



2019 ERIE COUNTY CULTURAL FUNDING APPLICATION
CHECKLIST: SHORT FORM

ITEM	FILES	REQUIRED	NOTES
SECTION 1: SHORT FORM APPLICATION <input type="checkbox"/> Part 1 <input type="checkbox"/> Part 2 <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4	1	✓	[your organization's acronym].S1.2019
SECTION 2: ESSAYS <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			
<i>IV. 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 <i>OPTIONAL: Revenues & Expenses Worksheet</i> <i>Download from: www.erie.gov/culturalfunding</i>	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 <i>Not required of 1st time applicants</i>	1	✓	[your organization's acronym].S3.G1.2019
<input type="checkbox"/> Sample 2 <i>Not required of 1st time applicants</i>	1		[your organization's acronym].S3.G2.2019
<input type="checkbox"/> Sample 3 <i>Not required of 1st time applicants</i>	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	If applicable	[your organization's acronym].S3.I.2019
ONLINE SUBMISSION	ALL	✓	Required of all applicants

Application is due by **11:59pm on WEDNESDAY, APRIL 25, 2018 at**

www.erie.gov/culturalfunding.

Assistance with the Online Submission will be available until 4:30pm on Wednesday, April 25, 2018.

If you require assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916
or mariely.ortiz@erie.gov.