exempt from the two-limit request (see below). Applicants may make one request for Facilities support per year.

Project Support is provided for applicants in the following categories:

1. Capital Equipment
 2. Capital Projects
 3. Design Studies
-

Technical Support

The Preservation League of New York State administers Technical Assistance Grants which provide support for modest projects including buildings conditions assessments and structural analyses. Information on the application guidelines and deadlines can be found at www.preservenys.org

Preservation League of New York State
44 Central Avenue
Albany, NY 12206
t: 518.462.5658
url: www.preservenys.org

Eligibility to Apply for other NYSCA Support and Exemptions from the Two-Request Limit:

Organizations applying for or receiving General Support from NYSCA may also apply for Project Support in one other program. Sponsored applicants and those funded under the following programs are exempt from the two-request limit:

Architecture and Design Program - *Independent Projects category*

Dance Program – *Rehearsal Space and Residencies category*

Electronic Media & Film Program – *Workspace, Art & Technology category*

Facilities Program - *All categories*



Folk Arts Program - *Apprenticeships category*

Folk Arts Program - *Regional and County Folk Arts Programs category*

Individual Artists Program – *All categories*

Literature Program – *Literary Translation category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

Evaluative Criteria:

Grant requests are evaluated in accordance with [agency-wide criteria](#).

Program Prerequisites:

In order to be eligible to apply for the Facilities Program an applicant organization must meet the following minimum criteria:

- It must be a governmental or quasi-governmental entity, a tribal organization, or duly incorporated non-profit organization, either incorporated in NY State or registered to do business in NY State, with its principal place of business located in NY State; and
- Unless it is otherwise exempted from prequalification, the nonprofit must be prequalified to do business with NY State by the time of the NYSCA application submission deadline date. For more information about how to Register and Prequalify in the Grants Gateway, click [here](#).
- The timely submission and staff approval of all mandated Final Reports is required before an application can be considered for funding. Please sign in to the NYSCA website and view the Organization Home Page on the online grant application system to review the reports that are due, overdue, or incomplete.
- Applicants must have received NYSCA funding for ongoing programs and activities (not including sponsored projects, Regional Economic Development, Regrants or Decentralization grants) for the previous three consecutive years.
- The applicant cannot have received facilities (capital) funding for more than three years in the last five year period.

- The applicant must prove ownership of the facility or leasehold with an unexpired period of at least six years at the time of application. (A renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval).
- Organizations must own their facility to apply for any exterior rehabilitation projects, such as roof replacement and façade restoration.
- Applicants must have completed any previously supported facilities projects (capital equipment, capital projects, design studies) before applying for a new project, including submission of the final report.
- The project for which funding is sought cannot be supported by any other New York State programs or agencies. Projects which include other New York State support in the project budget are ineligible for NYSCA support.

These organizations are not eligible.

- Religious institutions or arts organizations requesting funds for a facility they share with or lease from a religious institution.
- Public school districts, public universities, or state agencies, or arts organizations leasing their facility from such an entity.

Additional Information

- **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**
Facilities 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: <http://www.nysparks.com/shpo/environmental-review/documents/ProjectReviewSubmissionCoverForm.pdf> and submit the form, requesting a SHPO consultation.

Sponsored Projects are Not Eligible for Support in this Category.



Program Questions

All applicants to the Facilities Program must complete the following questions

Facility Information

1. Site Control Documents

Briefly describe the building. For Ownership: include date of deed, liber number. For Lease: include dates of current lease. If the unexpired period of the lease is less than six years from the application deadline, the project is not eligible. If there is a renewal option, not requiring landlord approval, please note. Other: describe in detail.

2. National/State Registry

If the facility which is part of this application 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. If the facility is 50 years or older, please describe.

3. Facility Use

Identify and describe the NYSCA-supported arts and/or cultural program activities and services that take place in the facility that the organization plans to renovate/expand/restore.

Category Information & Questions

Applicants are also required to complete those questions that correspond to the category for which they are applying.

Capital Equipment

Support may be requested for the purchase of equipment that is essential to the production and/or presentation of an art form, such as theatrical lighting or sound systems, gallery lighting, sprung flooring, infrared or FM listening systems, large-type and Braille printers, theatre seats, projectors, and fire curtains. Museum collections storage systems are also eligible.

Stage rigging, wheelchair lifts, and elevators may be supported as a construction expense in the Capital Projects category.

