



2019 ERIE COUNTY CULTURAL FUNDING APPLICATION

SHORT FORM

SECTION 2

ESSAYS

- 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. (*Up to 3,050 characters including spaces; approximately 500 words*)

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2. Articulate your organization's mission and cultural vision. (*Up to 3,050 characters including spaces; approximately 500 words*)

3. Describe your programs and/or services in the coming year & how they help your organization realize your mission, the population you serve, and your cultural vision. (*Up to 3,050 characters including spaces; approximately 500 words*)

4. Describe your organization in terms of local, regional, national, and/or international significance. *(Up to 3,050 characters including spaces; approximately 500 words)*

5. Tell us what your organization is most proud of. Especially anything that has happened in the last year. *(Up to 3,050 characters including spaces; approximately 500 words)*

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 4). *(Up to 3,050 characters including spaces; approximately 500 words)*

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4. Explain the reason any board member is NOT independent (Explain any “No” responses in Section 1, Part 4). 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. *(Up to 3,050 characters including spaces; approximately 500 words)*

5. Describe how your organization handles fiscal oversight and conflicts of interest. *(Up to 3,050 characters including spaces; approximately 500 words)*

6. Provide the number of all staff compensated by your organization in any form. *(Up to 3,050 characters including spaces; approximately 500 words)*

7. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization, and/or planned changes for the next fiscal year. *(Up to 3,050 characters including spaces; approximately 500 words)*

PART 3 – PLANNING

○ *If your organization has a Strategic Plan, submit it in addition to the essays as Attachment I.*

1. List your organization's goals for the next 12 – 18 months. Indicate how progress towards goals will be measured and any milestones. *(Up to 4,800 characters including spaces; approximately 800 words)*

Empty response area for listing organization's goals and milestones.

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2. Describe your biggest non-financial challenges and your strategies to address them. (*Up to 4,800 characters including spaces; approximately 800 words*)

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3. Describe how your organization plans for funding diversification and addresses financial challenges. 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. *(Up to 4,800 characters including spaces; approximately 800 words)*

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4. In case of dissolution of your organization, explain the process to be followed by the organization and where the process is articulated. *(Up to 3,050 characters including spaces; approximately 500 words)*

PART 4 – 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". (Up to 3,050 characters including spaces; approximately 500 words)*

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.*) (Up to 3,050 characters including spaces; approximately 500 words)

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