MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	African Cultural Center of Buffalo, Inc.		
Mailing Address	350 Masten Avenue		
City, State, Zip Code	Buffalo, New York, 14209		
Website Address	www.aaccbuffalo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Agnes M. Bain, Executive Director		
Phone Number	716-884-2013	Email Address	agnes@wzrd.com
Person who Prepared Application			
Name, Title	Agnes M. Bain, Executive Director		
Phone Number	716-884-2013	Email Address	agnes@wzrd.com
Board Chairperson			
Name	Paulette S. Counts		
Mailing Address, City, State, Zip Code	167 Goulding Avenue		
Phone Number	716-602-1442	Email Address	paulettescounts@yahoo.com
Applicant's Financial Contact Person			
Name, Title	Harry Stokes		
Phone Number	716-884-2013	Email Address	africancultural350@gmail.com
Federal Tax Identification No.	16-0920652		
Year 501c3 Status Received	1966	***Define Fiscal Year***	Calendar year (1/1 - 12/31)

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 165,450.00
Amount of 2016 Erie County Cultural Funding Received	$ 165,450.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 538,312.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.25%
Purpose of 2017 Funding Request	General Operating Expense

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	475,862	538,312	150,264
Earned (Part 6, Line 9)	88,912	96,500	27,112
Contributed Total (Part 6, Line 13 + Line 22)	386,250	441,812	123,152
Individual (Part 6, Line 10)	40,000	43,000	16,344
Corporate (Part 6, Line 11)			
Foundation (Part 6, Line 12)		25,000	
Public (Part 6, Line 22)	346,950	373,812	106,808
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	475,862	538,312	142,879
Number of Employees	13	13	13
Full-Time	2	2	2

UPDATED 5.23.16

Part-Time	11	11	11
Number of **VOTING** Board Members	10	10	10
Number of **ACTIVE** Volunteers	70	90	30
Total Attendance	29,500	40,450	4,950
Paid Attendance	9,500	12,450	3,450
Unpaid Attendance	15,000+	20,000	1,500
Virtual Attendance	5,000	8,000	0

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2000	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2013		
Year Conflict of Interest Policy was last updated	2013		
Year Whistleblower Policy was last updated	2013		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	5 years
How many consecutive terms are permitted?	The By-Laws does not specify		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	12.00		
Number of Board meetings held in FY 2015?	9.00	Number of Board meetings with quorum present FY 2015?	9.00
Number of Conflict of Interest forms collected and in force?	10.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	10.00		
What percentage of the Board made a financial contribution?	90.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Paulette S. Counts	2005	2020	Chairperson	5	✓	
2	Dorothea Baxter-Hughes	2011	2020	Vice Chairperson	5	✓	
3	Chris Milhouse	2011	2017	Secretary	3	✓	
4	Harry Stokes	2000	2016	Treasurer	16	✓	
5	Gwendolyn Neal	2005	2016			✓	
6	Earl Smith	2013	2019			✓	
7	Jack McNulty	2012	2015			✓	
8	Kimberly Sanders	2012	2015			✓	
9	Carlos Costner	2015	2018			✓	
10	Patricia Sass	2015	2018			✓	
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 154,031.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	61,432	65,250	70,500	16,344	75,500
2. Memberships	501	4,662	5,000		5,000
3. Fundraising events (gross)	7,954	10,000	10,000	8,088	13,000
4. Tuition (workshops)	3,000	3,500	4,000	1,500	5,000
5. Contracted services	2,258	2,500	3,000	1,000	4,000
6. Facility Rental					
7. Proceeds: Goods Sales	2,607	3,000	4,000	180	4,000
8. Remaining/Other (specify):					
a. DonorRestriction	13,802				
b.					
9. Total Earned Income	91,554	88,912	96,500	27,112	106,500
Private Contributions					
10. Individual Donations	50,482	40,000	43,000	16,344	40,000
11. Corporate Support – See Attach. J					
12. Foundation Support – See Attach. J			25,000		
13. Total Private Contributions	50,482	40,000	68,000	16,344	40,000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	100,000	50,000	50,000		50,000
17. NYSCA Decentralization Regrant					
18. Other State					
a. WNY Delegation	259,742	45,000	47,000		80,000
b.					
19. Municipal Funding	67,437	70,700	77,200	24,083	87,200
20. Erie County Cultural Funding	112,831	145,000	165,450	82,725	165,450
21. Erie County – Other	8,689	36,250	34,162		40,000
22. Total Public Funding	548,699	346,950	373,812	106,808	422,650
23. TOTAL REVENUE	690,735	475,862	538,312	150,264	565,150

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	86,394	87,307	87,307	31,511	93,307
25. Artistic/Collections	100,150	73,605	83,605	31,386	85,500
26. Education/Programs	97,821	82,965	82,965	26,305	83,000
27. Production/Technical	60,000	60,000	75,000	7,750	70,000
28. Development/Special Events					
29. Guest Services					
30. Maintenance	27,400	27,400	27,400	14,715	30,000
31. Other					
32. Total Salaries and Fees	371,765	331,277	356,277	111,667	361,807

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	19,368	22,500	20,500	5,142	25,000
35. Office Supplies/Equipment Rental	10,000	11,650	19,000	2,993	19,343
36. Security/Maintenance					
37. Travel	10,657	11,000	9,000	200	10,500
38. Insurance	5,241	5,435	5,500	250	6,000
39. Legal					
40. Bookkeeping service			20,000		15,000
41. Audit expense	12,000	18,000	20,035	975	20,00
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a.					
b.					
44. Total Administration/Operations	57,266	68,585	94,035	9,560	95,843

Programming & Collections Care					
45. Production & Exhibits Expenses	20,569	25,500	30,000	14,650	40,500
46. Educational Expenses	15,086	23,500	25,000	4,177	35,000
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Postage, Conferences	2,030	3,500	4,000	748	4,000
b. Bank charge,misc.	5,984	4,000	4,000		3,000
51. Total Programming	43,669	56,500	63,000	19,575	82,500

Fundraising/Marketing/Retail					
52. Fundraising Events					
53. Marketing/Advertising	16,951	19,500	25,000	2,077	29,000
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	16,951	19,500	25,000	2,077	29,000

57. TOTAL OPERATING EXPENSES	489,6510	475,862	538,312	142,879	569,150

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1		African Dance & Drum Performances & Workshops			
2	1/18/2015	Martin Luther King Jr. Celebration	Kleinhans Music Hall	Buffalo, NY	250
3	2/3/2015	Black History Program	Penn State	Pennsylvania, Pa	250
4	2/5/2015	Black History Program	BAVPA	Buffalo, NY	150
5	2/6/2015	Black History Program	University of Pittsburgh	Pennsylvania, Pa.	350
6	2/7/2015	Black History Program	African Cultural Ctr	Buffalo, NY	150
7	2/19/2015	Black History Program	Fredonia State	Fredonia, NY	100
8	2/22/2015	LINKS Black History Program	N>F> Resource Ctr.	Niagara Falls, NY	70
9	2/25 - 3/6/2015	Black History Program	Olmsted High School	Buffalo, NY	200
10	2/26/2015	Black History Celebration	Baker Victory School	Lackawanna, NY	200
11	2/26/2015	Black History Program	Kalfas School	Niagara Falls, NY	350
12	4/2/2015	Workshop	Tapestry High School	Buffalo, NY	25
13	5/9/2015	Liberty Ball	Delavan Grider Ctr	Buffalo, NY	50
14	5/15/2015	Juneteenth Festival	MLK Park	Buffalo, NY	3,000
15	4/12/2015	Senior Ball	BFNC	Buffalo, NY	150
16	6/18/2015	Summer Event	Lafayette Hotel	Buffalo, NY	500
17	6/26/2015	Birthday Party	Fairdale Banquet Hall	Amherst, NY	175
18	7/6 - 8/13/2015	Workshop	Cornerstone Manor	Buffalo,NY	75
19	7/10/2015	M&T Bank Summer Series	M&T Bank	Buffalo, NY	250
20	7/11/2015	Family Reunion	Hyatt Regency	Buffalo, NY	300
21	7/17/2015	Staff Professional Development	Charter School	Buffalo, NY	30
22	8/6/2015	Open House	Charter School	Buffalo, NY	150
23	8/18/2015	Workshop	Brierwood Childhood Ctr	Willimsville, NY	30
24	9/10/2016	Workshop	Canisus College	Buffalo, NY	55
25	11/19/2015	Leadership Buffalo Youth	Shea's Smith Theatre	Buffalo, NY	125
26					
27		THEATRE SEASON			
28	2/6 - 3/1/2015	Burying the Bones	AACC Paul Robeson Theatre	Buffalo, NY	209
29	3/20 - 3/22/2015	Simply Annette	AACC Paul Robeson Theatre	Buffalo, NY	750
30	5/1 - 5/24/2015	How I Got Over	AACC Paul Robeson Theatre	Buffalo, NY	1050
31	9/18 - 10/11/2015	How I Got Over	AACC Paul Robeson Theatre	Buffalo, NY	1265
32	11/13 - 12/6/2015	Stompin at the Savoy	AACC Paul Robeson Theatre	Buffalo, NY	1212
33					
34		AFRICAN CULTURAL CENTER PROGRAMMING			
35	1/1 - 6/31/2015	African Dance & Drum Classes	Tues., Thurs, Sat	Buffalo, NY	55 students per class
36	9/6- 12/31/15	African Dance & Drum Classes	Tues. Thurs. Sat	Buffalo, NY	55 students per class
37	1/1 - 6/31/2015	Educational Directives Program	Mon. through Fri	Buffalo, NY	60 students per class
38	9/6 - 12/31/15	Educational Directives Program	Mon. through Fri	Buffalo, NY	60 students per class
39	1/1 - 6/31/2015	Positive Productive Sisters	Wednesday	Buffalo, NY	19 students per class
40	9/6 - 12/31/2015	Positive Productive Sisters	Wednsday	Buffalo, NY	19 students per class

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 40,000.00
2.	Artistic Director	$ 17,500.00
3.	Building Superintendent	$ 17,400.00
4.	Educational Directives Director	$ 16,099.00
5.	Program Coordinator	$ 16,012.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Aurora Historical Society, Inc		
Mailing Address	PO Box 472		
City, State, Zip Code	East Aurora, NY 14052		
Website Address	www.aurorahistoricalsociety.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Susan McBurney, President		
Phone Number	716-652-5980	Email Address	mcburney14052@gmail.com
Person who Prepared Application			
Name, Title	Susan McBurney, President		
Phone Number	716-652-5980	Email Address	mcburney14052@gmail.com
Board Chairperson			
Name	Susan McBurney, President		
Mailing Address, City, State, Zip Code	535 Ridge Avenue, East Aurora, NY 14052		
Phone Number	716-652-5980	Email Address	mcburney14052@gmail.com
Applicant's Financial Contact Person			
Name, Title	Leah Price, Treasurer		
Phone Number	716-597-5417	Email Address	leprice66@aol.com
Federal Tax Identification No.	16-6042771		
Year S01c3 Status Received	1,971	***Define Fiscal Year***	January 1-December 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 3,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 0.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 59,000.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	5.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Operations	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☒ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,013	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,015
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	n/a		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?			
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	12.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present in FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?	12.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	0.00		
What percentage of the Board made a financial contribution?	0.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Susan McBurney (first elected 2009)	2013	2016	President	6	✓	
2	Linda Ulrich-Hagner (first elected 2013)	2013	2016	Vice-President	1	✓	
3	Leah Price (first elected 2012)	2015	2018	Treasurer	2	✓	
4	Clare Root (first elected 2015)	2014	2018	Secretary	1	✓	
5	Rachelle Francis (first elected 2013)	2013	2016			✓	
6	Ray Hartmann (fist elected 2000)	2013	2016			✓	
7	Mary Hubbard (first elected 2010)	2014	2017			✓	
8	Libby Maeder (first elected 2014)	2014	2017			✓	
9	Diane Meade (first elected 1999)	2014	2017		5	✓	
10	Timothy Redmond (first elected 2008)	2014	2017			✓	
11	Rebecca Suttell (first elected 2003)	2015	2018		2	✓	
12	Cheryl Hurlburt (first elected 2006)	2015	2018		3	✓	
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	American Legion Band of the Tonawandas, Inc.		
Mailing Address	P.O. Box 122		
City, State, Zip Code	Tonawanda, NY 14150		
Website Address	www.tonawandalegionband.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	David Abrahamian, President		
Phone Number	716-632-8184	Email Address	abrahamiand@msn.com
Person who Prepared Application			
Name, Title	David Abrahamian, President		
Phone Number	716-632-8184	Email Address	abrahamiand@msn.com
Board Chairperson			
Name	Peter Fogle		
Mailing Address, City, State, Zip Code	6355 Badger Drive, Lockport, NY 14094		
Phone Number	716-433-7676	Email Address	Dblreed61@msn.com
Applicant's Financial Contact Person			
Name, Title	Richard Sowinski, Treasurer		
Phone Number	716-741-9264	Email Address	rsowinski1@roadrunner.com
Federal Tax Identification No.	22-3067668		
Year 501c3 Status Received	1,931	***Define Fiscal Year***	1/1 - 12/31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 5,050.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 67,000.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	11.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Subsidize Erie County Parks Concerts, New Music, Uniforms, Operating Expenses	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 0.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	1,985	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,013
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2014		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	Sole Board Members - 2 years, Elected Officers - 1 year
How many consecutive terms are permitted?	No Limit		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	12.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present in FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	3.00		
What percentage of the Board made a financial contribution?	27.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	David Abrahamian	2015	2016	President & Business Manager	1		✓
2	Dale Voelker	2015	2016	Vice President	1		✓
3	Michael Shaw	2015	2016	Music Director	1		✓
4	Michael Nascimben	2015	2016	Assistant Music Director	1		✓
5	Richard Sowinski	2015	2016	Treasurer	1		✓
6	Kelly Decker	2015	2016	Secretary	1		✓
7	James Scott	2015	2016	Personnel Manager	1		✓
8	Peter Fogle	2014	2016	Board Member	2		✓
9	Rob DeSantis	2014	2016	Board Member	2		✓
10	Nicole Bodomer	2015	2017	Board Member	1		✓
11	Karl Kroetsch	2015	2017	Board Member	1		✓
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section S, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Arts Services Initiative of Western New York, Inc.		
Mailing Address	95 Perry Street, Suite 402		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.asiwny.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Tod Kniazuk, Executive Director		
Phone Number	716-362-8389	Email Address	tod@asiwny.org
Person who Prepared Application			
Name, Title	Jennifer Swan		
Phone Number	716-362-8389	Email Address	jen@asiwny.org
Board Chairperson			
Name	Randall Kramer		
Mailing Address, City, State, Zip Code	4380 Main Street, Suite 123 Amherst, NY 14226		
Phone Number	716-839-8565	Email Address	rkramer@daemen.edu
Applicant's Financial Contact Person			
Name, Title	Michelle Watorek		
Phone Number	716-887-6791	Email Address	mwatorek27@gmail.com
Federal Tax Identification No.	45-4531129		
Year 501c3 Status Received	2011	***Define Fiscal Year***	Jan 1 - Dec 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 25,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 20,200.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 727,480.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.44%
Purpose of 2017 Funding Request	General Operations and Professional Development Services offered to artists and cultural groups

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	591094	727480	257536
Earned (Part 6, Line 9)	51622	142670	11080
Contributed Total (Part 6, Line 13 + Line 22)	539472	584810	246456
Individual (Part 6, Line 10)	7862	40975	7634
Corporate (Part 6, Line 11)	15200	92900	40188
Foundation (Part 6, Line 12)	137111	135513	60000
Public (Part 6, Line 22)	379299	315422	138634
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	583725	727480	255007
Number of Employees	7	5	6
Full-Time	4	4	4

UPDATED 5.23.16

Part-Time	3	1	2
Number of **VOTING** Board Members	18	18	18
Number of **ACTIVE** Volunteers	17	26	18
Total Attendance	32053	32750	11183
Paid Attendance	2385	1662	187
Unpaid Attendance	9668	11088	1996
Virtual Attendance	20000	21000	9000

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2014	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	Three years
How many consecutive terms are permitted?	Two Terms		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?		6.00	
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?		20.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in the most recently completed fiscal year?		18.00	
What percentage of the Board made a financial contribution?		100.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Mr. Randall Kramer	2011	2018	President	5	✓	
2	Ms. Kate Koperski	2011	2017	Vice President	5	✓	
3	Ms. Paulette D. Harris	2011	2017	Secretary	3	✓	
4	Ms. Michelle Watorek	2014	2018	Treasurer	1	✓	
5	Mr. Kenneth Africano	2014	2016	Director	2	✓	
6	Ms. Journey Gunderson	2014	2017	Director	2	✓	
7	Ms. Tina Hastings	2014	2018	Director	2	✓	
8	Ms. Sarah JM Kolberg	2011	2017	Director	5	✓	
9	Mr. Mark McGovern	2012	2016	Director	4	✓	
10	Mr. Gerald Mead	2011	2016	Director	5	✓	
11	Ms. Brandye Merriweather	2015	2018	Director	1	✓	
12	Mr. Daniel T. Montante	2014	2018	Director	2	✓	
13	Mr. John A. Mueller	2014	2017	Director	2	✓	
14	Mr. Hal D. Payne	2014	2017	Director	2	✓	
15	Ms. Theresa Quinn, Esq.	2012	2018	Director	4	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 56,760.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	376	13197	53003	5661	42150
2. Memberships					
3. Fundraising events (gross)	18333	43055	49000	18905	43825
4. Tuition (workshops)					
5. Contracted services	20984	40973	34000	3384	34000
6. Facility Rental					
7. Proceeds: Goods 5ales	7920	895			
8. Remaining/Other (specify):					
a. Event Planning Contract	4000				
b. In Kind / Misc -See note		49	45567	210	12818
9. Total Earned Income	51622	98169	181570	28160	132793
Private Contributions					
10. Individual Donations	7862	18283	39475	6154	28150
11. Corporate Support – See Attach. J	15200	10720	55500	24588	52000
12. Foundation Support – See Attach. J	137111	158074	145513	60000	138013
13. Total Private Contributions	160173	187077	240488	90742	218163
Public Funding					
14. National Endowment for the Arts			10000		
15. Other Federal					
a.					
b.					
16. NYSCA	184679	192278	269222	120662	265222
17. NY5CA Decentralization Regrant					
18. Other State					
a. Empire State Dev.	179620	115607		7872	
b. REDC					26250
19. Municipal Funding		6000	6000		6000
20. Erie County Cultural Funding	15000	20000	20200	10100	25000
21. Erie County – Other					
22. Total Public Funding	379299	333885	305422	138634	322472
23. TOTAL REVENUE	591094	619131	727480	257536	673428

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	200683	230198	249823	84740	280353
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	200683	230198	249823	84740	280353

UPDATED 5.23.16

Administration/Operations					
33. Rent	21537	22841	21312	8769	21312
34. Utilities/Phone/Internet/etcetera	2755	2904	2858	454	2858
35. Office Supplies/Equipment Rental	18238	7413	23445	2793	19720
36. Security/Maintenance					
37. Travel	15682	21026	43470	8194	27625
38. Insurance	7216	7620	2750	1484	2750
39. Legal					
40. Bookkeeping service	3450	0	0	0	0
41. Audit expense	2070	2000	4150	0	4050
42. Interest paid on Operating loans	644	1781	750	578	750
43. Other (i.e. consultant)					
a. OTHER see budget notes	6142	12126	15554	7720	8920
b. Service Contracts	15860	9165	8265	2387	9100
44. Total Administration/Operations	93594	86876	122554	32379	97085

Programming & Collections Care					
45. Production & Exhibits Expenses					
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. see budget notes	93367	30062	84070	16540	49870
b. regranting/related expense	161675	230260	183890	99040	188890
51. Total Programming	255042	260322	267960	115580	238760

Fundraising/Marketing/Retail					
52. Fundraising Events	25437	21975	27688	18332	26775
53. Marketing/Advertising	8134	4001	48125	3526	28875
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Software	835	795		450	
b. Fundraising Fees			11330		1580
56. Total Fundraising/Marketing/Retail	34406	26771	87143	22308	57230

57. TOTAL OPERATING EXPENSES	583725	604167	727480	255007	673428

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Various Dates	Greater Bflo Cultural Alliance Gathering / Trainings	Various Locations	Erie County	42
2	Various Dates	Community & Individual Arts and Art Education Sessions for DEC Grant	Various Locations	Erie & Niagara Counties	104
3	Various Dates	Executive Director 101 Series (9)	Various Locations	Erie & Niagara Counties	21
4	Various Dates	Arts Access Pass Info Session Sign Ups	Various Locations	Erie County	50
5	Various Dates	The Big Easy in Buffalo Series	Various Locations	Erie County	5212
6	Various Dates	Individual Organization Trainings	Various Locations	Erie & Niagara Counties	120
7	1/21/2015	Buffalo River Programming Grant Info Session	95 Perry St.	Buffalo, NY	32
8	2/28/2015	Lawyers 4 The Arts	Sportsmen's Tavern	Buffalo, NY	250
9	3/16/2015	Evaluation Training Session	Hallwalls Contemporary Arts Center	Buffalo, NY	52
10	4/20/2015	Business Strategies for Artists	The Foundry	Buffalo, NY	33
11	4/21/2015	Business Strategies for Artists	Niagara Arts & Cultural Center	Niagara Falls, NY	35
12	5/11/2015	NYSCA Updates and Overview	MusicalFare Theatre	Buffalo, NY	46
13	5/20/2015	Spark Cultural Awards	Hotel @ The Lafayette	Buffalo, NY	300
14	8/25/2015	National Funding Forum: Federal Grants Workship	Burchfield Penny Arts Center	Buffalo, NY	100
15	9/20/2015	Best of Broadway	Kleinhans Performing Arts Center	Buffalo, NY	180
16	9/23/2015	Broadcast Media Training	WBBZ-TV Studios	Williamsville, NY	75
17	9/26/2015	Smithsonian Museum Day	Various Museums	Erie, Niagara & Chautauqua Counties	1353
18	11/4/2015	DIY Websites for Artists	UB Downtown Gateway Building	Buffalo, NY	21
19	11/9/2015	Succession Planning with NYCON's Doug Sauer	Buffalo & Erie County Central Library	Buffalo, NY	33
20	11/10/2015	Advocacy Overview Training	Hallways Contemporary Arts Center	Buffalo, NY	25
21	11/18/2015	NYSCA/ Americans for the Arts Arts Advocacy Training	Irish Classical Theatre	Buffalo, NY	62
22	11/21/2015	Battle of the Corporate Bands	Buffalo Ironworks	Buffalo, NY	400
23	11/23/2015	Gathering at Erie Co. Legislature Budget Hearing	County Legislature Chambers	Buffalo, NY	67
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more spoce is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 66,201.00
2.	Associate Director	$ 45,413.00
3.	Development Director	$ 44,814.00
4.	Program Coordinator	$ 34,744.00
5.	Arts Access Program Coordinator	$ 10,350.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Mustard Seed Consulting, Marketing for Buffalo River & Outer Harbor	$ 6,132.00
2.	Americans for the Arts, Arts and Economic Prosperity Study	$ 4,316.00
3.	Six Degrees Marketing, Website Redesign	$ 3,700.00
4.	Paychex of NY, Payroll Processing	$ 2,916.00
5.	Amato Fox and Company, Audit	$ 2,000.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	AMHERST SYMPHONY ORCHESTRA ASSOCIATION		
Mailing Address	P.O. BOX 1083		
City, State, Zip Code	WILLIAMSVILLE, NEW YORK 14231-1083		
Website Address	www.amherstsymphony.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Joan Fishburn, General Manager		
Phone Number	716-633-4606	Email Address	jdfburn@gmail.com
Person who Prepared Application			
Name, Title	Edward B. Fisher		
Phone Number	716-839-2486	Email Address	ebcsfisher@aol.com
Board Chairperson			
Name	Dr. Deborah Bruch Bucki		
Mailing Address, City, State, Zip Code	225 Halston Parkway, East Amherst, New York 14051		
Phone Number	716-688-0697	Email Address	debbucki@aol.com
Applicant's Financial Contact Person			
Name, Title	John Sedgwick		
Phone Number	716-839-0673	Email Address	jrsedgwick@gmail.com
Federal Tax Identification No.	16-0806883		
Year 501c3 Status Received	1986	***Define Fiscal Year***	June 1 to May 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 10,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 10,050.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 75,043.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	1,330.00%
Purpose of 2017 Funding Request	Maintain ASO sustainability

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	75456	76000	76341
Earned (Part 6, Line 9)	8524	9100	8495
Contributed Total (Part 6, Line 13 + Line 22)	66932	66900	67846
Individual (Part 6, Line 10)	32940	33200	32663
Corporate (Part 6, Line 11)	7450	8700	11150
Foundation (Part 6, Line 12)	4122	3000	3909
Public (Part 6, Line 22)	22420	22000	20124
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	75512	76000	75043
Number of Employees	0	0	0
Full-Time	0	0	0

Part-Time	0	0	0
Number of **VOTING** Board Members	23		23
Number of **ACTIVE** Volunteers	203		213
Total Attendance	4940		4534
Paid Attendance	0	0	0
Unpaid Attendance	4590		4184
Virtual Attendance	350		350

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2016	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	2 yrs.
How many consecutive terms are permitted?	unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	8.00	Number of Board meetings with quorum present FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?	27.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	26.00		
What percentage of the Board made a financial contribution?	96.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Mark Ahrens	2016	2018			✓	
2	Nathan Barnes	2016	2018	Asst. Financial Sec.	0	✓	
3	G. Kinnard Beacher	2015	2017			✓	
4	Lee Brusino	2016	2018	VP Promotion	0	✓	
5	Deborah Bruch Bucki	2015	2017	President	0		✓
6	Ronald Daniels	2015	2017			✓	
7	William Dannebrock	2016	2018				✓
8	Carolyn Dole	exof				✓	
9	Edward Fisher	2015	2017			✓	
10	Curtis Holmes	2016	2018			✓	
11	Marilee Keller	2016	2018			✓	
12	Eleanore Klepser	2015	2017	Treasurer	3	✓	
13	Sandra Paddock	2016	2018			✓	
14	Julie Ponkow	2016	2018			✓	
15	William Rich	2016	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

PART 5 – BOARD OF DIRECTORS DETAIL
EXTENSION FORM

List all current VOTING board members and officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2]	
						Yes	No
16	Daniel Saper	2016	2018				✓
17	John Sedgwick	2,015	2017	VP Finance	2	✓	
18	Claudia Staines	2015	2017	Recording Secretary	2	✓	
19	C. Michael Taeger	2016	2018			✓	
20	James Voigt	2016	2018	VP Services	2	✓	
21	Sharon Wall	2015	2017	Asst. Treasurer	0	✓	
22	Nancy Wallace	2015	2017			✓	
23	Ann Marie Will	exof				✓	
24	Richard Wojtowicz	2015	2017			✓	
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension. If more space is needed, a form extension can be found at erie.gov/culturalfunding.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 57,709.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships					
3. Fundraising events (gross)	333	584	1300	2925	1500
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales					
8. Remaining/Other (specify):					
a. Advertising	4945	5940	5800	4570	4680
b. Faso plantsale	2000	2000	2000	1000	1500
9. Total Earned Income	7278	8524	9100	8495	7680
Private Contributions					
10. Individual Donations	34694	32940	33200	32663	33500
11. Corporate Support – See Attach. J	9850	7450	8700	11150	12000
12. Foundation Support – See Attach. J	2500	4122	3000	3909	2820
13. Total Private Contributions	47044	44512	44900	47722	48320
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant		2420	2000	0	0
18. Other State					
a.					
b. Town of Amherst	9500	9500	10000	10000	10000
19. Municipal Funding					
20. Erie County Cultural Funding	10500	10500	10000	10124	10000
21. Erie County – Other					
22. Total Public Funding	20000	22420	22000	20124	20000
23. TOTAL REVENUE	74322	75456	76000	76341	76000

