

## **New York State Council on the Arts**

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## **Music**

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### **Information Outlined Below:**

Program Goals

Program Information

Category Information & Questions

- Regrants and Partnerships

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.

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## **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.

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#### **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)

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#### **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*

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## **Evaluative Criteria**

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

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## Category Specific Information and Questions

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

### Regrants and Partnerships

The Council may contract with nonprofit organizations to administer targeted funding and technical assistance in areas not directly funded by NYSCA Programs. These activities are carried out with funds granted through the Regrants & Partnerships category.

Administrative costs for delivery of services can vary depending on the nature, depth, and scope of the work, but should rarely exceed 15% of project costs. Organizations receiving support for regrants in this category are required to report on the distribution of funds, describing the demographics of the recipients.

**Application to the Regrants and Partnerships Programs category is by invitation only.**

### Eligibility Criteria:

In order to be eligible to apply for Regrants and Partnerships 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 not otherwise exempted from prequalification, the nonprofit organization 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](#).
- Its primary focus or mission must be in the discipline in which the organization is seeking Regrants and Partnerships Support; or the organization must have significant ongoing activities or services that address the focus of the NYSCA program in which the organization is seeking support; and
- It must have ongoing services, programs, exhibitions, productions or other art and cultural activities that serve the general public and/or the arts discipline; and
- The organization must make evident a substantial commitment to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; or the organizational mission must be primarily devoted to arts and culture, with a prior record of accomplishment in producing or presenting cultural activities or services; 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 employ one or more qualified, salaried 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 consultants, organizations and artists.

Sponsored Requests are Not Eligible for Support in this Category.

## **Regrants and Partnerships Questions:**

### **Artistic/Programmatic**

#### **1. Program Summary**

Describe the regrant or partnership program, its priorities, and the constituents served. How does it differ from or complement other programs in the community or field? Provide the organizational URL.

#### **2. Mission**

How does this program relate to the organization's mission, goals and programming?

#### **3. Scope of Activity**

For ongoing regrant projects, describe the number of requests received, on average, for each of the past two years. Include the average request amount and grant amount. If this is a new request or service, project the number of anticipated requests and the range of grant amounts to be awarded.

### **Managerial/Fiscal**

#### **4. Staffing**

Who is responsible for the administration of this project? Describe their role, detailing their duties and noting whether this is a full time, part-time or consultant position. If the coordinator has other responsibilities within the organization, describe them.

#### **5. Governance**

Describe the involvement of the board in management and program oversight.

#### **6. Work Plan**

Outline the schedule and work plan for the next granting or activity cycle. Provide an overview of annual regrant or program deadlines and related activities.

#### **7. Finances**

- Detail plans for meeting current and future expenses beyond income from NYSCA, if appropriate to the regrant or partnership project. Include sources of earned income.
- Explain any current and/or recurring surplus or deficits. How would the scope of the project change if the full request for NYSCA funding is not received?

### **Service to the Public**

#### **8. Constituency**

Describe the audiences and communities served.

#### **9. Marketing/Outreach**

What are the strategies for outreach and marketing to diverse communities, arts groups and artists, including those not currently served by the program? Include details about any technical assistance resources for emerging artists and arts groups.

## 10. Selection Process

Describe the application and selection process, noting what is required of applicants, restrictions, and whether there is a panel review. If applicable, describe the composition of the panel and the review process.

## 11. Evaluation

How is the effectiveness of this program evaluated and assessed? Has evaluation led to change in the program? Describe the benefits of this regrant or partnership to the community and general public.

## 12. 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.

## 13. Support Materials

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment.

## 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.*

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## Regrants and Partnerships Support Materials:

1. *Up to 5 representative marketing materials* (sample brochures, promotional materials and/or application forms.) that reflect regrant or partnership activity for the past year.

2. *Website, Facebook, Twitter, YouTube, and other social media links.* We also reserve the right to review any/all of these online sources as part of your application.
3. If this is a regrant, *a list of most recent grantees*, project descriptions and grant amounts.
4. *Outreach/promotional plan* for proposed regrant or partnership.
5. If applicable, service-related projects must provide *evaluation materials* such as samples of surveys or feedback forms, along with outcomes/results.
6. *Additional (Optional) Materials* - Please list any optional support materials being uploaded along with the Online Application Form. These materials may be important to the Application's assessment. Please label non-mandatory support materials in the preferred order of viewing ("Optional Support Material Sample #1, #2", etc.). For video, please indicate start and stop points.