



## 2018 ERIE COUNTY CULTURAL FUNDING APPLICATION SHORT FORM

### SECTION 1

#### PART 1 – GENERAL INFORMATION

Organization Best Known as			
Legal Name of Organization			
Mailing Address		City, State, Zip Code	
Website Address			
Primary Social Media Address			
<b>Executive Director, Manager, or Volunteer Contact</b>			
Name		Title/Position	
Phone Number		Email Address	
<b>Person who Prepared Application</b>			
Name		Title/Position	
Phone Number		Email Address	
<b>Board Chairperson</b>			
Name		Title/Position	
Mailing Address		City, State, Zip Code	
Phone Number		Email Address	
<b>Treasurer</b>			
Name		Title/Position	
Phone Number		Email Address	
<b>Applicant's Financial Contact Person</b>			
Name		Title/Position	
Phone Number		Email Address	
Federal Tax Identification No.		Year 501c3 Status Received	
Fiscal Year Start		Fiscal Year End	

#### PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2018 Erie County Cultural Funding Request	\$		
Amount of 2017 Erie County Cultural Funding Awarded	\$	Received funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount of Applicant's 2017 Operating Expenses (Not Capital)			
2018 request is what percentage of 2017 Total Operating Expenses? (Not Capital)			
Purpose of 2018 Funding Request			
<b>Does your organization have an accumulated operating (choose one):</b> <i>(Do not include endowment/capital funds)</i>	<input type="checkbox"/> <b>Surplus =</b> \$	<input type="checkbox"/> <b>Deficit =</b> \$	

#### PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated:		Are bylaws in compliance with NYS Non-Profit Revitalization Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Strategic Plan?	<input type="checkbox"/> Yes	<i>If "Yes", answer the following questions:</i>	Year Strategic Plan was adopted:
	<input type="checkbox"/> No		Year Strategic Plan was last updated/reviewed:
Year Conflict of Interest Policy was last updated:		Year Whistleblower Policy was last updated:	

**PART 4 – BOARD OF DIRECTORS DETAIL**

Do your Board Members have term limits?	<input type="checkbox"/> Yes <i>If "Yes", answer the following questions:</i>	What is the length of one term?	
	<input type="checkbox"/> No	How many consecutive terms are permitted?	
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			
Number of Board meetings held in FY 2016		Number of Board meetings with quorum present in FY 2016	
Number of Conflict of Interest forms collected and in force		Have the signed and dated forms been reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization collected a Conflict of Interest form for each voting Board Member?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "No", explain in Section 2: Essays</i>	
Does this organization expect Board Members to make an annual financial contribution? (not membership)			<input type="checkbox"/> Yes <input type="checkbox"/> No
How many Board Members made a financial contribution in most recently completed fiscal year?			
How many Board Members made a financial contribution in the most recently completed fiscal year?			
What percentage of the Board made a financial contribution?			
Percentage of Board donating to special initiatives and/or capital campaign?			

**List all current VOTING Board Members and Officers as of June 1, 2017, as in your report to the IRS.<sup>1</sup>**

#	Board Member First & Last Name	Year Elected	Year Term Ends	Officer position <sup>2</sup>	Years served as officer	Independent? <sup>3</sup>	
						Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Number of Males:		% White:		% American Indian:		% Asian:	
Number of Females:		% Black:		% Hispanic:		% Other:	

<sup>1</sup> If more space is needed, a form extension can be found at [erie.gov/culturalfunding](http://erie.gov/culturalfunding).

<sup>2</sup> Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.

<sup>3</sup> Definition of board member independence can be found at <http://www2.erie.gov/environment/index.php?q=IndependentDirectors>.

## SECTION 2

### ESSAYS

*Attach ONE file with responses for all items below. Each numbered item represents a "question".*

#### I. Organization *Not to exceed 500 words per question*

1. Describe your organization and how it was established.
2. Articulate your organization's mission and cultural vision.
3. Describe programs and/or services possibly funded by the 2018 County Budget and how they help your organization realize your mission and 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.

#### II. Governance and Staffing *Not to exceed 500 words per question*

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).
4. Explain the reason any board member is NOT independent (Explain any "No" responses in Section 1, Part 4).
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, and/or planned changes for 2018.

#### III. Planning *Not to exceed 800 words per question*

1. Describe the organization's priorities, programs, and other plans for the next 12-18 months
2. Describe the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2018 County grant, including how progress will be measured and any milestones.
3. 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 in the next 4 years.
4. In case of dissolution of your organization, explain the process to be followed as articulated in your by-laws.  
*If your organization has a Strategic Plan, you may submit it in addition to the essays.*

#### IV. Response to Erie County *Not to exceed 500 words per question*

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, please write: "N/A, new applicant".*
2. *Optional:* Feel free to 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.)*

## SECTION 3

### ATTACHMENTS

*All applicable attachments must be submitted with your application online at [www.erie.gov/culturalfunding](http://www.erie.gov/culturalfunding)*

***All documents must be titled as specified in Directions form***

- A. Balance sheet from your most recently completed fiscal year showing assets and liabilities
- B. Financial Statements –
  - in a table or spreadsheet with separate columns for fiscal year 2015 Actual, fiscal year 2016 Actual, fiscal year 2017 Budget, fiscal year 2017 Actual YTD, and fiscal year 2018 Projected Budget.
  - OPTIONAL: use the *Revenues & Expenses Worksheet* available at [www.erie.gov/culturalfunding](http://www.erie.gov/culturalfunding)
- C. FY 2016 Form 990 (or proof of tax filing)
- D. **2018 Cash Flow FORECAST** organized by fiscal quarter
- E. Conflict of Interest Policy with date of adoption
- F. Whistleblower Policy with date of adoption
- G. County Funding Acknowledgement – This is a pre-made form available at [www.erie.gov/culturalfunding](http://www.erie.gov/culturalfunding). Complete the questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not required.*
- H. Bylaws