

# Capital Funding FAQ

Updated January 7, 2022

## 1. How much total funding is available?

Up to \$20 million.

## 2. What grant amount can I apply for?

The program offers two grant request categories:

1. \$10,000 (flat amount, can fund up to 100% of project cost for organizations with budgets under \$1,000,000)
2. \$49,500 - \$1,000,000 (max 50% of total project cost, all organization sizes)

*More information on funding amounts is available on pages 2-4 in the Capital Guidelines.*

## 3. What categories of funding are included in the Capital Project Guidelines?

There are two categories of funding for Capital Projects (applicants can apply for a single grant that includes expenses in both categories by selecting the "hybrid" option in the portal),

1. Capital Equipment
2. Capital Construction

*More information is available on page 5 of the Capital guidelines.*

## 4. What kind of organizations are eligible for funding in this category?

This opportunity is open to: non-profit arts organizations, either incorporated in or registered to do business in New York State and with a principal place of business in New York State, Native American tribes in New York State, or units of government in New York State municipalities. Arts organizations that are embedded in private or public universities located in New York State may contact NYSCA to determine whether they are eligible to apply.

Applications from religious institutions, public school districts, state agencies, and fiscally sponsored groups are not accepted in this opportunity.

*More information is available on page 3-4 of the Capital guidelines.*

**5. Does my organization need to be Prequalified to apply for Capital Projects Funding?**

*All applicants must be Prequalified to do business with New York State in the Grants Gateway online portal by the application deadline. For more information, see <https://arts.ny.gov/FAQforApplicants#2A> or section 8 of the [FY2022 Application Manual](#).*

**6. I am receiving multi-year support from NYSCA in FY2022. Can I apply for Capital Project funding?**

Yes, you can be a multi-year grantee and apply for Capital funding.

**7. I already received NYSCA funding for FY2022 in Round 1/Round 2, and/or applied for additional funding in Round 3. Can I apply for Capital Project funding?**

Applying for, or being awarded an FY2022 grant through another opportunity in Rounds 1-3 does not disqualify an organization from applying for Capital Projects support.

**8. I've never applied to NYSCA before, am I eligible?**

Organizations do not need to have received prior NYSCA support to be eligible for the Capital Projects Fund. New applicants are welcome and encouraged to apply.

**9. I've received NYSCA Capital Projects/Facilities funding in the past. Am I eligible?**

Yes, though organizations that have received significant capital projects funding through the FY18, 19, or 20 rounds of NYSCA's Capital Facilities Improvement Program or Large or Mid-Size Capital Funds may be less likely to receive support through the FY22 Capital Projects Fund.

**10. What are the match requirements for Capital Projects?**

Applicants are not required to demonstrate a secured match for the Capital Projects Fund. For requests of \$49,500 - \$1,000,000, the combination of NYSCA funding and any other state funds may support no more than 50% of the financing for the total project (meaning at least 50% of the total project funding must come from non-state sources).

**11. My organization is planning a large-scale capital project. Should I detail all elements of the project in my application?**

For large, multi-phased projects, it may be preferable to apply for support toward just one phase of the overall project. In this case, the relevant “phase” would be referred to as the “total project” for the purposes of the application, and 95% completion would refer to substantial completion of that phase for purposes of submitting reimbursement for a final grant payment.

Applicants are reminded that for a phase of a larger plan to be considered a standalone project, the result must be considered capital eligible in its own right.

Applicants should be sure to describe the full scope of their project (whether in its entirety, or as a specific phase), and also clearly detail the proposed use of grant funding from NYSCA.

**12. Does my organization need to own the facility to apply?**

Requests for Capital Projects funding must prove ownership of the facility, OR provide evidence of either:

- a) lease agreement with a state or municipal entity with guaranteed rights of renewal, or
- b) a commercial lease agreement at least 10 years remaining. *A renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval.*

Note: For larger projects (\$100,000 or more), NYSCA may require applicants with lease agreements to demonstrate a remaining term equal to or greater than the IRS Useful Life estimate of the resultant capital asset for which funding is sought.

