



**Council on  
the Arts**

# Support for Organizations

## FY2025



# NYSCA SUPPORT FOR ORGANIZATIONS

## INTRODUCTION

The New York State Council on the Arts (NYSCA) offers a streamlined and flexible funding opportunity for applicants. Now you may request support where you most need it.

**NYSCA Support for Organizations** is limited to one request per organization and may be awarded as a multi-year grant.

Organizations may submit only one application for their own entity to **NYSCA Support for Organizations**. However, they may also serve as fiscal sponsors for other unincorporated organizations. Additionally, universities or other nonprofits that apply on behalf of a public-facing organization must apply as fiscal sponsors.

Applications will be evaluated according to the following three criteria: **Creativity, Public Service, and Managerial & Financial**.

**Funding Amounts:** Awards will be between **\$10,000-\$49,500**. Grant amounts cannot represent more than 50% of an organization's operating expenses in its most recently completed fiscal year. Consequently, only organizations with operating budgets (for the fiscal year ending in 2023) of more than \$20,000 are eligible to apply. Organizations with operating budgets of less than \$20,000, are encouraged to contact their local arts council for regrant funding options. [Learn more here.](#)

Note: In FY2025 NYSCA will offer direct requests and regrant funding opportunities for artists including commissions, fellowships, and independent projects. If you are an artist seeking a creative grant opportunity, please see our NYSCA Support for Artists Guidelines.

For questions, please contact Program Staff in the funding area most aligned with your request. View contact information here: <https://arts.ny.gov/contact>.

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## NYSCA MISSION AND VALUES

### *Mission*

To foster and advance the full breadth of New York State's arts, culture, and creativity for all.

### *NYSCA Values:*

- The vast diversity of New York State communities.
- Equitable engagement with the arts for people of all ages and inclusive of all backgrounds.
- Access to the full breadth of arts and culture.
- The vital role that arts and culture play in the health of the economy and people.
- The constant evolution of artmaking and creative practice.
- Creativity as a community asset.

### *Commitment to Underrepresented Communities*

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). To that end, organizations must share in the application whether they are within, and serve, historically underrepresented communities. NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA communities; neurodiverse communities; underserved older adults; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

## SUPPORT FOR ORGANIZATIONS ELIGIBILITY

**Please read through all the following questions to determine if your organization (or fiscally sponsored applicant) is eligible to apply:**

**1. Is your organization (or your fiscally sponsored applicant) an LLC?**

If your answer is yes, then the organization is not eligible to submit an application. **This includes Limited Liability Company (LLC), Limited Liability Partnership (LLP), or business corporation.**

**2. Did your organization (or your fiscally sponsored applicant) have annual expenses of more than \$20,000 in your Fiscal Year Ending in 2023 as shown by your organization's Statement of Activities (Income Statement showing both revenue and expenses)?**

If the answer is "yes," then the organization is eligible. If the answer is no, then the organization is not eligible. NYSCA is unable to fund more than 50% of an organization's annual budget (the minimum award is \$10,000). Please see our [Regrant Programs](#) for possible funding sources:

**3. If your organization offers arts/cultural programming open to the public, is it:**

- A nonprofit organization either incorporated in or registered to do business in New York State, with a location in New York State and recognized as tax-exempt under the Internal Revenue Code section as a 501 (c) 3; or a
- State or Federally recognized Native American nation; or
- A unit of local or federal government in New York State.

If the answer is "yes," the application is eligible. If the answer is no, please review the next list.

**If your organization offers arts/cultural programming open to the public, is it:**

- Not yet incorporated; or
- Not recognized as tax-exempt under the Internal Revenue Code section as a 501(c)3;
- A distinct program within a parent organization – such as a public arts entity within a university or other nonprofit organization.

If the answer to any of these is "yes," your organization may apply as a fiscally sponsored entity. This means that an eligible nonprofit must register and submit the application on your behalf, but you prepare the application answers.

## INELIGIBLE ACTIVITIES AND COSTS

New York State law and NYSCA policy restricts the types of activities and expenditures that NYSCA may fund. NYSCA is unable to award funding for the following:

- Costs that are funded by another government or private grant or loan source, including but not limited to the Payroll Protection Plan (PPP) loans and Shuttered Venue Operators Grant (SVOG) programs from the Federal Small Business Administration (SBA).
- Accumulated deficits and debt reductions.
- Activities not open to the public, for example, activities restricted to an organization's membership. Funded activities must be open to the public and promoted as such. "By Appointment Only" does not fulfill this requirement.
- Competitions and contests.
- Components of an organization's budget that are not directed towards programs in New York State.
- Entertainment costs (including food, catering and refreshments) for programs, receptions, openings, and fundraising benefits/events.
- Major expenditures for the establishment of a new organization.
- Costs of lobbying activity.
- Operating expenses and fellowships at professional training schools that are not open to the general public.
- Administrative overhead or fees charged by an affiliated college or university.
- Operating expenses of privately-owned facilities (such as homes and studios).
- Out-of-state travel expenses.
- Programs of public-school districts or their components or affiliates.
- Programs that are essentially recreational, rehabilitative, or therapeutic.
- Programs of New York State agencies or departments.
- Programs of public colleges and universities except under limited circumstances. Entities with close public college or university affiliations will be examined on a case-by-case basis to determine eligibility. Please [review and complete this form](#) and submit before the application deadline to Megan White, Deputy Director of Programs
- Organizations cannot apply for Statewide Community Regrants and NYSCA within the same fiscal year – they must choose one or the other.
- NYSCA funding may not duplicate activities funded through [Regrants and Services](#).
- Organizations with living collections should seek operational support through [Zoos, Botanical Gardens and Aquaria \(ZBGA\) - NYS Parks, Recreation & Historic Preservation](#).

## HOW TO APPLY

Below please find an overview of the necessary steps of the application process. Some steps require approval and validation from New York State, so we recommend starting as early as possible.

You can read about these steps in further detail in the [Application Manual](#) and on our [website](#).

### 1. Determine Eligibility

Please carefully review the questions on Page 5 and 6.

### 2. Prequalify

An organization must be “Prequalified” before the opportunity deadline to be eligible for funding. **Prequalification EXPIRES ANNUALLY** and new documents must be uploaded each year.

