



2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

THESE DIRECTIONS APPLY TO BOTH THE LONG & SHORT FORMS

Please review the Eligibility Requirements below. If your organization meets these requirements, complete your application online at www.erie.gov/CulturalFunding by **11:59pm on FRIDAY, JUNE 10, 2016**. All applications are to be submitted via this website. Assistance with the submission will be available until 5:00pm on Friday, June 10, 2016. Should this create a hardship for your organization, ASI can provide assistance; please contact them well in advance at: <http://www.asiwny.org/> or (716) 362-8389. If you require additional assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916 or mariely.ortiz@erie.gov.

ERIE COUNTY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION.

LATE OR INCOMPLETE APPLICATIONS WILL NEGATIVELY AFFECT YOUR SCORE.

ELIGIBILITY REQUIREMENTS

To be eligible for Erie County funding your organization must:

- ✓ Be located and provide services in Erie County; **AND**
- ✓ Be a 501 (c) (3) organization with tax-exempt status prior to July 2013; **AND**
- ✓ Have a board-approved strategic plan (Long form: Attachment I; Short form: Essay questions part III); **AND**
- ✓ Meet **ONE** of the following definitions of a Cultural Organization:
 - An organization that operates on a countywide or recognizable community level, which by the nature of its cultural activities and/or collections, is unique, distinctive and of significant quality.
 - An organization that provides visitors with access to programs and displays of the performing, visual, literary and media arts, and/or to exhibits and collections, which preserve and interpret our cultural, natural and scientific heritage.
 - An organization that particularly serves the cultural needs of significant segments of the County population, thereby contributing to the quality of life in Buffalo and Erie County.

SUNSHINE PROVISION

Please be advised that any information you provide may be subject to public discussion as well as disclosure pursuant to New York State Public Officers Law.

RECOGNITION FOR COUNTY GRANTS

Please also be advised that if your Organization is awarded funding, you must commit to acknowledging Erie County as a funding source on your organization's website, marketing materials, and/or other publications. The 2017 Application expands Attachment G with the addition of a required questionnaire.

NEW YORK STATE NON-PROFIT REVITALIZATION ACT

The New York State Non-Profit Revitalization Act became effective July 1, 2014. There have been additions and clarifications issued by NYS since then. It is every organization's responsibility to stay current with the provisions, knowing also that the law is the minimum standard for good governance. As this Act pertains to all 501(c)(3) organizations, Erie County expects all organizations to certify fiscal year compliance with the NYS Non-Profit Revitalization Act. Organizations should be prepared to provide evidence of compliance with specific components of the Act.

PLEASE NOTE THAT CAPITAL FUNDING REQUESTS ARE NOT ELIGIBLE.

ALL APPLICANTS

If the **Bylaws, Conflict of Interest Policy and/or Whistleblower Policy** of your organization are dated as of 2014 or in the years since, and **have NOT been revised** or updated, Erie County has retained your files. You do not have to submit them this year.

If your **Bylaws, Conflict of Interest Policy and/or Whistleblower Policy** are **dated prior to 2014**, additional review will be given to your application and the question of compliance with the New York State Nonprofit Revitalization Act.

If your **Bylaws, Conflict of Interest Policy and/or Whistleblower Policy** **have been revised or updated since your last application**, your organization must submit all changed/updated files as requirements to complete your 2017 Application.

PLEASE NOTE: Attachment G has been expanded as part of the 2017 application. This form requires more information about how your organization recognizes Erie County.

LONG FORM APPLICATION ONLY

Organizations applying for consideration of **grants greater than \$7,500** are required to complete and submit the entire standard application, plus ALL required attachments. If your organization has received a grant from Erie County in 2016, then certain attachments may not need to be resubmitted for the 2017 application process and review.

SHORT FORM APPLICATION ONLY

As a pilot project for the 2017 Erie County Arts & Cultural Funding Process & Application Review, organizations have a choice of submitting a Short Form Application or completing the full standard application, a.k.a. the Long Form for the 2017 grant cycle.

Organizations applying for consideration of **grants for no more than \$7,500** may select the 2017 Short Form which has fewer required essays and other questions. If your organization elects to proceed with the Short Form, please note that the feedback provided from the application review will be minimal. Additional information, directions, and the application for the trial process for 2017 are available on the Erie County website at: www.erie.gov/culturalfunding

GUIDELINES FOR 2017 SHORT FORM APPLICATION

- **Applicants may apply for grants UP TO \$7,500**
- **Organizations may be of any budget size**
- **Applicants must comply with the Eligibility Requirements listed on Page 1**
- **REQUIRED DOCUMENTS**
 - 1) Completed Short Form Application
 - 2) Completed Attachment G detailing recognition for Erie County
 - 3) Attach: Financial Statements in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget
 - 4) Attach: Balance Sheet
 - 5) Attach: Cash Flow Forecast for 2017 organized by fiscal year quarter
 - 6) Attach most recent 990 (or proof of tax filling if 990 is not required for your organization)
 - 7) Attach: Bylaws, Conflict of Interest Policy and Whistleblower Policy if organization is a new applicant in 2017 or if the organization has revised any of these documents since 2014
 - 8) Attach Essays:
 - a) Sections I & II are nearly identical to the questions in the application of prior years (now the 2017 Standard or Long Form)
 - b) Section III is a shorter version of the Planning Section
 - c) Section IV asks the organization to describe their response to feedback from Erie County