



Council on
the Arts



CNY ARTS

NYSCA State & Local Partnerships 2022-2023

Technical Assistance Program

Program Guidelines

NYSCLP TECHNICAL ASSISTANCE PROGRAM

Program Guidelines

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CNY Arts Commitment to Equity & Anti-Discrimination

CNY Arts is committed to providing services and making resources available to every resident in the counties of Cortland, Herkimer, Madison, Oneida, Onondaga, and Oswego without regard to ethnicity, color, creed, religion, age, gender, gender identity and expression, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.

CNY Arts seeks to deliberately and continuously address systemic barriers to opportunity and is committed to promoting diversity, equity, inclusion, and access for all Central New York and Mohawk Valley residents. We believe that impact is enhanced when people from different backgrounds with unique perspectives are engaged in our grantmaking activities and decision-making processes. We strive to increase equitable opportunities and outcomes by building a board, staff, panel, and grantee pool that reflects the communities we serve. We are committed to taking the actions required to eliminate disparities in access to the arts and arts funding, and advance equity in our organization and in our community.

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About the 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 panel regrant process administered by CNY Arts.

The Technical Assistance program (TA) provides funds to create or augment new and existing professional services. These services should target specific organizational challenges and opportunities and have the potential to significantly advance the mission of SLP constituent organization.

Program Details

Application deadline: Friday, June 18, 2022 by 11:59 pm

Who may apply: 2022 NYSCA State & Local Partnership Organizations

Award amount: \$1,000.00 to \$5,000.00

Project period: January 1, 2023 to December 31, 2023

How to apply: All applications must be submitted online through Submittable

Program Priorities

- First-time applicants and organizations that have not received a Technical Assistance grant in the last two years;
- 2022 SLP Statewide Community Regrants (SCR) sites (formerly known as Decentralization); and
- Organizations located outside the New York City metropolitan area.

Eligibility

Eligible Applicants

Only 2022 NYSCA-funded State & Local Partnership organizations are eligible to apply. Eligible applicants must have submitted all final reports from prior-year Technical Assistance grants to CNY Arts.

Eligible Projects

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

Systems Development

- Consultant fees for developing or upgrading websites or online forms;
- Building social media or other online presence;
- Financial or fundraising management systems; or
- Audience database or ticketing systems.

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Strategic Initiatives

- Consultant fees related to community cultural planning;
- Specific initiatives in audience development, fundraising, marketing, or virtual programs; or
- Specific initiatives in services, public relations, board development, etc.

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 travel expenses for professional conferences, seminars, and workshops;
- Administrative and personnel expenses totaling more than 15% of the request amount;
- Consultancy fees for persons already on staff (full- and part-time);
- Projects that have received past funding through the Technical Assistance Program;
- Equipment and capital purchases;
- Building renovation, building construction, and related feasibility studies; or
- Fundraising, capital campaigns, and related feasibility studies.

Application Instructions

Deadline

The application deadline is **Friday, June 18, 2022 by 11:59 pm.**

Application Questions

Basic Information

- Organizational information;
- Contact information;
- Eligibility questions; and
- Basic project information.

Proposal Upload

Your application must include the following uploaded documents. You may upload more than one document for each application question.

- A letter addressed to the members of the peer review panel, signed by the Executive Director or an officer of the board indicating the areas in which the group is seeking assistance;
- Narratives that specifically addresses the review criteria below and outlines the specific technical assistance service requested, its expected impact on the organization, and its expected benefit to your clients and constituency;

- 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 cash and in-kind expenses); and
- Resumes and proposals of any selected or proposed consultants, if applicable.

Review Criteria

Funding for the Technical Assistance program is limited. All applications must comply with the eligibility requirements published in this guidelines document and will be evaluated and scored competitively based on the following criteria:

- 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; and
- Commitment of other organizational funds and/or resources to the project.