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	13200	16030	15000	16500	15000
25. Artistic/Collections	24244	20380	20000	20040	20050
26. Education/Programs					
27. Production/Technical	300	300	300	150	200
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	37744	36710	35300	36690	35250

Administration/Operations					
33. Rent	6499	6286	7000	7819	7900
34. Utilities/Phone/Internet/etcetera	771	859	600	880	1000
35. Office Supplies/Equipment Rental	167	40	100	155	150
36. Security/Maintenance	450	450	450	0	0
37. Travel					
38. Insurance	1758	1758	1800	1748	1800
39. Legal					
40. Bookkeeping service					
41. Audit expense	60	75	100	75	100
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. memberships	716	890	1900	1489	1200
b. other	1201	1692	1410	688	600
44. Total Administration/Operations	11622	12050	13360	12854	12750

Programming & Collections Care					
45. Production & Exhibits Expenses	1400	1900	1600	1655	2200
46. Educational Expenses					
47. Space/Facility/Equipment Rental	1200	1200	1200	1200	1200
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Music Costs	2792	3832	4000	2480	3500
b. Printing	5596	4485	4500	4553	5000
51. Total Programming	10988	11417	11300	9888	11900

Fundraising/Marketing/Retail					
52. Fundraising Events	3071	2515	2350	2458	2800
53. Marketing/Advertising	2697	3495	4640	3843	3700
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Printing	5596	6515	7000	7125	6500
b. Postage	2979	2810	2050	2185	3100
56. Total Fundraising/Marketing/Retail	14343	15335	16040	15611	16100

57. TOTAL OPERATING EXPENSES	74697	75512	76000	75043	76000

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	8/5/15	Summer Concert	Bassett Park	Amherst	500
2	10/25/15	Fall Concert	Amherst Middle School	Amherst	812
3	12/16/15	Holiday Concert	AMS	Amherst	1054
4	2/14/16	Instrument Petting Zoo	AMS	Amherst	55
5	2/14/16	Family Concert	AMS	Amherst	787
6	4/10/16	Spring Concert	AMS	Amherst	976
7					
8	1/26/16	School assembly program	International school #45	Buffalo	300
9	2/09/16	Assembly/master class program	International school #45	Buffalo	50
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Music Director/Conductor	$ 13,408.00
2.	General Manager	$ 12,500.00
3.	Personnel Manager	$ 2,500.00
4.	Librarian	$ 1,500.00
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Alleyway Theatre, Inc.		
Mailing Address	One Curtain Up Alley		
City, State, Zip Code	Buffalo, New York 14202		
Website Address	www.alleyway.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Neal Radice		
Phone Number	716-852-2600	Email Address	nradice@alleyway.com
Person who Prepared Application			
Name, Title	Joyce Stilson, Director of Public Relations		
Phone Number	716-852-2600	Email Address	jstilson@alleyway.com
Board Chairperson			
Name	Leonard G. London		
Mailing Address, City, State, Zip Code	30 Knollwood Lane, Amherst, New York 14221		
Phone Number	716-634-8600	Email Address	leonardlondon@yahoo.com
Applicant's Financial Contact Person			
Name, Title	Neal Radice		
Phone Number	716-852-2600	Email Address	nradice@alleyway.com
Federal Tax Identification No.	22-2779994		
Year 501c3 Status Received	June 17, 1988	***Define Fiscal Year***	July 1-June 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	10,000
Amount of 2016 Erie County Cultural Funding Received	8,080
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	84,164 fiscal year not completed
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12
Purpose of 2017 Funding Request	Direct payment to Erie County artists

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	86481	94300	84164
Earned (Part 6, Line 9)	57211	61100	59124
Contributed Total (Part 6, Line 13 + Line 22)	14420	24200	18540
Individual (Part 6, Line 10)	5620	7000	5750
Corporate (Part 6, Line 11)	4450	4500	4250
Foundation (Part 6, Line 12)	2700	2700	2000
Public (Part 6, Line 22)	16500	10000	16540
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	95317	94300	73763
Number of Employees	28	29	32
Full-Time	1	1	1

UPDATED 5.23.16

Part-Time	27	28	31
Number of **VOTING** Board Members	8	8	8
Number of **ACTIVE** Volunteers	38	38	38
Total Attendance	6847	6500	7402
Paid Attendance	3322	4900	5225
Unpaid Attendance	575	350	465
Virtual Attendance	n/a	n/a	818

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated: 2014

Are bylaws in compliance with NYS Non-Profit Revitalization Act? ☒ Yes ○ No

Year Strategic Plan was last updated	June 2016
Year Conflict of Interest Policy was last updated	June 2014
Year Whistleblower Policy was last updated	June 2014

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits? ○ Yes ☒ No | **If YES**, what is the length of one term?

How many consecutive terms are permitted?

What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws? 4

Number of Board meetings held in FY 2015? 4 | Number of Board meetings with quorum present FY 2015? 4

Number of Conflict of Interest forms collected and in force? 9

Does this organization expect Board Members to make an annual financial contribution? (not membership) ○ Yes ☒ No

How many Board Members made a financial contribution in the most recently completed fiscal year? 9

What percentage of the Board made a financial contribution? 100%

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	Independent?[2] No
1	Leonard London	1986	n/a	President	19	X	
2	Kim Piazza	2014	n/a	Vice President	2	X	
3	Richard Serra	1999	n/a	Director		X	
4	Jack Lang	2005	n/a	Secretary	1	X	
5	Armand Petri	2014	n/a	Director		X	
6	Dennis Knipfing	2014	n/a	Director		X	
7	David Sipos	2015	n/a	Director		X	
8	David Sambora	2015	n/a	Treasurer	1	X	
9	Carlos R.A. Jones	2015	n/a	Director		X	
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	**O Surplus =**	**✠ Deficit =**
		$0

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	38420	36561	37350	40793	40200
2. Memberships	0	0	0	0	0
3. Fundraising events (gross)	1410	1655	2100	1363	1600
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	200	0	200	30	50
6. Facility Rental	11950	15060	17300	14275	14400
7. Proceeds: Goods Sales	1178	1636	1250	669	1000
8. Remaining/Other (specify):					
a. Entry fees/misc.	2750	2299	2900	1994	2680
b.					
9. Total Earned Income	55908	57211	61100	59124	59930
Private Contributions					
10. Individual Donations	7048	5620	7000	5750	9620
11. Corporate Support – See Attach. J	5175	4450	4500	4250	4450
12. Foundation Support – See Attach. J	2700	2700	2700	2000	22700
13. Total Private Contributions	14923	12770	14200	12000	36770
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	5000	5000	5000	5000	5000
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	0	3500	4000	3500	7500
20. Erie County Cultural Funding	7108	8000	1000	8040	10000
21. Erie County – Other					
22. Total Public Funding	12108	16500	10000	16540	22500
23. TOTAL REVENUE	85999	86481	94300	84164	119200

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	15117	17970	21000	17240	30930
25. Artistic/Collections	20524	17250	18020	13799	18450
26. Education/Programs	0	0	0	0	0
27. Production/Technical	3720	5690	5000	4096	5690
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other					
32. Total Salaries and Fees	39361	40310	44020	35135	55070
Administration/Operations					
33. Rent	1	1	1	1	1
34. Utilities/Phone/Internet/etcetera	22488	18113	19050	11934	14298
35. Office Supplies/Equipment Rental	2276	421	480	1185	1320
36. Security/Maintenance	2133	6661	3240	5256	2788
37. Travel	0	0	0	0	0
38. Insurance	1148	1352	1200	1133	1500
39. Legal	0	0	0	0	0
40. Bookkeeping service	0	712	700	659	790
41. Audit expense	2500	2600	2600	2700	2700
42. Interest paid on Operating loans	0	1055	540	442	432
43. Other (i.e. consultant)					
a.taxes, postage,service charges, misc	16465	14470	12460	8409	15643
b.					
44. Total Administration/Operations	47011	45385	40271	31719	39472
Programming & Collections Care					
45. Production & Exhibits Expenses	2842	4079	8349	2962	5600
46. Educational Expenses	0	0	0	0	0
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)	0				
a.	0	0	0	0	0
b.					
51. Total Programming	2842	4079	8349	2962	5600
Fundraising/Marketing/Retail					
52. Fundraising Events	0	0	0	0	5900
53. Marketing/Advertising	4116	3992	3740	3711	7630
54. Cost Goods for Sale	140	530	450	236	530
55. Remaining/Other (specify)					
a.	0	0	0	0	0
b.					
56. Total Fundraising/Marketing/Retail	4256	4522	4190	3947	14060
57. TOTAL OPERATING EXPENSES	95947	95317	94300	73763	119200

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Sept/Oct 2015	GRANNY BIRD	Alleyway Theatre	1 Curtain Up Alley, Bflo	531
2	Dec 2015	A CHRISTMAS CAROL	Alleyway Theatre	1 Curtain Up Alley, Bflo	939
3	Jan/Feb 2016	SPEAK NO EVIL	Alleyway Theatre	1 Curtain Up Alley, Bflo	307
4	March/April 2016	BUFFALO QUICKIES	Alleyway Theatre	1 Curtain Up Alley, Bflo	333
5	May/June 2016	KidShowCo Page to Stage	Bflo Public Schools	Buffalo, various	1350
6	Dec 2015	Project Spirit free perf for People Inc	Alleyway Theatre	1 Curtain Up Alley, Bflo	100
7	Previews	All productions	Alleyway Theatre	1 Curtain Up Alley, Bflo	300
8	Facility Events:				
9	BUA	Season	Alleyway Theatre	1 Curtain Up Alley, Bflo	2400
10	Opera-Lytes	Gilbert & Sullivan	Alleyway Theatre	1 Curtain Up Alley, Bflo	500
11	Ujima	El Haj Malik	Alleyway Theatre	1 Curtain Up Alley, Bflo	480
12	Pared Down Prod.	Last Five Years	Alleyway Theatre	1 Curtain Up Alley, Bflo	200
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	✪ Yes – See Attachment K, Part 1	✠ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	✪ Yes – See Attachment K, Part 2	✠ No
Are you planning for a capital or endowment campaign?	✪ Yes – See Attachment K, Part 2	✠No
Do you own real estate?	✠ Yes – See Attachment K, Part 3	✪

Note: If you rent space, be sure you have answered all questions related to rent on the financial farm (Part 6).

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	13800
2.	Stage Manager	3880
3.	Director of Public Relations	700
4.	House Manager	2400
5.	Box Office Manager	340
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	N/A	
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, lass af significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Art Studio of Western New York, Inc.		
Mailing Address	2495 Main Street, Suite 500		
City, State, Zip Code	Buffalo, NY 14214		
Website Address	http://buffaloartsstudio.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Alma Carrillo, Executive Director		
Phone Number	(716) 833-4450	Email Address	alma@buffaloartsstudio.org
Person who Prepared Application			
Name, Title	Alma Carrillo, Executive Director		
Phone Number	(716) 833-4450	Email Address	alma@buffaloartsstudio.org
Board Chairperson			
Name	Lorne Steinhart		
Mailing Address, City, State, Zip Code	462 Grider Street Buffalo, NY 14215		
Phone Number	(716) 898-3000	Email Address	LHSteinhart@gmail.com
Applicant's Financial Contact Person			
Name, Title	Anne Simon, Accountant		
Phone Number	(716) 832-8472	Email Address	simontaxprepper@aol.com
Federal Tax Identification No.	16-1475736		
Year 501c3 Status Received	1996	***Define Fiscal Year***	July 1 - June 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 40,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 35,000.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 311,598.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12.00%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	268,007	297,750	266,507
Earned (Part 6, Line 9)	208,522	133,500	158,223
Contributed Total (Part 6, Line 13 + Line 22)	59,485	164,250	108,284
Individual (Part 6, Line 10)	9,335	15,000	14,634
Corporate (Part 6, Line 11)	2,000	52,500	20,500
Foundation (Part 6, Line 12)	650	32,500	13,150
Public (Part 6, Line 22)	47,500	64,250	60,000
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	274,280	311,598	243,456
Number of Employees	3	3	3
Full-Time	1	1	1

Part-Time	2	2	2
Number of **VOTING** Board Members	10	14	14
Number of **ACTIVE** Volunteers	100	100	100
Total Attendance			
Paid Attendance	4,000	4,000	4,000
Unpaid Attendance	20,000	20,000	20,000
Virtual Attendance	40,000	40,000	40,000

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2014	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	0.00		
Number of Board meetings held in FY 2015?	11.00	Number of Board meetings with quorum present FY 2015?	11.00
Number of Conflict of Interest forms collected and in force?	14.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	10.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Lorne Steinhart	2015	2018	President	0	✓	
2	Richard Lukaszewicz	2011	2017	Vice President	3	✓	
3	Ralph Epstein-Rosso	2015	2018	Treasurer	0	✓	
4	Molly Regan	2013	2016	Secretary	3	✓	
5	Danielle DelMonte	2016	2019			✓	
6	Craig Mitchell Fischer	2015	2018			✓	
7	Tyra Johnson	2013	2016			✓	
8	Andres D. Ortiz	2015	2019			✓	
9	Sarah Nuendorfer	2016	2019			✓	
10	Bruce Supernault	2012	2016			✓	
11	Nancy Thayer	2014	2017				✓
12	Meghan Tokash McEnerney	2016	2019				✓
13	Timothy Topor	2016	2019			✓	
14	Meagan Walker	2016	2019			✓	
15						✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☐ **Deficit =**
	$	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships					
3. Fundraising events (gross)					
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales					
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	0	0	0	0	0
Private Contributions					
10. Individual Donations					
11. Corporate Support – See Attach. J					
12. Foundation Support – See Attach. J					
13. Total Private Contributions	0	0	0	0	0
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. City of Buffalo					
20. Erie County Cultural Funding					
21. Erie County – Other					
22. Total Public Funding	0	0	0	0	0
23. TOTAL REVENUE	0	0	0	0	0

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	48978	43648	70410	39906	81425
25. Artistic/Collections	29658	17534	23470	19946	23470
26. Education/Programs	23168	20257	23470	19923	23470
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	101804	81439	117350	79775	128365
Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	403	595	1380	340	1380
35. Office Supplies/Equipment Rental	822	673	1400	459	1400
36. Security/Maintenance					
37. Travel					
38. Insurance	4142	6055	6600	5190	7000
39. Legal	570				
40. Bookkeeping service		2668	3600	2575	3600
41. Audit expense		5600	2400	2500	2500
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Depreciation/Misc	7193	7748	5000	5824	6000
b. Ray of Light Mural			13555	10634	
44. Total Administration/Operations	25573	23339	33935	27522	21880
Programming & Collections Care					
45. Production & Exhibits Expenses					
46. Educational Expenses	37586	42172	41535	35688	42000
47. Space/Facility/Equipment Rental	54635	51047	52616	44792	52616
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Exhibits	22787	31051	28262	22821	29000
b. Gift Shop/new staff/electro	6896	4000	5600	6891	17600
51. Total Programming	121404	128276	128013	110192	141216
Fundraising/Marketing/Retail					
52. Fundraising Events	7750	21808	5300	4351	15000
53. Marketing/Advertising					
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Direct Mail/Misc	5382	1664	3000	1616	5000
b. Development Consulting	7347	17754	24000	20000	24000
56. Total Fundraising/Marketing/Retail	20479	41226	32300	25967	44000
57. TOTAL OPERATING EXPENSES	269260	274280	311598	243456	335461

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/1/15-6/31/16	Ray of Light Mural Project	Masten Park	Buffalo	11000
2	7/6/15	OTC Tour	BAS Suite 500	Buffalo	10
3	7/7/15	FANA Workshop	BAS Suite 500	Buffalo	35
4	7/10/15	FANA Fiesta	BAS Suite 500	Buffalo	400
5	7/13/15	OTC Tour	BAS Suite 500	Buffalo	10
6	7/14/15	Aspire Class	BAS Suite 506	Buffalo	5
7	7/15/15	Camp Peaceprints	BAS Suite 500	Buffalo	38
8	7/21/15	Aspire Class	BAS Suite 506	Buffalo	5
9	7/23/15	4th Friday - extended hours	BAS Suite 506	Buffalo	300
10	7/24/15	6 week exhibition	BAS Suite 506	Buffalo	350
11	8/8/15	BLBC Fashion Show	BAS Suite 506	Buffalo	250
12	8/10-26/15	Foundations of Drawing	BAS Suite 506	Buffalo	5
13	8/10/15	Aspire Class	BAS Suite 506	Buffalo	184
14	8/10/15	Aspire Class	BAS Suite 506	Buffalo	230
15	8/28/15	4th Friday - extended hours	BAS Suite 506	Buffalo	300
16	9/3/15	Glass Workshop	255 Pratt Street	Buffalo	22
17	9/15/15	Performance Management	BAS Suite 506	Buffalo	50
18	9/16/15	Performance Management	BAS Suite 506	Buffalo	50
19	9/21/15	Drawing Course (8 wks)	BAS Suite 506	Buffalo	30
20	9/22/15	Young Audiences of WNY	BAS Suite 506	Buffalo	15
21	9/22/15	Acrylic Painting (6 wks)	BAS Community Space	Buffalo	30
22	9/22/15	Tuesday Pottery (8 wks)	BAS Suite 508	Buffalo	80
23	9/23/15	Foundations of Drawing (8 wks)	BAS Suite 506	Buffalo	48
24	9/24/15	Oil Painting Buffalo (8wks)	BAS Community Space	Buffalo	64
25	9/25/15	4th Friday - extended hours	BAS Suite 506	Buffalo	300
26	9/25/15	6 week exhibition	BAS Suite 506	Buffalo	350
27	9/26/15	Acrylic Painting (7 wks)	BAS Community Space	Buffalo	48
28	9/26/15	Creating Cool Characters (6 wks)	BAS Suite 506	Buffalo	54
29	9/26/15	Crystal Harris-Johnson	BAS Suite 506	Buffalo	100
30	10/6-9/15	CFS Training	BAS Suite 506	Buffalo	80
31	10/6-9/15	Child & Family Services	BAS Suite 506	Buffalo	75
32	10/7/15	Tour	BAS Suite 506	Buffalo	20
33	10/8/15	Tour	BAS Suite 506	Buffalo	20
34	10/17/15	Graphic Storytelling (4 wks)	BAS Suite 500	Buffalo	68
35	10/21/15	Tour, Visit Buffalo Niagara	BAS Suite 506	Buffalo	100
36	10/23/15	4th Friday - extended hours	BAS Suite 506	Buffalo	100
37	11/10/15	Stamped Copper Earrings	BAS Community Space	Buffalo	13
38	11/11/15	Building Audiences and Buyers	BAS Community Space	Buffalo	4
39	11/11/15	Community Clean-Up	BAS Suite 500	Buffalo	14
40	11/15/15	McElf Glassworks Visit	255 Pratt Street	Buffalo	21

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Alma Carrillo, Executive Director (annual salary)	$ 40,000.00
2.	Shirley Verrico, Curator (annual salary)	$ 20,000.00
3.	Jayne Hughes, Education Director (annual salary)	$ 18,500.00
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Laura Scala, Development Consultant (monthly rate)	$ 2,000.00
2.	Anne Simon, Accountant (monthly rate)	$ 225.00
3.	Jeffrey Hirshberg, Independent Auditor/Reviewer (annual rate)	$ 2,500.00
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updoted since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 129,730.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships	1,130				
3. Fundraising events (gross)	17,211	109,265	15,000	24,324	60,000
4. Tuition (workshops)	18,795	13,613	25,000	22,469	25,000
5. Contracted services					
6. Facility Rental	88,000	83,042	80,500	81,703	81,000
7. Proceeds: Goods Sales	8,245	2,353	8,000	10,898	8,000
8. Remaining/Other (specify):					
a. Investment Income	184	249	300	304	300
b. Ray of Light Mural			4,700	18,525	
9. Total Earned Income	133,565	208,522	133,500	158,223	174,300
Private Contributions					
10. Individual Donations	5,633	9,335	15,000	14,634	20,000
11. Corporate Support – See Attach. J	31,000	2,000	52,500	20,500	28,000
12. Foundation Support – See Attach. J	34,200	650	32,500	13,150	37,000
13. Total Private Contributions	70,833	11,985	100,000	48,284	85,000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	11,500	11,500	25,750	44,000	32,000
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	5,000	4,000	5,000		7,500
20. Erie County Cultural Funding	32,000	32,000	33,500	16,000	40,000
21. Erie County – Other					
22. Total Public Funding	48,500	47,500	64,250	60,000	77,000
23. TOTAL REVENUE	252,898	268,007	297,750	266,507	336,300

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1			
PART 1 – GENERAL INFORMATION			
Legal Name of Organization	Ballet Artists of WNY, Inc		
Mailing Address	1685 Elmwood Ave Suite 304		
City, State, Zip Code	Buffalo, NY 14214		
Website Address	www.negliaballet.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Heidi Halt		
Phone Number	716-447-0401	Email Address	hhalt@negliaballet.org
Person who Prepared Application			
Name, Title	Heidi Halt		
Phone Number	716-447-0401	Email Address	hhalt@negliaballet.org
Board Chairperson			
Name	Philip DiNicola		
Mailing Address, City, State, Zip Code	938 Lakeside Dr., Corfu, NY 14036		
Phone Number	716-604-6041	Email Address	pdinicola@ffae.biz
Applicant's Financial Contact Person			
Name, Title	Heidi Halt Neglia		
Phone Number	7164470401	Email Address	hhalt@negliaballet.org
Federal Tax Identification No.	161566576		
Year 501c3 Status Received	1999	***Define Fiscal Year***	Aug 1- July 31

PART 2 – FUNDING REQUEST	
Amount of 2017 Erie County Cultural Funding Request	25000
Amount of 2016 Erie County Cultural Funding Received	13000
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	514700
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	4.85
Purpose of 2017 Funding Request	To offset general operations

PART 3 – APPLICANT DATA SUMMARY			
	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	470526	474262	465143
Earned (Part 6, Line 9)	287731	283262	276385
Contributed Total (Part 6, Line 13 + Line 22)	164615	170000	167758
Individual (Part 6, Line 10)	130199	117000	115258
Corporate (Part 6, Line 11)	13416	14000	9500
Foundation (Part 6, Line 12)	21000	39000	44000
Public (Part 6, Line 22)	18180	21000	21000
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	448245	470200	387660
Number of Employees			
Full-Time	3	3	3

UPDATED 5.23.16

Part-Time	4	4	4
Number of **VOTING** Board Members	10	7	7
Number of **ACTIVE** Volunteers	12	15	15
Total Attendance	18145	19518	19518
Paid Attendance	4493	4909	4909
Unpaid Attendance	1325	1100	1100
Virtual Attendance	12327	13509	13509

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6		
Number of Board meetings held in FY 2015?	6	Number of Board meetings with quorum present FY 2015?	6
Number of Conflict of Interest forms collected and in force?	0		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	10		
What percentage of the Board made a financial contribution?	100 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Philip DiNicola	2014	2019	Chair	1	✓	
2	Michael Collins	2012	2018			✓	
3	Kathleen Crosby	2015	2018			✓	
4	Suzanne Evans	2012	2018			✓	
5	Patrick Hines	2015	2018			✓	
6	Makayla Santiago	2015	2018			✓	
7	Michael Zabel	2016	2019			✓	
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	■ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 20384	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	85659	84772	85,000	85747	92000
2. Memberships	0				
3. Fundraising events (gross)	4560	3355	4500	2000	5000
4. Tuition (workshops)	171583	192354	191162	186611	200000
5. Contracted services				800	
6. Facility Rental					
7. Proceeds: Goods Sales	3305	1900	2600	1227	3500
8. Remaining/Other (specify):					
a. costume rental	459				
b. interest incom	3486	5350			
9. Total Earned Income	269043	287731	283262	276385	300500
Private Contributions					
10. Individual Donations	128105	130199	117000	115258	122000
11. Corporate Support – See Attach. J	11800	13416	14000	9500	15000
12. Foundation Support – See Attach. J	13062	21000	39000	43000	45000
13. Total Private Contributions	152967	164615	170000	167758	182500
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	5000	5000	8000	8000	8000
17. NYSCA Decentralization Regrant					
18. Other State					
a. Assemblyman Ryan	10000				
b.					
19. Municipal Funding		1000			
20. Erie County Cultural Funding	12000	12180	13000	13000	25000
21. Erie County – Other	1200				
22. Total Public Funding	28200	18180	21000	21000	33000
23. TOTAL REVENUE	450210	470526	474262	465143	516000

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	81318	71406	79000	59859	82000
25. Artistic/Collections	154380	142385	155000	147263	160000
26. Education/Programs	22646	23132	26000	11921	28000
27. Production/Technical	13960	14925	16000	16000	17000
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	272294	251848	276000	234543	287000

UPDATED 5.23.16

Administration/Operations					
33. Rent	43455	49800	46300	42864	54600
34. Utilities/Phone/Internet/etcetera	5810	3919	4000	3608	5200
35. Office Supplies/Equipment Rental	6286	3466	2500	3552	10000
36. Security/Maintenance	680				3600
37. Travel	11737	13090	12000	6134	10000
38. Insurance	5872	6153	6200	4430	6200
39. Legal	4633	5256	2500		
40. Bookkeeping service	930				
41. Audit expense	850	850	850		850
42. Interest paid on Operating loans	2076	1980	1850	882	1200
43. Other (i.e. consultant)					
a. Membership/Bank Fees	1626	2541	2500	1366	1750
b. Postage	903	351	500	215	800
44. Total Administration/Operations	84858	87366	79200	63051	94200

Programming & Collections Care					
45. Production & Exhibits Expenses	26634	33139	28000	17297	38000
46. Educational Expenses					
47. Space/Facility/Equipment Rental	23216	27532	27000	27594	29000
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Accomodation	5538	2009	300	2744	3500
b. Room and Board	9910	18788	25000	15000	25000
51. Total Programming	65298	81468	83000	62635	95500

Fundraising/Marketing/Retail					
52. Fundraising Events	3320	4754	3500	1759	3500
53. Marketing/Advertising	19129	21284	26000	24522	2500
54. Cost Goods for Sale	1521	1485	2500	1150	2500
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	23970	27523	32000	27431	38000

57. TOTAL OPERATING EXPENSES	446424	448205	470200	387660	514700

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/8/14-6/7/15	Conservatory Classes	Neglia Studio	1685 Elmwood Ave	109
2	10/6/14-6/10/	In School Residencies	BPS #6	4414 S.Division St.	25 (60x)
3	6/29-7/31/15	Summer Intensive Program	Neglia Studio	1685 Elmwood Ave	80
4	8/3-8/14/15	Storytime Explorers	Neglia Studio	1685 Elmwood Ave	17
5	10/17/15	Baba Yaga- On School Time	Shea's	612 Main St.	1300
6	10/18/15	Baba Yaga	Shea's	612 Main St.	672
7	11/29-30/15	The Nutcracker	Shea's	612 Main St.	3380
8	5/21/15	Dancing to Live	Flickinger PAC	1250 Amherst St.	250
9	6/7/15	Conservatory Performance	Flickinger PAC	1250 Amherst St.	365
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	■ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	■ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	■ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	■ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Artistic Director	51,500
2.	Executive Director	51,500
3.	Operations Manager	30,000
4.	Administrative Assistant	20,000
5.	Youth Ballet Teacher	5,000
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Jay Roll	850
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash** Flow ***FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – ocknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo & Erie County Naval Park		
Mailing Address	1 Naval Park Cove		
City, State, Zip Code	Buffalo, New York 14202		
Website Address	www.BuffaloNavalPark.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Colonel Patrick Cunningham, Executive Director		
Phone Number	847-1773 ex 18	Email Address	info@buffalonavalpark.org
Person who Prepared Application			
Name, Title	Colonel Patrick Cunningham, Executive Director		
Phone Number	847-1773 ex 18	Email Address	info@buffalonavalpark.org
Board Chairperson			
Name	Donald A. Alessi		
Mailing Address, City, State, Zip Code	6215 Transit Road, East Amherst, NY 14051		
Phone Number	854-7900	Email Address	don@alessilawfirm.com
Applicant's Financial Contact Person			
Name, Title	Colonel Patrick Cunningham, Executive Director		
Phone Number	847-1773 ex 18	Email Address	info@buffalonavalpark.org
Federal Tax Identification No.	16-1133535		
Year 501c3 Status Received	1976	***Define Fiscal Year***	April 1 - March 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 40,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 22,500.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 1,049,692.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	4.00%
Purpose of 2017 Funding Request	Liability and Casualty Insurance

