



## CNY ARTS

# Technical Assistance Program

NYSCA State & Local Partnerships

# Program Guidelines

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TECHNICAL ASSISTANCE PROGRAM

# 2021-2022 Program Guidelines

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## Accommodations & Application Support

CNY Arts provides extensive free support to all interested applicants, please do not hesitate to contact us. Any accommodations that CNY Arts can provide to facilitate your participation in this program such as (but not limited to) interpretation or translation services, computer or technical support, budgeting, grant writing, or project development, please contact us.

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## NYSCA SLP – Technical Assistance Program

THE NYSCA DIVISION OF STATE AND LOCAL PARTNERSHIPS IS PLEASED TO ANNOUNCE THE AVAILABILITY OF A LIMITED POT OF FUNDING FOR TECHNICAL ASSISTANCE TO ITS CONSTITUENT ORGANIZATIONS, STATEWIDE. FUNDS WILL BE PROVIDED THROUGH A COMPETITIVE PEER REVIEW PANEL PROCESS ADMINISTERED BY CNY ARTS.

**Application Deadline:**  
**Friday, November 19, 2021 by 11:59 pm**

**Who May Apply:**  
**2021 NYSCA State & Local Partnership Organizations only**

**Award Amount:**  
**\$1,000.00 to \$5,000.00**

**Project Period:**  
**October 1, 2021 to September 30, 2022**

**Application Link:** [Submittable](#)

### Program Guidelines

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## About the Program

The SLP Technical Assistance Program provides funds for professional services targeted to specific organizational challenges and opportunities, with the potential to significantly advance the mission of SLP constituent organizations. All organizations currently supported by SLP are eligible to apply.

### Program Priorities

All State & Local Partnership organizations supported by NYSCA in 2021 are eligible to apply. Priority points will be given to:

- First-time applicants and organizations that have not received a Technical Assistance grant in the last two years.
- 2021 SLP Statewide Community Regrant (SCR) Sites (formerly known as Decentralization).
- Organizations located outside the New York City metropolitan area.

The Technical Assistance Program will not fund the continuation of projects that have already received funding through the TA program or projects that were not completed.

### Review Criteria

Funding is limited; all applications must be in compliance with these published grant guidelines and will be evaluated and scored competitively based on the criteria listed below:

- Importance of the requested technical assistance to the organization, its mission, and constituency.
- Appropriateness and qualification of the proposed technical assistance provider.

- Readiness of the applicant organization to benefit from the requested service.
- Commitment of other organizational funds and/or resources to the project.

## Eligibility

Only 2021 NYSCA-funded State & Local Partnership organizations are eligible to apply. Eligible applicants must have submitted all final reports from prior year TA grants to CNY Arts.

### Eligible Expenses

Requests for technical assistance may include any of the following, but are not limited to these examples:

- **System Development:**
  - Consultant fees for developing or upgrading websites
  - Online forms
  - Online and/or social media presence
  - Financial management systems
  - Grants management systems
  - Fundraising management systems
  - Audience database or ticketing systems
- **Strategic Initiatives:**
  - Consultant fees related to community cultural planning
  - Audience development
  - Fundraising
  - Marketing
  - Virtual programs and/or services
  - Public relations
  - Board development

The Technical Assistance fund does not support architectural or building-related plans, studies, or capital campaigns.

### Ineligible Expenses

The following expenses are not eligible through the Technical Assistance Program. Please do not include them in your proposal or your budget.

- Fees and/or travel for attending professional conferences, seminars, and workshops.
- Administrative and personnel expenses totaling more than 15% of the request amount.
- Consultancy fees for persons already on your staff (full or part time).
- Projects that have already received funding through the Technical Assistance Program.
- Equipment and capital purchases.
- Building renovation/construction plans or feasibility studies.
- Funding or capital campaign feasibility studies.

## How to Apply

All applicants should submit their materials through [Submittable](#). A complete applicant must contain the following sections:

- **Narrative Questions:** Includes basic questions such as organization information, contact information, eligibility questions, and basic project information.
- **Proposal Upload:** Your application should contain the following elements as attachments to the Submittable application. You may choose to upload one or more multiple documents containing:
  - A letter signed by the Executive Director of an officer of the board indicating the area(s) in which the group is seeking assistance\*.
  - A brief narrative outlining the specific technical assistance service requested and its expected impact on the organization and your clients/constituency. Narratives should specifically address the panel criteria above.
  - A project timeline with specific and measurable project benchmarks and anticipated completion dates.
  - A project budget that includes all income, expenses, and the amount requested (please specify if any expenses are cash and in-kind).
  - Résumé(s) and/or proposals of any selected or proposed consultant(s), if applicable.

\*You may address all application letters to the Members of the Technical Assistance Panel.