

2020 Erie County Cultural Funding Program



Applicant Briefing
February 27, 2019

Welcome and Introductions



Erie County Department of Environment and Planning

Mariely Ortiz, Planner

Erie County Arts and Cultural Advisory Board

Graham Smith, Chairperson

Thank You!



Theodore Roosevelt Inaugural Site
Stanton H. Hudson, Jr., Executive Director

Overview of 2020 Cultural Funding Program

- Annual program
- Aligns with County Executive's *Initiatives for a Smart Economy*
- Administered by Erie County Department of Environment and Planning
- 2019 Highlights
 - 86 applicants
 - 11 new
 - Awarded over \$6.9 million of discretionary funding
 - Contracts distributed during the last week of February 2019
- 40+ years of investment and going strong!

Eligibility Requirements

- Located and provide services in Erie County
- Be a 501(c)(3) organization with tax exempt status prior to July 2016
- 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

Additional Requirements

- New York State Non-Profit Revitalization Act - effective July 1, 2014.
 - It is every organization's responsibility to stay current with the provisions, knowing also that the law is the **minimum standard for good governance**.
- Sunshine Provision - any information you provide may be subject to public discussion as well as disclosure pursuant to New York State Public Officers Law.
- Pay Equity Certification - compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together " Equal Pay Law").
- Recognition for County Grants
- All entities applying for funding are required to have Bylaws, a Conflict of Interest Policy, and a Whistleblower Policy regardless of employee number or budget size.

Erie County Arts and Cultural Advisory Board

- 15-member board
- Does NOT evaluate art or programming
- 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

2020 Application

- Forms
 - Long form
 - Traditional application
 - For grants greater than \$7,500
 - Organizations of any size may use this form
 - Most rigorous
 - Full review and feedback process
 - Short form
 - 2020 request cannot exceed \$7,500 AND 2019 funding did not exceed \$7,500
 - Fewer essays
- Online submission at www.erie.gov/culturalfunding/

2020 Application

- Application organizes important documents:
 - Bylaws
 - Board information
 - Policies (Whistleblower, Conflict of Interest)
 - Financials (IRS Form 990, financial statements, cash flow forecasts, balance sheets)
 - Programming
 - Strategic plans
 - Evaluations
- Invest in legal counsel to review documents
 - Review your documents for typos and inaccuracies

2020 Application

- Continued Emphasis
 - Compliance: IRS and NYS Non-Profit Revitalization Act
 - NYS Non-Profit Revitalization Act standards are the minimum for good governance
 - Erie County seeks higher standards
 - Oversight mechanisms: Whistleblower and Conflict of Interest Policies
 - Mandatory
 - Updating Bylaws and Strategic Plans
 - Bylaws – review throughout to be consistent with NPRA, including names and composition of committees
 - Strategic Plans –
 - Lacking strategies/tactics, timelines, and milestones (the “how” and “when”)
 - Must consider all aspects of the organization
 - REVIEW your documents for consistency with NPRA and your other policies
 - REVIEW your documents to remove:
 - Boilerplate/template language
 - References that do not apply to your organization copied over from templates/examples

2020 Application

- New for 2020
 - Online Submission
 - Added mailing address field
 - Long Form Section 1
 - Eliminated a handful of questions (summary)
 - Added a line for net of revenues and expenses
 - Reorganized Parts
 - All
 - Corrected some questions in Attachment G
 - Clarified questions, particularly when referencing calendar or fiscal years
 - Added naming conventions for additional attachments and extension forms
 - Added more information about/expected for each attachment
 - Restated/emphasized Whistleblower Policy requirement – regardless of budget or number of employees
 - Clarified that Conflict of Interest Declarations pages should be submitted with the actual policy

Areas of Concern

- Inconsistencies between organization's documents and application responses
- Operating surplus and deficit
- Bylaws and policies
- Staff and consultant compensation
- Board
 - Diversification - gender, race, ethnicity, age, geographical location
 - Term Limits
- Evaluations
- Funding diversification
- Board independence and independent directors – disclosure/declarations page and handling of conflicts

Areas of Concern

- Cash flow forecast
 - Predicts when cash arrives and expenses are paid, and net per month and for the year. Be realistic. Adjust your cashflow forecast AND budget if you're in the negatives. This is a planning tool; plan for success.
- Incomplete applications
- Acknowledgement of funding
 - GOS means that everything the organization does was funded in part by EC
- Dissolution plan
- Succession planning

Timeline

- Application release ➤ February 22, 2019
- Applicant briefing ➤ February 27, 2019
- Short form due ➤ April 24, 2019
- Long form due ➤ May 1, 2019
- Application review period ➤ May - June 2019
- EACAB recommendations to County Executive ➤ August 2019
- Proposed feedback letter distribution ➤ September 2019
- Proposed 2020 budget release ➤ October 2020
- Legislative budget hearings ➤ November 2019
- 2020 budget adoption ➤ December 2019
- Contract distribution ➤ February 2020

Arts Services Initiative of WNY



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Questions?



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