



2018 GUIDELINES

NYSCA STATE AND LOCAL PARTNERSHIPS TECHNICAL ASSISTANCE PROGRAM

The NYSCA division of State and Local Partnerships is pleased to once again 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.

APPLICATION DEADLINE: Tuesday, June 5, 2018 by 11:59 PM

WHO MAY APPLY: 2018 NYSCA State & Local Partnership Organizations only

AWARD AMOUNT: \$1,000 - \$5,000

PROJECT PERIOD: July 1, 2018 – June 30, 2019

HOW TO APPLY: All applications, in their entirety must be submitted online through [Submittable](#).

APPLICATION LINK: <https://cnyarts.submittable.com/submit/81b41537-c55a-456c-83c1-59a9dbbaf304/slp-technical-assistance-program-2018>

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 SLP 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 the published grant guidelines and are 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**

PROGRAM PRIORITIES

All State & Local Partnership organizations supported by NYSCA in 2018 are eligible to apply. Priority points will be given to:

- 2018 SLP Decentralization Sites
- Organizations located outside the New York City metropolitan area
- First time applicants and organizations that not received a Technical Assistance grant in the last two years

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.

APPLICANT ELIGIBILITY

Only 2018 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.

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
- Equipment and capital purchases
- Consultancy fees for persons already on your staff (full or part time)
- Travel and fees for attending conferences and workshops

- Projects that have already received funding through the Technical Assistance Program
- Administrative and Personnel expenses totaling more than 15% of the request amount

HOW TO APPLY

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

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

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CONTACT

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