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1033365	1102397	1102397
Earned (Part 6, Line 9)	851098	1025944	1025944
Contributed Total (Part 6, Line 13 + Line 22)	182267	76453	76453
Individual (Part 6, Line 10)	40267	34123	34123
Corporate (Part 6, Line 11)	0	0	0
Foundation (Part 6, Line 12)	20000	0	0
Public (Part 6, Line 22)	122000	42330	42330
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	781613	948666	948666
Number of Employees			
Full-Time	9	9	9

UPDATED 5.23.16

Part-Time	14	14	14
Number of **VOTING** Board Members	21	22	21
Number of **ACTIVE** Volunteers			
Total Attendance	71,819	79,000	12,448
Paid Attendance	59,252	65,200	7,458
Unpaid Attendance	12,567	13,800	4,990
Virtual Attendance			

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated		Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	11.00	Number of Board meetings with quorum present FY 2015?	11.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	21.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Alessi, Donald A.	1979	2017	Chairman	4	✓	
2	Billoni, Michael J.	2009	2015	Secretary	1	✓	
3	Brennan, Joseph P.	2010	2017	Treasurer	3	✓	
4	Caruana, Anthony F.	2005	2016			✓	
5	Diina, Anthony N.	2009	2015	Vice Chair	3	✓	
6	Galazka, Jerzy	2010	2016			✓	
7	Galloway, Warren	2015	2018			✓	
8	Garvey, Kathleen A	2015	2017			✓	
9	Gregorio, Daniel M.	1990	2018			✓	
10	Higgins, Thomas F.	1980	2018			✓	
11	LoRusso, Anthony P.	1979	2018			✓	
12	Roll, Marlene	2009	2016			✓	
13	Tauriello, Daniel B.	1979	2017			✓	
14	Woolcock, Marina PI	2011	2018			✓	
15	Zaepfel, Laura A	2010	2016			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 382,101.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	285364	337258	433776	433776	556650
2. Memberships	18674	24339	31262	31262	37200
3. Fundraising events (gross)	56693	101363	117010	117010	120500
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental	64937	72657	76068	76068	77000
7. Proceeds: Goods Sales	111228	125804	168980	168980	188000
8. Remaining/Other (specify):					
a. Encampments	196674	166854	176943	176943	202500
b. Simulator/Misc	41175	22823	21905	21905	22160
9. Total Earned Income	774745	851098	1025944	1025944	1204010
Private Contributions					
10. Individual Donations	38235	40267	34123	34123	41000
11. Corporate Support – See Attach. J					
12. Foundation Support – See Attach. J		20000			10000
13. Total Private Contributions	38235	60267	34123	34123	51000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.	226252	100000	20000	20000	
b.					
19. Municipal Funding	1000				
20. Erie County Cultural Funding	22000	22000	22330	22330	40000
21. Erie County – Other					
22. Total Public Funding	249252	122000	42330	42330	40000
23. TOTAL REVENUE	1062232	1033365	1102397	1102397	1295010

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	234770	230480	212064	212064	212003
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance	296503	296642	393403	393403	432039
31. Other					
32. Total Salaries and Fees	531273	527122	605467	605467	644042

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	23014	23308	27785	27785	29300
35. Office Supplies/Equipment Rental	6577	11247	9192	9192	10000
36. Security/Maintenance	1076	1218	1181	1181	1500
37. Travel	2710	3373	3541	3541	6100
38. Insurance	42093	35925	40866	40866	42000
39. Legal					
40. Bookkeeping service		2286	1937	1937	2000
41. Audit expense	5700	5800	5900	5900	5900
42. Interest paid on Operating loans	7692	12540	6669	6669	4500
43. Other (i.e. consultant)					
a. Lobbying Consultant	8395	7500	12800	12800	17000
b. Services chg/Misc	8302	10615	13942	13942	15900
44. Total Administration/Operations	113719	113812	123813	123813	134200

Programming & Collections Care					
45. Production & Exhibits Expenses	78284	123861	68871	68871	75500
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	0	0	68871	68871	75500

Fundraising/Marketing/Retail					
52. Fundraising Events	36066	20352	16506	16506	20000
53. Marketing/Advertising	14545	17641	13631	13631	17000
54. Cost Goods for Sale	97908	102686	120378	120378	133450
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	148519	140679	150515	150515	170450

57. TOTAL OPERATING EXPENSES	793511	781613	948666	948666	1024192

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	5/3/2015	WNY Armed Forces Week		Naval Park	350
2	5/14/2015	Purple Heart Ceremony		Naval Park	25
3	5/18-5/22/2015	Little Rock Working Party		Naval Park	30
4	5/23/2015	Submarine Vet Ceremony		Naval Park	100
5	5/25/2015	Destroyer Escort Sailors Ceremony		Naval Park	25
6	5/25/2015	Wall of Honor Ceremony		Naval Park	100
7	5/25/2015	Knights of Columbus Wreath Laying		Naval Park	10
8	6/5/2015	Medal Presentation by Cong. Higgins		Naval Park	40
9	6/7/2015	Anniversary of Vietnam Monument		Naval Park	65
10	6/7/2015	Museum Ships on the Air - RAWKY		Naval Park	10
11	6/14/2015	Flag Day Ceremony		Naval Park	100
12	6/23/2015	COE Boat Commissioning		Naval Park	125
13	7/4/2015	Wall of Honor Ceremony		Naval Park	125
14	7/10/2015	Navy Weekend		Naval Park	200
15	7/15 - 7/192015	Little Rock Reuniion		Naval Park	230
16	7/17/2015	Army Weekend		Naval Park	200
17	7/24/2015	Marine Corps Weekend		Naval Park	200
18	7/25 - 8/1/2015	Sea Cadet Boot Camp		Naval Park	105
19	7/31/2015	Coast Guard Weekend		Naval Park	200
20	8/7/2015	Air Force Weekend		Naval Park	200
21	8/8/2015	VA Family Day		Naval Park	4000
22	8/26 - 8/29/20015	Tin Can Sailors Field Day		Naval Park	50
23	8/29/2015	Veterans Tribute Ceremony		Naval Park	125
24	9/27/2015	Gold Star Mothers Ceremony		Naval Park	125
25	10/29/2015	Warrior to Work Event		Naval Park	50
26	11/7/2015	Wall of Honor and Freedom day Ceremony		Naval Park	150
27	11/11/2015	Cub Scout Vet Day Ceremony		Naval Park	40
28	11/14/2005	CBEA Vet Day Ceremony		Naval Park	100
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 50,977.82
2.	Director of Development and Spec Projects	$ 53,067.77
3.	Superintendent of Ships	$ 42,530.02
4.	Office Manager	$ 45,494.00
5.	Environmental Services Worker	$ 43,180.76
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	none	
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Fine Arts Academy d/b/a Albright-Knox Art Gallery		
Mailing Address	1285 Elmwood Avenue		
City, State, Zip Code	Buffalo, New York, 14222-1096		
Website Address	www.albrightknox.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Dr. Janne SirÈn,Peggy Pierce Elfvin Director		
Phone Number	716-270-8210	Email Address	jsiren@albrightknox.org
Person who Prepared Application			
Name, Title	Carly Kirchberger, Manager of Government and Foundation Relationsh		
Phone Number	716-270-8252	Email Address	ckirchberger@albrightknox.org
Board Chairperson			
Name	Dr. Thomas R. Hyde		
Mailing Address, City, State, Zip Code	109 Chapin Parkway, Buffalo, New York 14209		
Phone Number	716-882-5210	Email Address	thyde@hodgsonruss.com
Applicant's Financial Contact Person			
Name, Title	Melissa Arena, Chief Financial Officer		
Phone Number	716-270-8284	Email Address	marena@albrightknox.org
Federal Tax Identification No.	16-6001555		
Year 501c3 Status Received	1940	***Define Fiscal Year***	07/01-06/30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	560000
Amount of 2016 Erie County Cultural Funding Received	553581
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	8846302
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	6.3%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	7975609	8846303	7222784
Earned (Part 6, Line 9)	4825948	4586300	4393799
Contributed Total (Part 6, Line 13 + Line 22)	3152661	4260003	2828985
Individual (Part 6, Line 10)	758537	1124649	705326
Corporate (Part 6, Line 11)	1121734	1663146	1043044
Foundation (Part 6, Line 12)	451290	669108	419632
Public (Part 6, Line 22)	818100	803100	660983
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	7907529	8846302	7389104
Number of Employees			
Full-Time	75		79

UPDATED 5.23.16

Part-Time	51		53
Number of **VOTING** Board Members	36		33
Number of **ACTIVE** Volunteers	230		300
Total Attendance			
Paid Attendance	45569		66909
Unpaid Attendance	45283		47889
Virtual Attendance	271087		334859

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2011		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3
How many consecutive terms are permitted?	Unlimited, but one member of each class must rotate off every 3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	3		
Number of Board meetings held in FY 2015?	5	Number of Board meetings with quorum present FY 2015?	5
Number of Conflict of Interest forms collected and in force?	33		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	33		
What percentage of the Board made a financial contribution?	94 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Monica Angle	2015	2018	N/A	N/A	✓	
2	Susan O'Connor Baird	2008	2017	N/A	N/A	✓	
3	Charles E. Balbach	1987	2017	N/A	N/A	✓	
4	Charles W. Banta	1997	2018	N/A	N/A	✓	
5	Robert J. Bojdak	2004	2017	N/A	N/A	✓	
6	Ann Bonte	2016	2018	N/A	N/A	✓	
7	Donald K. Boswell	2001	2016	N/A	N/A	✓	
8	Robert T. Brady	2002	2017	N/A	N/A	✓	
9	Helen Cappuccino, M.D.	2008	2017	N/A	N/A	✓	
10	Louis P. Ciminelli	2009	2018	N/A	N/A	✓	
11	James W. Derrick	2008	2017	N/A	N/A	✓	
12	Pamela Dinsmore	2011	2017	N/A	N/A	✓	
13	Scott Fisher	2015	2018	N/A	N/A	✓	
14	Catherine B. Foley	2005	2018	Vice President	2013	✓	
15	Sally Gioia	2003	2017	N/A	N/a	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	■ Surplus =	☐ Deficit =
(Do not include endowment/capital funds)	$ 7408798	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income				As of 4/30/2015	
1. Admissions	222691	200906	250000	400743	385000
2. Memberships	360391	349663	400000	349373	415000
3. Fundraising events (gross)	712572	780028	670000	655732	742500
4. Tuition (workshops)	55986	37203	69000	58898	70000
5. Contracted services	459697	821228	558700	544623	80000
6. Facility Rental	10850	12470	20000	14096	15000
7. Proceeds: Goods Sales	512464	611847	535000	599112	565000
8. Remaining/Other (specify):					
a. Investment Income	1807737	1863320	1933600	1611330	1795178
b. Other	165197	149283	150000	159892	155000
9. Total Earned Income	4307585	4825948	4586300	4393799	4222678
Private Contributions					
10. Individual Donations	684412	758537	1124649	705326	777222
11. Corporate Support – See Attach. J	1053009	1121734	1663146	1043044	1149366
12. Foundation Support – See Attach. J	451290	451290	669108	419632	462407
13. Total Private Contributions	2188711	2334561	3456903	2168002	2388995
Public Funding					
14. National Endowment for the Arts	-	-	50000	33250	35500
15. Other Federal					
a. IMLS	-	-	25000	20625	16500
b.					
16. NYSCA	60000	60000	60000	53330	60000
17. NYSCA Decentralization Regrant	-	-	-	-	-
18. Other State					
a. REDC; other	30000	80000	-	-	150000
b.					
19. Municipal Funding	-	60000	60000	40000	60000
20. Erie County Cultural Funding	591050	618100	608100	508778	608100
21. Erie County – Other	-	-	-	5000	-
22. Total Public Funding	681050	818100	803100	660983	930100
23. TOTAL REVENUE	7177346	7975609	8846303	7222784	7541773

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	1255276	1321359	1472651	1200325	1528185
25. Artistic/Collections	819360	839644	948188	772847	983944
26. Education/Programs	359066	495405	488365	398055	506781
27. Production/Technical	155600	165286	183399	149485	190315
28. Development/Special Events	261564	342284	345124	281302	358138
29. Guest Services	367804	406233	442394	360585	459076
30. Maintenance	1074199	1103473	1244628	1014468	1291562
31. Other					
32. Total Salaries and Fees	4292869	4673684	5124749	4177067	5318001

UPDATED 5.23.16

Administration/Operations					
33. Rent	12160	1670	16000	3573	17750
34. Utilities/Phone/Internet/etcetera	592827	489671	567400	329740	555920
35. Office Supplies/Equipment Rental	167860	128414	197950	127983	172150
36. Security/Maintenance	43139	41535	47350	76510	84500
37. Travel	362591	485583	467620	409757	508600
38. Insurance	54346	62324	64500	105510	310000
39. Legal	4181	10324	4750	26030	16350
40. Bookkeeping service	-	-	-	-	-
41. Audit expense	27500	27500	27500	38000	42500
42. Interest paid on Operating loans	60215	26598	70000	50960	60000
43. Other (i.e. consultant)					
a. Bank Fees	62692	63431	78000	74235	80000
b. Deferred Maintenance	100000	10000	100000	83333	100000
44. Total Administration/Operations	1487511	1437050	1641070		

Programming & Collections Care					
45. Production & Exhibits Expenses	607969	798452	1121183	997222	794569
46. Educational Expenses	154583	120321	239800	152168	255400
47. Space/Facility/Equipment Rental	-	-	-	-	-
48. Collection Conservation	-	-	-	-	-
49. Acquisitions	-	-	-	-	-
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	762552	918773	1360983	1149390	1049969

Fundraising/Marketing/Retail					
52. Fundraising Events	245566	363760	255600	280105	306700
53. Marketing/Advertising	73964	139255	165500	118838	170500
54. Cost Goods for Sale	251882	317875	229250	266004	241700
55. Remaining/Other (specify)					
a. Other retail expenses	52994	57132	69150	72069	89250
b.					
56. Total Fundraising/Marketing/Retail	624406	878022	719500	737016	808150

57. TOTAL OPERATING EXPENSES	7167338	7907529	884602	7389104	9123890

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	3/20-8/16/2015	Jeff Koons: Gazing Ball (Charity)	AKAG	Buffalo, NY	52025
2	6/20-9/13/2015	Screen Play: Life in an Animated World	AKAG	Buffalo, NY	22500
3	6/13-10/18/2015	Dan Colen: Shake the Elbow	AKAG	Buffalo, NY	34933
4	7/11-11/8/2015	Artist to Artist	AKAG	Buffalo, NY	34175
5	10/10/2015-1/3/2016	Eija-Liisa Ahtila: Ecologies of Drama	AKAG	Buffalo, NY	25851
6	10/24/2015-2/7/2016	Looking at Tomorrow: Light and Language from the Panza Collection, 1967-1990	AKAG	Buffalo, NY	34920
7	11/15/2015-3/20/2016	Monet and the Impressionist Revolution, 1860-1910	AKAG	Buffalo, NY	43314
8	1/16-5/1/2016	Joan Jonas: Good Night Good Morning	AKAG	Buffalo, NY	45524
9	2/27-5/29/2016	For the Love of Things: Still Life	AKAG	Buffalo, NY	46418
10	2/27-5/29/2016	Torey Thornton: Sir Veil	AKAG	Buffalo, NY	37937
11	5/14-9/11/2016	Marie Lorenz: Ezekia	AKAG	Buffalo, NY	3838 (to date)
12	5/26-10/2/2016	Shade: Clyfford Still/Mark Bradford	AKAG	Buffalo, NY	2502 (to date)
13					
14					
15	7/1/2015-6/3/2016	M&T First Fridays @ the Gallery	AKAG	Buffalo, NY	16879
16	7/1/2015-6/1/2016	Art'scool Guided Tours (K-12)	AKAG	Buffalo, NY	16268
17	January-May 2016	Future Curators	AKAG	Buffalo, NY	21
18	School year	AK Teens Programming	AKAG	Buffalo, NY	881
19	Summer	The Buffalo News Summer Jazz Series	AKAG Delaware Stairs	Buffalo, NY	5,000
20	Year Round	Access AK - Tours and Programs	AKAG	Buffalo, NY	1269
21	Year Round	Public Tours	AKAG	Buffalo, NY	2072
22	Year Round	After Hours @ the AK	AKAG	Buffalo, NY	413
23	December	Christmas Tree Lighting and Concert	AKAG	Buffalo, NY	359
24	Year Round	Directors' Lecture Series	AKAG	Buffalo, NY	482
25	Year Round	Other lectures, films, panel discussions (11)	AKAG	Buffalo, NY	1564
26	Year Round	Art with Artists Classes and Workshops	AKAG	Buffalo, NY	165
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	■ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	■ No
Are you planning for a capital or endowment campaign?	■ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	■ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Janne SirÈn	292619
2.	Joe Lin-Hill	143481
3.	Melissa Arena	115854
4.	Jennifer Bayles	93220
5.	Bryan Gawronski	91910
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Jason Kaufmann	54000
2.	Tracy Dulniak	43400
3.	Ann Casady	35400
4.	Doug Dreishpoon	30000
5.	Zubatkin Owners Representative	25600

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. owards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are nat requested.*

H. Bylaws *(Submit only if updated since June 2014 ar if first-time applicant)*

I. Board Approved Strategic Plan *(Submit anly if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1			
PART 1 – GENERAL INFORMATION			
Legal Name of Organization	Buffalo Fine Arts Academy d/b/a Albright-Knox Art Gallery		
Mailing Address	1285 Elmwood Avenue		
City, State, Zip Code	Buffalo, New York, 14222-1096		
Website Address	www.albrightknox.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Dr. Janne SirÈn,Peggy Pierce Elfvin Director		
Phone Number	716-270-8210	Email Address	jsiren@albrightknox.org
Person who Prepared Application			
Name, Title	Carly Kirchberger, Manager of Government and Foundation Relationsh		
Phone Number	716-270-8252	Email Address	ckirchberger@albrightknox.org
Board Chairperson			
Name	Dr. Thomas R. Hyde		
Mailing Address, City, State, Zip Code	109 Chapin Parkway, Buffalo, New York 14209		
Phone Number	716-882-5210	Email Address	thyde@hodgsonruss.com
Applicant's Financial Contact Person			
Name, Title	Melissa Arena, Chief Financial Officer		
Phone Number	716-270-8284	Email Address	marena@albrightknox.org
Federal Tax Identification No.	16-6001555		
Year 501c3 Status Received	1940	***Define Fiscal Year***	07/01-06/30

PART 2 – FUNDING REQUEST	
Amount of 2017 Erie County Cultural Funding Request	62,500
Amount of 2016 Erie County Cultural Funding Received	60,600
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	8846302
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	.7%
Purpose of 2017 Funding Request	Public Art Curator

PART 3 – APPLICANT DATA SUMMARY			
	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	7975609	8846303	7222784
Earned (Part 6, Line 9)	4825948	4586300	4393799
Contributed Total (Part 6, Line 13 + Line 22)	3152661	4260003	2828985
Individual (Part 6, Line 10)	758537	1124649	705326
Corporate (Part 6, Line 11)	1121734	1663146	1043044
Foundation (Part 6, Line 12)	451290	669108	419632
Public (Part 6, Line 22)	818100	803100	660983
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	7907529	8846302	7389104
Number of Employees			
Full-Time	75		79

UPDATED 5.23.16

Part-Time	51		53
Number of **VOTING** Board Members	36		33
Number of **ACTIVE** Volunteers	230		300
Total Attendance			
Paid Attendance			
Unpaid Attendance	45283		47889
Virtual Attendance	271087		334859

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2011		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	3
How many consecutive terms are permitted?	Unlimited, but one member of each class must rotate off every 3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	3		
Number of Board meetings held in FY 2015?	5	Number of Board meetings with quorum present FY 2015?	5
Number of Conflict of Interest forms collected and in force?	33		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	33		
What percentage of the Board made a financial contribution?	94 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Monica Angle	2015	2018	N/A	N/A	✓	
2	Susan O'Connor Baird	2008	2017	N/A	N/A	✓	
3	Charles E. Balbach	1987	2017	N/A	N/A	✓	
4	Charles W. Banta	1997	2018	N/A	N/A	✓	
5	Robert J. Bojdak	2004	2017	N/A	N/A	✓	
6	Ann Bonte	2016	2018	N/A	N/A	✓	
7	Donald K. Boswell	2001	2016	N/A	N/A	✓	
8	Robert T. Brady	2002	2017	N/A	N/A	✓	
9	Helen Cappuccino, M.D.	2008	2017	N/A	N/A	✓	
10	Louis P. Ciminelli	2009	2018	N/A	N/A	✓	
11	James W. Derrick	2008	2017	N/A	N/A	✓	
12	Pamela Dinsmore	2011	2017	N/A	N/A	✓	
13	Scott Fisher	2015	2018	N/A	N/A	✓	
14	Catherine B. Foley	2005	2018	Vice President	2013	✓	
15	Sally Gioia	2003	2017	N/A	N/a	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	■ Surplus =	☐ Deficit =
(Do not include endowment/capital funds)	$ 7408798	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income				As of 4/30/2015	
1. Admissions	222691	200906	250000	400743	385000
2. Memberships	360391	349663	400000	349373	415000
3. Fundraising events (gross)	712572	780028	670000	655732	742500
4. Tuition (workshops)	55986	37203	69000	58898	70000
5. Contracted services	459697	821228	558700	544623	80000
6. Facility Rental	10850	12470	20000	14096	15000
7. Proceeds: Goods Sales	512464	611847	535000	599112	565000
8. Remaining/Other (specify):					
a. Investment Income	1807737	1863320	1933600	1611330	1795178
b. Other	165197	149283	150000	159892	155000
9. Total Earned Income	4307585	4825948	4586300	4393799	4222678
Private Contributions					
10. Individual Donations	684412	758537	1124649	705326	777222
11. Corporate Support – See Attach. J	1053009	1121734	1663146	1043044	1149366
12. Foundation Support – See Attach. J	451290	451290	669108	419632	462407
13. Total Private Contributions	2188711	2334561	3456903	2168002	2388995
Public Funding					
14. National Endowment for the Arts	-	-	50000	33250	35500
15. Other Federal					
a. IMLS	-	-	25000	20625	16500
b.					
16. NYSCA	60000	60000	60000	53330	60000
17. NYSCA Decentralization Regrant	-	-	-	-	-
18. Other State					
a. REDC; other	30000	80000	-	-	150000
b.					
19. Municipal Funding	-	60000	60000	40000	60000
20. Erie County Cultural Funding	591050	618100	608100	508778	608100
21. Erie County – Other	-	-	-	5000	-
22. Total Public Funding	681050	818100	803100	660983	930100
23. TOTAL REVENUE	7177346	7975609	8846303	7222784	7541773

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	1255276	1321359	1472651	1200325	1528185
25. Artistic/Collections	819360	839644	948188	772847	983944
26. Education/Programs	359066	495405	488365	398055	506781
27. Production/Technical	155600	165286	183399	149485	190315
28. Development/Special Events	261564	342284	345124	281302	358138
29. Guest Services	367804	406233	442394	360585	459076
30. Maintenance	1074199	1103473	1244628	1014468	1291562
31. Other					
32. Total Salaries and Fees	4292869	4673684	5124749	4177067	5318001

UPDATED 5.23.16

Administration/Operations					
33. Rent	12160	1670	16000	3573	17750
34. Utilities/Phone/Internet/etcetera	592827	489671	567400	329740	555920
35. Office Supplies/Equipment Rental	167860	128414	197950	127983	172150
36. Security/Maintenance	43139	41535	47350	76510	84500
37. Travel	362591	485583	467620	409757	508600
38. Insurance	54346	62324	64500	105510	310000
39. Legal	4181	10324	4750	26030	16350
40. Bookkeeping service	-	-	-	-	-
41. Audit expense	27500	27500	27500	38000	42500
42. Interest paid on Operating loans	60215	26598	70000	50960	60000
43. Other (i.e. consultant)					
a. Bank Fees	62692	63431	78000	74235	80000
b. Deferred Maintenance	100000	10000	100000	83333	100000
44. Total Administration/Operations	1487511	1437050	1641070		

Programming & Collections Care					
4S. Production & Exhibits Expenses	607969	798452	1121183	997222	794569
46. Educational Expenses	154583	120321	239800	152168	255400
47. Space/Facility/Equipment Rental	-	-	-	-	-
48. Collection Conservation	-	-	-	-	-
49. Acquisitions	-	-	-	-	-
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	762552	918773	1360983	1149390	1049969

Fundraising/Marketing/Retail					
52. Fundraising Events	245566	363760	255600	280105	306700
53. Marketing/Advertising	73964	139255	165500	118838	170500
54. Cost Goods for Sale	251882	317875	229250	266004	241700
55. Remaining/Other (specify)					
a. Other retail expenses	52994	57132	69150	72069	89250
b.					
56. Total Fundraising/Marketing/Retail	624406	878022	719500	737016	808150

57. TOTAL OPERATING EXPENSES	7167338	7907529	884602	7389104	9123890

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	5/22-10/4/2015	Shayne Dark: Natural Conditions	Buffalo and Erie County Botanical Gardens	Buffalo, NY	tbd
2	Year round	Plensa: Silent Poets	Canalside	Buffalo, NY	1000000
3	Year round	Shark Girl	Canalside	Buffalo, NY	1000000
4	August-October 2015	Jenny Kendler ReWilding Western New York	Various	Erie County	Not quantifiable
5	Summer 2015	Jenny Kendler Milkweed Dispersal Balloons	Various	Erie County	Not quantifiable
6	October, 2015-ongoing	Kaarina Kaikkonen We Share a Dream	Buffalo Niagara International Airport	Buffalo, NY	2891569
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring closses or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	■ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	■ No
Are you planning for a capital or endowment campaign?	■ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	■ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Janne SirÈn	292619
2.	Joe Lin-Hill	143481
3.	Melissa Arena	115854
4.	Jennifer Bayles	93220
5.	Bryan Gawronski	91910
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Jason Kaufmann	54000
2.	Tracy Dulniak	43400
3.	Ann Casady	35400
4.	Doug Dreishpoon	30000
5.	Zubatkin Owners Representative	25600

SECTION 2

ESSAYS

Attach one file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you ore a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo and Erie County Botanical Gardens Society, Inc.		
Mailing Address	2655 South Park Ave		
City, State, Zip Code	Buffalo, New York 14218		
Website Address	www.buffalogardens.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	David J. Swarts, President/CEO		
Phone Number	716-827-1584	Email Address	dswarts@buffalogardens.com
Person who Prepared Application			
Name, Title	Brittany Finnegan-Zandi, Director of Development		
Phone Number	716-827-1584	Email Address	bzandi@buffalogardens.com
Board Chairperson			
Name	Joseph A. DiDomenico, Jr.		
Mailing Address, City, State, Zip Code	601 Winspear Road Elma, NY 14059		
Phone Number	716-523-8569	Email Address	jdidomenico@roadrunner.com
Applicant's Financial Contact Person			
Name, Title	Julie DeCarolis, Senior Director of Operations		
Phone Number	716-827-1584	Email Address	jdecarolis@buffalogardens.com
Federal Tax Identification No.	22-2514024		
Year 501c3 Status Received	1981	***Define Fiscal Year***	Calendar

