



2016 ERIE COUNTY CULTURAL FUNDING APPLICATION

Please review the Eligibility Requirements below. If your organization meets these requirements, complete your application online at www.erie.gov/CulturalFunding by **5:00 p.m. on WEDNESDAY, JUNE 10, 2015**. All applications are to be submitted via this website. Should this create a hardship for your organization, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-6716 or CulturalFunding@erie.gov.

LATE OR INCOMPLETE APPLICATIONS WILL NEGATIVELY AFFECT YOUR SCORE.

ELIGIBILITY REQUIREMENTS

To be eligible for Erie County Funding your organization must:

- ✓ Be located and provide services in Erie County; **AND**
- ✓ Be a 501 (c) (3) organization with tax-exempt status prior to July 2012; **AND**
- ✓ Have a board-approved strategic plan; **AND**
- ✓ 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.

SUNSHINE PROVISION

Please be advised that any information you provide may be subject to public discussion as well as disclosure pursuant to New York State Public Officers Law.

RECOGNITION FOR COUNTY GRANTS

Please also be advised that if your Organization is awarded funding, you must commit to acknowledging Erie County as a funding source on your organization's website, marketing materials, and/or other publications.

NEW YORK STATE NON-PROFIT REVITALIZATION ACT

The New York State Non-Profit Revitalization Act became effective July 1, 2014. As this Act pertains to all 501(c)(3) organizations, Erie County expects all organizations to certify compliance with the NYS Non-Profit Revitalization Act. Organizations should be prepared to provide evidence of compliance with specific components of the Act.

PLEASE NOTE THAT CAPITAL FUNDING REQUESTS ARE NOT ELIGIBLE.

PART 1 – GENERAL INFORMATION			
Legal Name of Organization			
Mailing Address			
City, State Zip Code			
Website Address			
Executive Director, Manager, or Volunteer Contact			
Name, Title			
Phone Number		Email Address	
Person who Prepared Application			
Name, Title			
Phone Number		Email Address	
Board Chair Person			
Name			
Mailing Address, City, State Zip			
Phone Number		Email Address	
Applicant's Financial Contact Person			
Name, Title			
Phone Number		Email Address	
Federal Tax Identification No.			
Year 501c3 Status Received		Define Fiscal Year	

PART 2 – FUNDING REQUEST	
Amount of 2016 Erie County Cultural Funding Request	
Amount of 2015 Erie County Cultural Funding Received	
Total Amount of Applicant's 2015 Operating Budget (not capital)	
2016 request is what percentage of 2015 total operating budget?	
Purpose of 2016 Funding Request	

PART 3 – APPLICANT DATA SUMMARY			
	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues			
Earned			
Corporate			
Private			
Public			
Total Operating Expenses <i>(Not Capital)</i>			
Number of Employees			
Full-Time			
Part-Time			
Number of Board Members			
Number of Volunteers			
Total Attendance			
Paid Attendance			
Unpaid Attendance			
Virtual Attendance			

PART 7 – DOCUMENTATION OF FISCAL ACCOUNTABILITY⁴

Does your organization have an accumulated operating:		<input type="checkbox"/> Surplus		<input type="checkbox"/> Deficit	
If yes, what is it? (<i>Do not include endowment/capital funds</i>)		\$			
REVENUE (FULL FISCAL YEARS)	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual YTD	FY 2016 Projected
Earned Income					
1. Admissions					
2. Memberships					
3. Fundraising events (gross)					
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental					
7. Advertising sales					
8. Proceeds: Goods Sales					
9. Other: Specify					
10. Total earned income					
Private Contributions					
11. Individual Donations					
12. Corporate Support – See Attach. J					
Sponsorships					
Donations					
13. Foundation Support – See Attach. J					
14. Total Private Contributions					
Public Funding					
15. National Endowment for the Arts					
16. Other Federal					
17. NYSCA					
18. Other State					
19. NYSCA Decentralization Regrant					
20. City of Buffalo					
21. Erie County Cultural Funding					
22. Erie County – Other					
23. Total Public Funding					
24. TOTAL REVENUE					

⁴ Please complete according to your organization's fiscal year, rather than calendar year.

EXPENSES	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual YTD	FY 2016 Projected
Personnel Salaries and Fees (including benefits)⁵					
1. Administrative					
2. Artistic (or Collections/Maintenance)					
3. Educational (or Educational Programs/Special Events Staff)					
4. Technical (or Guest Services)					
5. Bonus or Incentive Payments					
6. Total Salaries and Fees					
Administration/Operations					
7. Rent					
8. Utilities					
9. Telephone					
10. Internet Service					
11. Office Supplies					
12. Office Equipment Rental					
13. Postage/ Postal Box Rental					
14. Security/Maintenance					
15. Travel					
16. Insurance					
17. Legal					
18. Accounting and/or Audit					
19. Duties & Association Memberships					
20. Office printing/copying					
21. Service contracts					
22. Interest paid on Operating loans					
23. Other (i.e. consultant)					
24. Total Administration/Operations					
Programming					
25. Production Expenses					
26. Educational Expenses					
27. Facility/Equipment Rental					
28. Printing					
29. Accommod./Interpreters					
30. Scholarships/Awards					
31. Copyright/Licensing Fees					
32. Other (specify)					
33. Total Programming					
Fundraising/Marketing/Retail					
34. Paid Advertising					
35. Direct Mail					
36. Fundraising Events					
37. Cost Goods for Sale					
38. Other (specify)					
39. Total Fundraising/Marketing/Retail					
40. TOTAL OPERATING EXPENSES					

⁵ For organizations where the primary category does not apply, answer for the alternate category in parentheses.

