



2019 ERIE COUNTY CULTURAL FUNDING APPLICATION

CHECKLIST: LONG FORM

ITEM	FILES	REQUIRED	NOTES			
SECTION 1: LONG FORM APPLICATION						
<i>Download from: www.erie.gov/culturalfunding</i>						
<input type="checkbox"/> Part 1 <input type="checkbox"/> Part 2 <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4 <input type="checkbox"/> Part 5 <input type="checkbox"/> Part 6 <input type="checkbox"/> Part 7 <input type="checkbox"/> Part 8 <input type="checkbox"/> Part 9	1	✓	[your organization's acronym].S1.2019			
SECTION 2: ESSAYS						
<i>Download from: www.erie.gov/culturalfunding</i>						
<i>I. Organization</i>						
<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5	1	✓	[your organization's acronym].S2.2019			
<i>II. Governance and Staffing</i>						
<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5 <input type="checkbox"/> Question 6 <input type="checkbox"/> Question 7						
<i>III. Planning</i>						
<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5 <input type="checkbox"/> Question 6 <input type="checkbox"/> Question 7						
<i>IV. Evaluation</i>						
<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4						
<i>V. Population Served/Marketing</i>						
<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2						
<i>VI. Response to Erie County</i>						
<input type="checkbox"/> Question 1 <input type="checkbox"/> Optional Attachment						
SECTION 3: ATTACHMENTS						
multiple files, as applicable						
<input type="checkbox"/> A: Balance Sheet	1	✓	[your organization's acronym].S3.A.2019			
<input type="checkbox"/> B: Financial Statements	1	✓	[your organization's acronym].S3.B.2019			
<input type="checkbox"/> C: Form 990/tax filing	1	✓	[your organization's acronym].S3.C.2019			
<input type="checkbox"/> D: Cash Flow Forecast	1	✓	[your organization's acronym].S3.D.2019			
<input type="checkbox"/> E: Conflict of Interest	1	✓	[your organization's acronym].S3.E.2019			
<input type="checkbox"/> F: Whistleblower Policy	1	✓	[your organization's acronym].S3.F.2019			
<input type="checkbox"/> G: Funding Acknowledgement <i>Download from: www.erie.gov/culturalfunding</i>	1	✓	[your organization's acronym].S3.G.2019			
<input type="checkbox"/> Sample 1	1	✓	[your organization's acronym].S3.G1.2019			
<input type="checkbox"/> Sample 2	1	✓	[your organization's acronym].S3.G2.2019			
<input type="checkbox"/> Sample 3	1	✓	[your organization's acronym].S3.G3.2019			
<input type="checkbox"/> H: Bylaws	1	✓	[your organization's acronym].S3.H.2019			
<input type="checkbox"/> I: Strategic Plan	1	✓	[your organization's acronym].S3.I.2019			
<input type="checkbox"/> J: Corporation & Foundation Support Detail	1	If applicable	[your organization's acronym].S3.J.2019			
<input type="checkbox"/> K: Capital or Endowment Campaign Details <i>Download from: www.erie.gov/culturalfunding</i>	1	If applicable	[your organization's acronym].S3.K.2019			
ONLINE SUBMISSION	ALL	✓	Required of all applicants			

Application is due by **11:59pm on WEDNESDAY, MAY 2, 2018** at www.erie.gov/culturalfunding.

If you require assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916 or mariely.ortiz@erie.gov until 4:30pm on Wednesday, May 2, 2018.