



A.R.T./New York

Frequently Asked Questions (FAQs)

Howard Gilman - A.R.T./New York Small Theatres Fund (STF)

NYSCA - A.R.T./New York Creative Opportunity Fund (COF)

Updated: September 2025



Applicant To Do List

1. **Review our Application Guide here:**
 - [Howard Gilman - A.R.T./New York Small Theatres Fund \(STF\)](#)
 - [NYSCA - A.R.T./New York Creative Opportunity Fund \(COF\)](#)
2. Attend or watch a **Grant Info Session**. Visit <https://www.art-newyork.org/grants>
3. Explore our application at <https://artnewyork.secure-platform.com/a/>
4. **Please visit [art-newyork.org/grants](https://artnewyork.org/grants) to book Office Hours**. All appointments will be held virtually through Google Meet or Zoom. They consist of a 25 minute conversation with someone on our grants staff.

Logging into the Grants Portal

1. **Where can I find the grant portal link?**

The link to the grant portal can be found on our website in the menu bar (first link under [Grants](#)), in the Application Guide, or at <https://artnewyork.secure-platform.com/a/>
2. **I've never applied for an A.R.T./New York grant before! How do I log in?**

You can create a new login on the right side of the login screen.
3. **My theatre applied for A.R.T./New York grants in the past, but I can't see them in my account. Maybe they were under another email?**

Email us at grants@art-newyork.org and we can switch the applications to be linked to a new email account.
4. **Help!** If you have any questions or issues logging in, please email grants@art-newyork.org and a member of the team will get back to you.



Frequently Asked Questions

A.R.T./New York Grant Program FAQ

1. What is the Howard Gilman - A.R.T./New York Small Theatres Fund (STF)?

In partnership with the Howard Gilman Foundation, the New York City Small Theatres Fund is a two-year general operating support grant to New York City-based theatre companies with annual budgets between \$15,000 - \$250,000.

<https://www.art-newyork.org/nyc-small-theatres-fund>

2. What is the NYSCA - A.R.T./New York Creative Opportunity Fund (COF)?

The Creative Opportunity Fund provides general operating support grants of \$2,000-\$5,000 to small professional theatres with budgets under \$500,000 working throughout New York State. If you do not currently pay artists, you may apply to the Creative Opportunity Fund if you commit to allocating at least 50% of the funding received from to artist pay.

<https://www.art-newyork.org/creative-opportunity-fund>

3. Can I apply for both programs?

If you meet eligibility criteria for each program, you may apply for both programs. Please see the links above for more information about each program's opening and closing dates.

4. Where can I find information about other grant programs A.R.T./New York offers?

Please visit our website at <https://www.art-newyork.org/grants> for our current offering of grant programs.

Application FAQ

5. I missed the application deadline. Can you accept my late application?

We are unable to accept late applications.

If you are having technical issues completing your application, please reach out to us at grants@art-newyork.org prior to the 5pm deadline on closing day so we can address your issues and get your application submitted.



6. How do I save an application and then continue an application I've already started?

When exiting an application in progress, please click the save button on the bottom of the screen before exiting. You can then log back into the grants portal, where your application should be saved where you left off.

7. Can I work with another person on my application?

Yes, you may add a collaborator to also work on your application by using the “Manage Collaborators” button at the top of the application. Please note the person who started the application MUST finalize and submit it. Please note two collaborators cannot be working on the application at the same time.

8. Can I edit my application after I click save and finalize?

If you notice an error in your grant application that you need to correct, please contact us at grants@art-newyork.org prior to the grant deadline of 5pm EST on closing day. We will reopen your application so you can make updates or changes.

9. I don't have a computer or reliable Internet access and I am having trouble filling out the application online. What should I do?

If you need assistance completing the application, you can set up a time to talk with someone from A.R.T./New York who will help you fill out the application with you over the phone. Please email us at grants@art-newyork.org.