**The organization submitting an application to NYSCA must complete this Prequalification process.** For the fiscally sponsored applicant, it is the **Sponsor** which must prequalify.

**NEW THIS YEAR:** Applicants must submit Prequalification applications in the [New York Statewide Financial System \(SFS\) online](#) portal. **Returning NYSCA applicants** that were previously Prequalified in Grants Gateway prior to January 2024 need to verify their Prequalification Status and Expiration Date in SFS.

#### Returning NYSCA Applicants:

- Log into SFS and **verify your organization’s grant profile information**, including your organization’s address, contact information, and Charities Registration Number, are entered correctly
- Assign User Roles (if not already assigned)
- Submit a Prequalification Application in SFS if your organization’s prequalification will expire before the NYSCA opportunity deadline

#### New NYSCA Applicants:

- Register for SFS: Obtain a login
- Verify and add missing information to **your organization’s grant profile information**, including your organization’s address, contact information, and Charities Registration No.
- Assign User Roles
- Submit a Prequalification Application in SFS

Please consult the [SFS Reference Guide](#) for help adding user roles.

For help logging into SFS, adding user roles, or locating your organization’s SFS Vendor ID, contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or (855) 233-8363.

For additional assistance with the Prequalification process, email [prequal@arts.ny.gov](mailto:prequal@arts.ny.gov).

**Please note, NYSCA and the Statewide Financial System are not likely to resolve any issues with a prequalification application less than 7 days before an application deadline.**

**3. Review the [FY25 Application Manual](#) (Available after Page 21 of this PDF)**

For more information about the steps above, as well as additional helpful resources and tips.

**4. Apply through the [Application Portal](#) (will open online on 6/05/24)**



## HOW WILL MY APPLICATION BE ASSESSED?

Your narrative is an opportunity to tell the story of your organization and its work related to arts and culture. The strongest applications will show us your strengths. What do we mean? Do not tell us you are the “best” or the “first.” Provide details so we learn about your creative strengths. Contextualize any data you provide, so we can best understand how your organization serves the community. Demonstrate how the work you do connects to and amplifies NYSCA’s mission and values.

## CRITERIA AND SCORING RUBRIC

Applications are reviewed and scored by an advisory panel. The following rubric explains three overarching criteria that will be considered in evaluating your application. Each panelist will rate each criterion individually, using a scale of 5-0. The application will receive an overall score which averages all three criteria. Additionally, average scores in any single criterion may be used to determine eligibility. Any application scoring 2 or below in any criterion will be ineligible for support.

<b>Creativity</b>	<b>Public Service</b>	<b>Managerial &amp; Financial</b>
<ul style="list-style-type: none"><li>- Programming reflects a clear artistic / cultural vision that meets organizational mission</li><li>- Programming which is well designed, distinctive, and relevant</li><li>- Significant and creative contribution to the field/artists and/or public</li></ul>	<ul style="list-style-type: none"><li>- Organization meets priority service to historically underrepresented communities and demonstrates being conscientious in removing barriers.</li><li>- Organization demonstrates a clear understanding of service area, reinforced by demographic data and geographical context.</li><li>- Marketing/advertising is inclusive of diverse audiences.</li><li>- Active and mutual connection with a local or artistic community</li></ul>	<ul style="list-style-type: none"><li>- Staff and board possess skills/experience to lead.</li><li>- Sound financial management</li><li>- Best practices in governance</li><li>- Clear information about artist compensation, if applicable</li></ul>

Category Score	Scoring Guide
5	Meets or exceeds all benchmarks.
4	Meets most benchmarks.
3	Meets some benchmarks.
2	Meets few benchmarks.
1	Does not meet any benchmarks.
0	Question left unanswered, activities not arts/culture, response provides insufficient detail to understand programming.

## REGISTRATION QUESTIONS

The following information from your Organization Profile will automatically appear on your NYSCA application. Please verify and update all information by clicking the Organization Profile link on your dashboard before starting an application.

- Organization Name
- DBA/AKA
- EIN Number
- Phone
- Primary Contact
- Address
- County
- Website
- SFS Vendor ID Number
- Organization Type
- Mission Statement
- Social Media
- Executive Director
- Executive Director Email Address
- Facilities
- Hours: When open to the public
- Organization Unique Entity ID Number (UEI)
- Other Social Media
- Contact Information

## Organization Type and Discipline:

NYSCA wants you to share how you see your organization. Please select from the following dropdown menu the choice that best defines your non-profit's work. To see the main discipline areas at NYSCA, please see <https://arts.ny.gov/funding-areas>.

### Drop Down: Organization Type

Arts Council

Arts Education Provider

Community Center

Community Music School

Dance Company

Design Arts Organization

Folk and Traditional Art

Literary Organization

Media Arts Organization

Multi-Arts Center

Museum

Music Ensemble

Presenting Organization

Service Organization

Theater Company

Visual Arts

Other \_\_\_\_\_

## APPLICATION QUESTIONS

### Panel Selection

Applications are reviewed and scored by an Advisory Panel. These panels are made up of professionals from across the state whose expertise spans a range of artistic practices as well as many facets of non-profit management. Please select which panel you would prefer to evaluate your proposal.

[You can download descriptions of each panel here.](#)

- Arts Education Panel
- Dance Panel
- Design Arts Panel
- Electronic Media and Film Panel
- Folk Arts Panel
- Literature Panel
- Multidisciplinary Panel
- Museum Panel
- Music Panel
- Presenting Panel
- State & Local Services Panel
- Theater Panel
- Visual Arts Panel

### What best describes the organization that wishes to apply for support? [Drop Down]

- A 501(c)3 nonprofit with Arts and Culture as the center of its mission
- A 501(c)3 nonprofit that doesn't have Arts and Culture as the Center of its Mission, but has a significant track record of arts programming (e.g., a theater within a larger service organization)
- A program of a State or Federally Recognized Native American Nation in New York State
- A Unit of Local or Federal Government with an arts/culture component
- An arts/culture organization that is not yet incorporated.
- An arts/culture organization that is not recognized as tax-exempt under the Internal Revenue Code Section as a 501(c)3.
- An arts/culture organization that exists as an entity within a parent organization – like a university, a social service organization or other nonprofit.