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 140,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 61,511.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 1,264,293.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%
Purpose of 2017 Funding Request	To support operating revenue

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1287123	1459651	632499
Earned (Part 6, Line 9)	973940	1003575	573438
Contributed Total (Part 6, Line 13 + Line 22)	313183	456076	59061
Individual (Part 6, Line 10)	163532	132300	25173
Corporate (Part 6, Line 11)	3405	17250	2875
Foundation (Part 6, Line 12)	82235	175000	0
Public (Part 6, Line 22)	64011	131526	31013
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	1385103	1264293	551329
Number of Employees	20	20	20
Full-Time	14	14	14

UPDATED 5.23.16

Part-Time	6	6	6
Number of **VOTING** Board Members	30	30	30
Number of **ACTIVE** Volunteers	162	200	162
Total Attendance	95000	105000	40000
Paid Attendance	78156	80000	30000
Unpaid Attendance	16844	20000	10000
Virtual Attendance	126721	130522	82659

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2012	
Year Conflict of Interest Policy was last updated		2009	
Year Whistleblower Policy was last updated		2009	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?		8.00	
Number of Board meetings held in FY 2015?	8.00	Number of Board meetings with quorum present FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?		27.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in the most recently completed fiscal year?		30.00	
What percentage of the Board made a financial contribution?		100.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Joseph A. DiDomenico, Jr.	2015	2017	Chair	2	✓	
2	Lynn Kozinski	2013	2015	Vice Chair	3	✓	
3	Rose Ann Dulski	2013	2015	Secretary	3	✓	
4	Adam Poole, CPA	2015	2017	Treasurer	2	✓	
5	Thomas Beauford, Jr.	2015	2017	At large member	3	✓	
6	Mike Buckley	2015	2017	At large member	3	✓	
7	George Cameron	2015	2017	At large member	3	✓	
8	Diane J. Chrisman	2014	2016	At large member	3	✓	
9	Larry Christ	2015	2017	At large member	3	✓	
10	Patricia E. Connolly	2015	2017	At large member	3	✓	
11	Joan Crosby	2015	2017	At large member	3	✓	
12	Joseph N. Del Vecchio	2014	2016	At large member	3	✓	
13	Thomas J. Gaffney, Esq.	2014	2016	At large member	3	✓	
14	Richard Griffin, Esq.	2015	2017	At large member	3	✓	
15	Peter Heffley	2014	2016	At large member	3	✓	

If more spoce is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on seporate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	$ 68,071.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	338175	338646	335000	223407	345050
2. Memberships	125907	124197	120000	66956	123600
3. Fundraising events (gross)	190078	225218	239600	128027	246788
4. Tuition (workshops)	74055	88957	96500	54930	99395
5. Contracted services	0	0	0	0	0
6. Facility Rental	85178	123567	125000	47955	128750
7. Proceeds: Goods Sales	91589	70698	73200	48478	75396
8. Remaining/Other (specify):					
a. Marketing	3770	1950	2275	1610	2343.25
b. In-Kind	11209	707	12000	2075	12360
9. Total Earned Income	919961	973940	1003575	573438	1033682.25
Private Contributions					
10. Individual Donations	115889	163532	132300	25173	136269
11. Corporate Support – See Attach. J	42378	3405	17250	2875	17767.50
12. Foundation Support – See Attach. J	86801	82235	175000	0	180250
13. Total Private Contributions	245068	249172	324550	28048	334286.5
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	0	0	0	0	0
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. ZBGA	57660	0	67000	0	69010
b.	0	0	0	0	123022
19. Municipal Funding	0	2500	2500	0	2500
20. Erie County Cultural Funding	50750	61511	62026	31013	140000
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	108410	64011	131526	31013	334532
23. TOTAL REVENUE	1273439	1287123	1459651	632499	1702500.75

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	364857	387875	421586	162063	434233.58
25. Artistic/Collections	127097	123675	135486	54370	139550.58
26. Education/Programs	47888	73320	97507	41514	100432.21
27. Production/Technical	0	0	0	0	0
28. Development/Special Events	146233	122193	147966	62520	152404.98
29. Guest Services	56829	56825	50709	26726	52230.27
30. Maintenance	57207	59567	67373	30123	69394.19
31. Other	0	0	0	0	0
32. Total Salaries and Fees	800111	823455	920627	377316	948245.81

UPDATED 5.23.16

Administration/Operations					
33. Rent	0	0	0	0	0
34. Utilities/Phone/Internet/etcetera	5512	5720	6000	2177	6180
35. Office Supplies/Equipment Rental	10620	9395	12900	3220	13287
36. Security/Maintenance	26944	22942	29380	10105	30261.40
37. Travel	464	455	1425	105	1467.75
38. Insurance	31569	25844	29006	28323	29876.18
39. Legal	0	0	0	0	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	7500	7500	9750	9750	10042.50
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. Toshiko Mori Consultants	0	321368	0	0	0
b.	0	0	0	0	0
44. Total Administration/Operations	82609	393224	88461	53680	91114.83

Programming & Collections Care					
45. Production & Exhibits Expenses	76504	69759	73750	37502	75962.50
46. Educational Expenses	12015	14565	20500	5032	21115
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a.	0	0	0	0	0
b.	0	0	0	0	0
51. Total Programming	0	0	94250	42534	97077.5

Fundraising/Marketing/Retail					
52. Fundraising Events	51124	60134	59300	16585	61079
53. Marketing/Advertising	101554	71209	65355	47387	67315.65
54. Cost Goods for Sale	38762	37081	36300	13827	37389
55. Remaining/Other (specify)					
a.	0	0	0	0	0
b.	0	0	0	0	0
56. Total Fundraising/Marketing/Retail	191440	168424	160955	77799	165783.65

57. TOTAL OPERATING EXPENSES	1074160	1385103	1264293	561329	1302221.79

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	1/1/2015-12/31/2015	Educational Programs-Adults	Conservatory & Administration Building	Buffalo, NY	7266
2	1/1/2015-12/31/2015	Educational Programs-Children	Conservatory & Administration Building	Buffalo, NY	8316
3	1/1/2015-12/31/2015	Educational Program-Special Needs	Conservatory & Administration Building	Buffalo, NY	285
4	1/1/2015-12/31/2015	Weddings/Special Events	Conservatory and Outdoor Gardens	Buffalo, NY	14829
5	1/27/15-2/21/15	Lumagination	Conservatory	Buffalo, NY	12000
6	3/20/15	Taste of Paradise	Conservatory	Buffalo, NY	300
7	3/20/15-4/12/15	Spring Exhibit	Conservatory	Buffalo, NY	12000
8	4/4/15	Easter Egg Hunt	Conservatory and Outdoor Gardens	Buffalo, NY	500
9	5/8/15	Dollar Day	Conservatory	Buffalo, NY	300
10	5/15/15-5/17/15	Great Plant Sale	Conservatory	Buffalo, NY	2500
11	5/23/15-10/4/15	Shayne Dark Event	Conservatory and Outdoor Gardens	Buffalo, NY	250
12	6/13/15-8/2/15	Coleus & Color/Train Exhibit	Conservatory	Buffalo, NY	5000
13	6/17/15	Starry Night in the Gardens	Conservatory	Buffalo, NY	3500
14	7/30/15	Botanics & Brews	Outdoor Gardens	Buffalo, NY	200
15	6/10/15-6/12/15	Hosta Exhibit	Conservatory	Buffalo, NY	200
16	7/6/15-8/21/15	Summer Camps	Botanical Gardens	Buffalo, NY	200
17	9/5/15-10/4/15	Succulent Exhibit	Conservatory	Buffalo, NY	2500
18	9/25/15	Gala at the Gardens	Conservatory	Buffalo, NY	350
19	10/17/15-11/8/15	Mum Exhibit	Conservatory	Buffalo, NY	1800
20	11/28/15-1/3/16	Poinsettias & Train Show	Conservatory	Buffalo, NY	7500
21	12/12/15	Santa's Workshop	Conservatory	Buffalo, NY	350
22	1/1/15-12/31/15	Non Exhibit Admission	Conservatory	Buffalo, NY	15000
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	David Swarts, President/CEO	$ 121,550.00
2.	Erin Grajek, VP of Marketing & Visitor Experience	$ 57,710.00
3.	Julie DeCarolis, Senior Director of Operations	$ 57,826.00
4.	Brittany Finnegan-Zandi, Director of Development	$ 52,000.00
5.	Todd Zintz, Director of Facilities	$ 49,896.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Toshiko Mori Architects	$ 321,368.00
2.	Chiampou, Travis, Besaw, & Kershner LLP	$ 7,500.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Inner City Ballet		
Mailing Address	2495 Main St., Suite 351		
City, State, Zip Code	Buffalo, NY 14214		
Website Address	buffalocityballet.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Marvin Askew, Executive Director		
Phone Number	716-833-1243	Email Address	Maskew9746@aol.com
Person who Prepared Application			
Name, Title	Marvin Askew, Executive Director		
Phone Number	716-864-4267	Email Address	Maskew9746@aol.com
Board Chairperson			
Name	Camille Williams		
Mailing Address, City, State, Zip Code	5 Villa Moraine Dr., Cheektowaga, NY 14225		
Phone Number	716-553-8345	Email Address	firefox9614215@yahoo.com
Applicant's Financial Contact Person			
Name, Title	Jay Roll		
Phone Number	716-656-9055	Email Address	
Federal Tax Identification No.	16-1006543		
Year 501c3 Status Received	1972	***Define Fiscal Year***	06/30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 25,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 15,750.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 113,027.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	33,000.00%
Purpose of 2017 Funding Request	Training School/Public Performances

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	68,612	135,000	126,383
Earned (Part 6, Line 9)	24,112	45,000	43,338
Contributed Total (Part 6, Line 13 + Line 22)	44,500	90,000	83,035
Individual (Part 6, Line 10)	2,500	5,000	0
Corporate (Part 6, Line 11)	750	10,000	1,500
Foundation (Part 6, Line 12)	20,500	20,000	34,000
Public (Part 6, Line 22)	20,750	55,000	47,525
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	57,644	117,000	113,027
Number of Employees	3	3	3
Full-Time	1	1	1

Part-Time	2	2	2
Number of **VOTING** Board Members	8	7	7
Number of **ACTIVE** Volunteers	10	10	10
Total Attendance			1,950
Paid Attendance			1,700
Unpaid Attendance			350
Virtual Attendance			0

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated		Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	Two years
How many consecutive terms are permitted?	Two		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present FY 2015?	11.00
Number of Conflict of Interest forms collected and in force?			
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	0.00		
What percentage of the Board made a financial contribution?	0.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Camille Williams	2016	2018	Chairperson	New		
2	Shamiqua Mason	2015	2017	Vice Chair	1		
3	Ann Beckley Forest	2014	2016	Treasurer	2		
4	Candida Davis	2015	2017		2		
5	Angela Faulkner	2016	2018		New		
6	Mellissa Neal	2016	2018		New		
7	Shennetta Mennega	2014	2016		2		
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension con be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 13,000.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	8937	6277	20000	23338	15000
2. Memberships	0	0	0	0	0
3. Fundraising events (gross)	3800	150	5000	0	2000
4. Tuition (workshops)	16877	15993	20000	0	20000
5. Contracted services	0	0	0	0	2000
6. Facility Rental	0	0	0	0	0
7. Proceeds: Goods Sales	0	0	0	0	1000
8. Remaining/Other (specify):					
a. T-shirts & Bake goods	1418	692			
b. Loan		1000			
9. Total Earned Income	31032	24112	45000	43338	40000
Private Contributions					
10. Individual Donations	2000	2500	5000	0	2200
11. Corporate Support – See Attach. J	500	750	10000	1500	5000
12. Foundation Support – See Attach. J	6000	20500	20000	34000	30000
13. Total Private Contributions	8500	23750	35000	35500	37200
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	0	0	30000	20000	20000
17. NYSCA Decentralization Regrant					
18. Other State					
a. NYSCA RED	0	00	0	20000	
b.					
19. City of Buffalo	5000	5000	5000		5,000
20. Erie County Cultural Funding	15750	15750	20000	7525	20000
21. Erie County – Other					
22. Total Public Funding	20750	20750	55000	47525	40005
23. TOTAL REVENUE	60282	68612	135000	126363	117205

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	23225	23750	40000	26000	40000
25. Artistic/Collections			10000	3100	10000
26. Education/Programs					
27. Production/Technical					10200
28. Development/Special Events					
29. Guest Services					10000
30. Maintenance					
31. Other					5,000
32. Total Salaries and Fees	23225	23750	50000	29100	70205
Administration/Operations					
33. Rent	7725	16521	28000	28475	30,000
34. Utilities/Phone/Internet/etcetera	4588	2289	2000	1334	4000
35. Office Supplies/Equipment Rental	7134	6275	10000	14443	10000
36. Security/Maintenance					
37. Travel	0	0	2000		3000
38. Insurance	1970	6275	2000	1824	2000
39. Legal	0	0	0	0	
40. Bookkeeping service	750	375			1000
41. Audit expense	0	0	0	0	0
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. Postage/bank charges	1699	1809	1000	0	0
b. funds transfers				24701	
44. Total Administration/Operations	25241	33544	45000	70777	20030
Programming & Collections Care					
45. Production & Exhibits Expenses	9047	6400	10000	6050	10000
46. Educational Expenses			0	0	0
47. Space/Facility/Equipment Rental	4640	3234	0	5100	5,000
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. costumes, online tickets	0	2247	10000	2000	0
b.	0	0	0	0	
51. Total Programming	0	0	20000	13150	10005
Fundraising/Marketing/Retail					
52. Fundraising Events	0	0	0	0	0
53. Marketing/Advertising	600	0	2000	0	2000
54. Cost Goods for Sale	0	350	0	0	0
55. Remaining/Other (specify)					
a.	0	0	0	0	0
b.	0	0	0	0	0
56. Total Fundraising/Marketing/Retail	600	350	2000	0	2000
57. TOTAL OPERATING EXPENSES	49066	57644	117000	113027	102240

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	12/18/15	The Nutcracker 10:00am OST	BAVAPA	450 Masten Ave.	600
2	12/18/15	The Nutcracker 12:00pm OST	BAVAPA	450 Masten Ave.	250
3	12/19/15	The Nutcracker 7:00 PM Public	BAVAPA	450 Masten Ave.	350
4	12/20/15	The Nutcracker 3:00 PM Public	BAVAPA	450 Masten Ave.	400
5	3/19/16	Ballet Lecture Demonstration	Tri-Main Center	2495 Main St.	100
6	6/4/16	End Year Dance Concert	Buffalo Public Library	One Lafayette Square	250
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 40,000.00
2.	Dance Instructors	$ 2,000.00
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section S, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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 o 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. awards, recognition, board independence, unusual expenses, large budget varionces, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Music Hall of Fame		
Mailing Address	PO Box 62		
City, State, Zip Code	Buffalo New York 14221		
Website Address	www.buffalomusic.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Anthony Casuccio		
Phone Number	716-908-4718	Email Address	anthony@xtreamaudio.com
Person who Prepared Application			
Name, Title	Van Taylor -trustee		
Phone Number	716 855 1754	Email Address	taylorvan@juno.com
Board Chairperson			
Name	See Below Sect 4		
Mailing Address, City, State, Zip Code			
Phone Number		Email Address	
Applicant's Financial Contact Person			
Name, Title	Kevin Flint		
Phone Number	716-998-1584	Email Address	keflint1399@gmail.com
Federal Tax Identification No.	16-1599167		
Year 501c3 Status Received	2,008	***Define Fiscal Year***	January 1 to December 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 0.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 0.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	0.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Business of Music Workshop	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 17,609.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated		2013	
Year Whistleblower Policy was last updated		2013	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?	3 years		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	10.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present in FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?	5.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	13.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Anthony Casuccio	2014	2019	President	2	✓	
2	Tom Lorentz	2014	2019	Vice President	2	✓	
3	Kevin Flint	2010	2018	Treasure	6	✓	
4	Diane Strawbrich	2008	2019	Secretary	10	✓	
5	Sam Guarino	2010	2016	Induction Committee	2	✓	
6	Greg Hennessey	2008	2019	Gala Chair	8	✓	
7	Donna Kerr	2014	2017	Education Chair	2	✓	
8	Bruce Moser	2014	2017	Induction Committee	2	✓	
9	Elmer Ploetz	2014	2018	Outreach Committee	2	✓	
10	Richard Sargent	2014	2018	Induction Chair	2	✓	
11	Ed Strawbrich	2008	2019	Trustee	10	✓	
12	Van Taylor	1993	2016	Education induction /Committee	23	✓	
13	Nick Veltri	1993	2016	Past President	23	✓	
14	Steve Kantor	2012	2018	advancement Comittee	4	✓	
15	Eddie Tice	2012	2018	Sponsor Committee	4	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new locotion, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicont)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicont, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updoted since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Niagara Choirs Inc		
Mailing Address	PO Box 245		
City, State, Zip Code	Getzville, NY 14068		
Website Address	www.bnchoirs.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Cindy Mayo, Executive Director		
Phone Number	716-864-1904	Email Address	cagmayo@gmail.com
Person who Prepared Application			
Name, Title	David Reichard, Treasurer		
Phone Number	716-490-1770	Email Address	dereichard01@gmail.com
Board Chairperson			
Name	Heidi Salva		
Mailing Address, City, State, Zip Code	3674 Woodbrook Ct., E Aurora, NY 14052		
Phone Number	716-341-3700	Email Address	hssalva@gmail.com
Applicant's Financial Contact Person			
Name, Title	David Reichard, Treasurer		
Phone Number	716-490-1770	Email Address	dereichard01@gmail.com
Federal Tax Identification No.	55-0870374		
Year 501c3 Status Received	2,004	***Define Fiscal Year***	July 1 to June 30

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 2,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 1,515.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 100,711.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	1.50%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	support for artistic programming	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $16,000.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,014
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		2015	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present in FY 2015?	9.00
Number of Conflict of Interest forms collected and in force?	13.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	13.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Heidi Salva	2013	2016	President	3	✔	
2	Kristin Kight	2015	2018	Vice President	2	✔	
3	Maureen Wiech	2013	2016	Secretary	3	✔	
4	David Reichard	2014	2017	Treasurer	2	✔	
5	Patrick Barrett	2013	2016			✔	
6	Steven Bengart	2014	2017			✔	
7	John Fleischman Jr	2013	2016				✔
8	Sarah Goehle	2015	2018			✔	
9	Dennis Jewell	2013	2016			✔	
10	Beth Johnson	2014	2017			✔	
11	Jeffrey Renzoni	2015	2018			✔	
12	Diane Stottele	2013	2016			✔	
13	Mark Wiencek	2015	2018			✔	
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Niagara Heritage Village		
Mailing Address	3755 Tonawanda Creek Road		
City, State, Zip Code	Amherst, NY 14228		
Website Address	www.bnhv.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Herbert Schmidt, III, Executive Director		
Phone Number	716-689-1440	Email Address	hschmidt@bnhv.org
Person who Prepared Application			
Name, Title	Spencer Morgan, Director of Development and Marketing		
Phone Number	716-689-1440	Email Address	smorgan@bnhv.org
Board Chairperson			
Name	Beth Roehling-Flynn		
Mailing Address, City, State, Zip Code	3755 Tonawanda Creek Road, Amherst, NY 14228		
Phone Number	716-689-1440	Email Address	president@bnhv.org
Applicant's Financial Contact Person			
Name, Title	Carol Youngs, Staff Accountant/Office Manager		
Phone Number	716-689-1440	Email Address	cyoungs@bnhv.org
Federal Tax Identification No.	16-1470517		
Year 501c3 Status Received	1995	***Define Fiscal Year***	January 1st- December 31st

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 70,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 7,550.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 657,213.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.65%
Purpose of 2017 Funding Request	Educational Programming and Community Engagement

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	721927.00	655740.00	45414.07
Earned (Part 6, Line 9)	208204.39	241890.00	38946.67
Contributed Total (Part 6, Line 13 + Line 22)	513722.61	413850.00	6467.40
Individual (Part 6, Line 10)	11961.25	14300.00	2692.40
Corporate (Part 6, Line 11)	4560.11	10000.00	0
Foundation (Part 6, Line 12)	5000.00	5000.00	0
Public (Part 6, Line 22)	492201.25	384550.00	3775.00
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	720959.00	657213.00	172292.45
Number of Employees	13	13	13
Full-Time	8	6	6

Part-Time	5	7	7
Number of **VOTING** Board Members	11	11	11
Number of **ACTIVE** Volunteers	285	336	336
Total Attendance	45614	51000	12236
Paid Attendance	8582	11000	2838
Unpaid Attendance	8000	10000	1955
Virtual Attendance	29032	30000	7443

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3 consecutive, 3-year terms (total= 9 consecutive years)		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	12.00		
Number of Board meetings held in FY 201S?	11.00	Number of Board meetings with quorum present FY 201S?	11.00
Number of Conflict of Interest forms collected and in force?	10.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	11.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Beth Roehling-Flynn	2012	2017	President	1	✓	
2	Janet Reilly	2013	2018	Vice President	1	✓	
3	Dawn Hutsebaut	2013	2018	Secretary	1	✓	
4	Kristin Anderson, CPA	2015	2017	Treasurer	1	✓	
5	Paul Bowers, P.E., BCEE, CCEO	2008	2016			✓	
6	Sharon Daniels	2008	2016			✓	
7	Mave Milligan	2015	2017			✓	
8	Jane Stoddard	2015	2017			✓	
9	Michael Tyrpak	2013	2018			✓	
10	Karen Vilonen	2008	2016			✓	
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 968.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	3759.00	3194.00	4000.00	322.00	4000.00
2. Memberships	12779.00	16676.00	20000.00	7400.00	21000.00
3. Fundraising events (gross)	99237.00	138566.00	175490.00	14601.63	130000.00
4. Tuition (workshops)	30300.00	22913.00	22000.00	8816.26	15000.00
5. Contracted services					
6. Facility Rental	13480.00	10355.00	15000.00	5150.00	15000.00
7. Proceeds: Goods Sales	4093.00	4202.80	3000.00	1140.16	3000.00
8. Remaining/Other (specify):					
a. Interest	2208.00	1293.00	2400.00	325.53	2400.00
b. Misc. Revenue	0	11004.59	0	1191.09	0
9. Total Earned Income	165856.00	208204.39	241890.00	38946.67	190400.00
Private Contributions					
10. Individual Donations	13303.00	11961.25	14300.00	2692.40	15000.00
11. Corporate Support – See Attach. J	11530.00	4560.11	10000.00	0	10000.00
12. Foundation Support – See Attach. J	56100.00	5000.00	5000.00	0	5000.00
13. Total Private Contributions	80933.00	21521.36	29300.00	2692.40	30000.00
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a. IMLS	1500.00	0	0	0	0
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant	3000.00	2201.25	2000.00	0	2000.00
18. Other State					
a. NYS Education	0	10000.00	0	0	0
b.					
19. Municipal Funding	475000.00	475000.00	375000.00	0	375000.00
20. Erie County Cultural Funding	0	5000.00	7550.00	3775.00	70000.00
21. Erie County – Other					
22. Total Public Funding	479500.00	492201.25	384550.00	3775.00	447000.00
23. TOTAL REVENUE	726289.00	721927.00	655740.00	45414.07	667400.00

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	102776.00	102776.00	87651.09	2483.99	90283.00
25. Artistic/Collections	43739.00	43739.00	28785.92	815.79	29652.00
26. Education/Programs	46321.00	38321.00	24203.82	685.94	54929.00
27. Production/Technical	46133.25	45968.50	81849.57	2319.55	76805.00
28. Development/Special Events	70157.25	59663.00	42347.45	1200.04	36117.00
29. Guest Services	30786.00	36786.00	22836.58	647.17	23524.00
30. Maintenance	125968.50	105968.50	81849.57	2319.55	84308.00
31. Other					
32. Total Salaries and Fees	465881.00	433222.00	369524.00	104712.03	395618.00

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	61401.00	33470.00	30000.00	6656.95	30000.00
35. Office Supplies/Equipment Rental	5535.00	3429.00	4000.00	1550.38	5000.00
36. Security/Maintenance	75479.00	31265.00	20142.00	3672.64	20000.00
37. Travel	5643.00	2500.00	200.00	341.05	700.00
38. Insurance	7884.00	13490.00	15500.00	11608.94	16000.00
39. Legal					
40. Bookkeeping service	2752.52	4061.30	3000.00	921.27	3000.00
41. Audit expense	4312.48	6362.70	7700.00	6069.00	8000.00
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Bank Fees	3431.00	4156.00	2000.00	832.08	2000.00
b.					
44. Total Administration/Operations	166438.00	98734.00	80542.00	31652.31	84700.00

Programming & Collections Care					
45. Production & Exhibits Expenses	18839.00	10346.50	4742.00	2365.09	13000.00
46. Educational Expenses	18787.00	9615.50	5800.00	1026.22	13500.00
47. Space/Facility/Equipment Rental	2549.00	3038.00	2000.00	1093.84	2000.00
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Memberships & Dues	1907.00	2157.00	1000.00	840.00	2000.00
b. Staff Development	4367.00	3197.00	2000.00	923.93	2000.00
51. Total Programming	46449.00	28354.00	15542.00	6249.08	32500.00

Fundraising/Marketing/Retail					
52. Fundraising Events	75369.00	86800.00	136505.00	5690.99	90000.00
53. Marketing/Advertising	41409.00	52823.00	36100.00	18583.20	30000.00
54. Cost Goods for Sale	5471.00	5937.00	2000.00	0	2000.00
55. Remaining/Other (specify)					
a. Printing & Copying	2817.00	6951.00	9000.00	2511.57	9000.00
b. Pastage & Mailing	4402.00	8138.00	8000.00	2893.27	8000.00
56. Total Fundraising/Marketing/Retail	129468.00	160649.00	191605.00	29679.03	139000.00

