



NYS/CA/CNY ARTS MUSEUMS PROFESSIONAL DEVELOPMENT GRANTS 2023

Application Open: NOW at <https://forms.gle/T18GYEJuVnfcVGXW9>

Application Closes: February 21, 2023, at 5:00 pm

Notifications: March 2023

Awards: CNY Arts will disburse awards to recipients once it has funds in hand to distribute. Please be aware that your award may not be received until after your Professional Development Opportunity occurs. NYSCA reserves the right to ask for proof of participation/attendance.

Final Reports: All recipients must file a final report within 30 days of the conclusion of their professional development here: <https://forms.gle/Tirhv4oG4Ft35oxy9>

OVERVIEW

The New York State Council on the Arts (NYSCA), in partnership with CNY Arts, offers professional development funding for museums and museum service organizations in New York State that are open to the public. With a simple application, you may be considered for awards **up to \$750**. We anticipate offering a minimum of 60 awards in 2023.

ELIGIBILITY

New York State-based museums of any type, or museum service organizations, may apply for support to attend conferences, bring in consultants for in-house training, or participate in training that directly relates to the museum's work. Further eligibility includes:

- Applicants must be a museum or museum service organization.
- Applicants must be open to the public and regularly offering programming.
- Applicants cannot be owned and operated by New York State including state historic sites and museums of SUNY/CUNY.
- Religious institutions may not apply.
- Organizations primarily featuring living collections and supported through New York State's ZBGA program are not eligible for this opportunity.
- Funds may not be used for out-of-state travel, entertainment, food, or beverage.
- Professional development opportunities cannot be related to libraries or archives as New York State has agencies focused on these areas.
- Organizations that have not filed past final reports for this opportunity are ineligible to apply.

TYPES OF PROFESSIONAL DEVELOPMENT SUPPORTED

Often applicants seek support to attend a museum-related conference. However professional development can take different forms. Applicants may seek to meet with colleagues to review programming at another New York State institution, bring in a consultant to work with staff, take classes (as long as they are not part of a degree or certificate program) or other creative ideas not listed here. If you are uncertain if your idea meets the requirements, please contact Kristin.Herron@arts.ny.gov.

NYSCA STATEMENT ON HISTORICALLY UNDERREPRESENTED COMMUNITIES

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access). To that end, organizations must share in the application whether they are within, and serve, historically underrepresented communities.

NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in geographically remote areas; disabled communities; LGBTQIA communities; neurodiverse communities; vulnerable aging populations; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

PRIORITIES

Professional Development Grants are awarded to organizations which meet eligibility as outlined in the application. There is no peer review or panel process. Should we receive more requests than funding can support, the following priorities will be followed:

Priority 1:

- Eligible applicants that have **not** received NYSCA Professional Development support in the past 5 years (2018-2022).
- Eligible applicants whose staff, board **and** audience represent more than 50% historically underrepresented and marginalized communities as defined by NYSCA. Please note that audience refers to people who visit your institution - it does not refer to the general demographics of your community.
- Each REDC Region must have at least one recipient, providing applicants from all regions apply.

Priority 2:

- Eligible applicants that have not received NYSCA Professional Development support in the past 3 years (2020-2022).
- Eligible applicants prioritizing support for staff or volunteers from historically underrepresented communities.

Priority 3:

- Eligible applicants that did not receive NYSCA Professional Development support in 2022.
- Eligible applicants with budgets under \$5 million.

Should there still be more requests than funding allows, the remaining awards will be awarded in this order:

- Organizations in REDC regions with the least amount of 2023 awards.
- Organizations which have received the least amount of Professional Development funding in the past 5 years.