### Attendance

- Number of people served (audience/visitors/participants) data:
- In-person attendance – your fiscal years 2022, 2023
- Virtual – your fiscal years 2022, 2023
- Attendance notes [text box]: please provide any additional notes that would help us to understand or break down your attendance figures, e.g., “10,000 in person attendance means 1,000 workshop students and 9,000 performance attendees” or “5,000 virtual attendance means 4,000 in publication sales and 1,000 participants in virtual reading.”

## NARRATIVE QUESTIONS

### **Mission Statement** (up to 500 characters)

Please enter your organization's mission statement.

### **Vision Statement** (up to 500 characters)

Please enter your organization's vision statement. If your organization does not have a vision statement, please write "Not Applicable."

### **Creativity** (up to 6,000 characters)

- Tell us about your organization's history, including a programmatic overview that illustrates your mission and vision.
- Provide several detailed examples of your work that align with your mission and vision. This may include any projected programs or initiatives for the coming year.

#### **Strong responses [narrative and work samples] demonstrate:**

- Programming that reflects a clear artistic / cultural vision that meets organizational mission.
- Programming which is well designed, distinctive, and relevant.
- Significant and creative contribution to the field / artists and/or public.

## Public Service (up to 6,000 characters)

### ***Historically Underrepresented Communities***

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). NYSCA will prioritize funding to organizations that are within and serve historically underrepresented communities, although every arts/cultural organization is eligible for funding.

NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; People in areas with scarce cultural resources (including rural communities); disabled communities; LGBTQIA communities; neurodiverse communities; underserved older adults; veterans; low income and homeless populations; as well as justice- involved juveniles and adults.

What percentage of your total annual audience comes from historically underrepresented communities (estimate)?

- Less than 25%
- Between 25% – 50%
- More than 50%

Provide more detail on your choice here. [text box up to 500 characters]

### **Public Service**

- Describe your service area and intended audience.
- Detail how you engage with local and/or artistic communities to broaden and cultivate your audience. Provide specific examples of partnerships and/or efforts to expand your reach.
- Tell us how you consciously create opportunities for communities to participate. Describe how you remove barriers (physical or economic) to participation.
- Describe marketing and advertising and provide examples of successful efforts.

#### **Strong responses demonstrate:**

- How the organization meets priority service to historically underrepresented communities.
- A clear understanding of your service area reinforced by demographic data and geographical context.
- Marketing/advertising efforts which are inclusive of diverse audiences.
- Active and mutual connection with a local or artistic community.

## **Managerial & Financial**

**If you selected 'A 501(c)3 Nonprofit with Arts and Culture as the center of its mission': (up to 1500 characters)**

Describe your organization's board structure, including oversight, governance, strategic planning, budgeting and committee structure. Detail how your organization meets nonprofit governance best practices, including conflict of interest policies.

**If you selected 'A 501(c)3 nonprofit that doesn't have Arts and Culture as the Center of its Mission, but has a significant track record of arts and culture programming': (up to 1500 characters)**

- Approximately what percent of your total operating expenses are directly related to arts and culture programming? [Drop Down]
  - More than 80%
  - 61% - 80%
  - 41% - 60%
  - 21% - 40%
  - 20% or less
- Briefly describe how your organization's arts and culture work fits into its broader mission.
- Detail how this work is represented in your strategic plan, budgeting process, and governance.

**If you selected "A program of a Federally Recognized Native American Nation in New York State" or "A Unit of Local or Federal Government" or "An art/culture organization that exists as an entity within a parent organization – like a university, social service organization or other nonprofit":**

- Briefly describe your organization's relationship with the larger entity (e.g., The county owns the gallery and pays for maintenance, and programming is decided by a group of volunteers) (up to 250 characters).
- If your organization has a committee or group that performs any functions similar to a board of directors (oversight, governance, strategic planning, budgeting, etc.), briefly describe their role and duties. (up to 1500 characters)

**If you selected "An arts/culture organization that is not yet incorporated," or "An arts/culture organization that is not recognized as tax-exempt under the Internal Revenue Code Section as a 501(c)3": (up to 1500 characters)**

- If your organization has a committee or group that performs any functions similar to a board of directors (oversight, governance (including conflict of interests), strategic planning, budgeting, etc.), briefly describe their role and duties.
- Sponsoring organizations' leadership (staff and board) may not be fiscally sponsored by said organization. To avoid a conflict of interest, they must find a different fiscal sponsor.



**FOR ALL APPLICANTS (up to 6,000 characters)**

- **Staff** – Briefly describe your organization’s staffing structure. Highlight the skills and/or experiences of up to three key staff members representing different organizational areas.
- **Challenges** – Explain any hurdles your organization experienced within the past three years and what steps you took to resolve the issue/s (e.g. deficits, fund development, staffing, natural disasters). Your uploaded budgets should provide notes regarding any financial variances.
- **Artist Compensation** – If your organization works with artists, explain how they are compensated and the compensation structure utilized (e.g., staff, independent contractor, by rehearsal or teaching hour, or performance fee). Detail the number of artists involved and financial compensation including per diem.
- If your organization’s IRS Form 990s show expenses exceeding revenue, and/or negative net assets for any of the past three years, briefly explain the cause. **Please Note:** *NYSCA will review the financial information on your IRS Form 990s for the past 3 years. You do not need to upload these forms. If they show consecutive years of more than 10% decline in net assets, NYSCA may require additional information to determine your eligibility for funding.*

**Strong responses (including uploaded organizational budgets and uploaded board list) demonstrate:**

- Staff and board possess relevant skills/experience to lead.
- Sound financial management.
- Best practices in governance.
- Clear information about artist compensation, if applicable.

## TOTAL OPERATING EXPENSES

What are your Total Operating Expenses for your organization's Fiscal Year Ending in 2023? [\$ ]

Please use a number that is consistent with your uploaded financial documents. This number should reflect a 12-month period and may be a projected budget. It should exclude expenses for capital projects and depreciation. NYSCA will use this number as well as your budgets and publicly available financial information to assess your relative organizational size for review process and funding priority.

