

RFA #18-35231 Artist-In-Residence Program

Appendix A - Instructions

Overview: RIOC will provide a grant of \$38,000 annually to the successful Applicant ("Operator") as stipulated in the RFA. RIOC does not expect Applicants to propose a program that will exceed the grant amount. However, in the event that the Applicant envisions a program with expenses that: (a) exceed the RIOC grant; and (b) are not otherwise funded by in-kind or other secured funds, include an explanation of the Applicant's plan to operate and manage the Artist-In-Residence program until sufficient external funds can be secured. Explanatory material should be placed in the Budget Explanation appendix detailed in 9, below.

1. Complete the budget form in full. **Do Not** change the format. Failure to complete Appendix A or Applicant changes to the format may result in the disqualification of your application.
2. All questions should be addressed to Sean Singh at Grants@rioc.ny.gov
3. Read through the RFA for a description of any costs that RIOC will pay. **Do Not** include such costs when filling out the projected expenses.
4. **All budget calculations entered in Appendix A should be based on one (1) year of operation.**
5. On the **Summary Program Budget** sheet, enter projected income as follows:
 - a. Contributions – Enter contributions, if any, that Applicant projects to use in funding the Artist-In-Residence Program.
 - i. **Do Not** include contributions from projected membership programs (the Artist-In-Residence Program shall be provided free of charge to qualifying artists).
 - ii. Notwithstanding the foregoing, the Applicant may project donations that it has received or may receive as a charitable organization.
 - b. Grants (Unrestricted) – Enter projected unrestricted grants that the Applicant may use in the Operation & Management of the Artist-In-Residence Program.
 - i. **Do Not** include the RIOC Grant in unrestricted grants.
 - ii. For any projected unrestricted grants, attach a separate narrative listing the prospective funding source for each such grant and/or whether such grants have been secured.
 - c. Grants (RIOC) – Although the RIOC \$38,000 grant compensation to the non-profit Operator does not require the Operator to utilize all such funds in the operation and management of the Artist-In-Residence program, these funds are counted toward the budget of operating the program (since the Operator will be using personnel to accomplish the Scope of Services defined in the RFA).
6. All other cells on the Summary Program Budget sheet auto-calculate based upon the personal and non-personal detail sheets.
7. On the **Personal Service Salary Detail** sheet, enter personnel as follows:
 - a. General Note – Applicants are allowed to enter up to the Maximum Grant Funding, as detailed below, toward "Grant Salary" but may request any amount below that ceiling, if Applicant projects that such salary will be met by other funding sources.
 - d. Position Title – Enter each prospective title that will be used to perform the Scope of Services.
 - e. Annualized Salary per position – calculate and enter the annual salary for each listed position. If Applicant does not have employees, calculate the time for each volunteer or other person projected to perform the Scope of Services as an annualized salary.

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- f. Standard Workweek Hours – this is for information purposes only, enter the workweek hours
- g. Number of Months Funded – Estimate the number of months (on a 12 month basis) based upon the Applicant's full time equivalency that each listed person shall perform work in connection with the Artist-In-Residence Program, or the estimated number of applicable hours (in months) to which a listed person's work may be applicable to the operation and management of the Artist-In-Residence Program. Enter the number of such estimated hours as the closest number of months.
 - i. For example, if personnel are being hired/assigned full-time to work at the Artist-In-Residence program, enter 12 as number of months funded.
 - ii. If a person performs other work for the Applicant and will work, for example, the equivalent of six months in connection with the Artist-In-Residence Program, simply enter 6.
 - iii. The above will determine the Maximum Grant Funding (cell will auto-calculate) that may be requested.
- h. Grant Salary – Enter the amount of salary projected to be funded by the RIOC Grant. **Do Not** exceed the Maximum Grant Funding for each position. Any funds exceeding \$38,000 (the RIOC Grant Amount) should be applied only toward In-Kind/Other Salary. In this case, simply input 0 and the cell will automatically allocate the annualized salary to In-Kind/Other Salary.
 - i. In-Kind/Other Salary – Auto-calculates
 - ii. If the Applicant's in-kind/other salary costs create a budget deficit on the summary sheet (not funded by contributions, grants, or other income) include the aggregate amount of such costs in the Budget Explanation appendix and demonstrate that the excess costs to pay such personnel will be the responsibility of the Applicant. Applicants are reminded that RIOC does not expect the program to exceed the annual \$38,000 grant.

8. Non-Personal Detail Sheets

- i. For each category of non-personal services, list the type/description on these sheets and allocate the amount that Applicant projects to use under Grant Funds or In-Kind/Other Funding.
- j. Do not include travel expenses.
- k. Do not include payments for electric / gas utilities charges (RIOC will fund these expenses).
- l. Contractual Services – List each projected contractual service, including any subcontractors that Applicant intends to use for the Operation and Management of the Artist-In-Residence Program. Please note that, per the RFA requirements, use of subcontractors must be thoroughly detailed in the proposal narrative.

9. Budget Explanation – attach to the summary and detail sheets a narrative explanation, addressing the following:

- a. Any gaps in funding according to the directions in the Overview, above;
- b. Any grants as detailed in item 5.b.ii, above;
- c. Any cost overruns created by salaries, as detailed in item 7.h.ii, above; and
- d. Any other pertinent budget information not covered in the instructions above.