

# 2018 NYSCA-A.R.T./NEW YORK CREATIVE OPPORTUNITY FUND (A Statewide Regrant Program)

**Application Deadline: Monday, January 8, 2018 at 5:00pm**

1. General Eligibility	2. Basic Information	3. Narrative Statement	4. Document Uploads	5. Work Samples	6. Confirm Submission
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Please review the full overview, guidelines, and criteria for evaluation on the [A.R.T./New York website](#) before applying.

## GENERAL ELIGIBILITY

- If the Applicant is based in the five boroughs of New York City, Applicant must be a member of A.R.T./New York in good standing.
- If an Applicant is not based in the five boroughs of New York City, A.R.T./New York membership is not required. Please note that any Upstate awardees will receive a one-year Nonprofit Professional Affiliate Membership with A.R.T./New York as an added benefit of this grant.
- Companies applying for A.R.T./New York membership in order to be eligible for a grant must apply for membership at least 2 weeks before the grant deadline and should reach out to [kfrazier@art-newyork.org](mailto:kfrazier@art-newyork.org) explaining their intention to apply, in order to ensure their membership is approved in time.
- All Applicants must be based in New York State.
- All Applicants must be a professional theatre company or producer as defined below.
- Applicant must have had annual expenses totaling \$500,000 or less for its most recently completed fiscal year.
- A company can be a 501c3, a fiscally sponsored project, or “nonprofit in spirit,” meaning an individual artist or small unincorporated project with a budget under \$100,000.
- Applicant must offer public presentations (readings or fully staged productions) within the State of New York during the grant period.
- Applicant CANNOT apply for funding from the NYSCA-A.R.T./New York Creative Opportunity Fund AND directly from NYSCA or through NYSCA's Decentralization programs through local arts councils in the same grant cycle (i.e. funds for use in calendar year 2018). This means, that if an applicant has **applied** for funding through any of these sources they are ineligible to apply for the Creative Opportunity Fund:
  - NYSCA Theatre Program
  - Brooklyn Arts Council's Local Arts Support
  - State funds through: LMCC's grants (Creative Engagement and Creative Learning)
  - Bronx Council on the Art's Community Arts Grant
  - Queens Arts Fund Community Arts Grant
  - Staten Island Arts' NYSCA Encore Grant
  - NYSCA-DEC Funds through a local arts council

Of these methods of receiving funding from NYSCA, the company should focus its energy on ONE application.

For the purposes of this regrant, NYSCA and A.R.T./New York define a professional theatre company in the following ways:

- Must have self-produced for a minimum of two seasons. A season is defined as producing at least one production running a minimum of three (3) performances over the course of a year OR a series of readings/development activities open to the public;
- Have performances open to the general public;
- Must pay artists; and
- Must not charge fees to artists (including but not limited to playwrights, actors, designers, and directors) to participate in theatrical productions of the organization. Organizations may charge fees only for legitimate classes and training programs and only if they are clearly distinct from theatre productions.

Projects that are undertaken by individual artists or unincorporated entities must be able to demonstrate a

history of self-producing work for the general public, with plans to show work for the public in the grant period, must pay artists and may not charge artists fees to participate in the work (though artists who teach separately are welcome to apply). Individual artists and independent producers are strongly encouraged to apply in the Opportunity to Create category.

I have read and acknowledged the grant guidelines.

**Continue**

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## PLEASE READ BEFORE YOU BEGIN

Required fields are in **BOLD**. This form will automatically timeout after 30 minutes of inactivity, at which point any unsaved work will be lost. Please click the **Previous Page** button at the bottom of any page on this form to save your application in progress.

## BASIC INFORMATION

**Name of Organization**   
**Address**   
Address (Continued)   
**City**   
**State**   
**ZIP Code**   
**In What New York County does your company operate?**   
Website

**Grant Writer First Name**   
**Grant Writer Last Name**   
**Grant Writer Title**   
**Grant Writer Phone**   
**Grant Writer Email**

**Alternate Contact First Name**   
**Alternate Contact Last Name**   
**Alternate Contact Title**   
**Alternate Contact Phone**   
**Alternate Contact Email**

**Does your company have 501(c)3 nonprofit status?**  Yes  
 No

**If yes, please list your Tax ID Number:**

**Is your company fiscally sponsored?**  Yes  
 No

**If yes, who is your fiscal sponsor?**

**Your fiscal sponsor's EIN:**

Date company was founded

Fiscal year end date

Briefly describe your company's mission  
(2-3 sentences max.)