## SUPPORTING MATERIALS

1. **Provide up to 3 audio and/or visual materials and/or written materials** that support your described programming. It should take NYSCA staff/panel no longer than 10 minutes to review these materials collectively.

- Audio or video must be a link. Start and stop times **of the section you wish the panel to review** must be indicated.
- Images or literary text may be accessed through a link or uploaded within a PDF.
- Organizations with facilities are encouraged to include programming images that also show the exterior and interior of their spaces.
- We strongly recommend that at least one of these represent one of the examples you described in the narrative.
- Links cannot be password protected and must remain live until 12/31/24. NYSCA is not responsible **for any broken, inactive or password protected links which may impact the organization's overall score.**

2. **Board List:**

- Please provide a list of your current board, identifying officers, length of terms and total years of service.
- Provide a brief description of each board member (maximum 2 sentences).
- If the applicant is sponsored and has an advisory board, include that information.
- For transparency, please disclose any personal relationships between your organization's Senior Executive staff and board.

3. **Organizational Financial Documents:**

Upload your organization's Statement of Activities (Income Statement showing both revenue and expenses) for the **Fiscal Year Ending in 2023** and an **approved budget for the Fiscal Year Ending in 2024**.

Please provide the same format for both years and include notes to clarify any entries. Notes should explain significant variances or provide any additional information that panelists unfamiliar with your organization may find helpful. Documents should clearly identify any in-kind income/expenses and should outline payment fees to outside artists. Documents for each year should be no more than 2-3 pages.

Note: For the Organizational Financial Documents, applicants may use their own format (e.g., Budget documents approved by the Board of Directors) OR they may use the Statement of Activities form [available here](#). Smaller organizations and those that do not group expenses into functional categories are encouraged to use the template.

## PROPOSED USE OF NYSCA FUNDS

Should your request be funded, the information you provide below will be used to complete a contract. You may use the award for one or more of the categories.

***Please remember:***

- If you select Salary, you must enter the following in the notes section. You may include up to 3 positions:
  - Exact title of each position for which you plan to use funds
  - Each position's annual salary in whole dollars
  - Each position's work hours per week
  - The total months per year for each position

***Example: Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year***

- NYSCA cannot fund out-of-state travel or entertainment costs. For a full list of ineligible costs, please see Page 6 of these guidelines.

The table below includes examples of how to fill out the form. Please complete this using your own data.

*\*For sponsored requests, the fiscal sponsor may designate up to 5% of a grant for the use of administrative fees. Please include this under "Operating Expenses: Administrative Materials and Expenses."*

	Percentage	Notes on expense
Salary: Staff on payroll/w-2 only	<b>EXAMPLE:</b> 20%	<b>EXAMPLE:</b> Artistic Director, \$51,234 salary, 37.5 hours/week, 12 month/year
Fringe: Staff on payroll/w-2 only		
Contractual: Programmatic/Artistic Fees & Services (including contractual staff/1099)	<b>EXAMPLE:</b> 20%	<b>EXAMPLE:</b> Commissioning fee for artist
Contractual: Administrative Fees & Services (including contractual staff/1099)	<b>EXAMPLE:</b> 20%	<b>EXAMPLE:</b> Contracted bookkeeper
Travel (NYS only)	<b>EXAMPLE:</b> 10%	<b>EXAMPLE:</b> Travel within NYS for teaching artists to present programs
Space/Property Expenses (For property you rent)		<b>EXAMPLE:</b> Rent, maintenance & repairs
Space/Property Expenses (For property you own)		
Utilities		
Operating Expenses: Marketing	<b>EXAMPLE:</b> 10%	<b>EXAMPLE:</b> Print advertising and social media marketing placements
Operating Expenses: Programmatic Materials and Expenses	<b>EXAMPLE:</b> 10%	<b>EXAMPLE:</b> Theatrical Sets, Tool Rental
Operating Expenses: Administrative Materials and Expenses	<b>EXAMPLE:</b> 10%	<b>EXAMPLE:</b> Cleaning Supplies, Credit Card Fees
<b>Total</b>	<b>100%</b>	<b>Sum of all lines above must equal 100%</b>

Fill out the table below so that the numbers add up to 100%.

	Percentage	Notes on expense
Salary: Staff on payroll/w-2 only		
Fringe: Staff on payroll/w-2 only		
Contractual: Programmatic/Artistic Fees & Services (including contractual staff/1099)		
Contractual: Administrative Fees & Services (including contractual staff/1099)		
Travel (NYS only)		
Space/Property Expenses (For property you rent)		
Space/Property Expenses (For property you own)		
Utilities		
Operating Expenses: Marketing		
Operating Expenses: Programmatic Materials and Expenses		
Operating Expenses: Administrative Materials and Expenses		
<b>Total</b>	<b>100%</b>	<b>Sum of all lines above must equal 100%</b>

### COVER CREDITS

Row 1: Andrew Mayer at Albright Knox Art Gallery. Photo by Tom Loonan

Row 2: The Ellen Sinopoli Dance Company. Photo by Gary Gold. Production still from *Fire Shut Up In My Bones*. Courtesy of the Metropolitan Opera

Row 4: Outdoor concert, Louis Armstrong House Museum.



**Council on  
the Arts**

# Application Manual FY2025



# NEW YORK STATE COUNCIL ON THE ARTS

## FY2025 APPLICATION MANUAL

Welcome to the FY2025 Application Manual for the FY2025 funding opportunities for the New York State Council on the Arts (NYSCA). We hope you will find this manual helpful.

This manual will supplement the information provided in each of the above FY2025 Funding Opportunity Guidelines. You can review our [guidelines here at this link](#).

Webinars and office hours for these opportunities will be listed on our [website here](#).