APPLICATION PROCESS

Application will be by Google Form: <https://forms.gle/T18GYEJuVnfcVGXW9>

The application will close on **February 21, 2023, at 5:00 pm**. Applications will be reviewed for eligibility. All eligible requests will be considered for funding. As this is a non-evaluative grant, awards ***will be determined following the priorities stated above.***

IMPORTANT NOTE: *In many cases these awards will be reimbursable due the schedule by which CNY Arts receives its funding.*

CHECKLIST

To Apply:

____ NYSCA/CNY Arts Museums Professional Development Application – Google Form

If Supported:

_____ W9 of the applicant museum, for our partner CNY Arts which distributes the awards.

_____ Final report, due 30 days after the completion of the professional development opportunity.

APPLICATION FORM OVERVIEW

NYSCA/CNY ARTS PROFESSIONAL DEVELOPMENT GRANTS 2023

Section 1

Please review the PDF guidelines at www.arts.ny.gov/museum. They are located under "Forms and Guidelines." Questions? Email: kristin.herron@arts.ny.gov

- Email
- Contact First Name
- Contact Last Name
- Museum or Museum Service Organization Name
- Contact Telephone Number
- County (drop-down list)
- Regional Economic Development Council Region (drop-down list)
- EIN Number
- Operating Budget Size (drop-down list) – your fiscal year ending 2022
- Your organization's public hours. Please provide a direct link (URL, social media) to your public hours. Museum service organizations should demonstrate that they offer regular programming and provide a link.
- Mission
- Indicate if your organization's staff, board and audience represent more than 50% historically underrepresented communities as defined by NYSCA.
- Using a drop-down identify those communities. For organizations who indicated No or Unsure to the above question, you will select N/A.

Section 2: Application

- My museum wishes to participate in the following Professional Development opportunity/ies for which we wish to use NYSCA funds to participate. You may select more than one. You are responsible for being familiar with the registration procedures and details of the opportunity/ies your museum seeks to engage in. Support for opportunities within New York State may include registration, travel, lodging or consultant fees. Support for any opportunity outside of New York State may only be used for conference registration. No award may include entertainment, food or drink. (Select from drop-down menu)
- If you selected any of the "Other" options above, please provide more details here. This may include the website to a conference or workshop, a consultant website, or other details explain how the option offers professional development. Please review

guidelines or contact Kristin.Herron@arts.ny.gov with questions about eligible options. If you did not select an "Other" option, mark this section N/A.

- Who will participate? Please identify if full-time (FT), part-time (PT), volunteer (V), board (B) or intern (I). If a large group will be participating you may summarize this section.
- The maximum award is \$750 per organization. Here you will identify how the \$750 will be spent or if you are seeking less, how that will be spent.
- Participants are from an historically underrepresented community, as defined by NYSCA – you will select Yes, No, Some or Unsure.
- I acknowledge that should my organization receive funding it must submit a W9 to CNY Arts in order to process the award. I also acknowledge that it is possible that funding may be received after the opportunity occurs. (Box to check Yes).
- I acknowledge that should my organization receive funding it must file a final report with NYSCA no later than 30 days after the completed of all Professional Development opportunities supported by the award, or my organization may be ineligible for future awards. The link to the final report will be sent with award letters.

NYSCA PROFESSIONAL DEVELOPMENT OPPORTUNITY FREQUENTLY ASKED QUESTIONS:

Q: How do I know if I have met basic eligibility requirements?

A: Your museum or museum service organization must be a non-profit based in New York State and, in most cases, chartered by the New York State Museum Chartering Office. The professional development opportunity must benefit both the individual and the museum. The museum must be open to the public.

Additionally, past recipients must have completed a final report form prior to the deadline, or they will not be eligible.

Q: Is there a minimum number of hours my museum must be open to the public?

A: Your museum must have regularly posted public hours that are readily visible on your website or other social media page. For this award there is no minimum required. By appointment only does not signify being open. Museum service organizations, as an example, may operate more as a programmatic partner and must show they offer such services.

Q: What if our hours are still impacted by the pandemic?

A: Your organization must be able to show that it offers some programming to the public in order to receive public funds. If you have questions please contact Kristin.Herron@arts.ny.gov.