Awards for The NYSCA-A.R.T./New York Creative Opportunity Fund (A Statewide Theatre Regrant Program) range from \$2,000, to \$6,000. Grants are made in two categories: Opportunity To Create and Opportunity To Grow

Applicants may apply to ONE category each fiscal year.

- Please Select ONE Funding Category**
- OPPORTUNITY TO CREATE (OTC) funding will support the development or presentation of professional theatre, with a focus on work that expands the form and addresses new or underserved audiences using unique, clearly-defined, strategies;
- OPPORTUNITY TO GROW (OTG) funding will support a strategic growth initiative that will help to stabilize the administration of an organization, allow the organization to address a challenge or to grow and professionalize.

Is your company or project seeking funding based **outside** of the 5 boroughs of New York City?  Yes  No

Grant Amount Requested   
(Grants range from \$2,000, to \$6,000. Do not include commas or dollar signs.)

Brief synopsis of use of funds  
(2-3 sentences max.)

Total expenses for most recently completed fiscal year   
(Do not include commas or dollar signs.)

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# 2018 NYSCA-A.R.T./NEW YORK CREATIVE OPPORTUNITY FUND (A Statewide Regrant Program)

**Application Deadline: Monday, January 9, 2017 at 5:00pm**

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## NARRATIVE STATEMENT

PLEASE NOTE: Based on your choice of funding category (Opportunity to Create or Opportunity to Grow) there are different narrative statement guidelines. Please, pay close attention to the narrative guidelines. You can download them [here](#).

### OPPORTUNITY TO CREATE

The narrative portion of the application is your opportunity to describe your organization's mission, core programming, goals for the future, and to distinguish your theatre from others in the state. Organizations should not rely on past accolades or assume any pre-existing knowledge panelists might have of their work.

*4 pages in Calibri 12 pt. font, standard 1-inch margins. PDF format*

- 1. Describe the company's mission, and your organizational goals. What does the work look like? Who are the artists involved with your company? Who is your audience? What is your company's unique contribution to the nonprofit theatre in New York?**
- 2. Describe your company's core programming, or areas of work. How do these programs allow your company fulfill its mission and serve your audience?**
- 3. Describe your company's audience, and your methodologies for connecting with that audience. What are your company's specific outreach and marketing strategies? Do you work with underserved communities, and if so, how?**
- 4. Describe the project for which you are requesting funding in detail. How does this project relate to your mission and existing programs? Why is this project the next step for your company? How will this project help to serve your audience? Clearly mention in your answer the amount of funds you are requesting and how you plan to allocate them, should you receive a grant.**

### OPPORTUNITY TO GROW

The narrative portion of the application is your opportunity to describe your organization's mission, core programming, goals for the future, and to distinguish your theatre from others in the state. Organizations should not rely on past accolades or assume any preexisting knowledge panelists might have of their work.

*4 pages in Calibri 12 pt. font, standard 1-inch margins. PDF format*

- 1. Describe the company's mission, and your organizational goals. What does the work look like? Who are the artists involved with your company? Who is your audience? What is your company's unique contribution to the nonprofit theatre in New York?**
- 2. Describe your company's core programming, or areas of work. How do these programs allow your company to fulfill its mission and serve your audience?**
- 3. Describe your company's audience, and your methodologies for connecting with that audience. What are your company's specific outreach and marketing strategies? Do you work with underserved communities, and if so, how?**

4. Describe a challenge your theatre faces, or an opportunity you see, and explain how this grant will help you address it. Clearly mention in your answer the amount of funds you are requesting and how you plan to allocate them, should you receive a grant.

