



2018 ERIE COUNTY CULTURAL FUNDING APPLICATION
CHECKLIST
SHORT FORM

✓	ITEM	FILES	REQUIRED	NOTES
	SECTION 1: SHORT FORM APPLICATION <input type="checkbox"/> Part 1 <input type="checkbox"/> Part 2 <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4	1	✓	
	SECTION 2: ESSAYS <i>I. Organization</i> <input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5	1	✓	
	<i>II. Governance and Staffing</i> <input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5 <input type="checkbox"/> Question 6 <input type="checkbox"/> Question 7			
	<i>III. Planning</i> <input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4			
	<i>IV. Response to Erie County</i> <input type="checkbox"/> Question 1 <input type="checkbox"/> Optional attachment			
	SECTION 3: ATTACHMENTS	multiple files, as applicable		
	<input type="checkbox"/> A: Balance Sheet	1	✓	
	<input type="checkbox"/> B: Financial Statements	1	✓	OPTIONAL: <i>Revenues & Expenses Worksheet</i> Download from: www.erie.gov/culturalfunding
	<input type="checkbox"/> C: Form 990/tax filing	1	✓	
	<input type="checkbox"/> D: Cash Flow Forecast	1	✓	
	<input type="checkbox"/> E: Conflict of Interest	1	✓	
	<input type="checkbox"/> F: Whistleblower Policy	1	✓	
	<input type="checkbox"/> G: Funding Acknowledgement	1	✓	Download from: www.erie.gov/culturalfunding
	<input type="checkbox"/> Sample 1	1	✓	Not required of 1 st time applicants
	<input type="checkbox"/> Sample 2	1		
	<input type="checkbox"/> Sample 3	1		
	<input type="checkbox"/> H: Bylaws	1	✓	
	ONLINE SUBMISSION	ALL	✓	Required of all applicants

Application is due by **11:59pm on THURSDAY, JUNE 8, 2017** at www.erie.gov/culturalfunding.

Assistance with the Online Submission will be available until 5:00pm on Thursday, June 8, 2017.

If you require assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916 or mariely.ortiz@erie.gov.