



REQUEST FOR PROPOSALS

NYSCA STATE AND LOCAL PARTNERSHIPS TECHNICAL ASSISTANCE PROGRAM 2016

The NYSCA division of State and Local Partnerships is pleased to once again announce the availability **(and significant increase)** of funding for technical assistance to its constituent organizations. Funds will be provided through a competitive peer panel process administered by CNY Arts.

Funds are available 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. However, **priority will be given to** (1) organizations that administer Decentralization funds, (2) organizations located outside the New York City metropolitan area, and to (3) organizations that have not received technical assistance support in the last year. Funds are not available for attendance at professional conferences and seminars.

A request for technical assistance might include any of the following, although your proposal is not limited to these examples:

- **System Development:** consultant fees for developing or upgrading websites; on-line forms; social media presence; financial management systems; fundraising management systems; audience database or ticketing systems; etc.
- **Strategic Initiatives:** consultant fees related to community cultural planning, or specific initiatives in audience development; fundraising; marketing; public relations; board development; etc.

Equipment and capital purchases are not eligible.

Consultancy fees for persons already on your staff are not eligible.

Travel and fees for attending conferences and workshops are not eligible.

GRANT AMOUNTS

Generally, grants will range from \$1,000 to \$5,000 per organization. Grants may be awarded for less than the amount requested.

APPLICATION PROCEDURE

Please submit requests as a single .pdf attachment transmitted to grants@cnyarts.org with the subject line “2016 Technical Assistance Request”. Please do not submit word documents or multiple attachments. You can use [PDFMerge](http://pdfmerge.com) (pdfmerge.com) or other tools to combine your documents.

Applications should include:

1. A letter signed by the CEO or an officer of the board indicating the area(s) in which the group is seeking assistance.
2. A brief narrative outlining the specific technical assistance service requested and its expected impact on the organization;
3. A project timeline with specific and measurable project benchmarks and anticipated completion dates
4. A project budget that includes all income, expenses, and the amount requested; and Resume(s) of any proposed consultant(s).

Requests must be received in their entirety by May 10, 2016 by 11:59 PM.

PAYMENT OF TECHNICAL ASSISTANCE AWARDS

Recipients will be notified and payments disbursed mid-June 2016. A copy of the consultant’s report or other evidence of completed service must be submitted at the conclusion of the technical assistance engagement.

In developing your proposal, feel free to telephone or e-mail CNY Arts Grants Coordinator, Elizabeth Lane at (315) 435-2158 or elane@cnyarts.org.

REVIEW CRITERIA FOR TECHNICAL ASSISTANCE REQUESTS

Funds are limited, and applications will be judged competitively on the basis of:

- Importance of the requested technical assistance to the organization, its mission, and/or service area.
- 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.