Q: How do I know if you have received my application?

A: When you submit the Google Form your screen will show “Your response has been recorded.” And you will receive a copy of the application to the email address submitted.

Q: How do you decide who receives these grants?

A: We typically receive more requests for Professional Development Grants than we have funds available. Once we review each application for eligibility, funds will be awarded following the stated priorities in the guidelines until funds run out.

We anticipate supporting 60 museums/museum service organizations in 2023.

Q: What do you mean by “priority will be given to applicants that did not receive support in the past five years? Or three years”?

A: Based on our documentation of past awards, we will prioritize museums that have not been successful in our past funding opportunities. We do this to support as many different museums as possible.

Q: How can I make the best argument to be funded?

A: Unlike other NYSCA grants which are evaluated for the cases they make for funding, these requests are only “evaluated” in terms of eligibility. Just provide clear information that follows the guidelines.

Q: I want to attend a conference in Fall 2023. Should I apply by the February deadline?

A: Yes. We anticipate that all the funds will be awarded in March 2023.

Q: When will you notify me if we have been awarded a grant?

A: You will hear back in March.

Q: If we are awarded funds, are they reimbursable or will we receive the money up front?

A: While these grants are not intended to be reimbursable, in many cases they will be. CNY Arts will issue checks to the successful applicants, but not until CNY Arts itself has received the funds from New York State. Their award is disbursed in three separate payments. Thus, some recipients may well have a letter confirming their award, but funds may not be received until after the opportunity concludes. This will likely be the case for opportunities earlier in the calendar year. If you will not be able to participate until funds are received, please reconsider applying for this grant or apply for an opportunity later in the year.

Q: What if I am awarded a Professional Development Grant, and then later I cannot attend the conference? Can I use it for something else? Can someone else go in my place?

A: Professional Development Grants will be awarded to the applicant for the event/opportunity cited in the application. Should unanticipated situations occur you must request a modification in writing (email) to Program Director Kristin Herron at Kristin.herron@arts.ny.gov.

Q: What if I am awarded funds, but then am not able to spend them all?

A: Contact Kristin Herron, Program Director, immediately. You will be expected to return the difference as we cannot fund more than the eligible costs for any opportunity.

Q: I work part-time at more than one museum. Can I apply for professional development from each of the museums I work for?

A: As our funds are limited, individuals may only appear on one application.

Q: Can our museum/museum service organization apply to bring a facilitator in to conduct in-house professional development for all staff?

A: Yes, this is a perfectly acceptable option. Please note how many staff and include a brief description of what positions will participate. (If you are a large institution and this list would be cumbersome you could identify in groupings, i.e.: our museum education department of 50 people including per diem educators and volunteers will participate). You would include biographical information of the facilitator, a URL if the facilitator has one, and briefly describe the professional development opportunity and its benefit to your institution on the form.

Q: My organization receives NYSCA Statewide Community Regrant funds. Or my museum is applying for NYSCA Statewide Community Regrant funds. Can we still apply for the NYSCA Professional Development Grants?

A: Yes!

Q: I work at a large museum, and it's almost impossible to know if anyone else is planning to apply for a Professional Development Grant. What do I do?

A: Each museum may submit only one application. If your museum submits multiple applications, Program Director Kristin Herron will be in touch to help you determine which request(s) will be withdrawn. Should the museum be unable to decide, we will consider the request date/time stamped first in Google forms as the eligible request.

Q: We want to visit other museums to learn from them. Can't I just use the funds to pay for admission and go when I want?

A: We value opportunities to learn from peers, but this must be a formal learning experience, not just visiting museums as the public would. Your application must identify the museum(s) you intend to visit, why you wish to visit that specific institution, and who you plan to meet with. If this information is not included, the application will be deemed ineligible.

If you are still uncertain if you are eligible for this grant, please contact Program Director, Kristin Herron at Kristin.Herron@arts.ny.gov