57. TOTAL OPERATING EXPENSES	808238.00	720959.00	657213.00	172292.45	651818.00

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	01/22/2015	Stained Glass with Greg Witul	BNHV-Transit Road Church	3755 Tonawanda Creek Road	15
2	01/29/2015	Annual Meeting and Report to the Community	BNHV-Shaw Building	3755 Tonawanda Creek Road	40
3	03/12/2015	Women's History Lecture	BNHV-Shaw Building	3755 Tonawanda Creek Road	13
4	03/16/2015	Williamsville School District Art Show	BNHV-Shaw Building	3755 Tonawanda Creek Road	1228
5	04/09/2015	150th Civil War Anniversary Program	BNHV- Steffen Building	3755 Tonawanda Creek Road	75
6	04/16/2015	Weavers Guild of Buffalo Special Lecture	BNHV-Shaw Building	3755 Tonawanda Creek Road	50
7	04/17/2015	Weavers Guild of Buffalo Workshop	BNHV- Steffen Building	3755 Tonawanda Creek Road	25
8	04/24/2015	Vice and Virtue Exhibit Opening	BNHV-Shaw Building	3755 Tonawanda Creek Road	108
9	05/02/2015	Kentucky Derby Luncheon Fundraiser	BNHV-Shaw Building	3755 Tonawanda Creek Road	143
10	05/07/2015	Organ Grinding Program	BNHV-Shaw Building	3755 Tonawanda Creek Road	10
11	05/15/2015	Sweet Home School Day of Caring	BNHV-All	3755 Tonawanda Creek Road	275
12	05/15/2015	Eagle Scout Fundraiser	BNHV-Shaw Building	3755 Tonawanda Creek Road	80
13	05/19/2015	Amherst Chamber After Hours	BNHV-Shaw Building	3755 Tonawanda Creek Road	51
14	06/06/2015	Free Preview Day	BNHV-All	3755 Tonawanda Creek Road	34
15	06/06/2015	Lace Guild Seminar	BNHV-All	3755 Tonawanda Creek Road	60
16	06/10/2015	Boy Scout Program	BNHV-All	3755 Tonawanda Creek Road	65
17	06/20/2015	German Sommerfest	BNHV-All	3755 Tonawanda Creek Road	800
18	06/27/2015	NYS Civil War Symposium	BNHV-Shaw Building	3755 Tonawanda Creek Road	15
19	06/29/2015	Amherst Chamber Program	BNHV-All	3755 Tonawanda Creek Road	50
20	07/11/2015	School of the Civil War Soldier	BNHV-All	3755 Tonawanda Creek Road	25
21	07/11/2015	Pig Roast Fundraiser	BNHV-All	3755 Tonawanda Creek Road	83
22	07/18/2015	Movie Filming	BNHV-All	3755 Tonawanda Creek Road	44
23	07/23/2015	Erie Canalway Cyclist Program	BNHV-Shaw Building	3755 Tonawanda Creek Road	40
24	07/29/2015	Pioneer Day Camp	BNHV-All	3755 Tonawanda Creek Road	17
25	08/01/2015	NFWA Antique Radio Swap Meet	BNHV-All	3755 Tonawanda Creek Road	125
26	08/15/2015	Buffalo Niagara Scottish Festival	BNHV-All	3755 Tonawanda Creek Road	2,835
27	09/26/2015	Smithsonian Museum Day Live	BNHV-All	3755 Tonawanda Creek Road	108
28	09/26/2015	Run in the Country 5K	BNHV-All	3755 Tonawanda Creek Road	248
29	10/16/2015	Boyscout Camporee	BNHV-All	3755 Tonawanda Creek Road	270
30	10/17/2015	Williamsville Photography Class Program	BNHV-All	3755 Tonawanda Creek Road	20
31	10/23/2015	Victorian Seance Series	BNHV-Shaw Building	3755 Tonawanda Creek Road	99
32	10/23/2015	Trick-or-Treat	BNHV-All	3755 Tonawanda Creek Road	1878
33	11/21/2015	Volunteer Brunch	BNHV-Shaw Building	3755 Tonawanda Creek Road	71
34	12/05/2015	Taste of Christmas Past	BNHV-Shaw Building	3755 Tonawanda Creek Road	175
35	12/05/2015	Countryside Christmas Tours	BNHV-All	3755 Tonawanda Creek Road	92
36	12/06/2015	Breakfast with Santa	BNHV-Shaw Building	3755 Tonawanda Creek Road	165
37	12/13/2015	Holiday Tea	BNHV-Shaw Building	3755 Tonawanda Creek Road	98
38	12/31/2015	Timber Framing Workshop	BNHV-All	3755 Tonawanda Creek Road	12
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 65,999.96
2.	Maintenance Supervisor	$ 49,011.82
3.	Director of Development and Marketing	$ 43,681.04
4.	Historic Buildings and Grounds Manager	$ 43,680.00
5.	Education Coordinator	$ 23,400.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Olmsted Parks Conservancy, Inc.		
Mailing Address	84 Parkside Ave.		
City, State, Zip Code	Buffalo, NY 14214		
Website Address	www.bfloparks.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Stephanie Crockatt, Executive Director		
Phone Number	716-838-1249	Email Address	Stephanie@bfloparks.org
Person who Prepared Application			
Name, Title	Patricia Mertens, Special Asst to ED / L. Hopkins, contract grantwriter		
Phone Number	716-838-1249	Email Address	Patty@bfloparks.org
Board Chairperson			
Name	Kevin Kelly		
Mailing Address, City, State, Zip Code	Delaware North Global Hdqtrs; 250 Delaware Ave., Buffalo, NY 14202		
Phone Number	716-858-5417	Email Address	kkelly@dncinc.com
Applicant's Financial Contact Person			
Name, Title	Beth Downing, Sr. Director of Finance & Administration		
Phone Number	716-838-1249	Email Address	Beth@bfloparks.org
Federal Tax Identification No.	22-2720927		
Year 501c3 Status Received	1986	***Define Fiscal Year***	12/31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 50,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 12,424.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 4,112,094.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	1.20%
Purpose of 2017 Funding Request	Docent training, expansion of cultural programming & collaborations

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	4036026	3996195	1041205
Earned (Part 6, Line 9)	1101758	1067850	170980
Contributed Total (Part 6, Line 13 + Line 22)	2934268	2928345	872225
Individual (Part 6, Line 10)	240898	192000	37071
Corporate (Part 6, Line 11)	180612	200000	119106
Foundation (Part 6, Line 12)	130000	120000	0
Public (Part 6, Line 22)	2382758	2416345	714048
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	3963676	4112094	1046481
Number of Employees	110	101	87
Full-Time	27	27	27

UPDATED 5.23.16

Part-Time	83	74	60
Number of **VOTING** Board Members	27	27	23
Number of **ACTIVE** Volunteers	1000	1000	300
Total Attendance			
Paid Attendance	0	0	0
Unpaid Attendance	2.5 million	2.5 million	833,333
Virtual Attendance	2500	2500	833

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2015	
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		2015	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?		6.00	
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present FY 2015?	10.00
Number of Conflict of Interest forms collected and in force?		16.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in the most recently completed fiscal year?		21.00	
What percentage of the Board made a financial contribution?		78.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	See Attached						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 142,017.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships	78054	33379	40000	1785	42000
3. Fundraising events (gross)	254094	259070	245000	5395	252500
4. Tuition (workshops)		1680			2000
5. Contracted services					
6. Facility Rental	81448	102896	90850	23610	115000
7. Proceeds: Goods Sales	607544	698593	690000	139743	710000
8. Remaining/Other (specify):					
a. Interest/Unrealized Gain/	414	-149	1000	444	0
b. Miscellaneous	8148	6289	1000	3	0
9. Total Earned Income	1029702	1101758	1067850	170980	1121500
Private Contributions					
10. Individual Donations	498274	240898	192000	37071	192500
11. Corporate Support – See Attach. J	175140	180612	200000	119106	212500
12. Foundation Support – See Attach. J	180400	130000	120000	0	135000
13. Total Private Contributions	853814	551510	512000	156177	540000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	2354496	2322496	2342500	707498	2547500
20. Erie County Cultural Funding	10000	12000	12420	6212	15000
21. Erie County – Other	42142	48262	61425	338	63131
22. Total Public Funding	2406638	2382758	2416345	714048	2625631
23. TOTAL REVENUE	4290154	4036026	3996195	1041205	4287131

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	See Attached				
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	0	0	0	0	0
Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera					
35. Office Supplies/Equipment Rental					
36. Security/Maintenance					
37. Travel					
38. Insurance					
39. Legal					
40. Bookkeeping service					
41. Audit expense					
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a.					
b.					
44. Total Administration/Operations	0	0	0	0	0
Programming & Collections Care					
45. Production & Exhibits Expenses					
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	0	0	0	0	0
Fundraising/Marketing/Retail					
52. Fundraising Events					
53. Marketing/Advertising					
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	0	0	0	0	0
57. TOTAL OPERATING EXPENSES	0	0	0	0	0

UPDATED 5.23.16

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	6/2015	Corporate Challenge	n/a	Delaware Park	12,000
2	Summer 2015	Walk in the Park Tours	n/a	Various Parks	100
3	June 2015	Spring Into Summer Luncheon	Kleinhan's	Buffalo	250
4	September 2015	FLO Gala	n/a	Riverside Park	450
5	Summer 2015	Boating on Hoyt Lake	n/a	Hoyt Lake, Delaware Park	600
6	April/May 2015	Cherry Blossom Festival	n/a	Japanese Gardens, Delaware Park	500
7	Winter 2015	Ice Skating	n/a	MLK Park Splash Pad	900
8	Summer 2015	Splash Pad/Healthy Zone	n/a	MLK Jr. Park	2,500
9	Spring - Fall 2015	Audio/Wand Tours	n/a	Delaware Park	2,000
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions reloted to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 92,000.00
2.	Sr. Director of Finance & Administration	$ 82,000.00
3.	Director of Park Administration	$ 80,000.00
4.	Director of Operations	$ 77,650.00
5.	Director of Marketing & Communications	$ 70,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Auditor	$ 12,900.00
2.	Preservation Architect	$ 10,400.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit anly if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Opera Unlimited, Inc.		
Mailing Address	61 Anderson Place		
City, State, Zip Code	Buffalo, New York 14222		
Website Address	www.buffalooperaunlimited.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Tim Kennedy, Artistic Director		
Phone Number	716 882 1692	Email Address	kennedet@verizon.net
Person who Prepared Application			
Name, Title	Ellen Kennedy		
Phone Number	716 882 1692	Email Address	kennedet@verizon.net
Board Chairperson			
Name	Lee Ann Grace		
Mailing Address, City, State, Zip Code	168 Huntley Road, Buffalo, NY 14215		
Phone Number	716 826 0413	Email Address	gracela@buffalostate.edu
Applicant's Financial Contact Person			
Name, Title	Ellen Kennedy, Treasurer		
Phone Number	716 882 1692	Email Address	kennedet@verizon.net
Federal Tax Identification No.	16-16141777		
Year 501c3 Status Received	1,998	***Define Fiscal Year***	1/1 - 12/31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 5,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 2,000.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 112,505.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	4.40%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	support the expenses of two operatic productions	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 2,439.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?	NA		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	10.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present in FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?	5.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	5.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Lee Ann Grace	2013	NA	President	2	✓	
2	Darryl Schneider	2012	NA	Vice-president	2	✓	
3	Ann Williams	2014	NA	Secretary	1	✓	
4	Ellen Kennedy	2001	NA	Treasurer	14	✓	
5	James Estep	2010	NA			✓	
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

Attach one file with responses for all items below.

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Burchfield Penney Art Center		
Mailing Address	1300 Elmwood Avenue		
City, State, Zip Code	Buffalo, NY 14222		
Website Address	www.burchfieldpenney.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Anthony Bannon, Executive Director		
Phone Number	716-878-3909	Email Address	bannont@buffalostate.edu
Person who Prepared Application			
Name, Title	Carolyn Morris-Hunt, Chief Operating Officer		
Phone Number	716-878-5565	Email Address	morrisca@buffalostate.edu
Board Chairperson			
Name	Carol Kociela		
Mailing Address, City, State, Zip Code	1300 Elmwood Avenue, Buffalo, NY 14222		
Phone Number	716-868-4503	Email Address	CVKGrey@aol.com
Applicant's Financial Contact Person			
Name, Title	Carolyn Morris-Hunt, CFRE Chief Operating Officer		
Phone Number	716-878-5565	Email Address	morrisca@buffalostate.edu
Federal Tax Identification No.	16-1596245		
Year 501c3 Status Received	2005	***Define Fiscal Year***	July 1-June30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 300,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 97,389.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 3,077,000.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	9.70%
Purpose of 2017 Funding Request	Operating Support/50th Anniversary

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	3500311	3337200	2356907
Earned (Part 6, Line 9)	1014595	1251000	840617
Contributed Total (Part 6, Line 13 + Line 22)	2485716	2086200	1516290
Individual (Part 6, Line 10)	338360	338000	332221
Corporate (Part 6, Line 11)	76966	155000	83750
Foundation (Part 6, Line 12)	351558	375000	145500
Public (Part 6, Line 22)	1718832	1218200	854819
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	3618978	3209100	2505407
Number of Employees	39	39	39
Full-Time	20	20	20

UPDATED 5.23.16

Part-Time	19	19	19
Number of **VOTING** Board Members	33	33	33
Number of **ACTIVE** Volunteers	85	100	87
Total Attendance	approx 60K	Approx. 55000	47500
Paid Attendance	46000	40000	38000
Unpaid Attendance	14000	14000	12000
Virtual Attendance	168900	168000	164850

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2016	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?		4.00	
Number of Board meetings held in FY 2015?	8.00	Number of Board meetings with quorum present FY 2015?	7.00
Number of Conflict of Interest forms collected and in force?		33.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in the most recently completed fiscal year?		33.00	
What percentage of the Board made a financial contribution?		100.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Carol Kociela	2010	2016	Chair	2	✓	
2	James Brandys	2011	2017	Vice Chair	3	✓	
3	Shelley Drake	2010	2017	Vice Chair	2	✓	
4	Rachel Stenclik	2013	2018	Vice Chair	2	✓	
5	David Flynn	2013	2016	Treasurer	1	✓	
6	Scott Goldman	2011	2017	Sceretary	2	✓	
7	Peter Andrews	2013	2016			✓	
8	Rita Argen Auerbach	2014	2017			✓	
9	Jessica Brason	2013	2016			✓	
10	Robert Budin	2015	2016			✓	
11	Margaret Candino	2011	2017			✓	
12	Claire Lega Carlo	2010	2018			✓	
13	Joan Crosby	2015	2018			✓	
14	John Darbey	2013	2016			✓	
15	Cynthia Baird Stark	2012	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 0.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	80680	74595	65000	47560	65000
2. Memberships	178888	160582	170000	116310	170000
3. Fundraising events (gross)	251220	263428	474000	245471	260000
4. Tuition (workshops)	0	1218	0	1660	5000
5. Contracted services	0	0	0	0	0
6. Facility Rental	76038	73576	65000	53650	65000
7. Proceeds: Goods Sales	157456	170096	164000	114801	168000
8. Remaining/Other (specify):					
a. Endowment Income	1682185	263428	300000	250000	300000
b. Other	8896	7672	13000	11165	31000
9. Total Earned Income	2435363	1014595	1251000	840617	1064000
Private Contributions					
10. Individual Donations	424664	338360	338000	332221	180000
11. Corporate Support – See Attach. J	143750	76966	155000	83750	150000
12. Foundation Support – See Attach. J	512839	351558	375000	145500	520000
13. Total Private Contributions	1081253	766884	868000	561471	850000
Public Funding					
14. National Endowment for the Arts	0	0	0	0	27500
15. Other Federal					
a. IMLS	0	0	0	0	50000
b.	0	0	0	0	0
16. NYSCA	70200	146300	128575	49000	214400
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. in-kind	1439877	1472569	993200	824977	999000
b.	0	0	0	0	0
19. Municipal Funding	0	2000	0	0	2500
20. Erie County Cultural Funding	99750	97963	96425	80842	200000
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	1609827	1718832	1218200	954819	1493400
23. TOTAL REVENUE	5126443	3500311	3337200	2356907	3407400

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	589295	634953	667000	603306	667000
25. Artistic/Collections	620528	682314	700000	488389	675000
26. Education/Programs	85563	76275	75000	64842	90000
27. Production/Technical	0	0	0	0	0
28. Development/Special Events	108676	109673	105000	37110	125000
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	55510	57660	60000	50826	60000
32. Total Salaries and Fees	1459572	1560875	1607000	1244473	1617000

UPDATED 5.23.16

Administration/Operations					
33. Rent	960000	960000	462000	385000	462000
34. Utilities/Phone/Internet/etcetera	9774	10594	14400	12842	14300
35. Office Supplies/Equipment Rental	58544	80761	104043	34516	105000
36. Security/Maintenance	1660	1751	11600	835	35000
37. Travel	24951	33430	24350	12001	25000
38. Insurance	32613	40713	34765	26539	36000
39. Legal	0	1361	0	1403	1500
40. Bookkeeping service	71168	49493	45300	38320	49000
41. Audit expense	7950	8200	8600	8200	8600
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. depreciation	32228	39675	39600	37727	40000
b. dues and subscriptions	7796	4485	13725	9696	10000
44. Total Administration/Operations	1388797	1230463	758383	567079	786400

Programming & Collections Care					
45. Production & Exhibits Expenses	394788	466206	569367	453329	564000
46. Educational Expenses	0	0	0		0
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	135121	75150	3500	60820	65000
50. Remaining/Other (specify)					
a.	0	0	0	0	0
b.	0	0	0	0	0
51. Total Programming	529909	541356	572867	514149	629000

Fundraising/Marketing/Retail					
52. Fundraising Events	143838	116581	110200	73609	100000
53. Marketing/Advertising	71077	80496	63300	44660	175000
54. Cost Goods for Sale	88727	89207	97350	61437	100000
55. Remaining/Other (specify)					
a.	0	0	0	0	0
b.	0	0	0	0	0
56. Total Fundraising/Marketing/Retail	303642	286284	270850	179706	375000

57. TOTAL OPERATING EXPENSES	3681920	3618978	3209100	2505407	3407400

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Ongoing	21 new exhibitions of works by WNY Artists	BPAC	Buffalo, NY	Approx. 60K annually
2	Ongoing	Front Yard Video installations (150+)	BPAC	Buffalo, NY	Not Tracked
3	Ongoing	60 + live performances, music, plays, readings, dance, etc.	BPAC	Buffalo, NY	Avg 12K annually*
4	FY2014/2015	90+ public tours/curator, artist and docent led	BPAC	Buffalo, NY	7506*
5	FY2014/2015	Approx. 100 school-group tours	BPAC	Buffalo, NY	7462*
6	Ongoing	12 M&T Second Fridays (monthly)	BPAC	Buffalo, NY	Approx 10K annually*
7	Ongoing	60+ community partnership education programs	Various	Buffalo, NY	Approximately 3K annually*
8	Ongoing	Four offsite exhibitions in WNY	Various	WNY	approx. 30K annually
9	Ongoing	Three Traveling exhibitions of works by WNY artists	Various	Across US	avg. 90K annually
10					
11					
12					
13		Note: Examples of exhibitions include:			
14		Charles E. Burchfield: A Resounding Roar			
15		Through These Gates: Buffalo's First	African American	Architect, John E. Brant	
16		Art in Craft Media 2015			
17		Squeaky Wheel/Buffalo Media Resources:	30th Anniversary		
18		Connie Minneci: A-Z Historical Survey	of Women Artists		
19					
20					
21		*Tour and event counts sometimes include visitors who have	also been counted at the door		
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Anthony Bannon	$ 176,500.00
2.	Carolyn Morris-Hunt	$ 117,280.00
3.	Donald Metz	$ 96,500.00
4.	Scott Propeaqck	$ 75,000.00
5.	Kathleen Heyworth	$ 70,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Abbruzzo & Associates	$ 51,500.00
2.	Heidi Freedman, Grant Writer	$ 17,000.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section S, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusuol expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, onswer questions 1 ond 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time opplicant)*

J. Corporation and Foundation Support Detail *(if opplicoble)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Philharmonic Chorus, Inc.		
Mailing Address	P.O. Box 176		
City, State, Zip Code	Buffalo, NY 14207		
Website Address	www.bpchorus.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Brad Felton, President, Board of Directors		
Phone Number	716-868-4011	Email Address	Brad.Felton@Gmail.com
Person who Prepared Application			
Name, Title	Anthony Battaglia, Grantwriter		
Phone Number	716-903-7033	Email Address	ACBBuffalo@gmail.com
Board Chairperson			
Name	Brad Felton		
Mailing Address, City, State, Zip Code	P.O. Box 176, Buffalo, NY 14207		
Phone Number	716-868-4011	Email Address	Brad.Felton@gmail.com
Applicant's Financial Contact Person			
Name, Title	Terry Buckley, Treasurer		
Phone Number	716-435-6317	Email Address	bpchorustreasurer@gmail.com
Federal Tax Identification No.	23-7438520		
Year 501c3 Status Received	1975	***Define Fiscal Year***	July 1st - June 30th

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 33,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 30,000.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 146,385.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	22.50%
Purpose of 2017 Funding Request	General Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	154,179	192,100	169,596
Earned (Part 6, Line 9)	59,682	99,400	68,528
Contributed Total (Part 6, Line 13 + Line 22)	95,480	87,400	101,068
Individual (Part 6, Line 10)	21,425	21,000	59,898
Corporate (Part 6, Line 11)	7,128	11,000	5,000
Foundation (Part 6, Line 12)	35,000	22,500	20,000
Public (Part 6, Line 22)	31,927	32,900	16,170
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	130,677	191,735	130,607
Number of Employees			
Full-Time	1	1	1

Part-Time	5	4	3
Number of **VOTING** Board Members	14	16	16
Number of **ACTIVE** Volunteers	40	40	40
Total Attendance	48038		49000
Paid Attendance	25638		26000
Unpaid Attendance	22400		23000
Virtual Attendance	0		0

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2013		
Year Whistleblower Policy was last updated	2013		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	three (3) years
How many consecutive terms are permitted?	Two		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	11.00	Number of Board meetings with quorum present FY 2015?	11.00
Number of Conflict of Interest forms collected and in force?	14.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	16.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Brad Felton	2013	2016	President	3	✓	
2	Raymond Kelleher, Ph.D.	2015	2018	Vice President	1	✓	
3	Teresa Buckley	2015	2018	Treasurer	1	✓	
4	Kallie Thompson	2014	2017	Secretary	1	✓	
5	Holly Grant	2013	2016	Immediate Past President	3	✓	
6	Kay Adamczak	2015	2018			✓	
7	Cameron Airhart	2014	2017			✓	
8	Jennifer Davie, Esq.	2013	2016			✓	
9	Donald Gibson	2013	2016			✓	
10	Melissa Herr	2015	2018			✓	
11	Jane Mathias	2015	2018			✓	
12	Scott Schaeffer	2014	2017			✓	
13	Catherine Schweitzer	2013	2016		1	✓	
14	J. Robert Smythe	2014	2017			✓	
15	Sarah Sutcliff	2013	2016			✓	

If more space is needed, a form extension can be found at erie.gov/culturolfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 725,552.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	37778	4598	37000	24604	18500
2. Memberships	8690	7420	7500	6891	7500
3. Fundraising events (gross)	184	12	5250		1500
4. Tuition (workshops)					
5. Contracted services	23375	23950	25900	23500	25200
6. Facility Rental					
7. Proceeds: Goods Sales	718	88	1650	274	250
8. Remaining/Other (specify):					
a. Investment Income	18269	23614	22100	13169	21450
b. Unrealized Gain Investm	45314	-983	5300		
9. Total Earned Income	134328	58699	104700	55269	74400
Private Contributions					
10. Individual Donations	26810	21425	21000	59898	21500
11. Corporate Support – See Attach. J	10350	7128	11000	5000	5750
12. Foundation Support – See Attach. J	19780	35000	22500	20000	22500
13. Total Private Contributions	56940	63553	54500	84898	49750
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant	1900	1404	1900	1004	1500
18. Other State					
a.					
b.					
19. City of Buffalo	0	500	0		
20. Erie County Cultural Funding	27913	28623	30000	14166	31416
21. Erie County – Other	11645	1400	1000	1000	1000
22. Total Public Funding	41458	31927	32900	16170	33916
23. TOTAL REVENUE	232726	154179	192100	156337	158066

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	20,508	17,100	33,200	16,800	21,800
25. Artistic/Collections	72,905	70,917	78,000	60,539	75,500
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	93.413	88.017	111.2	77.339	97.3
Administration/Operations					
33. Rent	800		600	600	600
34. Utilities/Phone/Internet/etcetera	657	2044	2235	309	2035
35. Office Supplies/Equipment Rental	925	817	750	627	500
36. Security/Maintenance	99	99	200	331	200
37. Travel					
38. Insurance	4,782	4,914	5,000	3,279	3,500
39. Legal		2,884		1,082	
40. Bookkeeping service					
41. Audit expense	3,500	3,600	3,700	3,770	3,950
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Credit card service, misc1,5	1,505	1,303	1,300	1,841	1,600
b. Consultants	4,000	5,726	17,157	5,107	6,650
44. Total Administration/Operations	2494.787	2978.427	3812.157	1882.079	3350.7
Programming & Collections Care					
45. Production & Exhibits Expenses	26,638	11,297	29,100	16,571	12,450
46. Educational Expenses	2,064	69	400	162	100
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Member Expenses	-378	2,028	2,065	3,843	2,700
b. Printing / purchased scores	334	175	1,000	2,509	2,300
51. Total Programming	0	0	432.165	184.923	117.45
Fundraising/Marketing/Retail					
52. Fundraising Events	744	150	4,795	3,170	75
53. Marketing/Advertising	5,827	2,864	8,000	7,180	5,775
54. Cost Goods for Sale	394	-97	1,325	980	1,000
55. Remaining/Other (specify)					
a. Postage / box rental	1,215	612	850	382	500
b. Direct Mail	4,386	3,789	2,200	1,095	4,750
56. Total Fundraising/Marketing/Retail	1149.428	671.653	866.32	1373.445	586.525
57. TOTAL OPERATING EXPENSES	3737.628	3738.097	5221.842	3517.786	4151.875

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	7/2/2015	Independence Eve Ballpark Concert	Coca-Cola Field	Buffalo	18,200
2	10/11/2015	Come and Sing: Camina Burana	St Christopher Church	North Tonawanda	650
3	11/29/15	Handel's Messiah	Our Lady Victory Basilica	Lackawanna	2,700
4	12/11/2015				
5	12/11/2015	BPO Classical Christmas	Kleinhan's Music Hall	Buffalo - 2 shows	4,305
6	12/18/2015				
7	12/18/2015				
8	12/19/2015				
9	12/20/2015	Holiday Pops	Kleinhan's Music Hall	Buffalo - 4 shows	9,280
10	1/17/2016	Martin Luther King, Jr. Day Celebration	Kleinhan's Music Hall	Buffalo	2,400
11	2/14/2016	Unity Concert	Temple Beth Zion	Buffalo	1,050
12	4/29/2016	Holst's Planets	Kleinhan's Music Hall	Buffalo	2,215
13	5/13/2016				
14	5/14/2016	Porgy, Bess and Brahms	Kleinhan's Music Hall	Buffalo - 2 shows	3,760
15	5/21/2016	Daemen Graduation	Daemen College	Williamsville	1,200
16	5/27/2016				
17	5/28/2016	Star Spangled Pops	Kleinhan's Music Hall	Buffalo - 2 shows	3,100
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Music Director	$ 30,000.00
2.	Assistant Conductor/ Accompanist	$ 20,000.00
3.	Business Manager	$ 11,250.00
4.	Grant Writer	$ 6,600.00
5.	Chorus Manager	$ 1,200.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Strategic Planning Consultant	$ 5,500.00
2.	Accountants	$ 3,750.00
3.	Legal Consultant	$ 1,082.00
4.	Website Services	$ 309.00
5.	Graphic Design	$ 75.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. *Optianal:* 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Philharmonic Orchestra Society Inc.		
Mailing Address	499 Franklin Street		
City, State, Zip Code	Buffalo, NY 14202		
Website Address	www.bpo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Daniel J. Hart, Executive Director		
Phone Number	716-242-7813	Email Address	dhart@bpo.org
Person who Prepared Application			
Name, Title	Alison Merner, Research and Communication Coordinator		
Phone Number	716-242-7830	Email Address	amerner@bpo.org
Board Chairperson			
Name	Louis Ciminelli		
Mailing Address, City, State, Zip Code	LPCiminelli, Inc., 2421 Main Street, Buffalo, NY 14214		
Phone Number	(716) 885-1200	Email Address	abradley@lpciminelli.com (April Bradley, asst.)
Applicant's Financial Contact Person			
Name, Title	Kevin James, Director of Finance		
Phone Number	716-242-7802	Email Address	kjames@bpo.org
Federal Tax Identification No.	16-0755739		
Year 501c3 Status Received	1936	***Define Fiscal Year***	September 1 - August 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 900,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 850,875.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 11,695,596.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	7.69%
Purpose of 2017 Funding Request	General operating support, inc. musician salaries and artistic fees

