



2019 ERIE COUNTY CULTURAL FUNDING APPLICATION

LONG FORM

SECTION 2

ESSAYS

- Each textbox allows up to 3,050 characters (approximately 500 words).
- All questions require an answer. Write N/A if a question does not apply to your organization.

Organization Name

PART 1 – ORGANIZATION

1. Describe your organization and how it was established.

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2. Articulate your organization's mission and cultural vision.

3. Describe your programs and/or services in the coming year & how they help your organization realize your mission & cultural vision.

4. Describe your organization in terms of local, regional, national, and/or international significance.

5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

PART 2 – GOVERNANCE AND STAFFING

1. List committees of the board.

2. List committees of the corporation.

3. Explain the reason for missing Conflict of Interest forms (Explain “No” response in Section 1, Part 5).

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4. Explain the reason any board member is NOT independent (Explain any “No” responses in Section 1, Part 5). List board members who are related to other board members or key staff. List any other aspect of your board or organization that could be perceived as a conflict of interest.

5. Describe how your organization handles fiscal oversight and conflicts of interest.

6. Provide the number of all staff compensated by your organization in any form.

7. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

PART 3 – PLANNING

1. Please describe your organization’s approach to organizational planning, including the roles of staff and board.

2. Describe your biggest non-financial challenges and your plan to address them.

3. Describe how your organization plans for funding diversification and addresses financial challenges.

4. If your organization receives funding from the NEA, NEH, IMLS, NYSCA, NYH, or other source or pass-through of federal funds, describe your contingency plan for the possible loss of those funds.

5. In case of dissolution of your organization, explain the process to be followed by the organization and where the process is articulated.

6. Describe any significant collaboration efforts underway or in the recent past, or to be initiated in the next two years.

7. Describe progress toward implementation of your strategic plan to date.

PART 4 – EVALUATION

1. Board: Does your governing board perform an annual self-evaluation of the entire board? Of individual trustees? Describe the evaluation process.

2. CEO/Executive Director: Detail your methods or review process for the CEO/Executive Director, and provide date of most recent evaluation.

3. Programs: Does your organization conduct an evaluation of programs, services, and/or other organizational initiatives? Describe your evaluation process. Provide an example of an improvement realized by the evaluation.

4. If your organization is evaluated by an accrediting organization, provide date of last completed review cycle and date of next anticipated review cycle. Please include any noteworthy comments. *If your organization is not evaluated by an accrediting organization, write N/A.*

PART 5 – POPULATION SERVED & MARKETING

1. Describe the audiences and communities served by your organization.

2. Detail efforts to cultivate and broaden your constituency, especially efforts to reach underserved audiences. What is your attendance goal for FY 19 and what are your marketing strategies to reach it?

PART 6 – RESPONSE TO ERIE COUNTY

1. If your organization applied for Erie County Cultural Funding last year, please describe how you addressed (or plan to address) any issues or concerns provided to you in the feedback letters sent by the Erie Arts and Cultural Advisory Board. *If you are a first-time applicant, write "N/A, new applicant".*

2. *Optional: Attach any additional written explanation of items in your application that may help the Erie Arts and Cultural Advisory Board to better understand and evaluate your application. (e.g. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

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