This document contains the following sections:

- Key Dates
- Who to Contact with Questions
- Q+A Period
- Grant Amounts
- Grant Eligibility Requirements
- Grant Period and Multi-Year Grant Awards
- Register and Prequalify in the Statewide Financial System
- Fiscal Sponsorships
- Application Review Process
- Submit an Application
- Certification
- Confirm You are Registered and Prequalified in the Statewide Financial System
- Frequently Asked Questions

### Key Dates

FY2025 NYSCA Funding Opportunity	Application Opens	Application Deadline
Regrants and Services (invitation only)	June 5, 2024	July 17, 2024 at 4 pm
Support for Artists	June 5, 2024	July 17, 2024 at 4 pm
Targeted Opportunities	June 5, 2024	July 17 , 2024 at 4 pm
Support for Organizations	June 5, 2024	July 17, 2024 at 4 pm
Capital Projects Fund	September 2024	TBD

Award Announcements: ETA by December 2024 (other than Capital Projects Fund: ETA Spring 2025)

### Who to Contact with Questions

For questions, please contact Program Staff in the discipline area most aligned with your request. View contact information here: <https://arts.ny.gov/contact>. We recommend you submit your questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)  
For technical questions on applying, contact [help@arts.ny.gov](mailto:help@arts.ny.gov).

Attending information sessions and contacting NYSCA staff is optional. It has no bearing on the review of an application.

For questions on Prequalification in the New York Statewide Financial System, see the “Register and Prequalify in the Statewide Financial System (SFS)” section below.

### **Q+A Period**

NYSCA will post answers to key pertinent questions as received at the following URL up until two weeks before the applicable application deadline. The FAQ document will specify the date of the last revision at the top of the relevant question and will be posted here at: <https://arts.ny.gov/FAQforApplicants>.

### **Grant Amounts**

NYSCA’s overall funding is determined annually during the New York State’s budgeting process and approved by the New York State Legislature. Previous grant funding from NYSCA does not guarantee support in any succeeding year, and past grant funding amounts are not indicative of future funding levels. Multi-year grants are subject to adjustment by NYSCA each year.

Review the applicable FY2025 Funding Opportunity Guidelines for more information on specific award level ranges. For example, all Support for Artists grants are expected to be \$10,000. Actual award amounts could vary depending on the volume and nature of applications received. Review FY2025 Funding Opportunities [here](#).

### **Grant Eligibility Requirements**

To be eligible you must:

- Be Registered and Prequalified in the New York Statewide Financial System at the application deadline. (See the “Register and Prequalify in the Statewide Financial System (SFS)” section below for instructions.)
- Be a non-profit organization either incorporated in or registered with New York State to do business in NYS with a principal location in New York State and recognized as tax-exempt under the Internal Revenue Code Section as a 501(c)3 or a State- or Federally-recognized Native American nation, or a unit of local or federal government within New York State.
- Have your principal place of business located in New York State.
- NOT be a Limited Liability Corporation (LLC).
- Meet any other eligibility requirements set forth in the applicable FY2025 Funding Opportunity Guidelines.

Note: Individuals and unincorporated groups may not apply, but an eligible non-profit organization, known as a fiscal sponsor, may apply on his/her/their behalf in some opportunities. (See the Fiscal Sponsorships section below for more information.)

### **Grant Period and Multi-Year Grant Awards**

We will generally award FY2025 grants for activity that takes place between January 1, 2025 and December 31, 2025. Exceptions are set forth in the applicable FY2025 Funding Opportunity Guidelines. NYSCA awards both single-year and multi-year grants.

NYSCA awards multi-year grants when the panel, staff, and Council of NYSCA agree that a similar level of service or activity will be sustained by the applicant organization over successive years. Multi-year grants represent NYSCA’s agreement to offer successive years of support without requiring a full application and review of the grantee in the succeeding years conditional on NYSCA’s budget appropriation and the applicable contract execution for each successive year. NYSCA reserves the right to change its multi-year grant process during the multi-year period at its discretion, subject to NYSCA’s budget appropriations for the relevant year.



**If you have a previously-awarded multi-year grant for FY2025:**

You do not need to re-apply to receive the FY2025 grant period award. NYSCA will send acceptance and contracting instructions in June 2024.

You must be Prequalified in the Statewide Financial System (SFS) at the time of payment of a multi-year grant.

Prequalification Applications in modification, review or open status are not considered Prequalified. Units of government and Native nations are exempt from the Prequalification requirement.

You must submit any outstanding, overdue NYSCA final reports.

To be eligible for a new FY2025 Support for Organizations grant, you must decline your previously-awarded General Support, Support for Organizations and/or Project Support grant(s) for the FY2025 grant period before the application deadline for FY2025 Support for Organizations. If you have a previously-awarded General Support, Support for Organizations and/or Project Support grant for FY2025, but prefer to decline those in order to apply for FY2025 NYSCA Support for Organizations, please do the following:

Submit a written notification to the appropriate NYSCA Program staff by the FY2025 application deadline and follow any additional NYSCA instructions issued in June 2024.

Past funding is no guarantee of future funding.

If you do not decline the previously-awarded Support for Organizations and/or Project Support grant(s) by the application deadline, you will not be eligible to submit a new FY2025 Support for Organizations application, and your application for FY2025 Support for Organizations will not be reviewed.

Click [here](#) to review the other eligibility requirements in the FY2025 NYSCA Support for Organizations Guidelines, which is available at [arts.ny.gov](https://arts.ny.gov).

The Project Support categories subject to the above guidance are:

- Book & Literary Magazine Publication
- Community Music Schools
- Exhibitions & Installations
- Instruction & Training
- Organizational Capacity Building
- Professional Performances
- Project Support
- Project Support - Community-Based Learning
- Project Support - Pre-K-12 In-School Programs
- Project Support - Presentation
- Public Programs
- Services to the Field
- Workspace Facilities

Having an ongoing multi-year grant or being awarded an FY2025 grant does not disqualify an organization from applying for Capital support.

## Register and Prequalify in the New York Statewide Financial System (SFS)

NOTE: As of January 2024, Grants Gateway was retired from service. All prequalification and grant making activities previously conducted in Grants Gateway have moved to the New York Statewide Financial System (SFS).

**An organization must be “Prequalified” in the [New York Statewide Financial System \(SFS\) online portal](#) at 4 PM on the FY25 application deadline, July 17, 2024, to be eligible for funding.**

Information on Prequalification can be [found here](#).

### New Applicants:

Getting Prequalified is a two-step process.

Step 1: Register in the **New York Statewide Financial System (SFS)**: Obtain a Login

Follow the instructions on the New York State Grants Management Website at: <https://grantsmanagement.ny.gov/register-your-organization> where you can find the registration form, instructions, and related documents.