Info Sessions FAQ

10. Are you required to attend an info session before applying?

We highly recommend new applicants attend an info session or watch the pre-recorded info session before submitting their application. However, it is not required to attend one before you can apply.

11. Are info sessions available online or in-person?

Info sessions are available either virtually or in a pre-recorded format. At least one session will be available in-person at one of our A.R.T./New York locations. Please check our website at <https://www.art-newyork.org/> for more information.



12. I have an accessibility request for one of your info sessions.

What should I do?

Automatic captioning is available on all virtual info sessions. ASL interpretation, live captioning, and other accessibility services are available upon request for all info sessions. Please contact our grants team at grants@art-newyork.org at least 5 business days in advance.

Application Evaluation FAQ

13. How are your grants judged and reviewed?

All of A.R.T./New York annual grant programs are reviewed and scored by a peer panel of New York based theatre artists and administrators. A.R.T./New York accepts panelist nominations from the public.

14. How do I nominate a panelist?

[For information on the responsibilities of a grant panelist and how to nominate yourself or a colleague, please click here.](#) Panelist nominations are accepted on a rolling basis.

15. How does an A.R.T./New York peer panel evaluate applications?

- Artistic Merit (25%)

Artistic merit is not a measure of whether an artistic product is “good” or “bad”, but a tool to measure whether companies have created work with intentionality, integrity, and rigor, whether the work contributed to the theatrical culture of New York, and whether the production is achieving artistic success by the definition of the company. A.R.T./New York supports an expansive definition of theatre as a discipline of the performing arts and rejects the idea that service to the Western European artistic canon is a core component of artistic merit.

- Organization Identity (25%)

Who are you, what do you do, and why do you do it?

Clearly articulate your theatre’s mission, vision, goals, and core programming and state how your artistic programs align. There are many different ways of writing about the organizational identity of a company. Please clearly define the driving values and programming behind your theatre’s work.



- Impact on and Service to the Community (25%)

Explain how your theatre distinguishes itself from other theatres in the city in creating work and programming that impacts artists, audiences, and others who you define as your community. Explain the impact your theatre has on the local theatrical field. Talk about any intentional steps around audience and community building.

- Need and Impact of the Grant (25%)

Explain the impact receiving this grant would have on your theatre, artists, and community. Make an effective case for the grant's impact on your ability to stabilize and/or build capacity. Make a clear case for funding.

16. How does A.R.T./New York distribute funds?

A.R.T./New York grant funds can be distributed either by ACH transfer or by paper check.

Eligibility FAQ

17. Do I need to be an A.R.T./New York member to apply?

No, A.R.T./New York membership is not required to apply to any of our grants.

18. Can an LLC or Domestic Business apply?

COF Only - NYSCA has informed us that any application submitted on behalf of a **for-profit Limited Liability Company (LLC) or Domestic Business Corporation, regardless of whether or not they are fiscally sponsored by a registered 501c3 nonprofit**, will not be eligible to be considered for funding. If this information impacts your application, please let us know, and we will remove it from consideration.

19. Can I use a fiscal sponsor to apply?

We accept applications from a wide range of organizational structures including - but not limited to - 501(c)3, fiscally sponsored, or unincorporated artist collectives. If you receive a grant award through this program, we will ask you who the check should be made out to, and you may ask that it be sent through a fiscal sponsor.

- a. **COF Only** - NYSCA has informed us that any application submitted on behalf of a **for-profit Limited Liability Company (LLC) or Domestic Business Corporation, regardless of whether or not they are fiscally sponsored by a registered 501c3 nonprofit**, will not be eligible to be considered for funding. If this information



impacts your application, please let us know, and we will remove it from consideration.

20. Do I need to compensate my artists to apply?

All grant programs require that you compensate artists in order to be eligible for the program. However, if you do not currently pay artists, you may apply to the Creative Opportunity Fund if you commit to allocating at least 50% of the funding received towards artist pay.

