

## NYSCA Reserve Fund Grants 2025 Guidelines

**Application Deadline: Tuesday, June 17, 2025 at 5:00 PM ET**

NYFA accepts applications submitted online at [apply.nyfa.org/submit](https://apply.nyfa.org/submit)

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The NYSCA Reserve Fund Grants (RFG) will provide grants to NYSCA-funded organizations to establish a reserve fund or build on an existing reserve fund.

Questions? Check out the [NYSCA Reserve Fund Grants homepage](#) for more information!

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## PROGRAM OVERVIEW

The NYSCA Reserve Fund Grants (RFG) will provide grants to NYSCA-funded organizations to establish a reserve fund or build on an existing reserve fund.

Given the volatility of the industry, including increased costs, decreased philanthropy, and unpredictable income, we recognize that each organization has varying needs for annual stabilization support. The benefits of establishing or adding to a reserve fund include, but are not limited to: the ability to weather new challenges, cover unexpected expenses, strengthen balance sheets to leverage new funders, and can be a key factor in strategic planning and capacity building.

This program is open to nonprofit arts organizations based in New York State who have received funding from NYSCA in the last three years, and have an operating budget of less than \$3 million. Individual grant amounts will range from \$10,000 to \$75,000 in accordance with the applying organization's operating budget. Organizations that choose to use grant funds to start a reserve fund and do not already have one at the time of applying are prioritized. Rural, BIPOC-led, and community-based organizations are strongly encouraged to apply.

The RFG will award \$1,760,000 total in grants. In addition to providing support through direct funds, the RFG will offer one year of supplementary services focused on organizational sustainability and financial prudence. Each recipient will receive:

- One virtual workshop dedicated to organizational reserve funding and strategies to support long-term sustainability
- One hour long one-on-one consulting session
- Monthly office hours to field pressing questions in a communal setting

## GRANT TIMELINE

**Application Opens:** Tuesday, April 22, 2025 at 10:00 AM ET

**Application Closes:** Tuesday, June 17, 2025 at 5:00 PM ET\*

**Applicants Notified:** Fall 2025

***\*Please note that the application form on Submittable will automatically close & stop accepting applications at this time.***

## WHO CAN APPLY

### Applicants must:

- Be a nonprofit organization with a primary mission to support arts and culture, either incorporated in or registered to do business in New York State, with a location in New York State, and recognized as tax-exempt under the Internal Revenue Code section as a 501(c)(3).
- Organizations that are fiscally sponsored by another 501(c)(3) are ineligible for this opportunity, as are organizations embedded in non-arts 501(c)(3) organizations.
- Have an annual operating budget of less than \$3 million.
- Have received funding from NYSCA at least once in the past three years (FY23 - FY25).

## APPLICATION GUIDELINES

### Funding Tiers

- **Applicants are eligible for a grant amount based on their organization's operating budget:**
  - Operating Budget under \$150K: awarded up to \$10K
  - Operating Budget \$150K - \$500K: awarded up to \$25K
  - Operating Budget \$500K - \$1M: awarded up to \$50K
  - Operating Budget \$1M - \$3M: awarded up to \$75K

### What to Submit

- Organization Contact Information
- Organization History and Narrative
  - Artistic Discipline
  - Mission
  - Organizational History
  - Programs and Activities
  - Audience and Community
  - Supporting Documentation (optional)

- Option to upload any supporting documentation that shows your organization’s projects and programs to date as a single, combined .pdf.
    - This can include annual reports, press clippings, news articles, newsletters, and/or testimonials.
- Reserve Fund Information
  - Please select whether you are **Starting** or **Building** a Reserve Fund:
    - If Starting a Reserve Fund:
      - Describe your organization’s reserve goals, plans, and policies related to use and replenishment by answering the questions within this section.
    - If Building on an Existing Reserve Fund:
      - Upload your current reserve policy as a PDF, and describe your organization’s reserve goals, plans, and policies related to use and replenishment by answering the questions within this section.
- Financial & Organizational Materials
  - Annual Operating Budget
  - Organization Chart
  - List of Board of Directors
  - Documentation of Non-Profit Status

## Reserve Fund Requirements

If awarded, grants are paid in two installments after meeting the following requirements:

- **80% will be released after a copy of the organization’s Reserve Policy has been submitted to NYFA.**
  - As the governing body with fiduciary oversight to ensure the financial sustainability of the nonprofit, the Board of Directors of the organization must adopt a Reserve Policy affirming their commitment to using the funds appropriately.
  - An approved Reserve Policy must be submitted to NYFA within 90 days of the award notification date.
- **20% will be released after a Final Report is submitted, ensuring that the funds were retained.**
  - The organization must submit documentation that demonstrates that the first installment of grant funds were retained, in full, in an interest bearing account for a minimum of three months during the fiscal year.
  - Final Reports must be submitted within one year of the award notification date.

Supplementary support and guidance will be offered to all recipients to assist in the development of their cash reserve policy and to help ensure that these requirements are met.

## REVIEW PROCESS

Eligible applications undergo a two-round review and elimination process. In Round 1, panelists individually review all applications, and the highest-scoring applications advance to Round 2. In Round 2, panelists engage in a group discussion to evaluate the remaining applications and select the final grant recipients.

All applicants will be notified, regardless of the outcome, by Fall 2025.

## HOW TO APPLY

We only accept applications via [Submittable](#). First-time users will need to register with the free Submittable platform to access the application portal.

**Applications for the 2025 program cycle will open on Tuesday, April 22, 2025, at 10:00 AM ET.**

Applications submitted after the deadline will not be accepted, and no exceptions will be made. We strongly recommend that applicants complete their applications in advance of the deadline to avoid potential technical problems.

Applicants will receive an automatic response from Submittable once their application has been successfully received.

## Info Sessions

Links to recorded information sessions and live info session registrations can be found on the [NYSCA Reserve Fund Grants homepage](#).

## CONTACT

For questions, please reach out to [apply@nyfa.org](mailto:apply@nyfa.org).