

2019 Erie County Cultural Funding Program



Applicant Briefing
March 1, 2018

Welcome and Introductions



Erie County Department of Environment and Planning

Julie Barry, Deputy Commissioner of Planning

Mariely Ortiz, Planner

Erie County Arts and Cultural Advisory Board

Graham Smith, Chairperson

Thank You!



Buffalo Museum of Science

Marisa Wigglesworth, President and CEO

Overview of 2019 Cultural Funding Program

- Annual program
- 40 years of investment and going strong!
- Aligns with County Executive's *Initiatives for a Smart Economy*
- Administered by Erie County Department of Environment and Planning (DEP) in conjunction with Erie County Arts and Cultural Advisory Board (EACAB)
- 2018 Highlights
 - Over 70 applicants
 - Awarded over \$6 million of discretionary funding
 - Contracts distributed during week of February 19, 2018

Eligibility Requirements

- Located and provide services in Erie County
- Be a 501(c)(3) organization with tax exempt status prior to July 2015
- Have a board-approved strategic plan
- Have *at least ONE* of the following definitions of a Cultural Organization as a primary mission of the 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

Erie County Arts and Cultural Advisory Board

- 15-member board
- Does NOT evaluate art or programming
- Performs annual check-ups of organizations in the areas of:
 - Governance
 - Management and planning
 - Fiscal health
 - Community impact
 - Alignment of programming with mission
 - Recognition of Erie County
- Independent reviews lead to stronger, more competitive, sustainable organizations
- Provides feedback letters to organizations
 - Exemplary items and areas of concern

2019 Application

- Forms
 - Long form
 - Traditional application
 - For grants greater than \$7,500
 - Organizations of any size may use this form
 - Most rigorous
 - Short form
 - For grants equal to or less than \$7,500
 - Fewer questions and essays
 - Less rigorous
- Online submission at www.erie.gov/culturalfunding/

2019 Application

- Application organizes important documents:
 - Mission
 - Bylaws
 - Strategic plan
 - Policies (Whistleblower, Conflict of Interest)
 - Financials (IRS Form 990, Balance Sheet, Financial Statement, Cash Flow Forecast)
 - Board information
 - Program description
- Invest in legal counsel to review documents

2019 Application

- Continued Emphasis
 - Compliance with Federal, State, and County standards
 - IRS and NYS Non-Profit Revitalization Act (NPRA)
 - Governance questions added to IRS Form 990
 - NYS NPRA standards are “minimum” for good governance, yet Erie County seeks higher standards
 - Sunshine provision: Information you provide may be subject to both public discussion and to public disclosure per NYS Public Officers Law
 - Erie County Law Department compliance: Pay equity, Equal Opportunity Office audit
 - Oversight Mechanisms
 - Whistleblower Policy; Conflict of Interest Policy is mandatory
 - Bylaws, Policies, and Plans
 - All are living documents; review regularly, revise as necessary

2019 Application

- New for 2019
 - Timeline
 - Earlier application deadline and longer timeframe to complete
 - Erie County Acknowledgement
 - Standards for use of County seal
 - Essays
 - Fillable form

Areas of Concern

- Bylaws, policies, and strategic plans
 - Provide dates of adoption and/or review/update
- Staff compensation
 - Consistency between application and IRS Form 990
- Board diversification
 - Gender, race, ethnicity, age, geographical location
 - Term limits and succession planning
- Funding diversification = long-term sustainability
- Board independence and independent directors
 - Full disclosure is best
- Cash flow forecast predicts when cash arrives and expenses are paid
- Use consistent naming convention with file attachments

Timeline

Action Item	Date
Application release	February 23, 2018
Applicant Briefing	March 1, 2018
Short Form due	April 25, 2018
Long Form due	May 2, 2018
Application review period	May – July 2018
EACAB recommendations to CE	August 2018
Feedback letter distribution	September 2018
Proposed 2019 budget release	October 2018
Legislative budget hearings	November 2018
2019 budget adoption	December 2018
Contract distribution	February 2019

Arts Services Initiative of WNY



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Questions?



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