21. COF Only: I do not receive funding directly from NYSCA, but I did apply for and or receive Statewide Community Regrant or Decentralized funding from my local arts council. Am I eligible to apply for the Creative Opportunity Fund?

Yes! Applying for or receiving SCR/DEC funding for 2025 does not impact your eligibility for the Creative Opportunity Fund.

Budget FAQ

22. What are in-kind contributions?

In-kind contributions are donations of goods or services that you would otherwise have to contract or pay for but are given to you in support of your project instead of cash. Examples include a donated venue, donated materials, donated services, etc. In-kind contributions and expenses should be included separately from your cash budget.

23. Do you have a budget template I can use?

Yup! [You can find it here.](#)

24. Do I have to use your budget template?

Nope! You are welcome to use your own budget template as long as it includes:

- your most recently completed fiscal year actuals
- your current fiscal year's actuals to date
- your current fiscal year's projections
- and your next fiscal year projections



25. How should I submit my budget?

Please upload an organizational operating budget (using A.R.T./New York's template, or your own budget format). Your budget must be a single page in pdf format.

Narrative Statement FAQ

26. What are NYGIA Common Application Questions?

A.R.T./New York (along with a few other granting organizations) are participating in the use of Common Application Questions. Every question with a ♦ was designed by the New York Grantmakers in the Arts' Common Application Committee. By standardizing question language across applications, this effort seeks to reduce the amount of time New York artists and arts organizations spend on grant proposals. If you encounter one of these questions on another funder's application, you are encouraged to cut and paste the same answer. This work is based on the efforts of the Common Application for the Arts - Bay Area.

27. How do I submit a narrative statement for my grant application?

Applicants have three options for completing the narrative portion of the application. You may provide a pdf document that answers the prompts in a narrative format, you may answer the prompts as short answers within the portal, or you may record a video or audio file of you answering the questions. If you select the recorded option, the recording should be limited to a member or members of your company answering the questions, with no editing or additional material. This is not an example of your artistic work. The recording and transcript will be provided to panelists for their review.

28. What are your expectations for the narrative statements?

The narrative portion of the application is your opportunity to describe your organization's mission, core programming, goals for the future, and to distinguish your theatre from others in the city and state. It is also your opportunity to make a strong case for funding and to share with the panel the impact a grant would have on your company and its mission. You should not rely on past accolades or assume any preexisting knowledge panelists might have of your work.



Be clear and descriptive in your answers. We are interested in how you make work and engage with your stakeholders in addition to what you make. The strongest applications draw clear lines between their mission and values and their programming and impact. Lists of awards, show titles, or artists tend not to be the strongest use of narratives. We know that historically, and still in many foundations and funding opportunities, a certain style of writing has been seen as the correct or stronger choice. A.R.T./New York is explicitly working to disrupt those expectations. We encourage you to use the writing style, language, and format that provides you the best opportunity to share information about your theatre.

*For more information on Grantwriting, please read [The Basics of Grantwriting](#).

Work Sample FAQ

29. Can I submit documentation of a work in progress?

Yes, but be sure to use the description section to provide some context for the panelists on why this piece is a strong work sample for your theatre.

30. Is it okay to submit samples that were not professionally documented?

Absolutely!

31. How many work samples or documentation do I need to submit?

You must submit at least one work sample, you may include up to five, only one of which may be a video or audio clip of up to 3 minutes.

32. How long can documentation be?

The submitted document should be no more than 3 pages in length, please.

33. What types of documentation do you accept?

We accept pretty much any type of work sample you would like to provide, however we have found scripts and sheet music to typically not be the strongest work samples. Instead, we encourage you to think expansively about what might give the panelists the strongest understanding of your work. For instance, if you would like to highlight a script development program, an example of the agenda used in your writing group might be a stronger work sample than a few script pages because it allows the panel to understand how your theatre is engaging with the artists and measuring impact.