

2017 CULTURAL FUNDING

#	Question	Answer
1	I don't have an Attachment J. In previous years, we just listed our corporate and donor support in a Word Doc. Is it the same process this year or will there be a form added to the website?	The word document is sufficient. Premade forms are only available for Attachments G and K.
2	Our bylaws* are old and currently being updated. What should I do? *applies to any document	Add the following note to the front page of your bylaws: "Currently being updated; final updated version will be available [insert Month here] 2016". Upload your current bylaws* with the rest of your application. Email/mail/deliver your new documents with your contact information to Mariely Ortiz at mariely.ortiz@erie.gov OR at 95 Franklin Street, Office 1007, Buffalo, NY 14202
3	Is pass through funding allowed?	No. Each entity seeking cultural funding from Erie County must apply on its own behalf.
4	Is there a format for the samples requested in Attachment G?	No, the samples to be submitted as part of Attachment G are examples of your recognition of Erie County funding. These may be a screenshot of your website, digital or physical copies/pictures of posters, event invitations, flyers, newsletters, plaques, etc. If you have a sample or document that is too big to upload, please deliver Monday through Friday, 8:30am - 4:30pm or mail to Mariely Ortiz at 95 Franklin Street, Office 1007, Buffalo NY 14202
5	What should we do about the required Whistleblower Policy if we have less than 20 employees and are exempt from this policy?	Erie County requires a Whistleblower Policy from all entities applying for cultural County funding, regardless of number of employees or annual revenue amounts. Samples and templates are available online. If you require assistance developing a policy, please contact ASI at http://www.asiwny.org/ or (716) 362-8389)
6	Elaborate on format of "please do not exceed 500 words per essay" [Section 2 of Long Form]	The answer to each question listed on Section 2 (page7) of the Long Form is considered an essay. The response to each question/essay should be 500 words or less. Section 2 of the Short Form (page 3) has a different maximum for questions/essays in the Planning part, with an allotment of up to 800 words per question/essay.
7	How do you define 'virtual attendance'?	Virtual attendance can include web site traffic, webinar participation, and other such digital platform turnout
8	What else -- besides workshops -- falls under tuition-based revenue?	Tuition-based revenue may also include classes or individual instruction
9	We recently changed our fiscal year. How should we address questions about the prior fiscal year?	Once you define what fiscal year you will be using (Section 1, Part 1, page 1 of both forms) be consistent throughout the application. If you have recently changed your fiscal calendar and would like to show additional recent events that do not fit in the calendar used in the application, you may submit a document

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		<p>with a description of the calendar switch and list the events that were excluded in the application due to the calendar/fiscal year change. This allows your application to remain consistent and the reviewer can still see all you have done.</p> <p>Upload this document with the rest of your application. There is an additional attachment slot in the submission page that allows you to upload additional documents of your choosing.</p>
10	<p>We are a small organization; how do we do a cash flow forecast?</p>	<p>Please see the following resources for directions and examples:</p> <ul style="list-style-type: none"> • http://www.tutor2u.net/business/reference/cash-flow-forecasting-example-startup • https://www.sba.gov/blogs/projecting-your-business-cash-flow-made-simple <ul style="list-style-type: none"> ○ Score template: https://www.score.org/resources/financial-projections-template • http://businesstips.nab.com.au/cash-flow-management/cash-flow-forecast-template-monthly/ • http://www.mybusiness1st.co.uk/Assets/Articles-Finance-tools/Cash-Flow-Forecast-Template • https://www.tgci.com/sites/default/files/pdf/How%20to%20Make%20Cash%20Flow%20Projections_0.pdf • https://www.youtube.com/watch?v=h0rcvlqUiTM
11	<p>We did not receive a feedback letter during for last year's process. What should we do?</p>	<ul style="list-style-type: none"> • If you are a first time applicant, please state it instead of the feedback response. No further action is necessary • If you did not apply last year, but have a feedback letter from a prior year, please respond to the most recent feedback received • If you applied last year, but did not receive a feedback letter, please contact Mariely Ortiz at mariely.ortiz@erie.gov or at 716-858-1916