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	9969709	9993489	8116448
Earned (Part 6, Line 9)	4434947	4471392	3537411
Contributed Total (Part 6, Line 13 + Line 22)	5534762	5522097	4579037
Individual (Part 6, Line 10)	2795488	2781597	1838769
Corporate (Part 6, Line 11)	609350	730000	674385
Foundation (Part 6, Line 12)	986114	970000	1002548
Public (Part 6, Line 22)	1143810	1040500	1063335
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	11474528	11695596	8594576
Number of Employees	108	109	109
Full-Time	98	99	99

Part-Time	10	10	10
Number of **VOTING** Board Members	27	27	27
Number of **ACTIVE** Volunteers	200	200	200
Total Attendance	187290	185000	143505
Paid Attendance	131123	130000	109590
Unpaid Attendance	56167	55000	33915
Virtual Attendance	206188	216500	208095

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2012		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2, unless an Officer of the Board or Musician Trustee or by special circumstance (per By-Laws)		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	27.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	31.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Cindy Abbott Letro	2014	2017			✓	
2	Karen Arrison	2012	2018			✓	
3	Douglas Bean	2011	2017			✓	
4	James Beardi	2011	2017			✓	
5	Dennis Black	2007	2018	Board Officer: Vice chair/Chair-Elect	3	✓	
6	Janz Castelo	2010	N/A	Musician Trustee			✓
7	Louis Ciminelli	2007	2016	Board Officer: Chair	4	✓	
8	Arthur Cryer	2012	2018			✓	
9	Peter Eliopoulos	2013	2016			✓	
10	Warren Emblidge	2012	2018			✓	
11	Angelo Fatta	2004	2018	Board Officer: Vice Chair	2	✓	
12	Robbie Hausmann	2011	N/A	Musician Trustee			✓
13	Monte Hoffman	2006	N/A	Musician Trustee			✓
14	Martha Hyde	2012	2018			✓	
15	William Keefer	2015	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officia board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ Surplus =	☒ Deficit =
	$	$ 2,481,968.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	3412095	3473136	3516000	2825851	3350000
2. Memberships	0	0	0	0	0
3. Fundraising events (gross)	162927	214199	170000	132973	175100
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	917048	348814	557392	386427	478739
6. Facility Rental	0	0	0	0	0
7. Proceeds: Goods Sales	49758	57188	53000	64081	54590
8. Remaining/Other (specify):					
a. Ticket fees	128840	176718	130000	105055	133900
b. Miscellaneous	50171	164892	45000	23024	30450
9. Total Earned Income	4720839	4434947	4471392	3537411	4222779
Private Contributions					
10. Individual Donations	2960826	2795488	2781597	1838769	2666296
11. Corporate Support – See Attach. J	623355	609350	730000	674385	700000
12. Foundation Support – See Attach. J	1005377	986114	970000	1002548	999100
13. Total Private Contributions	4589558	4390952	4481597	3515702	4365396
Public Funding					
14. National Endowment for the Arts	15000	15000	15000	12500	15000
15. Other Federal					
a. NEH	12500	38500	34500	38500	63000
b.					
16. NYSCA	134360	134360	134000	138960	134000
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. REDC CFA (Arts)	0	74000	0	0	0
b. NYS Parks & Rec.	0	22500	0	22500	0
19. Municipal Funding	0	17000	15000	0	7500
20. Erie County Cultural Funding	925450	842450	842000	850875	850000
21. Erie County – Other					
22. Total Public Funding	1087310	1143810	1040500	1063335	1069500
23. TOTAL REVENUE	10397707	9969709	9993489	8116448	9657675

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	615454	598027	630183	401565	618711
25. Artistic/Collections	6968116	7052723	7272347	5374733	7217078
26. Education/Programs	77515	84350	99504	64768	101352
27. Production/Technical	556566	618027	626162	372122	562290
28. Development/Special Events	454863	498211	457630	294968	457192
29. Guest Services	138918	146852	129107	95912	130716
30. Maintenance	0	0	0	0	0
31. Other	465414	481338	460366	327869	471746
32. Total Salaries and Fees	9276846	9479528	9675299	6931937	9559085
Administration/Operations					
33. Rent	87892	88363	90000	67645	91799
34. Utilities/Phone/Internet/etcetera	35115	42745	34001	38174	34680
35. Office Supplies/Equipment Rental	19165	19217	25210	15711	15667
36. Security/Maintenance	0	0	0	0	0
37. Travel	7052	9344	0	0	1020
38. Insurance	43533	48606	45000	42046	45900
39. Legal	0	4702	0	0	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	20200	16150	13550	10550	13821
42. Interest paid on Operating loans	24265	31991	25000	14547	25500
43. Other (i.e. consultant)					
a. Miscellaneous	419250	311037	237614	120829	213342
b.					
44. Total Administration/Operations	656472	572155	470375	309502	441729
Programming & Collections Care					
45. Production & Exhibits Expenses	339693	353485	338319	281692	437343
46. Educational Expenses	14028	16684	30860	16861	31325
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Copyright/licensing fees	50699	53076	55000	54679	56100
b. Touring expenses	385881	0	202705	183650	0
51. Total Programming	790271	423245	626884	536882	524768
Fundraising/Marketing/Retail					
52. Fundraising Events	59398	66815	63000	55116	64260
53. Marketing/Advertising	625771	677194	593038	522955	604898
54. Cost Goods for Sale	16182	16918	20000	30917	20400
55. Remaining/Other (specify)					
a. Miscellaneous	275023	238673	247000	207267	251940
b.					
56. Total Fundraising/Marketing/Retail	976374	999600	923038	816255	941498
57. TOTAL OPERATING EXPENSES	11699963	11474528	11695596	8594576	11467080

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	01/24/15	Classics: Happy Birthday, Mozart	KMH, Main Hall	Buffalo, NY	1463
2	01/25/15	Classics: Happy Birthday, Mozart	KMH, Main Hall	Buffalo, NY	1083
3	01/27/15	Youth: Grades 3-6	Lockport High School	Lockport, NY	1600
4	01/30/15	01/30/15 Rock: The Alan Parsons Live Project	KMH, Main Hall	Buffalo, NY	2246
5	01/31/15	Pops: Ben Vereen	KMH, Main Hall	Buffalo, NY	1492
6	02/03/15	Canisius College Concert	Canisius College	Buffalo, NY	235
7	02/07/15	Classics: Russian Diversion	KMH, Main Hall	Buffalo, NY	1190
8	02/08/15	Classics: Russian Diversion	KMH, Main Hall	Buffalo, NY	666
9	02/13/15	Pops: Steve Lippia	KMH, Main Hall	Buffalo, NY	734
10	02/14/15	Pops: Steve Lippia	KMH, Main Hall	Buffalo, NY	1364
11	02/15/15	Family: A Very Beary Valentine	KMH, Main Hall	Buffalo, NY	1075
12	02/21/15	Classics: Symphonic Tales	KMH, Main Hall	Buffalo, NY	1058
13	02/22/15	Classics: Symphonic Tales	KMH, Main Hall	Buffalo, NY	807
14	02/24/15	Youth: Our Musical City	KMH, Main Hall	Buffalo, NY	1005
15	02/25/15	Youth: The Listening Revolution	KMH, Main Hall	Buffalo, NY	572
16	02/26/15	GBYO Side-By-Side	KMH, Main Hall	Buffalo, NY	822
17	02/27/15	KTS: Pictures at an Exhibition	KMH, Main Hall	Buffalo, NY	878
18	02/28/15	Rocks: Blood, Sweat and Tears	KMH, Main Hall	Buffalo, NY	1434
19	03/07/15	Classics: Lefevre Plays Gershwin	KMH, Main Hall	Buffalo, NY	1061
20	03/08/15	Classics: Lefevre Plays Gershwin	KMH, Main Hall	Buffalo, NY	745
21	03/11/15	Youth: The Listening Revolution	KMH, Main Hall	Buffalo, NY	1880
22	03/12/15	West Side Connection	KMH, Main Hall	Buffalo, NY	1000
23		West Side Connection Broadcast On-Demand	Regional Schools	Various	14000
24	03/14/15	Pops: Megan Hilty	KMH, Main Hall	Buffalo, NY	1571
25	03/15/15	Family: The Magical Music of Disney	KMH, Main Hall	Buffalo, NY	2245
26	03/17/15	Youth: Grades 3-6	Olean High School	Olean, NY	1500
27	03/18/15	Youth: The Listening Revolution	KMH, Main Hall	Buffalo, NY	1060
28	03/21/15	Classics: Beethoven's Ninth	KMH, Main Hall	Buffalo, NY	2165
29	03/22/15	Classics: Beethoven's Ninth	KMH, Main Hall	Buffalo, NY	1389
30	03/27/15	Classics: A Hero's Life	KMH, Main Hall	Buffalo, NY	1193
31	03/28/15	Classics: A Hero's Life	KMH, Main Hall	Buffalo, NY	1317
32	04/11/15	Classics: An American Maverick	KMH, Main Hall	Buffalo, NY	1471
33	04/12/15	Classics: An American Maverick	KMH, Main Hall	Buffalo, NY	632
34	04/15/15	Tapestry Carnegie Link-Up Concert	KMH - Mary Seaton Room	Buffalo, NY	500
35	04/16/15	Amherst Schools Link-Up Concert	Amherst Middle School	Amherst, NY	500
36	04/17/15	Pops: Glenn Miller	KMH, Main Hall	Buffalo, NY	1061
37	04/18/15	Pops: Glenn Miller	KMH, Main Hall	Buffalo, NY	2296
38	04/19/15	Family: Dr. Seuss Meets the BPO	KMH, Main Hall	Buffalo, NY	1381
39	04/24/15	Classics: Na zdrowie Poland!	KMH, Main Hall	Buffalo, NY	990
40	04/25/15	Classics: Na zdrowie Poland!	KMH, Main Hall	Buffalo, NY	1539

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 252,000.00
2.	Director of Development	$ 118,458.00
3.	Director of Finance	$ 92,500.00
4.	Director of Marketing	$ 80,767.00
5.	Director of Sales and Patron Services	$ 77,645.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Maestra Productions, Music Director	$ 350,000.00
2.	Bennett Direct, Telephone Fundraising	$ 206,229.00
3.	RNA Technology, IT Services	$ 40,560.00
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Society of Natural Sciences		
Mailing Address	1020 Humboldt Parkway		
City, State, Zip Code	Buffalo, NY 14211		
Website Address	www.sciencebuff.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Marisa Wigglesworth, President and CEO		
Phone Number	716-896-5200	Email Address	mwigglesworth@sciencebuff.org
Person who Prepared Application			
Name, Title	Betsy Webster, Director of Development and External Relations		
Phone Number	716-896-5200	Email Address	bwebster@sciencecbuff.org
Board Chairperson			
Name	Christopher Hogan		
Mailing Address, City, State, Zip Code	R&P Oak Hill Development, 3556 Lakeshore Road, Ste. 620, Buffalo, NY 14219		
Phone Number	716-822-4966	Email Address	chogan@rpoakhill.com
Applicant's Financial Contact Person			
Name, Title	Hope Kianka, CFO		
Phone Number	716-896-5200	Email Address	hkianka@sciencebuff.org
Federal Tax Identification No.	16-6000178		
Year 501c3 Status Received	1935	***Define Fiscal Year***	October 1 to September 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 930,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 919,500.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 3,250,520.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	28.00%
Purpose of 2017 Funding Request	General Operations

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	3379013	3302012	1806422
Earned (Part 6, Line 9)	1950021	1887204	964695
Contributed Total (Part 6, Line 13 + Line 22)	1428992	1414808	841727
Individual (Part 6, Line 10)	145756	156499	130987
Corporate (Part 6, Line 11)	119044	118000	35031
Foundation (Part 6, Line 12)	69856	53501	46948
Public (Part 6, Line 22)	1094336	1086808	628761
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	3319439	3250520	1683017
Number of Employees	59	67	69
Full-Time	31	36	37

UPDATED 5.23.16

Part-Time	28	31	32
Number of **VOTING** Board Members	27	28	28
Number of **ACTIVE** Volunteers	58	55	48
Total Attendance	1086383	1106610	538123
Paid Attendance	142103	115966	68414
Unpaid Attendance	96932	85773	58404
Virtual Attendance	847348	904871	411305

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2013		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	9.00	Number of Board meetings with quorum present FY 2015?	9.00
Number of Conflict of Interest forms collected and in force?	28.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	28.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Philip C. Ackerman	2012	2018				✓
2	Kevin Curran	2012	2018			✓	
3	Laurie Dann	2015	2018			✓	
4	Herbert F. Darling, Jr.	2012	2018			✓	
5	Richard B. Dopkins, Esq.	2012	2018			✓	
6	Edmund A. Egan, MD	2014	2017			✓	
7	Judith A. Feld, MD	2012	2018	Vice Chairman	Since 3/15	✓	
8	Cory H. Haqq	2016	2019			✓	
9	David Hodge	2015	2018			✓	
10	Christopher J. Hogan	2007	2016	Chairman	Since 3/14	✓	
11	Timothy R. Hogues	2015	2018			✓	
12	Darren J. King	2008	2017	Vice Chairman	Since 3/10		✓
13	Karl F. Krebs	2012	2019	Treasurer	Since 2013	✓	
14	Mary Ann Kresse	2008	2017			✓	
15	John McClure	2014	2017	Treasurer	Since 2014	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 17,177,123.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	1026298	416316	503415	188668	407550
2. Memberships	334322	432688	428410	275530	428719
3. Fundraising events (gross)	196077	229034	232600	170171	232000
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental	8056	8685	14100	5998	13197
7. Proceeds: Goods Sales	86960	63394	62550	36717	70438
8. Remaining/Other (specify):					
a. Program Fees	700247	760049	600429	269332	613972
b. Cinema Ticket Sales	38112	39855	45700	18278	40000
9. Total Earned Income	2390072	1950021	1887204	964694	1805876
Private Contributions					
10. Individual Donations	144497	145756	156499	130987	165419
11. Corporate Support – See Attach. J	94512	119044	118000	35031	138492
12. Foundation Support – See Attach. J	43856	69856	53501	46948	62021
13. Total Private Contributions	282865	334656	328000	212966	365932
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a. ZBGA	157760	184336	176808	94928	169426
b.					
19. Municipal Funding					
20. Erie County Cultural Funding	910000	910000	910000	533833	919100
21. Erie County – Other					
22. Total Public Funding	1067760	1094336	1086808	628761	1088526
23. TOTAL REVENUE	3740697	3379013	3302012	1806421	3260334

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	537030	583619	563152	203712	566797
25. Artistic/Collections	171176	177999	185499	92018	187974
26. Education/Programs	849249	760672	752722	395525	713737
27. Production/Technical	150263	172801	176407	93153	186964
28. Development/Special Events	316244	278651	318532	171919	321717
29. Guest Services					
30. Maintenance	203912	186665	228505	123377	222651
31. Other					
32. Total Salaries and Fees	2227874	2160407	2224817	1079704	2199840

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	169454	133900	139883	60166	120538
35. Office Supplies/Equipment Rental	54438	30595	38878	15403	29046
36. Security/Maintenance	126812	125380	122098	75108	131123
37. Travel	11710	11758	7255	6392	12054
38. Insurance	52945	54856	64200	36584	63000
39. Legal					
40. Bookkeeping service					
41. Audit expense	14100	14200	14100	14200	14300
42. Interest paid on Operating loans	15396	13816	14000	10527	18000
43. Other (i.e. consultant)					
a. Service contracts/associate	66857	75291	76355	82004	82333
b. Consultant	41353	35478	22153	7290	13747
44. Total Administration/Operations	553065	495274	498922	307674	484141

Programming & Collections Care					
45. Production & Exhibits Expenses					
46. Educational Expenses	218386	206226	195544	83096	145971
47. Space/Facility/Equipment Rental	16419	17100	18915	10429	15000
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. copyright/license fees	376402	122796	21000	3490	134000
b.					
51. Total Programming	611207	346122	235459	97015	294971

Fundraising/Marketing/Retail					
52. Fundraising Events	61643	80263	74830	64841	78082
53. Marketing/Advertising	354079	188273	166472	105202	173237
54. Cost Goods for Sale	14114	14318	13296	7103	14595
55. Remaining/Other (specify)					
a. Membership	20947	34783	36725	21476	37184
b.					
56. Total Fundraising/Marketing/Retail	450783	317637	291323	198622	303098

57. TOTAL OPERATING EXPENSES	3842929	3319440	3250521	1683015	3282050

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	7/6 to 8/30	Make Your Summer	BMS	Buffalo, NY	14,860
2	7/10/15	Insectival	Tifft Nature Preserve	Buffalo, NY	299
3	7/24/15	Sky's the Limit	Tifft Nature Preserve	Buffalo, NY	1,500
4	9/19/15	Bubblefest	BMS	Buffalo, NY	1,897
5	10/29/15 -10/30/15	Nature's a'Brewing	Tifft Nature Preserve	Buffalo, NY	429
6	11/14/15	Dino Daze	BMS	Buffalo, NY	3,183
7	12/8/15	Celebrations	BMS	Buffalo, NY	457
8	1/23/16	Energy Day	BMS	Buffalo, NY	1,186
9	1/18/16	Explore Together/Community Health Day	BMS	Buffalo, NY	2,089
10	2/27/16	FitFest	BMS	Buffalo, NY	1,487
11	3/19/16	Messfest	BMS	Buffalo, NY	2,760
12	3/25/16	Eggstravaganza	Tifft Nature Preserve	Buffalo, NY	813
13	1/15/16	Get a Clue	BMS	Buffalo, NY	251
14	4/23/16	Wild n' Weird	BMS	Buffalo, NY	1,648
15	5/7/16	Maker Faire	BMS	Buffalo, NY	1,020
16	Year Round	Discovery Camps	BMS and Tifft	Buffalo, NY	1,169
17	Year Round	Birthday Parties	BMS and Tifft	Buffalo, NY	7,966
18	Year Round	Explorations Gallery	BMS	Buffalo, NY	112,212
19	Year Round	In Motion Science Studio	BMS	Buffalo, NY	112,212
20	Year Round	Our Marvelous Earth Science Studio	BMS	Buffalo, NY	112,212
21	Year Round	Explore You Science Studio	BMS	Buffalo, NY	112,212
22	Year Round	Rethink Extinct Science Studio	BMS	Buffalo, NY	112,212
23	Year Round	Artifacts Science Studio	BMS	Buffalo, NY	112,212
24	Year Round	Biodiversity Science Studio	BMS	Buffalo, NY	112,212
25	Year Round	Our Place in Space Exhibit	BMS	Buffalo, NY	112,212
26	Year Round	Tifft Nature Preserve Education Center	Tifft Nature Preserve	Buffalo, NY	approximately 15,000
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	President and CEO	$ 192,071.00
2.	Deputy Director	$ 87,398.00
3.	Chief Financial Officer	$ 77,511.00
4.	Director of Collections	$ 73,763.00
5.	Director of Development	$ 54,840.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Stieglitz Snyder Architecture	$ 22,969.00
2.	AURORA Consulting Group, Inc.	$ 21,205.00
3.	Lumsden & McCormick, LLP	$ 14,000.00
4.	Southern Tier Consulting, Inc.	$ 10,794.00
5.	Andrew W. McKelvey Architect	$ 1,200.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 ond 14 only – acknowledgment samples are nat requested.*

H. Bylaws *(Submit only if updated since June 2014 ar if first-time applicant)*

I. Board Approved Strategic Plan *(Submit anly if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Center for Exploratory and Perceptual Art, Inc.		
Mailing Address	617 Main Street, #201		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.cepagallery.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Lauren Tent & David Mitchell, Interim Co-Directors		
Phone Number	716-856-2717	Email Address	lauren@cepagallery.org; david@cepagallery.org
Person who Prepared Application			
Name, Title	Kathleen Kearnan, Grant Writer		
Phone Number	518-256-5077	Email Address	kearnan.kathleen@gmail.com
Board Chairperson			
Name	Robert J. Fleming		
Mailing Address, City, State, Zip Code	140 Pearl Street, Buffalo, NY 14202		
Phone Number	716-848-1376	Email Address	rfleming@hodgsonruss.com
Applicant's Financial Contact Person			
Name, Title	Jon K. Pellish, Finance Committee Chair		
Phone Number	716-630-2463	Email Address	jpellish@chiampou.com
Federal Tax Identification No.	23-7442268		
Year 501c3 Status Received	1975	***Define Fiscal Year***	7/1-6/30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 60,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 52,000.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 504,542.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12.00%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	356916.45	625300	404845.65
Earned (Part 6, Line 9)	97151.41	201800	189665.02
Contributed Total (Part 6, Line 13 + Line 22)	259765.04	423500	215180.63
Individual (Part 6, Line 10)	40774.54	35000	33779.13
Corporate (Part 6, Line 11)	1000	7500	0
Foundation (Part 6, Line 12)	32540	150000	26133
Public (Part 6, Line 22)	185450.50	231000	155268.50
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	454030.30	504542	451693.55
Number of Employees	6	6	5
Full-Time	4	4	3

Part-Time	2	2	2
Number of **VOTING** Board Members	22	22	12
Number of **ACTIVE** Volunteers	30	30	25
Total Attendance	16,302	19000	16599
Paid Attendance	152	500	474
Unpaid Attendance	16,150	18500	16125
Virtual Attendance	60000	65000	66428

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2012	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	3.00		
Number of Board meetings held in FY 201S?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	11.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	12.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Robert Fleming	2013	2019	Acting President, VP	1	✓	
2	Dennis Wisniewski	2010	2016	Acting Treasurer	.5	✓	
3	Julia Kagan, D.D.S.	2016	2022	Secretary	1	✓	
4	Julio Alvarez, MD	2013	2016			✓	
5	George K. Arthur	2010	2016			✓	
6	Michelle Capizzi	2015	2021			✓	
7	James Crampton	2010	2016			✓	
8	Linda Gellman	2010	2016			✓	
9	David Kimelberg	2011	2017			✓	
10	Andrea Mancuso	2010	2016			✓	
11	Gerald C. Mead, Jr.	2013	2016			✓	
12	Dr. Robert J. Schulman	2011	2017			✓	
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officia board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☒ **Deficit =** $ 14,950.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	2415	123	7500	451	8500
2. Memberships	7213	8025.77	10000	6679.88	8500
3. Fundraising events (gross)	98713	660	100000	34625.58	
4. Tuition (workshops)	22483	18119.66	20000	15756.97	24000
5. Contracted services	25028	25975	40000	20005	40000
6. Facility Rental	8983	4076	10000	772	10200
7. Proceeds: Goods Sales	6814	15172.29	4500	107429.38	15000
8. Remaining/Other (specify):					
a. Advertising & Reception	2039	4240.40	4800	5820.25	4500
b. Misc	934	20759.29	5000	3945.21	5500
9. Total Earned Income	174622	97151.41	201800	189665.02	116200
Private Contributions					
10. Individual Donations	22841	40774.54	35000	33779.13	42000
11. Corporate Support – See Attach. J	4650	1000	7500		4000
12. Foundation Support – See Attach. J	173565	32540	150000	26133	122500
13. Total Private Contributions	201056	74314.54	192500	59912.13	168500
Public Funding					
14. National Endowment for the Arts	10000	30000	35000	15000	15000
15. Other Federal					
a.					
b.					
16. NYSCA	120035	101600	138500	88500	135000
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. City of Buffalo	2500	2500	2500		2500
20. Erie County Cultural Funding	52875	51350.50	55000	51768.50	55000
21. Erie County – Other					
22. Total Public Funding	185410	185450.5	231000	155268.5	207500
23. TOTAL REVENUE	561088	356916.45	625300	404845.65	492200

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	84882	114649.10	111779	59968.13	50116
25. Artistic/Collections	45791	53999.57	72339	38055.22	36000
26. Education/Programs	53897	43830.83	61879	44780.03	46000
27. Production/Technical					
28. Development/Special Events		10661.57		16842.28	30000
29. Guest Services					
30. Maintenance					
31. Other				34236.31	45250
32. Total Salaries and Fees	184570	223141.07	245997	193881.97	207366
Administration/Operations					
33. Rent	45346	41392.92	49345	42557.48	37240
34. Utilities/Phone/Internet/etcetera	12345	9898.38	13000	4499.47	10500
35. Office Supplies/Equipment Rental	6436	5851.68	9300	5209.77	4000
36. Security/Maintenance	835	1345.55	3800	1319.59	2000
37. Travel	16448	1748.37	3500	6696.37	5350
38. Insurance	6825	8833.31	7000	10157.13	6500
39. Legal	0				
40. Bookkeeping service				17494	
41. Audit expense	5400	5900	5400	6490	6000
42. Interest paid on Operating loans	2454	2200.10	1800	5046.13	5500
43. Other (i.e. consultant)					
a. Subcontractors	71223	47122.50	20000	17892.30	38750
b. Dues, Postage, Prnting/co	8235	81971.60	43200	44161.40	27800
44. Total Administration/Operations	193041	206264.41	156345	161523.64	143640
Programming & Collections Care					
45. Production & Exhibits Expenses	45130	22728.05	65000	51492.30	10500
46. Educational Expenses	30637	533.91	5000	11081.29	28000
47. Space/Facility/Equipment Rental	0			1185.71	500
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. printing	9607		12000		
b.					
51. Total Programming	85374	0	82000	63759.3	39000
Fundraising/Marketing/Retail					
52. Fundraising Events	14305	24179.82	15000	9375.14	9000
53. Marketing/Advertising	4205	445	5200	1798.50	7000
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Direct Mail	1437				
b. Commissions				21355	
56. Total Fundraising/Marketing/Retail	19947	24624.82	20200	32528.64	16000
57. TOTAL OPERATING EXPENSES	482932	454030.3	504542	451693.55	406006

