

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

- Decentralization

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.

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.

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, 11th Floor
Syracuse, NY 13202
Phone: 315-435-2158
Email: elane@cnyarts.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 + 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](#).

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.

Decentralization:

The purpose of Decentralization (DEC) is to foster the continuing development of local cultural resources responsive to community needs. These needs are articulated by the DEC site in a Community Cultural Plan. DEC ensures access to arts and culture in each of the 62 counties of New York State, including areas that are geographically isolated, economically disadvantaged and ethnically diverse. The basic principles of DEC regrant funding is local decision-making using a peer panel grant evaluation process.

DEC regrant sites are a statewide network of non-profit organizations which serve cultural organizations and artists locally and regionally through three categories of support: Community Arts (required), Arts Education (optional) and Individual Artists (optional). In addition to administering the regrant program, DEC sites also provide technical and organizational development assistance. The combination of regranting and providing capacity building services is essential to successful community cultural development.

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.

Goals

The DEC Regrant program provides project support to a wide-range of professional, vocational and educational arts and culture in their respective communities and supports for the creation of new work by individual artists within a community setting through the Individual Artist Category.

The DEC Regrant program is required to support the development and delivery of community-based arts and cultural programs and services through the Community Arts category:

- **Community Arts** grants constitute the majority of DEC regrant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists and support up to 75% of the project's cash expenses. Individual artists may apply for a community-based project in partnership with a local non-profit organization. DEC support enables emerging artists and organizations to grow professionally and to enhance the cultural vibrancy in communities and neighborhoods where they live and operate. DEC site administration is governed by a set of procedures outlined in a Procedures Manual issued by NYSCA and available at every DEC site.

Note: Entities currently receiving direct NYSCA funding are not eligible for a DEC Community Arts regrants in the same year.

DEC Regrant sites may opt to offer grant opportunities through the Arts Education and Individual Artist categories:

- **Arts Education** grants support the role that local cultural organizations and/or individual artists play in engaging K-12 public school students in rich artistic learning experiences. AE funds are designed to support arts education projects in K-12 school settings. Regrant funds are directed to cultural organizations and/or artists working in partnership with public schools. Regrant projects must focus on the exploration of art and the artistic process. Projects must take place in schools and center on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions with students. AE regrants will fund a maximum of 75% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation. AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.

A maximum of up to 20% of the total DEC Regrant budget may be allocated to the Arts Education category.

Note: School partners may not apply directly for DEC Community Arts Education regrant funding.

Note: Projects with school partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for a DEC Community Arts Education regrant in the same year.

- **Individual Artists** grants provide a flat grant of \$2,500 to local artists for the creation of a new work within a community setting. Single county DEC sites may offer a maximum of four grants. Multi-county DEC sites may offer a maximum of two grants per county

An essential element of this funding is the inclusion of community involvement in the development and creative process of the artists' project. The project must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Some examples of this type of

interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

This regrant opportunity is designed to increase support for local artist-initiated activity and to highlight the role of artists as important, contributing members of the community. These grants are not artist fellowships but are intended to support creative (not interpretive) artists interested in working within a community setting.

DEC sites administering this regrant opportunity must be prepared and willing to work with artists to help facilitate the execution, promotion, and the community engagement component of the project.

Note: Local arts organizations and artists interested in applying for a DEC regrant must contact the Decentralization site in their area directly for guidelines and application deadlines.

Prerequisites:

In order to apply for NYSCA Decentralization, an applicant organization must meet the following minimum criteria:

- Extent and effectiveness of efforts to reach and serve the full diversity of constituents in the DEC service area.
- Effectiveness and professionalism of communications with local artists, arts groups, community residents and stakeholders.
- Quality and consistency of the grants management process, including guideline development, annual grant reporting, panel process and grants awards and auditing processes.
- Quality and consistency of efforts to provide technical and developmental assistance to community-based organizations and local artists.
- Maintenance of a current local procedures manual describing the operational details of the local DEC program.
- Extent of organization's commitment to provide adequate resources (beyond NYSCA) to operate an effective DEC Program.
- Adherence to statewide program guidelines as outlined in the DEC Procedures Manual.
- Development, maintenance and effectiveness of community cultural regranting plan.
- Present annual regrant awards ceremony which is free and open to the public.

