

**New York State Council on the Arts**

300 Park Avenue South, 10<sup>th</sup> Floor

New York, NY 10010-3953

212-459-8800

[www.arts.ny.gov](http://www.arts.ny.gov)

**Music**

Robert Baron, Program Director, [robert.baron@arts.ny.gov](mailto:robert.baron@arts.ny.gov)

Rita Putnam, Program Director, [rita.putnam@arts.ny.gov](mailto:rita.putnam@arts.ny.gov)

**Information Outlined Below:**

Program Goals

Program Information

Category Information & Questions

- General Operating Support

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

**Program Goals**

The Music Program fosters the creation, production, and performance of musical events of outstanding professional quality. Music offers support for public performances by established and emerging professional music organizations representing a broad spectrum of musical expression. Music also offers support for services to nonprofit music organizations and artists, community schools of music, and projects exploring new technology in music.

Support is provided for organizations producing chamber music, choral music, early music, jazz, new music, opera and orchestral music.

Applicants producing performances are encouraged to explore new and recent repertoire, unless their mission is specific to a particular period of music. The Music Program encourages innovative programming and adventuresome approaches to performance and presentation.

Funding for national organizations is only provided for specific activities occurring in New York State.

**Organizations and/or individuals requesting support for Music Commissions should refer to the Individual Artists guidelines.**

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 wishing to make two requests in the Music project categories in FY16 should first speak to Program staff regarding eligibility for General Operating Support.

**General Operating Support** is provided for organizations whose primary mission is music. General Operating Support applicants may not apply in the project categories below, and are limited to one additional request Council-wide.

**Project Support** is provided for applicants in the following categories:

1. Project Support
2. Community Music Schools
3. Services to the Field

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

---

### Artistic Evaluation:

NYSCA must be able to evaluate an applicant's artistic quality on an ongoing basis. It is the responsibility of all current and prospective applicants to inform staff of events well in advance of the event date. This is required so that staff or advisory panelists may attend and evaluate the events. Email notification of public performances in New York State should be sent to [msc@arts.ny.gov](mailto:msc@arts.ny.gov)

---

### Musical Instrument Loan Support:

Organizations interested in purchasing a musical instrument may apply for a loan from the Musical Instrument Revolving Loan Fund, which provides low interest loans to eligible NYSCA applicants. An announcement of availability of loans, special application procedures, and the deadline for loan requests will be emailed to all NYSCA applicants in the summer of 2016.

## **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 – Literary Translation category*

*Regional Economic Development Program – All categories*

*State and Local Partnership Program - Decentralization category*

*All Programs - Re-grants and Partnerships category*

---

## **Evaluative Criteria**

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

---

## Category Specific Information and 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.

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, the education programs of an arts center operated as a discrete entity within a parent community service organization.

When considering the provision and level of 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 \$5,000 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.

### Eligibility Criteria:

In order to be eligible to apply for General Operating Support, 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.
- Its primary focus or mission must be in the discipline in which the organization is seeking General Operating Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public; and

- The organization makes evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities; or the organizational mission is primarily devoted to arts and culture, 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 musicians. Applicants may refer to the applicable guidelines for payment equal to or exceeding the minimum local scale of the American Federation of Musicians
- An applicant whose primary mission is the production of concerts must have produced at least 3 concerts in New York State for each of the past three years.
- 
- National organizations service organizations may not apply for General Operating Support. They may only apply for specific activities occurring in New York State through the Services to the Field category

Sponsored Requests are Not Eligible for Support in this Category.

## General Operating Support Questions:

### Artistic/Programmatic

#### 1. Background

Describe the organization and how it was established, focusing on the activities for which support is requested.

#### 2. Artistic/Cultural Vision

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

#### 3. Program Overview

Describe programs and/or services planned for the coming year. How will they 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, as well as the goals and expected outcomes for these activities. The description of programs should indicate the concert venues, dates, theme (if any) and intended programming for these performances. What repertoire is performed, and why? Only indicate projects or services occurring in New York State.

#### 4. Changes and Challenges

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



## **Managerial/Fiscal**

### **5. Staff**

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

### **6. Governance**

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

### **7. Facilities**

Describe the facilities used for programming and administration. Please indicate seating capacity and provisions for handicapped accessibility.

### **8. Organizational Development**

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

### **9. Finances**

- Detail plans for meeting current and future expenses, including sources of earned and unearned income.
- Explain any current and/or recurring surplus or deficits.
- How will the scope of the activity change if the full request for NYSCA funding is not received?

### **10. 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**

### **11. Constituency**

Describe the audiences and communities served.

### **12. Development and Outreach**

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

### **13. Marketing**

Describe the organization's marketing strategies.

### **14. Education and Interpretation**

Describe how the content, themes and contexts of your music productions are interpreted for audiences, such as through lecture/demonstrations, lectures, program booklets, talk backs, participatory events and activities for families and children.

### **15.. Online Resources**

Describe the organization's use of the Internet and social media.

## 16. Evaluation

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

## 17. 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

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/Support Materials:

1. *Up to 5 representative marketing pieces (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage or reviews or notices*
2. *A listing of events that occurred in New York State during the past year and those that are planned for the coming year, including artists, venues, dates and actual or projected attendance*
3. *Website, Facebook, Twitter, YouTube, and other references. We reserve the right to review any/all of these online sources as part of your application.*

*Recordings, in audio or video, of one or more recent (i.e. within the last year or two) performances, which should include a variety of works. Opera companies are required to submit at least one video recording. Be sure to indicate the composer, title, and timing of each work performed, and the date of the performance. Panels generally view no more than three minutes of video or audio, so please indicate clearly which portion of a longer sample should be viewed first.*

Optional:

4. Up to 3 minutes of video on organization activities
5. Long range or Strategic Plan