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	6/13-8/9/15	Skewed Perspectives Exhibition by Anne Muntges	CEPA Gallery	Erie County	193
2	6/20-9/5/15	Hollis Frampton Exhibition	CEPA Gallery	Erie County	1,088
3	8/14/15	Hollis Frampton Round Table Discussion	CEPA Loft	Erie County	55
4	9/18-11/14/15	The Nautiloid Heart by Nicholas Muellner	CEPA Gallery	Erie County	425
5	9/18-11/14/15	East of The Sun, West of the Moon Exhibit by Greg Halpern/Ahndraya Parlato	CEPA Gallery	Erie County	425
6	9/28/15	Halpern/Parlato Artists' Talk	University at Buffalo	Erie County	80
7	10/9/15	Halpern/Parlato Artists' Talk	CEPA Loft	Erie County	32
8	11/21/15-1/2/16	Fire & Ice Exhibition by Alan Friedman & Doug Levere	CEPA Gallery	Erie County	303
9	1/8/16	Siti Bauw Musical Performance by Nana Zoë Jovanovic, Roberta Petzoldt	Big Orbit Project Space	Erie County	77
10	1/29-3/6/16	Annual Members' Exhibition	CEPA Gallery/Big Orbit	Erie County	460
11	11/5/15	Community Supported Art Fundraiser	Big Orbit Project Space	Erie County	58
12	4/9/16	Biennial Art Auction Fundraiser	CEPA Gallery	Erie County	150
13	9/17/15	Oseroff Memorial Purchase Prize Event	Roswell Park Cancer Inst	Erie County	28
14	6/24/15-4/30/16	Adult Photography Workshops	CEPA Gallery	Erie County	89
15	10/19-12/7/15 & 1/14-3/7/16	Photo Program w/Valley Community Ctr	CEPA Gallery	Erie County	22
16	8/11-8/20/15	Photo Program w/Cradle Beach	CEPA Gallery	Erie County	160
17	10/14/15	Photo Workshop w/Williamsville North High School	CEPA Gallery	Erie County	21
18	4/19/16 & 4/26/16	Youth Photo Workshop	Queen of Heaven School	Erie County	43
19	10/12/15-5/26/16	Youth Photo Program	Highgate Heights	Erie County	25
20	10/12/15-5/26/16	Youth Photo Program	McKinley High School	Erie County	21
21	4/7/16-6/2/16	Youth Photo Program w/Young Audiences	CEPA Gallery	Erie County	20
22	7/6-8/21/15	Youth Summer Photo Camps	CEPA Gallery	Erie County	100
23	3/30/16-5/8/16	Youth Program with Starlight Studios	CEPA Gallery	Erie County	20
24	9/29/15-10/8/15	Medaille College Photo Workshops	CEPA Gallery	Erie County	60
25	11/13/15-1/10/16	Liz Lessner: Appetites/Anxieties	Big Orbit Project Space	Erie County	600
26	11/21/15-1/2/16	Sabrina Marrazzo:42	CEPA Gallery	Erie County	500
27	11/21/15-1/2/16	Interior Views: The Richardson Olmsted Photo Exhibit	CEPA Gallery	Erie County	1,500
28	12/16/15	Fire & Ice Artist Talk	CEPA Gallery	Erie County	50
29	1/29/16-3/5/16	Nando Alvarez-Perez	CEPA Gallery	Erie County	500
30	1/29/16-3/5/16	Frank O'Connor	CEPA Gallery	Erie County	500
31	3/19/16-4/17/16	Katherine Gaudy: A Billion	CEPA Gallery	Erie County	250
32	3/22/16-5/28/16	Shane Farrell: Proxyself	CEPA Gallery	Erie County	300
33	3/22/16-5/28/16	Hans Van Den Broek	CEPA Gallery	Erie County	250
34	4/23/16-5/29/16	Joseph Bochynski	Big Orbit Project Space	Erie County	200
35	7/15-4/16	Youth Exhibit Tours	CEPA Gallery	Erie County	130
36	7/15-4/16	Adult Exhibit Tours	CEPA Gallery	Erie County	253
37					
38		CEPA eNewsletter	N/A	International	2,940
39		Web Site Visitors	N/A	International	60,464 unique visitors
40		Facebook & Instagram Followers	N/A	International	5,694

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have onswered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director - N/A as of 4/26/16	$ 60,000.00
2.	Education Director	$ 44,000.00
3.	Artistic Director	$ 36,000.00
4.	Program Coordinator	$ 30,000.00
5.	Executive Assistant	$ 20,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Grant Writer	$ 20,000.00
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Festival Chorus of Christian Foundation for the Performing Arts (CFPA)		
Mailing Address	PO Box 167		
City, State, Zip Code	Cheektowaga, NY 14225-0167		
Website Address	www.wnyfestivalchorus.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	N/A		
Phone Number	N/A	Email Address	N/A
Person who Prepared Application			
Name, Title	Deborah Lerner, Grant writer and member		
Phone Number	716-597-6723	Email Address	lernerdeborah@aol.com
Board Chairperson			
Name	Diane Campbell, President		
Mailing Address, City, State, Zip Code	108 William St., Tonawanda, NY 14150		
Phone Number	716-698-3206	Email Address	alienrz@hotmail.com
Applicant's Financial Contact Person			
Name, Title	Donna Farley, Treasurer		
Phone Number	716-694-9194	Email Address	donfar913@verizon.net
Federal Tax Identification No.	16-1282646		
Year 501c3 Status Received	1,988	***Define Fiscal Year***	July 1 to June 30

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 2,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 1,035.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 19,836.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	general operating expenses	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 155.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present in FY 2015?	10.00
Number of Conflict of Interest forms collected and in force?	9.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	9.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Diane Campbell	2015	2018	President	1	✓	
2	Jillian Hemming	2014	2017	Vice President	2	✓	
3	Donna Farley	2016	2019	Treasurer	10	✓	
4	Mary Marshall	2016	2019	Librarian	18	✓	
5	Crissy Campbell	2014	2017	Fundraising	2	✓	
6	Arthur Ruhland	2014	2017		2	✓	
7	Marilyn Haumesser	2015	2018		1	✓	
8	Pamm Seifert	2016	2019		0	✓	
9	Jan Schworm	2016	2019		0	✓	
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Community Music School of Buffalo		
Mailing Address	415 Elmwood Avenue		
City, State, Zip Code	Buffalo, NY 14222		
Website Address	www.communitymusicbuffalo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Jennifer Koch, Executive Director		
Phone Number	716-884-4887	Email Address	jenkoch@cms-buffalo.org
Person who Prepared Application			
Name, Title	Jennifer Koch, Executive Director		
Phone Number	716-884-4887	Email Address	jenkoch@cms-buffalo.org
Board Chairperson			
Name	Elsa Schmidt Walter		
Mailing Address, City, State, Zip Code	Kenny Shelton Liptak Nowak, LLP 233 Franklin Street Buffalo, NY 14202		
Phone Number	716-853-3801	Email Address	ejschmidt@kslnlaw.com
Applicant's Financial Contact Person			
Name, Title	Richard Romer		
Phone Number	716-609-0992	Email Address	rromer4585@aol.com
Federal Tax Identification No.	16-0755757		
Year 501c3 Status Received	1,942	***Define Fiscal Year***	July 1 - June 30

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request (CANNOT EXCEED $7,500)	$ 5,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 2,000.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 466,914.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	0.01%	
Purpose of 2017 Funding Request	expand free after school music lessons to under-served communities	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☒ **Deficit =** $ 69,365.00

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,015
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	three years
How many consecutive terms are permitted?	three		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	10.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present in FY 2015?	9.00
Number of Conflict of Interest forms collected and in force?	12.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	11.00		
What percentage of the Board made a financial contribution?	99.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Elsa Schmidt Walter	2011	2020	President	1	✓	
2	Emina Proicanin	2013	2022	VP/President Elect	1	✓	
3	Michael Anthony	2015	2024	Treasurer	1	✓	
4	Kelsey Thomas	2015	2024	Assistant Treasurer	2	✓	
5	Lindsay Riggs	2016	2025	Secretary	0	✓	
6	Andy Anselmo	2009	2018			✓	
7	Mark Garcia	2013	2022			✓	
8	Kellena Kane	2013	2022			✓	
9	Amy Nagy	2014	2023			✓	
10	Dina Spiropolous	2016	2025			✓	
11	Hassan Al-Mufti	2016	2018	faculty liasion			✓
12							
13							
14							
15							

If more space is needed, a farm extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awords, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you ore a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Enlightenment Bookstore & Literary Arts Center, Inc.		
Mailing Address	688 Abbott Road		
City, State, Zip Code	Buffalo NY 14220		
Website Address	www.dogerasbookstore.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Thomas P. McDonnell, Executive Director		
Phone Number	716-341-3465	Email Address	tom@enlightenthedog.org
Person who Prepared Application			
Name, Title	Thomas P. McDonnell, Executive Director		
Phone Number	716-341-3465	Email Address	tom@enlightenthedog.org
Board Chairperson			
Name	Matthew E. Colpoys, Jr.		
Mailing Address, City, State, Zip Code	7 Brentwood Common Orchard Park, NY 14127		
Phone Number	716-536-2971	Email Address	mcolpoys@mac.com
Applicant's Financial Contact Person			
Name, Title	Crystal Bojanowski Co-Treasurer		
Phone Number	716-512-4662	Email Address	cbojanowski@lumsdencpa.com
Federal Tax Identification No.	22-3889383		
Year 501c3 Status Received	2,003	***Define Fiscal Year***	January 1-December 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 6,000.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 190,000.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.90%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 37,675.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		n/a	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	2
How many consecutive terms are permitted?	unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	7.00	Number of Board meetings with quorum present in FY 2015?	7.00
Number of Conflict of Interest forms collected and in force?			
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	11.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Matthew E. Colpoys, Jr.	2012	2016	President	4	✓	
2	Peter T. Clancy	2015	2017	Vice President	1	✓	
3	Crystal Bojanowski	2016	2018	Co-Treasurer	1	✓	
4	Mark Stack	2016	2018	Co-Treasurer	1	✓	
5	Elizabeth Cosgrove-Feeney	2015	2017	Secretary	NA	✓	
6	Lynn Carloni	2014	2016	At-Large Member	NA	✓	
7	Paul Hammond	2014	2016	At-Large Member	NA	✓	
8	Cathy Carey	2014	2016	At-Large Member	NA	✓	
9	Patricia Smith	2003	2016	At-Large Member	NA	✓	
10	Patricia Crowley	2014	2016	At-Large Member	NA	✓	
11	John Kalinowski	2015	2017	At-Large Member	NA	✓	
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	El Museo Francisco Oller y Diego Rivera, Inc.		
Mailing Address	91 Allen Street		
City, State, Zip Code	Buffalo, NY, 14202		
Website Address	www.elmuseobuffalo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Craig Centrie, Executive Director		
Phone Number	716-884-1912	Email Address	craig@elmuseobuffalo.org
Person who Prepared Application			
Name, Title	Craig Centrie, Executive Director		
Phone Number	716-884-1912	Email Address	craig@elmuseobuffalo.org
Board Chairperson			
Name	Holly Baum, President		
Mailing Address, City, State, Zip Code	14 Lafayette Square #2500, Buffalo, NY, 14203		
Phone Number	716-854-0040	Email Address	hblaw@pipeline.com
Applicant's Financial Contact Person			
Name, Title	Emilio Fuentes, Treasurer		
Phone Number	716-946-1446	Email Address	emiliofuentesguzman@gmail.com
Federal Tax Identification No.	16-1320053		
Year 501c3 Status Received	1991	***Define Fiscal Year***	October 1 to September 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 11,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 7,880.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 112,117.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	9.81%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	69,182	112,117	75,257
Earned (Part 6, Line 9)	15,334	32,737	32,367
Contributed Total (Part 6, Line 13 + Line 22)	51,813	79,380	42,440
Individual (Part 6, Line 10)	1,535	1,500	950
Corporate (Part 6, Line 11)	500	500	500
Foundation (Part 6, Line 12)	0	25,000	0
Public (Part 6, Line 22)	51,813	52,380	41,440
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	69,182	112,117	75,257
Number of Employees	3	3	3
Full-Time	1	1	1

UPDATED 5.23.16

Part-Time	2	2	2
Number of **VOTING** Board Members	9	8	8
Number of **ACTIVE** Volunteers	13	11	11
Total Attendance	16,589	23,000	18,385
Paid Attendance	0	0	0
Unpaid Attendance	3,999	5,000	3,225
Virtual Attendance	12,590	18,000	15,160

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	3.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	9.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	9.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Holly Baum	2012	2018	President	4	✓	
2	Emiliio Fuentes	2012	2018	Treasurer	4	✓	
3	Susan McCartney	2012	2018	Secretary	4	✓	
4	Marion Bethel	2012	2018	General	N/A	✓	
5	Sergio Rodriguez	2012	2018	General	N/A	✓	
6	Thomas Gleed	2015	2018	General	N/A	✓	
7	Mary Ellen Mulvey	2015	2018	General	N/A	✓	
8	Deepa Sharma	2016	2019	General	N/A	✓	
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $ 0.00	☐ **Deficit =** $ 0.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	0	0	0	0	0
2. Memberships	450	625	750	600	1000
3. Fundraising events (gross)	525	991	1000	475	1100
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	0	0	0	0	0
6. Facility Rental	200	200	200	150	300
7. Proceeds: Goods Sales	0	175	200	555	500
8. Remaining/Other (specify):					
a. Deferred income	33211	13343	30587	30587	24000
b.					
9. Total Earned Income	34386	15334	32737	32367	26900
Private Contributions					
10. Individual Donations	600	1535	1500	950	1600
11. Corporate Support – See Attach. J	750	500	500	500	500
12. Foundation Support – See Attach. J	0	0	25000	0	25000
13. Total Private Contributions	1350	2035	27000	1450	27100
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
1S. Other Federal					
a.					
b.					
16. NYSCA	32000	13000	38000	38000	48750
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. REDC	0	24700	0	0	25000
b.					
19. Municipal Funding	7000	6500	6500	0	8500
20. Erie County Cultural Funding	7500	7613	7880	3440	10000
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	46500	51813	52380	41440	92250
23. TOTAL REVENUE	82236	69182	112117	75257	146250

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	12035	18907	32000	18000	24000
25. Artistic/Collections	20585	4000	12000	2000	18000
26. Education/Programs	0	0	0	0	7500
27. Production/Technical	0	0	0	0	0
28. Development/Special Events	0	0	0	0	25000
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	0	0
32. Total Salaries and Fees	32620	22907	44000	20000	74500

UPDATED 5.23.16

Administration/Operations					
33. Rent	8970	8970	8970	5980	9239
34. Utilities/Phone/Internet/etcetera	3504	2400	2600	1985	2800
35. Office Supplies/Equipment Rental	304	800	500	376	600
36. Security/Maintenance	0	0	0	0	0
37. Travel	0	0	0	0	0
38. Insurance	709	450	550	550	600
39. Legal	0	0	0	0	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	1781	750	750	0	900
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. Bank fees	140	140	150	0	150
b. Membership fees	1452	225	250	125	250
44. Total Administration/Operations	16860	13735	13770	9016	14539

Programming & Collections Care					
45. Production & Exhibits Expenses	156	850	1000	620	1000
46. Educational Expenses	11052	0	0	0	16100
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Printing	1177	1505	1750	950	2000
b. Postage	1204	1400	1500	1005	1650
51. Total Programming	13589	3755	4250	2575	20750

Fundraising/Marketing/Retail					
52. Fundraising Events	0	0	0	0	500
53. Marketing/Advertising	0	0	0	0	0
54. Cost Goods for Sale	0	220	500	390	500
55. Remaining/Other (specify)					
a. Reception	837	1100	1200	850	1300
b. Cash flow and deferred	18330	27465	48397	42426	34161
56. Total Fundraising/Marketing/Retail	19167	28785	50097	43666	36461

57. TOTAL OPERATING EXPENSES	82236	69182	112117	75257	146250

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	10/31 - 11/21/14	Exhibition: Altars 19	El Museo	91 Allen Street	695
2	10/31/14	Opening Reception: Altars 19	El Museo	91 Allen Street	278
3	12/5/14 - 1/31/15	Exhibition: BPS Art Teachers/Students	El Museo	91 Allen Street	575
4	12/5/14	Awards Reception: BPS	El Museo	91 Allen Street	230
5	3/6 - 4/10/15	Exhibition: Richard Stamps	El Museo	91 Allen Street	310
6	3/13/15	Artist Talk: Richard Stamps	El Museo	91 Allen Street	124
7	5/1 - 6/5/15	Exhibition: Chuck Tingley	El Museo	91 Allen Street	732
8	5/1/15	Artist Talk: Chuck Tingley	El Museo	91 Allen Street	292
9	6/12 - 8/7/15	Exhibition: Gerald Mead Collection	El Museo	91 Allen Street	1012
10	6/12/15	Collector Talk: Gerald Mead	El Museo	91 Allen Street	303
11	7/24 - 8/2/15	Hosted Events: Infringement Festival	El Museo	91 Allen Street	180
12	8/21 - 9/4/15	Exhibition: Louise McMillan Clary	El Museo	91 Allen Street	495
13	8/21/15	Opening Reception: Louise McMillan Clary	El Museo	91 Allen Street	188
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension con be found ot erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 15,000.00
2.	Assistant to the Director	$ 10,000.00
3.	Curator	$ 10,000.00
4.	Education Program Coordinator	$ 5,000.00
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Teaching Artists (Education Program)	$ 8,000.00
2.	Artist Fees (Exhibitions Program)	$ 2,000.00
3.	CPA	$ 750.00
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recagnitian, board independence, unusual expenses, large budget variances, loss of significont funding, new location, major construction, stoff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Explore and More...a children's museum		
Mailing Address	300 Gleed Ave.		
City, State, Zip Code	East Aurora, NY 14052		
Website Address	www.exploreandmore.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Douglas Love, CEO		
Phone Number	655-5131 x.12	Email Address	dlove@exploreandmore.org
Person who Prepared Application			
Name, Title	Susan Brunner, Annual Funds Manager		
Phone Number	655-5131 x.15	Email Address	suejbrunner@exploreandmore.org
Board Chairperson			
Name	Barry Swartz		
Mailing Address, City, State, Zip Code	9774 Cobblestone Drive, Clarence, NY 14031		
Phone Number	692-3303	Email Address	barry.swartz@sheridanpaysource.com
Applicant's Financial Contact Person			
Name, Title	Bart La Faso, Operations & Accounting Manager		
Phone Number	655-5131 x.13	Email Address	blafaso@exploreandmore.org
Federal Tax Identification No.	16-1441078		
Year 501c3 Status Received	1999	***Define Fiscal Year***	January 1-December 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 50,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 36,360.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 635,672.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	7.90%
Purpose of 2017 Funding Request	Operational funding: presenting creative educational experiences for children

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	514219	635475	171510
Earned (Part 6, Line 9)	280145	300105	103158
Contributed Total (Part 6, Line 13 + Line 22)	236074	335570	68352
Individual (Part 6, Line 10)	69674	84110	20527
Corporate (Part 6, Line 11)	58200	83050	10715
Foundation (Part 6, Line 12)	52200	110550	18930
Public (Part 6, Line 22)	56000	57860	18180
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	516219	635679	205558
Number of Employees			
Full-Time	12	7	

UPDATED 5.23.16

Part-Time	13	14	
Number of **VOTING** Board Members	20	21	
Number of **ACTIVE** Volunteers	152	104	
Total Attendance			
Paid Attendance	51962	17083	
Unpaid Attendance	7473	2892	
Virtual Attendance			

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2015	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			8.00
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?			21.00
Does this organization expect Board Members to make an annual financial contribution? (not membership)			☐ Yes ■ No
How many Board Members made a financial contribution in the most recently completed fiscal year?			19.00
What percentage of the Board made a financial contribution?			95.00 %

List all current VOTING Board Members and Officers as of June 1, 2016 as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Barry Swartz	2014	2017	President	<1	✓	
2	Tina Zinter-Chahin	2016	2019	Vice President	<1	✓	
3	Jill D. Ervin	2014	2017	Treasurer	<1	✓	
4	Rafael F. Pignataro	2015	2018	Secretary	<1	✓	
5	Peter Bergman	2008	2017			✓	
6	Lisa Chrapowicz	2011	2017			✓	
7	Matt Davison	2015	2018			✓	
8	Barbara Elias	2013	2019			✓	
9	Charles Fashana	2014	2017			✓	
10	Barry Freilicher	2016	2019			✓	
11	Nickole Garrison	2016	2019			✓	
12	Dwight Gram	2016	2019			✓	
13	Jarod Haslinger	2011	2017			✓	
14	Amity Lippes Mann	2014	2017			✓	
15	Dana Marciniak	2016	2019			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

PART 5 – BOARD OF DIRECTORS DETAIL
EXTENSION FORM

List all current VOTING board members and officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2]	
						Yes	No
16	Eileen Martin	2011	2017			✓	
17	Michele Mehaffy	2,015	2018			✓	
18	Gary Sennikoff	2009	2018			✓	
19	Stanley Simmons	2015	2018			✓	
20	Erin Torcello	2016	2019			✓	
21	Walter Zmuda	2014	2017			✓	
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

[1] *Advisory, emeritus, ond ex-officio board members are not requested. If listed, include on separate form extension. If more space is needed, a form extension can be found at erie.gov/culturalfunding.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 3.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	112508	121245	127334	45016	125000
2. Memberships	44044	53792	58000	13624	55000
3. Fundraising events (gross)	28103	36200	85000	33000	85000
4. Tuition (workshops)	7845	6639	2025	1493	5000
5. Contracted services	30329	48137	12500	6246	15000
6. Facility Rental	0	0	0	0	0
7. Proceeds: Goods Sales	13047	13844	15000	3758	15000
8. Remaining/Other (specify):					
a. Bank Interest	249	288	250	21	250
b.					
9. Total Earned Income	236125	280145	300109	103158	300250
Private Contributions					
10. Individual Donations	72432	69674	84110	20527	85000
11. Corporate Support – See Attach. J	19270	58200	83050	10715	80000
12. Foundation Support – See Attach. J	70100	52200	110550	18930	100000
13. Total Private Contributions	161802	180074	277710	50172	265000
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.					
b.					
16. NYSCA	40000	20000	20000	0	20000
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. NY Council for the Huma	0	0	1500	0	
b.					
19. Municipal Funding	0	0	0	0	0
20. Erie County Cultural Funding	24000	36000	36360	18180	50000
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	64000	56000	57860	18180	70000
23. TOTAL REVENUE	461927	516219	635679	174510	635250

UPDATED 5.23.16

EXPENSES (total in line 57)	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	308824	52889	57147	26645	80000
25. Artistic/Collections	28629	39666	42478	19983	43000
26. Education/Programs	84936	171888	208308	86597	230000
27. Production/Technical	0	0	0	0	0
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	0	0
32. Total Salaries and Fees	422389	264443	307933	133225	353000

UPDATED 5.23.16

Administration/Operations					
33. Rent	18741	20302	42920	14307	143000
34. Utilities/Phone/Internet/etcetera	5383	5865	11600	2023	12000
35. Office Supplies/Equipment Rental	10595	22075	22792	6067	23000
36. Security/Maintenance	5812	3606	8375	0	8000
37. Travel	2002	0	3700	419	6000
38. Insurance	11700	9665	8100	5851	8000
39. Legal	12431	0	5000	0	5000
40. Bookkeeping service	12278	12177	17500	1986	17500
41. Audit expense	5200	7500	5500	0	0
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Merchandise	5000	5639	6100	1400	6000
b. Member Services	1338	986	250	0	1000
44. Total Administration/Operations	90480	87815	131837	32053	229500

Programming & Collections Care					
45. Production & Exhibits Expenses	21945	7472	5500	727	15000
46. Educational Expenses	12388	22473	39150	10858	25000
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	5000	0	5000
50. Remaining/Other (specify)					
a. Staff Training	1157	5836	8220	1329	5000
b. Contracted Services	5356	26883	66225	1600	30000
51. Total Programming	40846	62684	124095	14514	80000

Fundraising/Marketing/Retail					
52. Fundraising Events	17570	11936	20000	14749	30000
53. Marketing/Advertising	37304	57936	39507	8335	30000
54. Cost Goods for Sale	6086	8093	8000	1750	8000
55. Remaining/Other (specify)					
a. Memberships, grants, PR,	21432	14080	4300	932	4500
b.					
56. Total Fundraising/Marketing/Retail	82392	92025	71807	25766	72500

57. TOTAL OPERATING EXPENSES	636107	506947	635672	205558	735000

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Jan.-March 2015	Let's Get Physical	Explore & More	300 Gleed Ave. East Aurora, NY 14052	441
2	1/11/2015	Hockey Day	Canalside	44 Prime St. Buffalo, NY 14202	360
3	1/13/2015	Multicultural Masks	Merriweather Library	1324 Jefferson Ave. Buffalo, NY 14208	11
4	1/21/2015	Multicultural Masks	Big Tree Wesleyan Church	4163 Fairview Pwky. Blasdell, NY 14219	31
5	1/22/2015	Culture Day	Eggert Elementary	3580 Eggert Rd. Orchard Park, NY 14127	95
6	1/27/2015	States of Matter	Maple West Elementary	851 Maple Rd. Williamsville, NY 14221	143
7	Feb. - June 2015	Au-Some Evenings	Explore & More	300 Gleed Ave. East Aurora, NY 14052	250
8	February 2015	February Break	Explore & More	300 Gleed Ave. East Aurora, NY 14052	200
9	2/6/2015	Science Fair	Como Park Elementary	1955 Como Park Blvd. Lancaster, NY 14086	120
10	2/7/2015	Felted Snakes	Boston Free Library	9475 Boston State Rd. Boston, NY 14025	18
11	2/7/2015	Pop-Up Valentines	Orchard Park Library	4570 S. Buffalo St. Orchard Park, NY 14127	41
12	2/10/2015	Culture Day	Franklinville Elementary	32 N. Main St. Franklinville, NY 14737	42
13	2/15/2015	Paper Bear Puppets	Kleinhans	3 Symphony Cir. Buffalo, NY 14201	350
14	2/17/2015	Multicultural Masks	Lockport Library	23 East Ave. Lockport, NY 14094	15
15	2/24/2015	Culture Day	Niagara Charter School	2077 Lockport Rd. Niagara Falls, NY 14304	45
16	2/25/2015	States of Matter	Huth Road Elementary	1773 Huth Rd. Grand Island, NY 14072	100
17	2/26/2015	Culture Day	Lindbergh Elemetnary	184 Irving Terr. Buffalo, NY 14223	100
18	2/27/2015	Multicultural Masks	Dulski Center	129 Lewis St. Buffalo, NY 14206	25
19	3/1/2015	Tasteful Art	Eden Library	2901 E. Church St. Eden, NY 14057	11
20	3/4/2015	Culture Day	Springville Elementary	307 Newman St. Springville, NY 14141	135
21	3/12/2015	States of Matter	Ellicott Elementary	5180 Ellicott Rd. Orchard Park, NY 14127	75
22	3/12/2015	Cool Constructions	Williamsville Library	5571 Main St. Williamsville, NY 14221	30
23	3/13/2015	Culture Day	Mill Middle School	505 Mill St. Williamsville, NY 14221	200
24	3/17/2015	Culture Day	Byron-Bergen Elementary	6971 W. Bergen Rd. Bergen, NY 14416	150
25	3/19/2015	States of Matter	Ellicott Elementary	5180 Ellicott Rd. Orchard Park, NY 14127	75
26	3/19/2015	Eggs-plore & More	Anderson-Lee Library	43 Main St. Silver Creek, NY 14136	21
27	3/20/2015	Nigeria Day	Olmstead PS #64	874 Amherst St. Buffalo, NY 14216	100
28	3/27/2015	Senses	PS #84 at ECMC	462 Grider St. Buffalo, NY 14215	70
29	4/14/2015	Pop-Up Cards	Concord Library	18 Chapel St. Springville, NY 14141	13
30	4/25/2015	Planting & Water	Niagara Power Vista	5777 Lewiston Rd. Lewiston, NY 14092	250
31	4/29/2015	City Blocks	Potters Road Elementary	675 Potters Rd. West Seneca, NY 14224	55
32	4/30/2015	Culture Day	Holmes Elementary	365 Dupont Ave. Tonawanda, NY 14150	60
33	5/1/2015	Snowflakes	Jericho Road	184 Barton St. Buffalo, NY 14213	140
34	5/2/2015	Carp Kites	Orchard Park Library	4570 S. Buffalo St. Orchard Park, NY 14127	34
35	5/6/2015	Felted Snakes	East Aurora Library	550 Main St. East Aurora, NY 14052	13
36	May 2015	Culture Days	Off-site schools	4 Elementary Schools, Erie County	556
37	5/29/2015	Featherbeds	Alexander Hamilton Elementary	44 Westfall Dr. Tonawanda, NY 14150	75
38	June 2015	Culture Days	Off-site schools	7 Elementary Schools, Erie County	580
39	June-Sept. 2015	Family Fun Fridays	Canalside	44 Prime St. Buffalo, NY 14202	7424
40	6/4/2015	Featherbeds	Northwood Elementary	250 Northwood Ave. West Seneca, NY 14224	90