Equipment is generally defined as any physical item that is not fixed in place and is depreciable, is widely available, and generally not made to order.

Examples of ineligible equipment requests include: non-depreciable audiovisual equipment, office furniture, office shelving, stackable chairs, computers and software and telephones.

Computer equipment may only be included if the applicant can clearly make the case that the equipment is only to be used for presentation/production of an art form and not for daily, office use.

Musical instruments are not supported through this category. Applicants may seek support through NYSCA's Musical Instrument Revolving Loan Fund.

The Council will award up to 50% of the costs of equipment purchase and installation. The maximum grant is \$49,500; the minimum grant is \$5,000; awards reflect the applicant's full eligible request in this category. Organizations may not include other New York State funds in their project budgets. Project budgets may include in-kind goods and services.

Sponsored Projects are Not Eligible for Support in this Category.

Capital Equipment Questions:

Design/Technical Review

1. Equipment Description

Describe the equipment to be purchased.

2. Program Enhancement

Establish the need for this equipment, why the particular equipment was chosen, and how this equipment will enhance the NYSCA-funded activities for which it is intended.

3. Consultant's Qualifications

If applicable, briefly describe the consultant's qualifications as they relate to this request.

Managerial/Fiscal

4. Project Manager

Detail who will manage this project, whether someone on staff or an outside consultant, and their relevant qualifications.

5. Finances

Describe how the organization will raise the funds necessary to complete the project. What resources are available, including in-kind support?

6. Maintenance

Discuss the ability of the organization to maintain the equipment after purchase and installation.

7. Sustainability

If relevant, please detail how this equipment will make the facility more environmentally and economically sustainable.

8. Certified Minority and Women-Owned Contractors

Describe efforts made to obtain estimates from certified minority-and/or women-owned vendors. Will the project contract with a New York State-certified minority or women-owned business?

Service to the Public

9. Constituency

Detail how the purchase of this equipment will affect the audience experience and communities served by the organization.

Support Materials

10. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.

Capital Projects

Support is available for “shovel-ready” renovation, expansion, or restoration projects. Additionally, applicants requesting support for installation of elevators, wheelchair lifts, boilers, and HVAC systems should apply under this category. Support in this category is not available for the construction of entirely new facilities.

As required by legislation, all applications in this category are first reviewed by New York State licensed engineers. Only those requests receiving a score of “4” or higher on a scale of 1 to 9 will be forwarded to the full panel.

The Council will award up to 50% of the costs of construction materials and labor. The maximum grant is \$49,500; the minimum grant is \$5,000; awards reflect the applicant’s full eligible request in this category.

Organizations may not include other New York State funds in their project budgets. Project budgets may include in-kind goods and services.

Sponsored Projects are Not Eligible for Support in this Category.

Capital Projects Questions:

Design/Technical Review

1. 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.

2. Construction 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.

3 Project Impact

Describe the impact of the completed project on the organization’s artistic and/or cultural operations.

4. Consultant's Qualifications

Briefly describe the architect or engineer's qualifications as they relate to the project for which support is requested. List some similar projects that s/he has recently completed. Why is this consultant the right one for this project?

Managerial/Fiscal

5. Project Management

Discuss who will manage the construction project. Describe his or her relevant experience.

6. Finances

Describe how the organization will raise the funds necessary to complete the project and how the finished project will impact the organization's financials. What resources are available, including in-kind support?

7. Long-range Capital Plans

Detail other facility-related projects planned for the next three to five years, how the board is involved with these projects, and the fundraising plan to implement them. Please include any capital campaign goals. Discuss how these capital projects are supported by institutional plans.

8. Maintenance

Describe the ability of the organization to operate and maintain the facility after improvements are made, particularly as related to the organization's business plan.

9. Certified Minority and Women-owned Contractors

Identify efforts made to obtain estimates from certified minority- and/or women-owned construction contractors. Will the project contract with a New York State certified minority or women-owned business?

Service to the Public

10. Constituency

Detail how this project will affect the audience and communities served by the organization, and why it is important to them.

11. Funding Priorities

Describe how this project will best serve the public by meeting one (or more) of NYSCA's funding priorities for this category. Please review the guidelines for the list of priorities.

Support Materials

12. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.

Design Studies

Funding is available for nonprofit arts or cultural organizations or local governmental agencies which manage a cultural facility in New York State to engage the services of an architect for the completion of concept design, schematic design, or design development for a planned capital project. Requests for an architect-designed master plan for a cultural facility are also accepted.

