



## NYSCA STATE & LOCAL PARTNERSHIPS

# TECHNICAL ASSISTANCE PROGRAM GUIDELINES 2020

The NYSCA division of State and Local Partnerships (SLP) has made available a limited pot of funding for Technical Assistance (TA) to its constituent organizations, statewide. Funds will be provided through a competitive peer panel regrant process administered by CNY Arts.

**Application Deadline:** Thursday, March 26, 2020 by 11:59 PM

**Who May Apply:** 2020 NYSCA State & Local Partnership (SLP) Organizations only

**Award Amount:** \$1,000 - \$5,000

**Project Period:** July 1, 2020 – June 30, 2021

**How to Apply:** All applications, in their entirety must be submitted online through [Submittable](#).

**Application Link:** <https://cnyarts.submittable.com/submit/9e65b647-906f-4932-9bae-50ff3906eb2a/slp-ta-technical-assistance-program-2020>

## ABOUT THE PROGRAM

Funds are available for professional services targeted to specific organizational challenges and opportunities, with the potential to significantly advance the mission of NYSCA State & Local Partnership constituent organizations. All organizations currently supported by SLP are eligible to apply. 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; on-line forms; social media presence; financial management systems; grants 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.

## 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 resources to the project

## PROGRAM PRIORITIES

All State & Local Partnership organizations supported by NYSCA in 2020 are eligible to apply. Priority points will be given to:

- First time applicants and organizations that not received a Technical Assistance grant in the last two years
- 2020 SLP Decentralization Sites
- Organizations located outside the New York City metropolitan area

The Technical Assistance program will not fund the continuation or new phases of projects that have already received funding through the TA program, nor will it fund projects that were not completed.

## APPLICANT ELIGIBILITY

Only 2020 NYSCA funded State & Local Partnership organizations in good standing with NYSCA are eligible to apply. Eligible applicants must have submitted all final reports from prior year TA grants.

## 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 in excess of 15% of the grant request amount
- Consultancy fees for individuals 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
- Consultancies for capital campaigns or planning

## HOW TO APPLY

All applicants should submit their materials through **Submittable**. A complete application must contain the following materials:

- 1. Applicant Profile:** includes basic questions such as organizational information, contact information, eligibility questions, and basic project information.
- 2. Cover Letter** signed by the Executive Director or an officer of the board indicating the area(s) in which the applicant seeks assistance.\*
- 3. Project Proposal** that should include a narrative clearly and specifically outlining the specific Technical Assistance service requested and its expected impact on the organization and its clients/constituency. The proposal should specifically address the panel criteria above.
- 4. Project Timeline** that indicates specific project benchmarks and anticipated completion dates
- 5. Project Budget** that includes all income, expenses and the amount requested. Please identify the expenses that are in-kind.
- 6. Proposal(s) for Consultant(s) or TA Provider(s)** that include rates and services provided
- 7. Resume(s) for proposed Consultant(s) or TA Provider(s)** or involved staff/board

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

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## CONTACT

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