Step 2: Submit a Prequalification Application

Only accounts assigned the Prequalification Processor role in SFS will be able to navigate to the Tiles described below and submit an application. If these functionalities are not available when you log in, please follow the steps below and contact the [SFS Help Desk](#) if you require further assistance.

Log onto the [SFS Vendor Portal](#)

1. Navigate to the Prequalification Application by clicking the **Grants Management** Tile then the **Prequalification Application** Tile.
  - If these tiles are not available to you, please have the **Delegated Administrator** add user access for your account in SFS by completing a-c below:
    - Navigate to: View Your Information > Maintain Users
    - Select a user and click ‘Add a User Role’
    - Click the checkbox(es) associated with the applicable role(s) for the user:
      - Prequalification Processor: to apply and review existing prequalification applications
      - Grants Contract Approver: to review, approve, and sign grant contracts
2. On the Welcome Page, select the applicable option under **Select an Activity Below** to Initiate, Collaborate or Update a Prequalification Application and click the Next button.
3. Enter ART01 in the State Agency field.
4. Complete questions shown about your policies and practices and upload key documents including IRS determination letters, audits, board information, leadership resumes, and more.

Find basic instructions and checklists here: <https://grantsmanagement.ny.gov/get-prequalified>. For detailed instructions, please refer to pages 20-56 of the [SFS Handbook: Grantee Processing in SFS](#). For technical help with SFS including log in credentials, please contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov). For help with prequalification, please contact [prequal@arts.ny.gov](mailto:prequal@arts.ny.gov).

## Returning Applicants:

Prequalification has moved to the New York Statewide Financial System (SFS). Please log onto the SFS Vendor Portal to check on your prequalification status and key expiration dates.

**Your prequalification expires annually. You are required to update your application and upload new documents to maintain prequalified status through the application deadline in order for your application to be considered.**

Before initiating your grant application for the new grant cycle, log onto SFS to check your prequalification status/expiration date and update your prequalification application to submit your latest filings as required. To view your prequalification status in the SFS Vendor Portal, begin by logging in to the SFS Vendor Portal. From the SFS Vendor Portal homepage, select the **View Your Information** tile, followed by the **View Grants Information** tile. An alternative way to navigate to the **View Grants Information** page is to select the **Grants Management - State** tile, followed by the **Maintain Your Information** tile, and finally the **View Grants Information** tile.

Prequalification Applications in 'modification,' 'review' or 'open' status are not considered Prequalified.

You must have access to Grants Management functionalities in order to upload and save documents and submit your Prequalification Application for review. For instructions on how to submit a Prequalification Application, please see **Step 2: Submit a Prequalification Application** above. Be sure the Prequalification Processor is available to submit; NYSCA cannot submit Prequalification Applications on your behalf.

**NYSCA and the Statewide Financial System are not likely to resolve any issues by the application deadline in any Prequalification Application submitted less than 7 days before an application deadline.**

If you do not know your SFS Vendor ID, contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or (855) 233-8363. Please note: You do not submit any FY2025 grant applications in SFS.

## Contacts and Resources:

Email the NYSCA Prequalification Team at [prequal@arts.ny.gov](mailto:prequal@arts.ny.gov). NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The SFS Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 457-7717 or (855) 233-8363 (toll free), [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), or through the SFS Support Tile in the [SFS Vendor Portal](#).

## Fiscal Sponsorships

A Fiscal Sponsor is a non-profit organization incorporated or registered to do business in New York State that applies to NYSCA on behalf of individual artists, unincorporated arts organizations or groups, or semi-autonomous arts organizations housed within a larger institution who cannot directly apply themselves. A fiscal sponsor can also be a State- or Federally-recognized Native nation or a unit of local or federal government. Entities that are LLCs or for-profit corporations, as well as entities that have 501(c)(3) status that would allow them to apply directly are ineligible to be fiscally sponsored.

Individual Artists and unincorporated arts organizations or are not eligible to apply directly to NYSCA. However, unincorporated arts organizations or nonprofits without a 501(c)(3) status may apply through a Sponsor in our Support for Organizations opportunity, and Individual Artists may apply through a Sponsor for a creative grant in our Support for Artists opportunity.

Unincorporated arts organizations or groups may not apply for Capital funding, even through a fiscal sponsor.

## Sponsor:

Submits the application, accepts the fiscal responsibility for a NYSCA-funded project, receives and disburses funds related to the grant, ensures that the project is carried out as described, and submits the final report of grant activity.

The Sponsored Artist/Sponsored Group completes the project activity (the Sponsored Request).

**If you are a Sponsor Applying for a Sponsored Organization, you will take these three steps to submit an application:**

Step 1: Review the applicable Guidelines listed in section 1 to confirm sponsored requests are accepted in the specific funding opportunity and to review requirements. Make sure you are Prequalified in [SFS](#).

Step 2: Send the Guidelines to the Sponsored Organization to complete and return the requested contact information, narrative responses, and support materials. See applicable Guidelines for further instruction. Make sure the Sponsored Organization returns the completed narrative responses and/or support materials to you well before NYSCA's application deadline.

Step 3: Submit the application online for the sponsored request with the completed materials from the Sponsored Organization.

*For Sponsored Requests in FY2025 Support for Organizations, the following requirements apply:*

- The Sponsor may not impose a fee for submitting a sponsored application but may charge an administration fee if the application is funded -- not to exceed 5% of any actual grant amount. Any fee should be described in the Use of Grants Funds question in the application.
- Sponsor must execute a fiscal sponsorship agreement setting forth the services provided by the Sponsor, any fee to the Sponsor, and the responsibilities of the Sponsored Organization relating to the fiscal sponsorship. NYSCA does not require the agreement to be uploaded in the application but may request a copy for review during contracting.
- The services of the Sponsor are limited to fiscal management of the grant funds, submission of the application and final report, and, at the discretion of the Fiscal Sponsor, publicizing the activity. Following notification of the funding decision by NYSCA, the Sponsor must notify the Sponsored Organization as soon as possible.
- The Sponsored Organization must meet all eligibility requirements of the FY2025 Support for Organizations guidelines (other than the requirement that the Sponsored Organization be Prequalified in SFS).
- NYSCA reserves the right to review the public financial filings and other information of both Sponsor and Sponsored Organization prior to grant payment pursuant to the NYS Vendor Responsibility process.

