



2014 ERIE COUNTY CULTURAL FUNDING APPLICATION

INSTRUCTIONS:

Please review the Eligibility Requirements below. If your organization meets these requirements, complete your application online at www.erie.gov/CulturalFunding by **5:00 p.m. on JUNE 10, 2013**. All applications are to be submitted via this website. Should this create a hardship for your organization, please contact the Department of Environment & Planning at (716) 858-6716 or CulturalFunding@erie.gov.

PLEASE NOTE THAT LATE AND/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 2010; **AND**
- ✓ Have a board-approved strategic plan; **AND**
- ✓ Have a Data Profile in the Cultural Data Project (CDP) or have been granted a one-time only waiver from the County's Department of Environment and Planning (DEP) in which you agree to provide additional documents (see section on NON-CDP PARTICIPANTS on following page); **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

PLEASE NOTE THAT CAPITAL FUNDING REQUESTS ARE NOT ELIGIBLE.

ATTACHMENTS:

Please attach the following documents to your 2014 funding application:

- A. IRS 501 (c) (3) determination letter with effective date on or before July 2010;
- B. Bylaws;
- C. List of all current board members including term and length of service information;
- D. 2014 Proposed Operating Budget;
- E. 2014 Projected Cash Flow Forecast;
- F. 2015 Projected Operating Budget;
- G. Capital Budget (if applicable);
- H. Board Approved Strategic Plan;
- I. CDP Funder Report containing your two most recently completed fiscal years.

If you do not participate in the CDP, please request a waiver and attach the required additional documents as outlined below.

On the application, you will also be required to provide the filing dates for your most recent 990 or 990-N filing as well as your most recently filed NYS Annual Filing for Charitable Organizations.

Note: If your fiscal year does not align to the calendar year, please provide 2013-2014 proposed and 2014-2015 projected data.

NON-CDP PARTICIPANTS ONLY:

If you have not created any Data Profiles in the CDP, you may request a **one-time only** waiver from Erie County. To do so, please email your waiver request to Joan Braciak in Erie County DEP at CulturalFunding@erie.gov. If the waiver is granted, your organization **will be required** to submit the following **additional** documents with your 2014 Erie County Funding Application:

- J. Two most recent financial statements (audited or unaudited);
- K. Cash flow financial statements for 2012;
- L. Balance sheet showing assets and liabilities;

*Note: If you have a Data Profile with the CDP, it is **NOT** necessary to submit the above documents.*

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.

ESSAYS:

Attach a response for each of the items below. Each response is not to exceed 2,000 characters including spaces.

I. Organization

1. Describe your organization and how it was established.
2. Articulate your organization's mission and cultural vision.
3. Describe your programs and/or services in the coming year and how they help your organization to realize your mission and cultural vision.
4. Please describe your organization in terms of local, regional, national and/or international significance as well as any significant collaboration efforts.

II. Planning/Evaluation

1. Outline your organization's approach to institutional planning, highlighting the roles of staff and board.
2. Describe your biggest challenges and your plan to address them.
3. Articulate how your organization evaluates its programs, services, and/or other organizational initiatives.

III. Governance and Staffing

1. Describe your board in detail including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.
2. Provide the number of paid staff and detail any recent significant changes in key staff positions and detail your methods or review process for staff.
3. Please describe if and how your governing board performs an annual self-evaluation.

IV. Population Served/Marketing

1. Describe the audiences and communities served by your organization.
2. Detail efforts being taken to cultivate and broaden your constituency, especially efforts to reach underserved audiences.
3. Quantify your attendance for the last three years. What is your attendance goal for 2014 and what are your marketing strategies to reach it? Please explain your methods for attaining these figures.