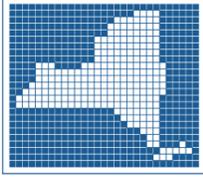


State of the Arts



**NYSCA**

New York State Council on the Arts  
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New York, New York 10010

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## **Presenting – Multi & Interdisciplinary Arts**

Leanne Tintori Wells, Program Director, [leanne.wells@arts.ny.gov](mailto:leanne.wells@arts.ny.gov)

Presenting develops, nurtures, and strengthens presenters of the live professional performing arts inclusive of works that explore multiple disciplines and arts forms, boundaries between art disciplines, and new forms of expression. There are four categories of support: General Support, Project Support (Presentation), Services to the Field, and Re-grants and Partnerships (by Council invitation only).

New applicants to Presenting and those applicants returning after an absence of more than two years are required to contact NYSCA staff well before the deadline to arrange for a pre-application consultation. This consultation provides a valuable interaction between staff and applicant which will help with the NYSCA application.

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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### **Goals:**

- Encourage the presentation of innovative and culturally diverse performance work exemplifying artistic excellence. Projects must include performing arts disciplines; may be multi-or cross-disciplinary in nature and may integrate visual, media, and literary art forms in performance based works.
- Encourage the understanding and appreciation of performing artists and their work by diverse audiences of all ages, including the presentation of artistically innovative work for children and family audiences.
- Encourage the development of new presenters in regions of the state with a scarcity of professional performing arts activity or an absence of a particular art form.
- Advance the presenting field in areas of planning, programming, marketing, and management through dialogues, technical assistance and use of new technologies.

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**Priorities:**

- Programs or activities that present contemporary and new commissioned works.
- Programming that represents a broad range of culturally diverse work, particularly work by international artists, lesser known artists, women artists or artists of color.
- Projects that explore new directions involving performing artists, multi-media, and hybrid art forms.
- Co-presentation efforts in which two or more partners share in the expenses and income.
- Presenters that operate in economically depressed communities as well as presenters that own and/or operate theatrical facilities.

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**Prerequisites:**

Presenting considers support for only those organizations that engage, present and promote professional performing artists and are committed to paying artists a contracted minimum guaranteed fee. Guaranteed fees accompanied by share-of-gate arrangements are acceptable.

Programs must be open to the public and must take place in public venues.

The following activities are not eligible:

- Programs that require artists to pay an application fee
- Events that take place in private homes
- Single and two-day festivals (unless incorporated within a larger presenting season)
- Competitions, contests, talent showcases, parades
- Magic shows, ventriloquists
- In-school classroom activity, master classes, or workshops
- Presentations or events that include the presentation of the organization's own work or work of their staff or board members, even when the project includes guest artists
- Student work
- Organizations receiving Decentralization within the same year as an application to the Council are NOT eligible.

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**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).**

**General Support** is provided for organizations whose primary mission is the presentation of professional performance work for public audiences. General Support applicants may not apply for project support in the same program, and are limited to one additional request Council-wide.

**Project Support** is provided for applicants from a variety of arts disciplines through the Project Support - Presentation category

**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 the presenting field in all areas of management and presentation.

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**Eligibility to Apply for other NYSCA Support and Exemptions from the Two-Request Limit:**

Organizations applying for or receiving General Support from NYSCA may also apply for one Project Support request in one other program:

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 Artists' Independent Projects category*

Regional Economic Development Program – *All categories*

State and Local Partnership Program - *Decentralization category*

All Programs - *Regrants and Partnerships category*

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**Evaluative Criteria:**

Grant requests are evaluated in accordance with agency-wide criteria.

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## GENERAL SUPPORT

Leanne Tintori Wells, Program Director, [leanne.wells@arts.ny.gov](mailto:leanne.wells@arts.ny.gov)

General Support represents an investment by NYSCA in an organization's ongoing work, rather than a specific project or program. General Support seeks to reward exemplary practice in all areas of administration, finance, programming, and other organizational activities. General 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 performing arts center operated as a discrete entity within a college or university or a theater program operating within a multi-arts center.

When considering the provision and level of General 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 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 Support is awarded on a multi-year basis.

