The Architectural League of New York
2021 NYSCA Architecture + Design Independent Projects
Sponsored Applicant Materials Worksheet

Use the attached worksheet to guide you through composing and submitting your application materials to the 2021 NYSCA Independent Projects program. Note that certain components from previous years are no longer required, such as the Sponsored Request Form. Please follow the instructions below very carefully; failure to adhere to any of the submission requirements may be grounds for NYSCA to disqualify your project.

<p style="text-align:center;color:red;">**Final application materials are due to the League at 4:00pm on Thursday, February 27th.**</p>

As your fiscal sponsor, The Architectural League verifies eligibility, submits your application to NYSCA on your behalf, and serves as a fiscal conduit to disburse funds to successful applicants. We will not provide editorial consultation on your project. *Again, your project is yours and yours alone. We may advise you on specific questions about your proposal but we will not undertake a critical review of your concept or content.*

The materials you submit to us on February 27th are considered your final application. The review period allows us time to assemble your materials, prepare your application within NYSCA's grants portal, and check for any errors in your submission. We will do our best to incorporate any revisions we receive after February 27th, but only if our internal timeline allows it. Please keep in mind that we are assembling and uploading many applications during this time.

The following worksheet outlines the components of your application. For more specific details on each requirement, please refer to NYSCA's official Architecture + Design FY2021 Guidelines. We also advise you to review the full NYSCA FY2021 Application Manual, although you will not interact directly with the New York State Consolidated Funding Application.

Submit your materials and any questions to Nanase Shirokawa at **shirokawa@archleague.org** or 212.753.1722 x10.

Resources:

NYSCA Architecture + Design FY2021 Guidelines (PDF)

NYSCA FY2021 Application Manual (PDF)

The Architectural League of New York 2021 NYSCA Grants Sponsorship (web page)

The Architectural League of New York NYSCA FAQ (web page)

New York State Council on the Arts (web page)

1. PROJECT AND APPLICANT MATERIALS: Combine and save these components into a single PDF, maximum 10 MB.

- **Application Questions 1IP–6IP**
    - Respond to questions 1IP–6IP (page 12 of the Architecture + Design FY2021 Guidelines; reproduced in Appendix A below). Use no more than 3 pages total, 12-point sans-serif type (or larger), 1 inch margins (or larger). You may use as much or as little space as you wish for each response, but the total must not exceed 3 pages and you must be sure to adequately address each question.
    - Each page must include a header with the following: Architect Designer Name(s); Project Title; Fiscal Sponsor (The Architectural League of New York)
    - *A note on your budget, question 5IP:* The League expects your grant request to be $10,750 total: $10,000 for your project budget plus an additional $750 sponsorship fee. Use round estimates when possible and avoid being overly granular or specific. Your budget should reflect the scope of your proposal and the work you will do during calendar year 2021. For example, your request may be entirely compensation for your time, materials purchases, research costs, or a combination of various expenses. If your total project budget is greater than $10,000, you must document all additional outside sources of funding, including self-funding.
- **Résumés or biographical statements**
    - Include 1-page résumés or biographical statements for each applicant or essential collaborator. Book projects may also include brief bios of contributors. Your background should demonstrate why you, and not someone else, are the best person or group to carry out your proposed project.
- **Visuals**
    - 12 images maximum that represent your proposed project or other recent work to support your application. All images should be identified with brief captions. Web links to portfolios or additional images will not be accepted.
- *For proposals involving an installation:*
    - For projects that will be installed in a public space in 2021, you must provide documented proof from an appropriate authority to use the site of your installation.
- *For publications:*
    - For projects that involve a publication, you may also include a concise 1-page outline and up to 3 pages of sample text or illustration.

2. PROOF OF RESIDENCY: Provide all documents in a single combined PDF

- **You must provide 2 distinct documents for each individual!**
    - Please redact all sensitive information other than your name and address.
    - All documents must be valid through the end of the current grant cycle, December 31, 2021. Nonlegal documents that do not expire (for example, utility bills) must have been issued after March 12, 2018.
    - The addresses on your documents must match *exactly*—different apartment numbers cannot be used, for example.
    - For a list of acceptable documents, see page 5 of the FY2021 Guidelines.

3. PROJECT TITLE AND ABSTRACT: Include your final project title and a 250-character abstract

- Please send us your final project title and project abstract in the body of an email. **Do not allow your abstract to exceed 250 characters!**

Appendix A: Independent Projects Application Questions
Please review submission instructions under "Support Materials" in the FY2021 Guidelines.

1IP. ARTISTIC/PROGRAMMATIC — Project Overview
Describe the project, emphasizing the role of design.

2IP. ARTISTIC/PROGRAMMATIC — Project Context
Provide specific context to show how this project builds on similar work in your design field, is unique or tackles an issue/problem in the field in a new way. Discuss how the project will advance and provide a contribution to its field.

> ***Why are we asking this?*** The "Artistic/Programmatic" criterion prioritizes support for innovative ideas that push forward a design field and demonstrates the impact of the creative process. With these two questions make sure your project is described clearly, providing details, but without excessive jargon. It should be framed within your design field and address any existing work or research that is relevant to your project area. If you are in a research phase or prototyping - make sure to share with us the questions/approaches you will explore in 2021.

3IP. MANAGERIAL/FISCAL — Project Lead or Team
Highlight the qualifications of the individual (or team) demonstrating how the individual or team possesses the necessary experience and qualifications to advance this project.

4IP. MANAGERIAL/FISCAL — Project Management
What do you plan to do during the grant period (2021)? If more than one person is involved, describe how the work will be delegated or coordinated.

5IP. MANAGERIAL/FISCAL — Project Budget
Independent Project awards are typically $10,750: $10,000 for the applicant's project and $750 for the sponsoring organization. Please explain how you will spend $10,000 to address this project. If your project necessitates more funding – where will that come from?

> ***Why are we asking this?*** The "Managerial/Fiscal" criterion asks you to demonstrate how you have designed your project in order to best use your expertise. We need to see you have a viable plan for the funding year and that if the work proposed requires more than $10,000 you have additional support to accomplish your goals.

6IP. SERVICE TO THE PUBLIC — Project Accessibility
Define the project's intended audience and how this project will be made accessible to that audience during the contract year. If the project's impact will also extend beyond 2021, please describe.

> ***Why are we asking this?*** As NYSCA is a public funder, dissemination of work from these awards is crucial. For the "Service to the Public" criterion you need to show that your project will have a life outside of your office or studio. Be clear for whom the work is intended and share realistic means to disseminate. And make sure your application supports this - for example don't tell us you plan to install an exhibition if you have no experience in this area. If the public dimension will occur outside of 2021 please explain this.