Decentralization Site Administration:

The Council provides for Decentralization site administration funds. These funds cannot exceed 30% of the total award. The DEC site administration portion of the request details expenses incurred in administering the local DEC program, primarily salaries, as shown on the project budget form. The Council recognizes that the administrative support it can provide generally does not meet the full administrative expenses of the regrant program

Sponsored requests are not eligible for support in this program.

Program Eligibility Criteria:

In order to be eligible to apply for Decentralization, 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 organization sustains an evident and substantial commitment to arts and culture, and serves organizations and artists across arts disciplines.
- It must have sufficient organizational resources to provide professional outreach, technical and developmental services.
- The organization must employ a full time paid executive director and must employ a qualified staff person designated "DEC Coordinator".
- It must maintain a designated bank account restricted to DEC regrant funds.
- The organization must have a viable board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances along with an advisory committee representative of the service area to make recommendations on program policy and funding priorities.
- **Maintain a Community Cultural Regranting Plan:**
The Community Cultural Regranting Plan must identify and articulate the community's cultural needs. The Plan should describe those needs over a 2-3 year period and include strategies and action steps along with a timeline for how the DEC site will meet those needs. If including regrants for Individual Artists Commissions, the Plan must outline the process for evaluating the work of individual artists, including a clear statement of how artists' needs are evaluated. The Plan may also encompass other types of non-NYSCA funded regrants and services.

Decentralization Questions:

1. Program Overview

Describe your local Decentralization program and its relationship to your organization's mission. Include county or counties served, and an outline of the goals of the program in terms of your Community Cultural Plan.

2. DEC Site Profile

Returning DEC applicants must detail the number of applicants and the number of funded organizations. Indicate the number of organizations of color, and organizations that serve communities of color. Also provide a list of new first-time applicants to your local program. New DEC applicants should provide projections for the above information for the coming year.

3. Challenges

Highlight the primary needs and challenges as identified in the cultural plan, as well as strategies for meeting those challenges through your regrants and services.

4. Cultural Regrant Plan

Describe how this plan was redeveloped and how it will be implemented. Note when the Plan last reviewed.

5. Please answer the following question ONLY if you intend to include the Individual Artists Category in your DEC regranting. You may indicate “N/A” if opting out of this regrant opportunity:

Describe your process for determining a local need for Individual Artists Projects. Specify how your guidelines will encourage requests from artists who seek community interaction as part of their creative process. Detail how this grant will be promoted to a broad range of artists and arts disciplines in your service area.

6. DEC Coordinator Position

Describe the duties of the DEC Coordinator and outline his/her role in the organization. Detail the coordinator's hours, rate of pay, and any other duties or job functions within in the organization. Describe any professional development and training opportunities provided for the coordinator.

7. Panels

Describe how your DEC grant panelists are selected. If you are making targeted grants (e.g. for individual artists), how do your panel selection process and panel meeting procedures serve the particular needs of this component? If you are a regional site, how does your panel selection process ensure regional representation?

8. DEC Site Budget

Describe plans and resources that supplement NYSCA funds to ensure that program goals are met, noting both cash and in-kind support. Describe your Board commitment towards raising the necessary additional funds to support the DEC program.

9. Governance

Detail how will the Board contribute to the success of DEC within the organization and service area.

10. Outreach

List the planned schedule of application seminars for the upcoming DEC cycle. Also, describe the outreach plans to ensure DEC program visibility and participation in all parts of the service area. Where applicable, describe how your advisory committee is involved in this work.

11. Technical/Developmental Assistance

Outline your technical/developmental services plan in relationship to identified cultural needs. Describe the role of DEC staff and outside professional assistance in providing technical services. Plans may include local assessment methods, constituent meetings, information services, other re-grant programs offered, and a list of development seminars/workshops offered to local groups and artists.

12. Program Context

Briefly describe other arts funding opportunities available in the communities within your service area. Describe any efforts made to coordinate and promote these arts funding opportunities.

13. Support Materials

Please list all of the support materials and/or work samples you are submitting. These materials are critical to your 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.

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. 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
4. 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**
5. 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.

Decentralization Support Materials:

1. Résumés or biographical statements of executive director and DEC Coordinator, maximum of 1 page each.
2. Community Cultural Regrant Plan and Outreach Plan
3. Draft guidelines and application forms for DEC regrant programs
4. A list of DEC panelists, their affiliation and county from the most recent DEC cycle
5. For multi-county sites: list of advisory committee members and their affiliations, plus a copy of their latest report or policy.