NYSICA encourages design work that generates creative solutions to the problem of adapting existing structures to new or expanded cultural uses.

Funds awarded may cover up to 50% of consultants' fees for the design phases of a project (concept, schematic or design development). The maximum grant is \$49,500; the minimum grant is \$5,000. Support in this category is not available for the design of entirely new facilities.

Projects in this category may not include: bid negotiation, construction documents, construction administration, purchase of real estate or capital construction costs, out-of-state travel, salaries or overhead of public agencies, or student projects. To apply for construction costs, please refer to Capital Projects.

Sponsored Projects are Not Eligible for Support in this Category.

Design Studies Questions:

Design/Technical Review

1. Project Overview

Describe the design project for which the organization is requesting support and why it is a current priority. Discuss the design problem that this project seeks to solve.

2. Consultant Qualifications

Detail the professional qualifications of the consultant architect, particularly as they relate to the needs of this project. Why is this architect the right one for this project?

3. Consultant Selection Process

Briefly describe the recruitment and selection process for the architect.

4. Consultant's Tasks and Schedule

Please copy from the consultant's scope of work the time schedule for the consultant's work including the specific tasks to be completed.

5. Consultant's Products

Please copy from the consultant's scope of work the final products that will be completed for this project.

Managerial/Fiscal

6. Mission and Long-Range Plan

Discuss how this project fits within or supports the mission of the organization and how it relates to the organization's long-range or strategic plan.

7. Architect's Fees

Detail the architect's fee for this project including the billing rates and direct costs. This may be copied from the scope of work.

8. Finances

Since NYSCA can only support up to 50% of any project's total cost, discuss how the organization will raise the other funds needed for this design phase.

9. Implementation

Describe plans and identify sources of construction funding to implement this project.

10. Operations

Detail the plans for meeting the increased costs of operating the expanded/renovated facility.

Service to the Public

11. Community Service

Discuss how the organization's community will be engaged in this design process. Explain how this project, when complete, will serve those constituents.

12. Funding Priorities

Describe how this project will best serve the public by meeting one (or more) of NYSCA's funding priorities for this category. Please review the guidelines for the list of priorities.

Support Materials

13. Support Materials

Please submit the required support materials as detailed in the guidelines and list them here.

Support Materials

Support Materials must be submitted by uploading each into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal.

Acceptable file types: Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft PowerPoint PPT or PPTX. To submit URLs, please create a Word or PDF file with a list of URLs with any notes or description. URLs cannot be password protected and must remain live until December 31, 2015. NYSCA is not responsible for any broken, inactive or password protected links.

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

Program Support Materials

All applicants to the Facilities Program must submit the following support materials.

1. *Site Control Documents:* copies of the deed or lease for the property which is a part of this request.

Category Specific Support Materials

Applicants are also required to submit those support materials that correspond to the category for which they are applying.

Capital Equipment

1. *Equipment brochures or url links.*
 2. *At least two comparable contractors' written estimates or purchase orders* for the equipment described in the application. Components should be listed separately.
 3. *Contractor's estimate summary form.* [Download the form here.](#)
 4. *Useful Life Documentation.* Letter from an appropriate individual who can state the useful life of the proposed equipment.
 5. *Up to 20 images or website reference* of the facility and area which is part of this request. Adobe Acrobat PDF or PowerPoint is preferred.
-

Capital Projects

1. *One set of construction documents sufficiently detailed for bidding.* These materials should be prepared by licensed architects or engineers. Capital Projects does not support projects with plans in a "design/build" format nor does it support the completion of construction documents.
2. *At least two comparable contractors' written estimates* based on the construction documents.
3. *Contractor's estimate summary form.* [Download the form here.](#)
4. *Useful Life Documentation.* Letter from an architect, engineer, or contractor stating the useful life of the proposed capital project.
5. *Up to 20 images or website reference* of the facility and area which is part of this request, and up to 5 images of the consultant's work with descriptive text, for a maximum of 25 images. Adobe Acrobat PDF or PowerPoint is preferred.

Design Studies

1. *Professional, NYS-licensed architect's résumé.* Maximum 2 pages.
2. *A scope of work from the architect* detailing tasks to be performed, billing rates, direct costs, a time schedule and final products.
3. *Up to 20 images or website reference* of the building and up to 5 images or website reference of your architect's previous completed related work with descriptive text. Adobe Acrobat PDF or PowerPoint is preferred.