## **Application Review Process**

### **Staff Review**

Once an organization submits a request, NYSCA's staff verifies applicant eligibility and priority, and reviews application materials according to the NYSCA requirements set forth above in the applicable Funding Opportunity Guidelines.

### **Peer Review Panels and the Rating System**

Panels are composed of a quorum of at least five panelists and represents a diverse group of professionals from across the State. Each member has relevant and specific expertise. NYSCA accepts nominations for panelists from the general public. To see a list of recent panelists, visit the funding area pages on the NYSCA website at: <https://arts.ny.gov/funding-areas>.

Each panelist evaluates and numerically rates each request against the criteria in the Funding Opportunity Guidelines. These ratings are then aggregated to one average score for each request. The panels meet with Program staff present and have an opportunity to discuss applications. If you are interested in becoming a panelist, click here: <https://arts.ny.gov/panelists>.

Based on the ratings for each opportunity, as well as eligibility and priorities, NYSCA assigns recommended grant amounts. Staff also prepares panel comments and shares key panel comments by phone with applicants after decision if requested.

## **The Council**

Led by the Chair, the Council reviews funding recommendations and votes to approve grants. The Council is the ultimate decision maker and retains the authority to agree or disagree with recommendations and propose new recommendations. Upon Council approval of a grant, Cultural Service Contracts are issued to the organizations approved for funding. Committee and Council meetings are announced in advance and made available to the public on the NYSCA website.

## **Contacting Panelists and Council Members**

In order to ensure fairness in the application review process, applicants are strictly prohibited from contacting panelists and/or Council members associated with and/or involved in the activities or affairs of NYSCA in any way to obtain or share information regarding the NYSCA application review process. This includes all activity associated with NYSCA at its main office, including panel discussions, and all communication with NYSCA staff including via email, telephone, or online system.

All inquiries about awards must be communicated to the NYSCA staff directly.

## **Transparency**

The Freedom of Information Law, N.Y. Public Officers Law §§ 84–90, grants the right of access to many public documents, including those of NYSCA.

## **Grant Award Notice**

You will be notified by e-mail of NYSCA's funding decision within 30 days of the Council's decision. This notification is sent to the e-mail address of the persons then designated as the primary contact on the FY2025 NYSCA Application Portal.

If your organization is awarded a grant: Visit the NYSCA website to find out more information on managing your grant: [www.arts.ny.gov/manage-your-grant](http://www.arts.ny.gov/manage-your-grant) and <https://arts.ny.gov/FAQforCurrentGrantees>. These pages include links to the standard New York State contracts terms, additional materials for contracts over \$50,000, reporting requirements, crediting NYSCA, and the NYS Vendor Responsibility process. All awards are contingent on your organization's completion of the applicable contracting steps. NYSCA will provide you with instructions by e-mail after you receive an award.

If your organization is not awarded a grant, you may appeal the Council's funding decision.

Dissatisfaction with the denial of a grant or with the amount of the grant is not a valid ground for appeal.

One or more of the following are valid grounds for appeal:

- Non-presentation of information: Information known to the Council staff prior to the Council's decision that was not presented and that might have altered the decision
- Misrepresentation of information: Information known to the Council staff prior to the Council's decision that was changed in its presentation and that, if presented differently, might have altered the decision
- Improper procedure: Contention by the applicant that: 1) the review of the funding request by the appropriate panel was biased; 2) the decision by the Council was arbitrary and capricious

For more information on the Appeals Process, visit:

[https://nysca.org/downloads/files/AppealsProcessNYSCA\\_6401.pdf](https://nysca.org/downloads/files/AppealsProcessNYSCA_6401.pdf)

## Submit an Application

### Step 1. Register

A step-by-step webinar on registering and applying in the NYSCA Application Portal (SmartSimple) will be posted at [this link](#).

If you're already registered in the NYSCA Application Portal, proceed directly to Step 2.

Register at <https://nysca.smartsimple.com> using an email address. This email address will be used to log into the system. It should take only a minute or two.

Have the following information ready.

Your organization's:

- Federal Employer Identification Number (EIN)
- Address, phone, and email
- Website URL and social media handles (Facebook, Instagram etc.)
- SFS Vendor ID
- Your name, email, and phone
- A short statement of organizational mission
- Your organizational type (via drop down box)
- Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires.
- Hours: When open to public
- Number of people served (audience/visitors/participants): in person and virtual for 2021 and 2022

If you do not know your SFS Vendor ID, contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or (855) 233-8363.

Please note: You do not submit any FY2025 grant applications in SFS.

After you submit your registration, you will receive a confirmation by email within five minutes and instructions about setting up a password and logging in. Please note, this link expires 96 hours after it is sent.

The first person who registers will be the Primary Contact for the organization. The system will notify you if there is already another user serving as the organization's Primary Contact. The existing Primary Contact must validate your account before you can access the existing organizational account.

Automated system notifications about your FY2025 grant applications from the FY2025 NYSCA Application Portal will go to the Primary Contact. Generally, NYSCA will also send the applicable award decision, instruction letters, and all communications relating to the grant to the Primary Contact. You can update your organization's Primary Contact by following the instructions in [Section 3 of the Manage Your Grant](#) page on [arts.ny.gov](https://arts.ny.gov).

### Step 2. Apply

The application questions are listed in the applicable FY2025 Guidelines in advance of the application portal opening.