**New applicants are required to contact NYSCA staff well before the deadline.**

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### Eligibility Criteria:

In order to be eligible to apply for General 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](#).
- Its primary focus or mission must be in the discipline in which the organization is seeking General Support; or the organization must have significant ongoing activities that address the focus of the NYSCA program in which the organization is seeking support.
- An organization must present a minimum of **ten** discrete presentations by **ten** different professional performing artists along with ongoing programs, exhibitions, productions or other art and cultural activities that are open to the general public.
- Artists presented must be contracted and compensated a guaranteed fee.

- 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.
  - 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.
  - The organization must employ one or more qualified, salaried administrative staff.
  - It must have a viable, committed board of directors with officers that exercises oversight and accountability for governance, operations, programming and finances.
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### **Application Instructions:**

To align with New York State's Grants Gateway, the NYSCA application process has changed from years past.

Applicants will now need to submit information in **both** the NYSCA application portal and the Grants Gateway Grant Opportunity Portal

**Through the [NYSCA application portal](#)\*, applicants will submit:**

1. Organization Profile
2. Organization Budget
3. Registration
4. Program Application

All of the above required submissions are available on the NYSCA website as fillable forms and are accessible to registered NYSCA account holders\*.

Upon submitting the Program Application through the NYSCA portal, applicants will be able to view all four required documents in a single window. This information can then be saved as a pdf.

Copies of the four required documents must then be uploaded to the Grants Gateway Grant Opportunity Portal (See Below).

**Through the [Grants Gateway Grant Opportunity Portal](#), applicants will also submit:**

1. Project Budget
2. Work Plan
3. [Cultural Data Project NYS Funder Report](#)
4. Mandatory Support Materials (See Below)

5. Copies of the Organization Budget, Organization Profile and Program Application as submitted to the NYSCA application portal.

***Failure to complete any of the requirements will deem applications ineligible. No exceptions will be made to this policy.***

*\*New applicants can create a NYSCA account [here](#)*

**In the event that an applicant fails to submit one or more of the required materials, the application will not be eligible for review.**

***Also note that you must be prequalified before the Grant Opportunity Portal closes! Please be sure to check your status and clear up any outstanding deficiencies with your document vault before submitting your application!***

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### **Mandatory Support Materials for General Support Request:**

The following Mandatory Support Materials must be submitted by uploading into the Pre-Submission Upload menu in the Grants Gateway Grant Opportunity Portal along with the Online Application.

Acceptable file types are: 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, 2014. 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.

1. Event Schedule form - Organizations returning from multi-year funding must complete the Event Schedule for each year of the previous funding cycle. New applicants or grantees returning from single year funding must complete the Event Schedule [located here](#) for the most recently completed season and the current season.
2. Copies of available contracts, letters of agreement or intent dated and signed by the presenter and the performing artists. Sample contracts from the current season may be submitted should contracts for the proposed season be unavailable at the time of application deadline. Email communication which clearly indicates mutual agreement is acceptable. All documentation must include the dates and location of projected performances and agreed-upon guaranteed minimum artist fees. Signatures by artist representatives must be clearly identified in print and by signature.
3. Biographies of proposed artists and/or background information for each event not to exceed a half page.
4. For co-presentations - a signed and dated agreement that outlines each partner's contribution in terms of artist fees, marketing and physical presentation.

5. *Up to 5 representative marketing materials* (sample programs, flyers, catalogs or brochures) that reflect activity for the past year.
6. *Résumés or biographical statements* of up to 3 key staff, maximum of 1 page.
7. *Organizational Chart*.
8. *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.
9. *Long-range or Strategic Plan (optional)*.
10. *Additional materials* – any additional materials you wish the Council to consider.

**All of the above support materials, if applicable, should be submitted in to the Pre-Submission Upload menu of the Grants Gateway Grant Opportunity Portal application.**

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## **Application Narrative 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 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. Detail how the programming is selected and who is responsible for the artistic direction and programming. List the roster of artists you propose to present highlighting some of the lesser-known artists you intend to present.

#### 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 including the capacity of the performance venue.

#### 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. 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.

#### 10. Artist and Programmatic Consultant Fees

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

#### 11. Constituency

Describe the audiences and communities served.

### ***Service to the Public***

#### 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. Online Resources

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

#### 15. Evaluation

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

#### 16. 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***

#### 17. Support Materials

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