



## APPLICATION COVER SHEET & CHECKLIST

NAME OF APPLICANT: \_\_\_\_\_

IRS FEDERAL TAX ID #: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

### ORGANIZATION INFORMATION

LEGAL NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

WEBSITE \_\_\_\_\_

AUTHORIZING OFFICIAL;  
 BOARD CHAIR \_\_\_\_\_

CEO/EXECUTIVE  
 DIRECTOR \_\_\_\_\_

### CONTACT INFORMATION

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

#### ORGANIZATION EXPENSE BUDGET SIZE *(Choose only one)*

- Under \$20,000
- \$20,000 to \$149,999
- \$150,000 to 399,999
- \$400,000 to \$699,999
- Over \$700,000

#### LIST AMOUNT OF FUNDING ORGANIZATION RECEIVED FROM ERIE COUNTY IN LAST 5 YEARS

2013	_____
2012	_____
2011	_____
2010	_____
2009	_____

**ELIGIBILITY CRITERIA – *Your organization must meet all of the following criteria to be considered for funding***

- Be located and provide services in Erie County
- Be a 501(c)(3) organization with tax-exempt status prior to July 2010
- Have a board-approved strategic plan
- Have a Profile in the Cultural Data Project (CDP) OR Have been granted a one-time only waiver from the Erie County Department of Environment and Planning (DEP) in which you agree to provide additional documents (*See NON-CDP PARTICIPANTS section below*)
- 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

**ATTACHMENTS – *Please clearly label all attachments***

- Attachment A:** IRS 501(c)(3) determination letter with effective date on or before July 2010
- Attachment B:** Bylaws
- Attachment C:** List of all current board members including term and length of service information
- Attachment D:** 2014 Proposed Operating Budget
- Attachment E:** 2014 Projected Cash Flow Forecast
- Attachment F:** 2015 Projected Operating Budget
- Attachment G:** Capital Budget (if applicable)
- Attachment H:** Board Approved Strategic Plan
- Date of most recent 990 or 990-N Filing \_\_\_\_\_
- Date of most recent NYS Annual Filing for Charitable Organizations Filing \_\_\_\_\_

**CDP PARTICIPANTS ONLY**

- Attachment I:** CDP Funder Report containing your two most recently completed fiscal years

**NON-CDP PARTICIPANTS ONLY – *If you have a CDP Data Profile, it is NOT necessary to submit the following.***

- Attachment J:** Two most recent financial statements (audited or unaudited)
- Attachment K:** Cash flow financial statements for 2013
- Attachment L:** Balance sheet showing assets and liabilities