MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 LONG FORM CHECKLIST
ERIE COUNTY CULTURAL FUNDING APPLICATION

✓	ITEM	FILES	REQUIRED	REQUESTED	First time applicant or if updated since 2014
	SECTION 1: LONG FORM APPLICATION ☐ Part 1 ☐ Part 2 ☐ Part 3 ☐ Part 4 ☐ Part 5 ☐ Part 6 ☐ Part 7 ☐ Part 8 ☐ Part 9	1	✓		
	SECTION 2: ESSAYS *I. Organization* ☐ Question 1 ☐ Question 2 ☐ Question 3 ☐ Question 4 ☐ Question 5 *II. Governance and Staffing* ☐ Question 1 ☐ Question 2 ☐ Question 3 ☐ Question 4 ☐ Question 5 ☐ Question 6 *III. Planning* ☐ Question 1 ☐ Question 2 ☐ Question 3 ☐ Question 4 *IV. Evaluation* ☐ Question 1 ☐ Question 2 ☐ Question 3 ☐ Question 4 *V. Population Served/Marketing* ☐ Question 1 ☐ Question 2 *VI. Response to Erie County* ☐ Question 1 ☐ Question 2	1	✓		
	SECTION 3: ATTACHMENTS	multiple files, as applicable			
	☐ A: Balance Sheet	1	✓		
	☐ B: Financial Statements	1	✓		
	☐ C: Form 990/tax filing	1	✓		
	☐ D: Cash Flow Forecast	1	✓		
	☐ E: Conflict of Interest	1			✓
	☐ F: Whistleblower Policy	1			✓
	☐ G: Funding Acknowledgement	1	✓		
	☐ Sample 1	1	✓		NOT REQUESTED
	☐ Sample 2	1		✓	
	☐ Sample 3	1		✓	
	☐ H: Bylaws	1			✓
	☐ I: Strategic Plan	1			✓
	☐ J: Corporation & Foundation Support Detail	1		✓	
	☐ K: Capital or Endowment Campaign Details	1		✓	
	ONLINE SUBMISSION	ALL	✓		

Application is due by **11:59pm on FRIDAY, JUNE 10, 2016 at www.erie.gov/culturalfunding.**
Assistance with the Online Submission will be available until 5:00pm on Friday, June 10, 2016.
If you require assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916 or mariely.ortiz@erie.gov.