

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

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## **State & Local Partnerships Program**

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### **Information Outlined Below:**

Program Goals

Program Information & Questions

Category Information & Questions

- Organizational Capacity Building

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

### **Program Goals**

State and Local Partnerships (SLP) fosters the growth and development of arts and culture at the local level in all of the state's communities and regions. SLP provides support to Local Arts Councils, Multi-Arts Centers, and Multi-Arts Service Organizations operating at the regional, county, and local levels that advance arts and cultural initiatives across artistic disciplines and offer comprehensive arts services essential to the state's continued cultural development.

SLP also manages Decentralization (DEC), the Council's statewide regrant program. DEC provides support for community-based arts activities through a local decision-making grant process that reflects the unique character of each of the state's communities. DEC is administered through a network of local arts organizations and is available to artists and organizations in each of the state's 62 counties.

### **Program Information**

#### **Definitions**

##### **Local Arts Councils**

Local arts councils provide services and programs to artists, arts organizations and the general public across artistic disciplines including local arts advocacy, regranting, arts marketing efforts, formal technical and developmental assistance programs and information services.

##### **Multi-Arts Centers**

A multi-arts center is an organization that owns or operates an accessible cultural facility and offers participatory multi-disciplinary community arts programs, presentations, and exhibitions along with a range of resources for artists and local arts organizations. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts.

##### **Multi-Arts Service Organizations**

Multi-arts service organizations are mission-driven to provide access to professional resources, information, and developmental and/or technical services for artists and arts organizations across multiple artistic disciplines.

## Goals

- Strengthen the leadership role of arts organizations within their respective communities and their efforts to encourage cultural development and increase resources available for the arts.
- Encourage greater public participation in the arts by all segments of the state's population through support for a wide range of local, regional, and statewide programs and services responding to community cultural needs that reach the full diversity of each community served.
- Enhance the professional capability of multi-arts organizations operating on the local level and of arts service organizations promoting arts development services regionally and/or statewide.

## Priorities

- SLP primarily supports multi-arts centers, local arts councils, and multi-arts service organizations and places a high priority on organizations that provide a balance of programming and service offerings to their community.
- SLP focuses on issues that affect organizational stability, professionalism, and effectiveness. Priority is given to professional staff development, catalytic projects that enhance the resources and visibility of the arts, and services that support individual artists.
- Organizations that serve as Decentralization sites.

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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## Types of Support Available:

**Applicants may make a total of two discrete requests Council-wide, except in categories exempt from the two-limit request (see below).** General Operating Support is limited to one request Council-wide.

**General Operating Support** is provided to arts councils, multi-arts center and multi-arts service organizations whose primary mission is dedicated to fostering the community engagement and development of multi-disciplinary arts and cultural programs and services at the local level. General Operating Support applicants may not apply for project support in the same program, and are limited to one additional Project Support or Services to the Field request Council-wide.

**Organizational Capacity Building** provides support for new or transitioning organizations to build sustainable capacity.

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

**Services to the Field** provides funding for projects that advance community-based cultural development and/or professional development.

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## Technical Assistance:

**Limited technical assistance funds are available to NYSCA grantees whose activities are appropriate to the scope of this program. These funds support fees for professional consultants and other related**

**expenses. Assistance may be directed toward a broad range of needs, such as board development, public relations, marketing, fundraising, and long range planning.**

Please consult CNY Arts, the administrator for State & Local partnership-related Technical Assistance, for information and application procedures.

CNY Arts  
Elizabeth Lane, Re-grants Coordinator  
421 Montgomery Street, 11<sup>th</sup> Floor  
Syracuse, NY 13202  
Phone: 315-435-2158  
Email: [elane@cnyarts.org](mailto:elane@cnyarts.org)

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**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 + 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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## Program Eligibility Criteria:

In order to apply for NYSCA State & Local 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.
- 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.
- **Local arts councils** that demonstrate a commitment to providing access to service resources and information for artists and arts organizations across artistic disciplines. Support for local arts programming is provided only where there is a documented community need for such activity that does not duplicate existing activities in a community. Local arts councils with missions that are primarily programmatic, as opposed to service-directed, may not be eligible.
- **Multi-arts centers** that are mission-driven to provide a multi-disciplinary menu of arts and cultural activities. Programs must be regularly offered in at least three of the following areas: performing arts, visual arts, media arts, and/or literary arts. (Community Music Schools, including those with some multi-arts programs, are referred to the Community Music Schools category under Music.)
- **Multi-arts service organizations** providing regional or statewide services in multiple discipline areas. Single discipline service organizations are not eligible for support by SLP and should refer, instead, to the relevant NYSCA discipline-based program.

**Please note: Organizations applying for SLP funding may not apply to the Community-Based Learning category in the Arts Education Program.**

**Sponsored requests are not eligible for support in this program.**

## Program Questions:

*All applicants to the State & Local Partnerships program must complete the following questions:*

### 1. Background

Provide an overview of your organization including its history.

### 2. Staff

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

### 3. Governance

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

#### 4. **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. **Note:** Use the "Budget Notes" section of the Project Budget to annotate additional detail pertaining to income and expenses lines.