*More information can be found in the Capital Guidelines on page 14.*

**13. How do I know which budget form to use in my application?**

Grant requests of \$10,000, and requests for equipment only (with no installation) may submit a short-form budget in the online portal. All other requests must download, complete, and upload the long-form excel budget as part of their application.

#### **14. If a grant is awarded, when will funds be received?**

Applicants are required to include a detailed fundraising, financing, and cash management plan in their applications, as the majority of the funding will be paid on reimbursement basis.

The first 25% of the grant award will be paid after the start of the contract period on July 1, 2022 and once a New York State contract is executed with all of the required grant materials. Another 35% will be paid upon NYSCA's receipt and approval of an interim report demonstrating completion of at least 60% of the overall proposed project. The final 40% will be paid upon NYSCA's receipt and approval of a final report demonstrating completion of at least 95% of the overall proposed project.

Reports can be submitted at any time during the grant period (depending on the schedule of the individual project).

*See pages 19-20 of the Capital Projects Fund guidelines for specific contract and reporting requirements and payment details.*

#### **15. Are we required to undertake a bidding process or RFP before hiring contractors for the project?**

No. It is up to the organization to determine if their project necessitates soliciting multiple estimates, and it may be useful to describe the plan for this in your application. Please note, applicants should keep in mind that capital project grants will be subject to NYS regulations associated with meeting targets for hiring certified MWBE vendors.

#### **16. Who do I contact if I have questions?**

Please email [capitalprojects@arts.ny.gov](mailto:capitalprojects@arts.ny.gov) if you have any questions as you prepare your application and be sure to watch the webinar for this opportunity on November 10th at 11am (recording available to view after-the-fact).

#### **17. What is the minimum total project cost if I am requesting a \$49,500 grant?**

The minimum total project cost is \$99,000 for a \$49,500 grant.

#### **18. Can my organization request both a \$10,000 grant and a grant between \$49,500 and \$1,000,000?**

No, an organization may only make one request to NYSCA's FY2022 Capital Projects Fund.

#### **19. I am in the process of renegotiating my lease/purchasing a new facility and I won't have the agreement executed by the application deadline. Can I submit this document later?**

You may submit fully executed and final site control documents up until February 18, 2022 via email to [capitalprojects@arts.ny.gov](mailto:capitalprojects@arts.ny.gov). If you are submitting these documents via email, please be sure to confirm receipt with NYSCA staff to ensure they are added to your application.

**20. I won't have some of my other application materials ready by January 14 - can I submit these after the deadline?**

No, other than site control documents, all other materials must be submitted through the Smart Simple portal with your application by 4pm on January 14.

**21. I don't see any budget forms or a place to upload my budget in the application portal. What should I do?**

Make sure to click "save draft" in the portal after you select your request type and amount. This will automatically populate the correct budget form for you to fill out.

**22. I have already signed a contract with my general contractor (or other primary contractor). Do I still need to provide 2 estimates?**

No, you can upload a copy of your signed contract instead of estimates.

**23. Does my organization really have to submit drawings, plans and specifications prepared by an architect or engineer describing proposed scope of work?**

Grant applicants must submit detailed project plans and specifications if any of the following statements are true:

- Plans and specs are required in order to obtain a building permit to perform project scope of work, per local building code ordinances.
- Project will result in changes to an existing Certificate of Occupancy, including: change of use, change in building volume, change to entrance and egress paths, or any change to permitted occupancy.
- Project will result in changes to fire prevention and life safety systems.
- Project will make substantive changes to accessibility, including ADA compliance.
- Plans and specs are required in order to understand and evaluate the scope of the work due to project complexity

***For more tips on applying, see page 7 of the Capital Project Fund Guidelines.***