

New York State Council on the Arts

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Architecture + Design

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- General Operating Support

For complete instructions on how to apply to NYSCA's FY2017 Grant Program, please [click here](#).

Program Goals

Design is everywhere. From the Montauk lighthouse to Buffalo's Olmsted parks, from Manhattan's skyscrapers to Adirondack camps, from Russel Wright tableware to Tiffany jewelry, New York State boasts testaments to the importance of design in the world around us. Architecture + Design supports organizations and individuals working to further innovation and excellence in the design arts, to promote the preservation and interpretation of New York State's architectural + design heritage and to encourage the development of design literacy for all New Yorkers.

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

Program Prerequisites:

- The program prioritizes the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and interior design.
- Applicants may make one request in the Architecture + Design Program, not including the Council-wide exempt categories.
- Applicant organizations (including sponsoring organizations) 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, 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.

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 to the Architecture + Design Program may make one request.

General Operating Support is provided for organizations whose primary mission is Architecture + Design. Neither restoration nor preservation projects are supported in this program. General Operating Support applicants may not apply in Project Support, and are limited to one additional request Council-wide.

Project Support is provided for applicants from a variety of arts disciplines undertaking projects or programs which promote an understanding of architecture and/or design, and may be directed at a general or professional audience. Such arts and cultural programming might include: exhibitions, publications, workshops, conferences, public programs, or services to the field. Neither restoration nor preservation projects are supported in this program.

Independent Projects Support allows individuals (or a team), sponsored by a non-profit, to creatively explore, or to research an issue or problem in the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and/or interior design and/or historic preservation which advances that field and contributes to the public's understanding of design. Independent Projects are *exempt* from the Council-wide two-request limit.

Regrants and Partnerships Support is made by invitation from the Council only, and is *exempt* from the Council-wide two-request limit.

Technical Support

The Preservation League of New York State administers two grant programs on behalf of the New York State Council on the Arts. Preserve New York provides support for historic preservation documentation projects including Historic Structures Reports, Historic Landscape Reports, Building Condition Reports, and Cultural Resources Surveys. The League also manages the Technical Assistance Grants which provide support for modest projects like buildings conditions assessments and structural analyses.

Organizations may apply both to NYSCA and Preserve New York/Technical Assistance Grants.



For further details, including guidelines and an application, please consult the Preservation League of New York State website 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 Operating 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 – *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](#).

Category Information & Questions

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

General Operating Support

General Operating Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Operating Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities for organizations whose mission is in one of the design fields supported by Architecture + Design.

General Operating Support is directed toward ongoing activities of arts and cultural organizations, arts and cultural programs operated as independent entities within their own organizations, or significant ongoing arts and cultural programming within organizations whose mission is not primarily arts based. For example, a *community design center operated as a separate entity within a college or university*.

When considering General Operating Support the Council examines the nature, scope, and quality of an organization's programs and activities, its managerial and fiscal competence, and its public service.

General Operating Support grants will be no less than \$5000 and will not exceed 25% of an organization's budget, based on the income and expense statement for the organization's most recently completed fiscal year. General Operating Support is awarded on a multi-year basis.

Sponsored Projects are Not Eligible for Support in this Category.

General Operating Support Prerequisites:

In order to be eligible to apply for General Operating Support, an applicant organization must meet the following minimum criteria:

- Its primary focus or mission must be in Architecture + Design – in the fields of architecture, landscape architecture, historic preservation, fashion, graphic, industrial and/or interior design; or the organization must have significant ongoing activities in those fields; and
- It must have ongoing programs, exhibitions, productions or other art and cultural activities focused on fostering an appreciation of relevant design field(s) that are open to the general public; and
- The organization makes evident a substantial commitment to design, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to a design field, with a prior record of accomplishment in producing or presenting cultural activities; and
- It must demonstrate fiscal stability as indicated by such factors as a positive fund balance, an absence of substantial, recurring organizational deficits, a realistic and balanced organizational budget, diverse revenue sources, and strong internal controls; and
- The organization must currently employ one or more qualified, salaried (not contracted) full time or part time administrative staff; and

- It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances; and
- It must demonstrate a consistent policy of fair payment to artists.

General Operating Support Questions:

Artistic/Programmatic

1. Background

Describe the organization and how it was established, focusing on the architecture/design activities for which support is requested. Provide the organization's url and any other social media links.

2. Artistic/Cultural Vision

Articulate the organization's artistic and/or cultural vision.

3. Program Overview

Describe programs and/or services for the coming year and how they will help the organization to realize its artistic and cultural vision. Discuss any new programs and/or initiatives that are planned for the next two years, the goals in undertaking these activities, and the expected outcomes.

4. Evaluation

Articulate how the organization evaluates its programs, services, and/or other organizational initiatives.

5. Changes and Challenges

Describe any recent significant programmatic changes, developments, and/or challenges, indicating how any challenges will be addressed.

Managerial/Fiscal

6. Staff

Identify the key administrative and artistic staff members responsible for this program. Detail any recent significant changes (or vacancies) in key staff positions.

7. Governance

Describe the board and/or governing body in detail, including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.

8. Facilities

Describe the facilities used for programming and administration and how they are maintained.

9. Organizational Development

Outline the approach to institutional and succession planning, highlighting the roles of staff and board.

10. Finances

Detail plans for meeting current and future expenses. Include sources of earned and unearned income. Explain any current and/or recurring surplus or deficits.

11. Artist and Programmatic Consultant Fees

Indicate how payment to artists and any outside consultants is determined. Please include the range of fees.

Service to the Public

12. Constituency

Describe the audiences and communities served.

13. Development and Outreach

Detail efforts being undertaken to cultivate and broaden the organization's constituency.

14. Marketing and Online Resources

Describe the breadth of the organization's marketing strategies.

15. Community Context

Identify the other organizations in the area that provide similar arts and cultural activities, and tell us how their activities support, enhance, or differ from those of this organization. Describe any partnerships or collaborations with other organizations.

Support Materials

16. 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, 2016. 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.

Category Specific Support Materials

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

General Operating Support:

1. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page each.
 2. *Organizational Chart.*
 3. *Long-range or Strategic Plan* (optional).
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