#### 5. **Facilities**

Describe the facilities used for programming and administration.

#### 6. **Constituency**

Describe the audiences and communities served by your organization. If scholarships are available, describe how the organization determines the need and your efforts to reach underserved community members.

#### 7. **Marketing**

Describe the organization's marketing strategies including use of internet and social media. Detail efforts to reach constituents in underserved communities. Include the range of fees and/or admissions charged, if applicable.

#### 8. **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.

#### 9. **Support Materials**

Please list all of the support materials and/or work samples being submitted. These materials are critical to the application's assessment. Note: Only marketing materials may be forwarded in hard copy directly to Program Staff. The remainder of the Support Materials must be uploaded with the application.

### **Category Specific Information & Questions:**

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

### **Organizational Capacity Building**

This category provides entry point support for new organizations in the first 2-3 years of development, as well as for existing organizations undertaking an organizational restructuring. This funding is intended to assist organizations in building sustainable capacity. Funds awarded in this category are dedicated to the support of organizational and programmatic development and designed to move an organization to the next level of success in achieving its mission. Organizations applying in this category may not also apply for General Operating Support in the same year.

Funding is awarded on a single-year basis for up to three years. Grants in this category range from \$5000 to \$10,000 and cannot exceed 50% of the expense.

Organizations with budgets under \$250,000 will be given priority.

Funds awarded in this category support:

- **Organizational Development:** Administrative salary for a professional staff position that directly augments the organizational capacity needed to carry out programmatic and developmental activities. This can be inclusive of professional development and board and fund development.
- Program development and planning related to evaluating effectiveness of current programs and development of new programs. Program development can include workshops, classes, or seminars in a range of arts disciplines designed either for the general public or for the professional development of individual artists from a range of disciplines. Activities must offer ongoing, sequential professional instruction, and be widely publicized and economically accessible to all segments of the community.
- Planning and implementation of marketing and promotion strategies that serves to build demand for your programs and/or services. This can be for an all-inclusive plan that encompasses website development and social media strategies.

New applicants are required to contact NYSCA staff for a pre-application consultation well in advance of the deadline.

**Prerequisites:**

In order to be eligible to apply for Organizational Capacity Building, an applicant organization must meet the following minimum criteria:

- The primary mission of eligible organizations must be dedicated to long-term arts and cultural development at the local, county, or regional level and the advancement of the arts and cultural field.
- Local arts councils, multi-arts centers and service organizations with a demonstrated commitment to arts and culture through ongoing multi-disciplinary programming and direct arts services open to the general public.
- An active Board of Directors representative of the community and involved in the organization’s policy development and planning.

This category does not fund:

- General operating expenses or expenses related to one-time projects.
- Expenses related to the operation of privately owned facilities.
- Scholarships or fellowships.
- Property or mortgage payments.
- Major expenditures for the establishment of a new organization. Administrative costs or expenditures or equipment purchase unrelated to the proposed project.

**Sponsored Requests are not eligible for support in this category.**

**Organizational Capacity Building Questions:**

**1. Program Overview**

Describe the organization’s programmatic vision and provide a detailed overview of the programs and services currently offered.

**2. Program Summary**

Describe the scope of the project, how this project relates to your organization's mission and how this project will help your organization grow to the next level. Detail strategies for how the project will be managed and include a timeline for implementation. Outline the goals and expected outcomes.

### 3. Fees and Subsidy

Detail the staff and /or consultant fees related to this project. For program development projects, detail the fee or tuition structure for the workshops, programs and services to be offered and the range of fees paid to those artists and/or instructors. If scholarships are available detail how your organization determines need and efforts to reach underserved community members. Detail the scholarship application process, benefits provided and what (if any) in-kind services (e.g. volunteer work in return for scholarship consideration) will be asked of scholarship recipients.

### 4. Finances

Describe sources of funding (other than NYSCA) and fundraising strategy for this project. Provide detail regarding both secured and pending funding sources and how your organization will sustain this next phase of development. Identify non-NYSCA support allocated to the proposed project.

**Note:** Use the "Budget Notes" section of the Project Budget to annotate additional detail pertaining to income and expenses lines.

### 5. Constituency, Development and Outreach

Describe the audiences and communities served. Detail how this project will cultivate and broaden your organization's constituency.

### 6. Evaluation

Detail how your organization will evaluate the impact of the project against the goals and outcomes stated. Describe the methods to be used for assessment and evaluation.

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### 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.

### Program Support Materials:

*All applicants to the State & Local Partnerships Program  
must submit the following support materials.*

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
4. Program Schedule Form - organizations returning from multi-year funding must complete the Program Schedule for each year of the previous funding cycle. ([Download the form here](#)) New applicants or grantees returning from single year funding must complete the Program Schedule for the most recently completed season and the current season
5. Up to 3 representative marketing materials (sample programs, flyers, catalogs or brochures) that reflect activity for the past year. Do not include press coverage, reviews or notices. **Marketing materials may be forwarded in hard copy to Program Staff in lieu of uploading to the portal**
6. 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.