PART 8 – ENDOWMENT INFORMATION					
	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual YTD	FY 2016 Projected
Total Endowment (All Sources)					
Earnings from Endowment					
Endowment Expenses					
Provide Statement of Spending Rule(s):					

PART 9 – CAPITAL CAMPAIGN INFORMATION			
Do you currently have a private or public capital campaign underway?		<input type="checkbox"/> Yes – provide Attachment K	<input type="checkbox"/> No
Do you have a capital campaign planned?		<input type="checkbox"/> Yes – provide Attachment K	<input type="checkbox"/> No
Indicate Start Date:		Campaign Goal:	\$
Indicate End Date:		Pledges Committed to Date:	\$

PART 10 – DOCUMENTATION OF REAL ESTATE INFORMATION			
Do you own real estate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you operate or provide services in the building owned by your organization?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you own more than one building?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain how your various properties are used.			
<i>Note: If you rent space, be sure you have answered all questions related to rent on the financial form.</i>			
Do you operate or provide services in a publicly owned building?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the building owner (Please check all that apply.)	<input type="checkbox"/> City of Buffalo	<input type="checkbox"/> College or University	
	<input type="checkbox"/> Erie County	<input type="checkbox"/> Federal	
	<input type="checkbox"/> NYS	<input type="checkbox"/> Other	
Please describe the property management relationship between your organization and the public owner, including who is responsible for capital repairs, utilities, etc.			
Do you receive grant funds for stewardship of a publicly owned building?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please identify the source of those funds and the amount received.			

PART 11 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)	
5 HIGHEST COMPENSATED EMPLOYEES, POSITION, TOTAL COMPENSATION AMOUNT	5 HIGHEST COMPENSATED CONSULTANTS, POSITION, TOTAL COMPENSATION AMOUNT
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

ESSAYS

Attach a response for each of the items below. Please do not exceed 500 words per essay per section.

I. Organization

1. Describe your organization and how it was established.
2. Articulate your organization's mission and cultural vision.
3. Describe your programs and/or services in the coming year and how they help your organization realize your mission and cultural vision.
4. Please describe your organization in terms of local, regional, national, and/or international significance
5. Please tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Planning

1. Please describe your organization's approach to institutional planning, including the roles of staff and board.
2. Describe your biggest non-financial challenges and your plan to address them.
3. Please describe any significant collaboration efforts underway or in the recent past.
4. Please describe progress toward implementation of your strategic plan to date.

III. Evaluation

1. **Board:** Does your governing board perform an annual self-evaluation of the entire board? Of individual trustees? Describe the evaluation process.
2. **Staff:** Detail your methods or review process for staff.
3. **Programs:** Does your organization conduct an evaluation of programs, services, and/or other organizational initiatives? Describe your evaluation process.
4. If your organization is evaluated by an accrediting organization, provide date of last completed review cycle and date of next anticipated review cycle. Please include any noteworthy comments. If your organization is not evaluated by an accrediting organization, leave this question blank.

IV. Governance and Staffing

1. Please list committees of the board.
2. Please list committees of the corporation.
3. Please describe how your organization handles fiscal oversight and conflicts of interest.
4. Provide the number of all staff compensated by your organization in any form, and detail any recent significant changes in key staff positions.

V. Population Served/Marketing

1. Describe the audiences and communities served by your organization.
2. Detail efforts being taken to cultivate and broaden your constituency, especially efforts to reach underserved audiences. What is your attendance goal for 2016 and what are your marketing strategies to reach it?

VI. Response to Erie County

1. If your organization applied for Erie County Cultural Funding last year, please describe how you addressed any issues or concerns provided to you in the feedback letters sent by the Erie Arts and Cultural Advisory Board. *If you are a first-time applicant, you may leave this question blank.*
2. *Optional:* Feel free to attach any additional written explanation of items in your application that may help the Erie Arts and Cultural Advisory Board to better understand and evaluate your application. (e.g. board independence, unusual expenses, large budget variances, etc.)

ATTACHMENTS

All applicable attachments should be submitted with your application online at www.erie.gov/culturalfunding

- A. Balance sheet from your most recently completed fiscal year showing assets and liabilities
- B. FY 2014 Financial Statements (audited or unaudited)
- C. FY 2014 Form 990
- D. 2016 Cash Flow Forecast
- E. Conflict of Interest Policy (must state date of adoption)
- F. Whistleblower Policy (must state date of adoption)
- G. County Funding Acknowledgement – Please submit up to three samples showing acknowledgement of County Funding. *If you are a first-time applicant, please attach a document outlining your plans to acknowledge County Funding.*
- H. Bylaws (*Only if updated since June 2014 or if first-time applicant*)
- I. Board Approved Strategic Plan (*Only if updated since June 2014 or if first-time applicant*)
- J. Corporation and Foundation Support Detail (*if applicable*)
- K. Capital Campaign Details/Budget (*if applicable*)