1. Log onto <https://nysca.smartsimple.com>.



2. From your Home Page, click “Organization Profile” in the top row of buttons to view your current information in the system. Please review the information, make any necessary updates and hit “Save.” Click on the Home button in the top right to return to your homepage.
3. From your Home Page, click “Funding Opportunities” in the top left corner to view NYSCA’s current opportunities and their deadlines.
4. Click “Apply Now” beneath the opportunity to which you are applying. A one-page application form page will appear. Information from your registration will automatically appear on the form.
5. Carefully read the instructions at the top of the page before you begin. Be sure to click “Save Draft” before beginning the form.
6. Answer the questions and upload the requested materials that appear on the form. Fields marked with a red asterisk are required.
7. The site autosaves every few minutes, and you can also save your work by clicking the “Save Draft” button at the bottom of the page.
8. When you are ready to submit, submit your application by clicking the “Submit” button at the bottom of the page. All required fields must be answered before successfully submitting an application. If you attempt to submit an application without completing all the required questions you will see an error message detailing which question(s) you have missed.
9. After you submit your application, you will receive an email message within 5 minutes from the application portal that acknowledges receipt of your application along with a PDF of the application.
10. Once your application is in “submitted” status, it cannot be edited by you automatically. To un-submit your application or to edit it, you must email [help@arts.ny.gov](mailto:help@arts.ny.gov) prior to the application deadline. To be considered for FY2025 funding, your application must be resubmitted by the application deadline. If the application is not resubmitted, it will not be reviewed or considered for funding.
11. For a link to our calendar of live and recorded webinars and walk through of the application registration and submission pages, visit [this link](#).

## Certification

All applicants will be asked to certify the following before submitting a FY2025 application:

*You are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority, or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.*

*If you are incorporated outside of New York State, your principal place of business is within New York State.*

*The funding being awarded will not duplicate or replace any other funds from federal, State, or municipal funding for the same specific cost type and amount for the same period. You acknowledge that you will have procedures in place to prevent duplication of funds and that funds from NYSCA would need to be repaid if it is determined that our assistance is duplicative.*

*Your organization is currently Prequalified in the Statewide Financial System (SFS) portal. If not, you will update the documentation in your SFS Prequalification Application in order to complete your Prequalification*

*prior to the application deadline for this funding opportunity.*

*Submitting a timely interim and/or a final report on the usage of grant funds is a requirement of a NYSCA grant. You certify that your organization is current on all grant reports.*

## **Confirm You are Registered and Prequalified in the Statewide Financial System (SFS)**

As a reminder, an organization must be “Prequalified” in the New York Statewide Financial System (SFS) online portal at 4 PM on the application deadline (July 17, 2024) to be eligible for funding. See the “Register and Prequalify in the New York Statewide Financial System (SFS)” section above for detailed information on registering and prequalifying in SFS.

## **Contacts and Resources:**

Email the NYSCA Prequalification Team at [prequal@arts.ny.gov](mailto:prequal@arts.ny.gov). NYSCA encourages new applicants to contact the NYSCA Prequalification Team with questions or for a brief phone training.

The SFS Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 457-7717 or (855) 233-8363 (toll free), [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), or through the SFS Support Tile in the SFS Vendor Portal.

## **Frequently Asked Questions**

### **How do I find out more about the application opportunities and requirements?**

Go to [this link](#) and read the PDF Guidelines for each FY2025 Funding Opportunity.

### **Who can answer my questions about eligibility, the application questions, and uploads for an FY2025 Funding Opportunity?**

For questions, please contact Program Staff in the discipline area most aligned with your organization’s work. View contact information here: <https://arts.ny.gov/contact>. Submit questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

### **Who should answer my technical questions about submitting an application in the portal?**

Contact [help@arts.ny.gov](mailto:help@arts.ny.gov).

### **Do I need to Prequalify in SFS?**

Yes. All New York State not-for-profit grant applicants, including applicants to NYSCA, must be Prequalified in the Statewide Financial System at the Application Deadline to be eligible for funding. You can’t submit an application in SFS. See the “Register and Prequalify in the New York Statewide Financial System (SFS)” section above.

### **Do I need to do anything on the NYSCA ([arts.ny.gov](https://arts.ny.gov)) website to apply?**

No. You do not need to register on the NYSCA website or update existing registration information. You cannot submit an application on the [arts.ny.gov](https://arts.ny.gov) website.

### **Is NYSCA participating in REDC or using the Consolidated Funding Application (CFA) website?**

No. You will not see any NYSCA FY2025 opportunities listed on the CFA website. You can’t submit an application on the CFA website for FY2025 funding from NYSCA.

### **Will there be a type and size limit for uploaded documents in my application?**

Yes. This year NYSCA asks that you save your upload materials as a single PDF. The size limit is 2GB. No other file type is accepted.

### **How do I print or download a PDF of my application draft?**

To generate a PDF of your saved draft, click the “Application Summary” button at the top of the page. Note that



some applications have questions that appear only when a selection from a drop-down menu is made and/or pop-up forms that do not appear until information is entered.

These questions and/or forms will not appear on your PDF until you have made a selection or entered information.

**How do I print or download a PDF of my submitted application?**

You will receive an email after you submit your application with a PDF of your application. You can also log into the portal at <https://nysca.smartsimple.com> and obtain a copy by going to “Home” and clicking on the “Submitted” button.

**I was previously awarded a multi-year grant award that continues in FY2025. Do I need to apply to receive the FY2025 portion of my grant?**

No. You will receive instructions on how to sign your FY2025 award contract from NYSCA in June 2024. For information on how to manage your FY2025 multiyear grant, see [www.arts.ny.gov/manage-your-grant](http://www.arts.ny.gov/manage-your-grant).

**Can I clone my application from my prior year?**

No. The system does not allow cloning of applications.

**Can more than one person from the organization register an account on the NYSCA Application Portal?**

Additional authorized representatives of your organization can register for their own account. However, the additional person will not be able to access the existing organizational profile without verification from the Primary Contact. The Primary Contact can validate an additional user by logging into their account, clicking the Organizational Profile button, then clicking the Contacts tab, and then clicking the Validate button next to the additional user's name. NYSCA staff can work with you to reconcile and verify additional accounts. Please contact [help@arts.ny.gov](mailto:help@arts.ny.gov) for assistance

***End of FY2025 Application Manual.***

***COVER CREDITS***

Row 1: Discussion of “Quiet As Its Kept” Exhibition at the Trolley Barn Gallery/The Art Effect. Photo courtesy of The Art Effect.

Row 2: Lake George Music Festival, Photo Stephanie J. Bartik, Alpha Omega Theatrical Dance Company. Photo by Quincy Scott

Row 3: Performance at the Appeal Room at Jazz at Lincoln Center. Photo courtesy of Jazz at Lincoln Center.