*PLEASE READ BEFORE UPLOADING: Your document has successfully uploaded if you see the blue **Upload Complete** box. **The title of the document will not remain on the page once the upload has successfully completed.***

The upload field only holds **one** document. Uploading another file will replace the one you last uploaded in the field.

#### **Upload Narrative Statement**

*PDF format only.*

After saving your progress, **if you return to this page** the file name below the upload button that indicates your document has uploaded **will not appear**.

The uploaded file is still in the system. It simply will not be displayed when you return to the page.

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## DOCUMENT UPLOADS

The following attachments are a required part of your application. **PDF format is required.**

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**Budget Worksheet** (one page maximum).

For OPPORTUNITY TO GROW (OTG) Please upload a **3-year Organizational Budget** (three years, including most recent completed fiscal year actuals, current year budget and actuals, and next year/grant period budget) using our [budget template](#)

For OPPORTUNITY TO CREATE (OTC) Please upload a **Project Budget** using the [template provided](#).

**Budget Worksheet** *PDF format only. Field only holds ONE document.*

**Budget Notes** (one page maximum) for line items that require additional clarification or explanation. Provide any context that you think will help the panel understand this budget, including research where appropriate.

For multi-year budgets, please explain any line item that changes by more than 10% (up or down) between fiscal years.

**Budget Notes** *PDF format only. Field only holds ONE document.*

Brief **biographies of key staff and artists** (two pages maximum) relevant to the request. These should be compiled in a single file.

**Key Staff/Artist Biographies** *PDF format only. Field only holds ONE document.*

Your **performance history** (two pages maximum) for your most recently completed, current, and upcoming seasons. Include staged readings, full productions, school programs, and any other artistic output of the organization. Use the prepared [Performance History template](#).

**Performance History** *PDF format only. Field only holds ONE document.*

OPTIONAL: A **marketing or outreach plan** (two pages maximum) for the specific production relevant to the request (Opportunity to Create) or for the organization's upcoming season and overall audience development goals (Opportunity to Grow).

**Marketing/Outreach Plan**

*PDF format only. Field only holds ONE document.*

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## WORK SAMPLES

### **Work samples are required.**

Applicants must submit still images or video, and are welcome to submit *both*.

These work samples are intended to give the panel insight into your artistic output. Samples relevant to the request are encouraged, if possible.

### **Still Images** (10 images maximum).

In a single PDF file, please compile no more than 10 still images. These can include but are not limited to: production photos, renderings, and design images. Please, take into account that images will most likely be viewed on a standard computer screen.

If you have submitted a video sample (below) still images are not required, but are still welcome.

**Still Images** *PDF format only. Field only holds ONE document.*

### **Video** (3 minutes maximum).

Please, include a URL (link) to a video, no more than 3 minutes long, that is a sample of your artistic work. Vimeo is preferred.

If you have submitted still images (above) video is not required, but is still encouraged.

**Video Link**  *Only ONE link to ONE video is allowed.*

**If video is password protected, provide the password here:**

**If video has not been cropped and you would like panelists to watch it from a certain time stamp, indicate here**

After saving your progress, **if you return to this page** the file names below the upload buttons that indicate your document has uploaded **will not appear**.

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## CONFIRM SUBMISSION

### Before submitting your application, please affirm the following:

I understand that applicants CANNOT apply for funding from both the NYSCA-A.R.T./New York Creative Opportunity Fund AND directly from NYSCA or through NYSCA's Decentralization programs through local arts councils in the same grant cycle (i.e. funds for use in calendar year 2018).

I affirm that my organization has not applied for funds through any of the below programs for calendar year 2018:

- NYSCA Theatre Program
- Brooklyn Arts Council's Local Arts Support
- State funds through: LMCC's grants (Creative Engagement and Creative Learning)
- Bronx Council on the Art's Community Arts Grant
- Queens Arts Fund Community Arts Grant
- Staten Island Arts' NYSCA Encore Grant
- NYSCA-DEC Funds through a local arts council

Yes

Once you hit "submit" below, your application is complete.

You are encouraged to use the "previous page" button to save your progress, and to go back and review your application for consistency.

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[Submit](#)