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

UPDATED 5.23.16

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR
EXTENSION FORM

#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
41	June 2015	Visiting Vincent	Explore & More Museum	300 Gleed Ave. East Aurora, NY 14052	48
42	June 2015	Monet	Explore & More Museum	300 Gleed Ave. East Aurora, NY 14052	48
43	6/27/2015	Taste of Diversity	Buffalo, NY Festival	Grant Street	20
44	July-Aug. 2015	Old Falls Programming	Niagara Falls, NY	Old Falls Street	424
45	7/11-7/12/2015	KidZone - Taste of Buffalo	Buffalo, NY Festival	Niagara Square	1000
46	7/14/2015	Multicultural Masks	Newstead Library	33 Main St. Akron, NY 14001	15
47	7/20/2015	Milagros	Lockport Library	23 East Ave. Lockport, NY 14094	15
48	7/26/2015	ADA 25th Anniversary	Canalside	44 Prime St. Buffalo, NY 14202	110
49	8/1-8/2/2015	Chalkfest	Buffalo, NY Festival	500 Block of Main St.	1200
50	8/4/2015	States of Matter	Lockport Library	23 East Ave. Lockport, NY 14094	31
51	8/7/2015	Character Traits	Erie 1 BOCES	355 Harlem Rd. West Seneca, NY 14224	153
52	8/20/2015	Ready Freddy	PS #91	340 Fougeron St. Buffalo, NY 14211	38
53	8/20/2015	Felted Snakes	Alden Library	13280 Broadway Alden, NY 14004	2
54	8/24/2015	Ready Freddy	PS #18	750 West Ave. Buffalo, NY 14213	25
55	Sept.-Nov. 2015	Art Classes	UB Early Childhood Research Center	15 Baldy Hall Buffalo, NY 14260	106
56	9/22/2015	Pop-Ups	Dudley Library	2010 South Park Ave. Buffalo, NY 14220	19
57	9/23/2015	Cool Constructions	North Collins Library	2095 School St. North Collins, NY 14111	5
58	9/24-9/25/2015	Health Fair	Bennett Park School	342 Clinton St. Buffalo, NY 14204	124
59	9/26/2015	Multicultural Masks	SPCA Paws in the Park	2136 W. Oakfield Rd. Grand Island, NY 14072	110
60	9/26/2015	Multicultural Masks	Woodward Library	7 Wolcott St. Le Roy, NY 14482	16
61	10/3/2015	Oktoberfest	Niagara Falls, NY	Old Falls Street	104
62	10/8/2015	Health Fair	Waterfront Elementary	95 Fourth St. Buffalo, NY 14202	145
63	10/11/2015	Imagination Playground	West Hertel Academy	489 Hertel Ave. Buffalo, NY 14207	25
64	10/11/2015	Multicultural Masks	East Clinton Library	1929 Clinton St. Buffalo, NY 14206	12
65	10/17/2015	Strengthening Families	UB Educational Opportunity Center	555 Ellicott St. Buffalo, NY 14203	300
66	10/22/2015	Multicultural Masks	Kenmore Public Library	160 Delaware Rd. Kenmore, NY 14217	15
67	10/26/2015	Felted Snakes	Lackawanna Public Library	560 Ridge Rd. Buffalo, NY 14218	14
68	10/28/2015	Health Fair	Southside Elementary	430 Southside Pwky. Buffalo, NY 14210	600
69	11/3/2015	Multicultural Masks & Felted Snakes	Buffalo Central Library	1 Lafayette Sq. Buffalo, NY 14203	37
70	11/14/2015	Pop-Ups	Eden Public Library	2801 Church St. Eden, NY 14057	15
71	Nov.-Dec. 2015	Graham Cracker House Construction	On and off-site	Explore & More, 42 Libraries Erie/Catt. Co.	1991
72	12/18/2015	Culture Day	St. John Vianney	2950 Southwestern Blvd. Orchard Park, NY 14127	64
73	12/21/2015	Culture Day	Country Parkway Elementary	35 Hollybrook Dr. Williamsville, NY 14221	108
74					
75					
76					
77					
78					
79					
80					

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Douglas Love, CEO	$ 120,000.00
2.	Nancy Montone, Director of Advancement	$ 60,000.00
3.	Bart La Faso, Operation & Accounting Manager	$ 58,500.00
4.	Jen Fee, Marketing & Communications Manager	$ 41,600.00
5.	Sue Brunner, Annual Funds Manager	$ 31,200.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Gyroscope Inc., Exhibit Design	$ 111,313.00
2.	J. O'Connell & Associates, Grant Consultants	$ 32,000.00
3.	Performance Management Partners, HR & Recruiting	$ 28,000.00
4.	Rhodium Strategies, Campaign Counsel	$ 18,948.00
5.	Hodgson Russ LLP, Legal Counsel	$ 14,056.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you ore a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Graycliff Conservancy, Inc.		
Mailing Address	P.O. Box 823, 6472 Old Lakeshore Rd		
City, State, Zip Code	Derby, NY 14047		
Website Address	http://graycliffestate.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Robert Wooler, Executive Director		
Phone Number	716-947-9217	Email Address	director@graycliffestate.org
Person who Prepared Application			
Name, Title	Reine Hauser, former Executive Director		
Phone Number	716-947-9217	Email Address	graycliff@verizon.net
Board Chairperson			
Name	Charles LeFevre		
Mailing Address, City, State, Zip Code	P.O. Box 823, 6472 Old Lakeshore Rd, Derby, NY 14047		
Phone Number	716-947-9217	Email Address	graycliff@verizon.net
Applicant's Financial Contact Person			
Name, Title	Robert Wooler		
Phone Number	716-947-9217	Email Address	director@graycliffestate.org
Federal Tax Identification No.	16-1528821		
Year 501c3 Status Received	1998	***Define Fiscal Year***	1/1-12/31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 75,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 55,055.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 435,798.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	17.20%
Purpose of 2017 Funding Request	General operating

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	456630	446580	151433
Earned (Part 6, Line 9)	334028	300450	57408
Contributed Total (Part 6, Line 13 + Line 22)	122602	146130	94025
Individual (Part 6, Line 10)	26592	28200	23623
Corporate (Part 6, Line 11)	10000	10000	-
Foundation (Part 6, Line 12)	20000	22500	12500
Public (Part 6, Line 22)	63510	85430	57902
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	456074	435798	151227
Number of Employees	9	11	9
Full-Time	4	4	4

Part-Time	4	5	5
Number of **VOTING** Board Members	21	24	20
Number of **ACTIVE** Volunteers	221	198	242
Total Attendance	9931	9992	1021
Paid Attendance	9700	9767	1017
Unpaid Attendance	231	225	4
Virtual Attendance	38260	46445	8481

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2011		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	20.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	24.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Charles LeFevre	2011	2017	President	1		✓
2	Patrick Mahoney	2015	2018	V.P.	1	✓	
3	Jim Charlier	2012	2018	V.P.	2	✓	
4	Wayne Robinson	2015		V.P.	1	✓	
5	Mary Young	2014	2017	Treasurer	1	✓	
6	Diane Chrisman	2012				✓	
7	Terrence Robinson	2012	2018			✓	
8	Sharon Metz	2012	2018			✓	
9	Kevin Hoffman	2012	2018			✓	
10	Larry Cobado	2013	2019			✓	
11	Bryan LeFauve	2015	2018			✓	
12	Mark Wendel	2015	2018			✓	
13	Catherine Schweitzer	1998				✓	
14	Ken Graham	2014	2017			✓	
15	Phyllis Spears	2015	2018	Secretary	1	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 145,711.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	160871	197600	167000	17238	175000
2. Memberships	36658	38576	35000	19228	35000
3. Fundraising events (gross)	38903	41007	40000	0	45000
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	0	0	0	0	0
6. Facility Rental	3000	2750	3600	1250	3600
7. Proceeds: Goods Sales	51593	51134	54850	19692	60000
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	291025	331067	300450	57408	318600
Private Contributions					
10. Individual Donations	46685	26592	28200	23623	19500
11. Corporate Support – See Attach. J	10000	10000	10000	0	10000
12. Foundation Support – See Attach. J	20000	22500	22500	12500	20000
13. Total Private Contributions	76685	59092	60700	36123	49500
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	9000	9000	14000	14000	14000
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. REDC Workforce (2yr)			16375	16375	16375
b.					
19. Municipal Funding	0	0	0	0	0
20. Erie County Cultural Funding	34500	54510	55055	27527	75000
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	43500	63510	85430	57902	105375
23. TOTAL REVENUE	411210	453669	446580	151433	473475

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	52730	52730	52730	27214	52730
25. Artistic/Collections	0	0	0	0	0
26. Education/Programs	0	0	0	0	0
27. Production/Technical	0	0	22000	7450	23000
28. Development/Special Events	22599	22600	22601	5650	23750
29. Guest Services	55329	72400	72569	21826	78520
30. Maintenance	20000	30074	31000	9335	34000
31. Other	0	0	0	0	0
32. Total Salaries and Fees	150658	177804	200900	71475	212000
Administration/Operations					
33. Rent	0	0	0	0	0
34. Utilities/Phone/Internet/etcetera	20625	15403	16900	9625	18900
35. Office Supplies/Equipment Rental	22626	18040	6500	3710	6500
36. Security/Maintenance	21523	20815	21100	3267	29200
37. Travel	1475	1450	0	0	0
38. Insurance	17422	18797	18750	6783	18750
39. Legal	0	3355	0	3965	0
40. Bookkeeping service	4740	17984	0	0	0
41. Audit expense	10500	10500	10500	10500	10500
42. Interest paid on Operating loans	0	0	0	218	0
43. Other (i.e. consultant)					
a. Mortgage	23422	15455	12350	4702	12350
b. Taxes/fees/other	580	3643	3000	1664	3500
44. Total Administration/Operations	140897	125442	89100	44434	99700
Programming & Collections Care					
45. Production & Exhibits Expenses	0	0	0	0	0
46. Educational Expenses	2688	388	3000	2078	5000
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Tour Program Exp	15243	17203	13000	2730	15000
b. Preservation misc	9702	28723	30500	8786	32900
51. Total Programming	27633	46314	46500	13594	52900
Fundraising/Marketing/Retail					
52. Fundraising Events	14408	13533	15000	200	15000
53. Marketing/Advertising	28958	34223	35000	8893	38250
54. Cost Goods for Sale	58816	55452	42598	8741	44000
55. Remaining/Other (specify)					
a. Memb/Dev Exp	5583	3306	6700	3890	7950
b.					
56. Total Fundraising/Marketing/Retail	107765	106514	99298	21724	105200
57. TOTAL OPERATING EXPENSES	426953	456074	435798	151227	469800

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	2015	Tour Program	Buildings and Landscape	Derby, NY	9931
2	Oct. 2015	Roundtable/lecture	Burchfield-Penney Art Center	Buffalo, NY	78
3	2015	All Wright, All Day Tour with other sites	Wright Sites in WNY	Erie County	311
4	Oct-Nov	Sunday in the Country	Graycliff/Roycroft	Derby/East Aurora	99
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☒ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent spoce, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 58,400.00
2.	Maintenance/Preservation	$ 34,155.00
3.	Guest Services	$ 30,900.00
4.	Guest Services	$ 29,900.00
5.	Bookkeeper	$ 20,270.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	None	
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	The General Pulaski Association, Inc.		
Mailing Address	340 Wellingwood Drive		
City, State, Zip Code	East Amherst, NY 14051		
Website Address	N/A		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Brian Rusk, President		
Phone Number	716-689-1464	Email Address	rusk13@msn.com
Person who Prepared Application			
Name, Title	Brittany Owens, Staff Accountant		
Phone Number	716-839-4900	Email Address	bowens@swccpas.com
Board Chairperson			
Name	Brian Rusk, President		
Mailing Address, City, State, Zip Code	340 Wellingwood Drive		
Phone Number	716-689-1464	Email Address	rusk13@msn.com
Applicant's Financial Contact Person			
Name, Title	Edward Reska, Treasurer		
Phone Number	716-648-0370	Email Address	
Federal Tax Identification No.	56-2538021		
Year 501c3 Status Received	2006	***Define Fiscal Year***	Calendar

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 15,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 7,000.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 31,400.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	47.77%
Purpose of 2017 Funding Request	To education the public about General Pulaski and his accomplishments.

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	26703	28585	7820
Earned (Part 6, Line 9)	16866	18085	6482
Contributed Total (Part 6, Line 13 + Line 22)	9837	10500	1338
Individual (Part 6, Line 10)	5337	3500	1338
Corporate (Part 6, Line 11)	0	0	0
Foundation (Part 6, Line 12)	0	0	0
Public (Part 6, Line 22)	4500	7000	0
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	32879	31400	5508
Number of Employees	0	0	0
Full-Time	0	0	0

Part-Time	0	0	0
Number of **VOTING** Board Members	5	5	5
Number of **ACTIVE** Volunteers	36	30	27
Total Attendance	50585	50600	127
Paid Attendance	585	600	127
Unpaid Attendance	50000	50000	0
Virtual Attendance	Unknown	Unknown	Unknown

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	☐ Yes ■ No	**If YES**, what is the length of one term?	
How many consecutive terms are permitted?	Unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	5.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Brian Rusk	1987	N/A	President	29	✓	
2	Chris Witkowski	2016	N/A	1st Vice President	1	✓	
3	Ken Graber	1995	N/A	2nd Vice President	21	✓	
4	Edward Reska	1985	N/A	Treasurer	31	✓	
5	Jerry Inda	2005	N/A	Secretary	11	✓	
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ Surplus =	☐ Deficit =
(Do not include endowment/capital funds)	$ 14,275.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	3195	4310	4500	0	5000
2. Memberships	565	425	525	25	600
3. Fundraising events (gross)	12947	11250	11560	4299	12000
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales					
8. Remaining/Other (specify):					
a. Investment Earnings	0	881	1500	2158	1000
b.					
9. Total Earned Income	16707	16866	18085	6482	18600
Private Contributions					
10. Individual Donations	1050	5337	3500	1338	1500
11. Corporate Support – See Attach. J					
12. Foundation Support – See Attach. J					
13. Total Private Contributions	1050	5337	3500	1338	1500
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a. NYSOPRHP		4500			
b.					
19. Municipal Funding					
20. Erie County Cultural Funding			7000		15000
21. Erie County – Other					
22. Total Public Funding	0	4500	7000	0	15000
23. TOTAL REVENUE	17757	26703	28585	7820	35100

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative					
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	0	0	0	0	0
Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera					
35. Office Supplies/Equipment Rental	1459	1180	1500	240	1500
36. Security/Maintenance					
37. Travel					
38. Insurance					
39. Legal					
40. Bookkeeping service					
41. Audit expense					
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Meetings	659	1123	1000	231	1000
b.					
44. Total Administration/Operations	2118	2303	2500	471	2500
Programming & Collections Care					
45. Production & Exhibits Expenses	14780	20271	23050	4646	24500
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	14780	20271	23050	4646	24500
Fundraising/Marketing/Retail					
52. Fundraising Events	9467	8879	4350	0	5000
53. Marketing/Advertising	733	1426	1500	391	1500
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	10200	10305	5850	391	6500
57. TOTAL OPERATING EXPENSES	27098	32879	31400	5508	33500

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Feburary	Scholarships	N/A	Western NY	2
2	March	Installation Dinner	Millennium Hotel	Buffalo, NY	125
3	July	Parade	N/A	Cheektowaga, NY	50,000
4	September	Banquet	Creekside Banquet	Cheektowaga, NY	160
5	October	Spaghetti Dinner	Creekside Banquet	Cheektowaga, NY	300
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	No compensated employees.	
2.		
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	No compensated consultants.	
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

Attach one file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Hispanic Heritage Council of Western New York Inc.		
Mailing Address	P.O. Box 361	Office:	1 Lafayette Square
City, State, Zip Code	Buffalo, New York 14201		Buffalo, New York 14203
Website Address	www.hispanicheritagewny.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Casimiro D. Rodriguez Sr.		
Phone Number	716-912-3489	Email Address	cdr3455@gmail.com
Person who Prepared Application			
Name, Title	Casimiro D. Rodriguez Sr.		
Phone Number	716-912-3489	Email Address	cdr3455@gmail.com
Board Chairperson			
Name	Casimiro D. Rodriguez Sr.		
Mailing Address, City, State, Zip Code	P.O. Box 361 Buffalo, New York 14201		
Phone Number	716-912-3489	Email Address	cdr3455@gmail.com
Applicant's Financial Contact Person			
Name, Title	Esmeralda Sierra		
Phone Number	716-228-5929	Email Address	esierra@unyts.org
Federal Tax Identification No.	80-0719778		
Year 501c3 Status Received	2,012	***Define Fiscal Year***	Jan 1, 2016 - Dec 31, 2016

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 0.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 79,900.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	9.40%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Programming & Facilities	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $ 0.00	☐ **Deficit =** $ 0.00

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☐ Yes ☐ No
Do you have a Strategic Plan?	☐ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		2015	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ☐ No	If **YES**, what is the length of one term?	3 Years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	8.00	Number of Board meetings with quorum present in FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?	14.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	5.00		
What percentage of the Board made a financial contribution?	36.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Casimiro D. Rodriguez Sr.	2011	2017	President	5		
2	Maritza Vega	2012	2017	Vice President	4		
3	Tamara Alsace, PhD	2011	2018	Secretary	5		
4	Esmeralda Sierra	2011	2019	Treasurer	2		
5	Michele Agosto, M.A.	2014	2018	Director	2		
6	Amy Casillas, M.A.	2016	2018	Director	0		
7	Nancy Fernandez	2016	2019	Director	0		
8	Aileen Gonzalez-Marti	2013	2017	Director	3		
9	Andres Ortiz, Esq.	2016	2019	Director	0		
10	Steven G. Pantoja	2015	2018	Director	1		
11	Maria Rosario-Cala	2013	2017	Director	3		
12	John Sanabria	2011	2017	Director	5		
13	Dinorah E. Santos	2014	2019	Director	2		
14	Daniel C. Velez, PhD	2014	2019	Director	2		
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of boord member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recagnitian, board independence, unusual expenses, large budget variances, loss of significant funding, new lacation, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

ATTACHMENT G: Demonstration of Acknowledgment of Erie County Funding

(REQUIRED FOR ALL APPLICANTS)

RECOGNITION FOR COUNTY GRANTS

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.

Name of Organization: Hispanic Heritage Council of Western New York Inc.

First-time applicant SKIP TO QUESTION 14

1. **Organization has received Erie County Grants for:**

   ☐ 1-5 years ☐ 6-10 years ☐ 11-15 years ☐ 16+ years

2. **Recent Erie County Grants Awarded** (select all applicable years):

   ☐ 2013 : $ ☐ 2014 : $ ☐ 2015 : $ ☐ 2016 : $

3. **Erie County Grant Award in most recently completed fiscal year represents what percentage of your organization's operating EXPENSE BUDGET in the same year** (*Do NOT include capital projects in determining the budget*).

Erie County Grant in: 20__	$
Expense Budget in: 20__	$
Percent of Erie County Grant to Operating Expense:	%

4. **Provide context for your fundraising. Do you receive funding for any aspect of your operations from other contributors at an amount greater or similar to your most recent Erie County Grant?** *Do NOT include bequests or funding for capital projects.*

   ☐ Yes - *answer questions 4a and 4b* ☐ No – *answer question 4c*

   4a. **How many grants, donations, sponsorships are comparable to your County grant?**

   4b. **How many donors of any type contribute at a higher level to your organization?**

   4c. **If you answered NO to Question 4, list the donations, sponsorships, grant awards closest in value to your Erie County funding** *(at least one must be provided)*:

5. **What is the amount of the largest contribution received by your organization in the most recently completed fiscal year?** *Do NOT include bequests or funding for capital projects.* $

6. **Indicate how & where your organization recognizes <u>Erie County</u> as a donor, funder, supporter, contributor, investor, friend, etc.**

#	Location	Yes	No	
1	Your Organization has a website			*If no, skip to table line 6*
2	Website recognizes Erie County			
3	- Website: Homepage			
4	- Website: Supporters/Donor Recognition section			
5	- Website: Other:			*If yes, list where*
6	Social Media:			
7	E-Newsletter			
8	Newsletter (printed)			
9	Event invitation			
10	Promotional materials/ads			
11	Program book/brochure			
12	Annual Report			
13	Other:			*If yes, list where*

7. **Indicate how & where your organization recognizes <u>donors</u> at a similar monetary level as your most recent Erie County Grant.**

#	Location	Yes	No	
1	Your Organization has a website			*If no, skip to table line 6*
2	Website recognizes donor			
3	- Website: Homepage			
4	- Website: Supporters/Donor Recognition section			
5	- Website: Other:			*If yes, list where*
6	Social Media:			
7	E-Newsletter			
8	Newsletter (printed)			
9	Event invitation			
10	Promotional materials/ads			
11	Program book/brochure			
12	Annual Report			
13	Other:			*If yes, list where*

8. **If you include mention of Erie County in any form in your prominent methods of communication with the public, your members, donors, visitors, attendees, volunteers, and staff, do you include:**

Erie County logo in color ☐ Yes ☐ No
Erie County logo black & white ☐ Yes ☐ No
Recognition Statement in text only ☐ Yes ☐ No

9. **If yes to any item in Question 8, is the logo or text used consistently and large enough to read and easily understand?** ☐ Yes ☐ No ☐ NA
Would tax payers in Erie County and the general public easily understand this inclusion?

10. Paste a current screen shot of your website which includes the recognition of Erie County in this space:

Explain the location:

11. Describe your past efforts to recognize grants from Erie County:

12. **Describe your plan to recognize Erie County in 2016:**

13. **Describe your plan to recognize Erie County in 2017 that will be different from what your organization has done in the past:**

If **NOT** a first-time applicant, **STOP HERE**

14. First-time applicants only: Describe your plan to recognize Erie County in 2017:

As a first time applicant we consider the funding from Erie County very crucial for HHC to meet its mission to community. We have been waiting very patiently to clear the threshold of years of incorporation and the required criteria in order to participate in its yearly funding opportunities.

In our Web Page "Support Tab" we plan on recognizing Erie County as follow:

Erie County Logo Affixed.....

Thank You !

The Hispanic Heritage Council of WNY's annual operations, programs, and activities are made possible in part through the generous support and public funds of the County of Erie.

Muchas Gracias !

Las operaciones anuales, programas y actividades del Concilio de la Herencia Hispana del Oeste de NY, se hacen posible en parte por medio del apoyo y la generosidad de fondos publicos del Condado de Erie.

Example attached:

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Hull House Foundation		
Mailing Address	5976 Genesee Street		
City, State, Zip Code	Lancaster, NY 14086		
Website Address	www.hullfamilyhome.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Gary Costello		
Phone Number	716-837-0893	Email Address	gcostello@hullfamilyhome.com
Person who Prepared Application			
Name, Title	Anne Conable, Resource Development chairman		
Phone Number	716-868-1423	Email Address	aconable@me.com
Board Chairperson			
Name	Gary Costello		
Mailing Address, City, State, Zip Code	684 Starin Avenue, Buffalo, NY 14223		
Phone Number	716-837-0893	Email Address	gcostello@hullfamilyhome.com
Applicant's Financial Contact Person			
Name, Title	Mark Martin, Treasurer		
Phone Number	716-572-3499	Email Address	mmartin@mtb.com
Federal Tax Identification No.	20-8086902		
Year 501c3 Status Received	2006	***Define Fiscal Year***	1/1-12/31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$5,100	
Amount of 2016 Erie County Cultural Funding Received	$5,063	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$80,475	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	6%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Operating expenses	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus** = $ no	☐ **Deficit** = $ no

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NY5 Non-Profit Revitalization Act?	■ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2011
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	If YES, what is the length of one term?	
How many consecutive terms are permitted?	currently unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			
Number of Board meetings held in FY 2015?	11	Number of Board meetings with quorum present in FY 2015?	9
Number of Conflict of Interest forms collected and in force?		all	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in most recently completed fiscal year?		11	
What percentage of the Board made a financial contribution?		100 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Gary Costello	2007	2018	President	9	✓	
2	Mark Martin	2011	2017	Treasurer	6	✓	
3	Suzanne Jacobs	2011	2017	Secretary	3	✓	
4	Anne Conable	2007	2017	Trustee		✓	
5	Bernadette Dupre	2014	2017	Trustee		✓	
6	Michael Dupre	2014	2017	Trustee		✓	
7	Kate Johnson	2014	2016	Trustee		✓	
8	Barbara Kelly	2012	2018	Trustee		✓	
9	Doug Kohler	2014	2016	Trustee		✓	
10	Michael Meyer	2011	2018	Trustee		✓	
11	Gary Rouleau	2015	2018	Trustee		✓	
12	Thomas Schofield	2014	2016	Trustee		✓	
13	Deborah Stauring	2015	2018	Trustee		✓	
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash** Flow ***FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Hamburg Natural History Society, Inc.		
Mailing Address	3556 Lakeshore Rd.		
City, State, Zip Code	Blasdell, NY 14219		
Website Address	www.penndixie.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Philip J. Stokes, PhD, Executive director		
Phone Number	716-627-4560	Email Address	phil@penndixie.org
Person who Prepared Application			
Name, Title	Philip J. Stokes, PhD, Executive director		
Phone Number	716-627-4560	Email Address	phil@penndixie.org
Board Chairperson			
Name	Linda Catalano		
Mailing Address, City, State, Zip Code	95 Shenandoah Rd., Buffalo, NY 14220		
Phone Number	716-603-9340	Email Address	l.heitz@yahoo.com
Applicant's Financial Contact Person			
Name, Title	Deb Welch, Treasurer		
Phone Number	716-864-9318	Email Address	debwelch123@gmail.com
Federal Tax Identification No.	16-1441252		
Year 501c3 Status Received	1994	***Define Fiscal Year***	January-December

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 92,800.00
Amount of 2016 Erie County Cultural Funding Received	$ 92,800.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 240,096.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	38.70%
Purpose of 2017 Funding Request	Penn Dixie operations and programming

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	238064	250770	84631
Earned (Part 6, Line 9)	119884	131660	28200
Contributed Total (Part 6, Line 13 + Line 22)	118180	119110	56431
Individual (Part 6, Line 10)	8615	9050	2121
Corporate (Part 6, Line 11)	2090	2100	2850
Foundation (Part 6, Line 12)	9675	10160	0
Public (Part 6, Line 22)	97800	97800	51460
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	266351	240096	63863
Number of Employees	7	9	9
Full-Time	2	2	2

UPDATED 5.23.16

Part-Time	5	7	7
Number of **VOTING** Board Members	11	11	11
Number of **ACTIVE** Volunteers	40	40	40
Total Attendance	234901	250000	16480
Paid Attendance	12055	14000	5402
Unpaid Attendance	117846	126000	3300
Virtual Attendance	105000	110000	7778

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2015	
Year Conflict of Interest Policy was last updated		2016	
Year Whistleblower Policy was last updated		2016	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	two		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	11.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	8.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Linda Catalano	2015	2017	President	1	✓	
2	Felice Krycia	2010	2016	Vice president	2		✓
3	Deborah Welch	2016	2018	Treasurer	1	✓	
4	James Eiseman	2014	2016	Secretary	1	✓	
S	Hanna Burkett	2016	2016			✓	
6	David Hanewinckel	2016	2016			✓	
7	Carla Johnson	2016	2018			✓	
8	Kimberly Nason	2014	2016			✓	
9	Patty O'Shei	2015	2018			✓	
10	Frank Scarpinato	2016	2016			✓	
11	Keith Wesolowski	2016	2018			✓	
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturolfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	$ 28,586.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	52083	57364	63760	10075	66948
2. Memberships	34616	35950	38660	13224	40593
3. Fundraising events (gross)	16631	14759	15500	2371	16275
4. Tuition (workshops)	2650	4720	5800	970	6090
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales	4227	5561	6260	1251	6573
8. Remaining/Other (specify):					
a. Misc. income	864	1530	1680	309	1764
b.					
9. Total Earned Income	111071	119884	131660	28200	138243
Private Contributions					
10. Individual Donations	10222	8615	9050	2121	9503
11. Corporate Support – See Attach. J	22160	2090	2100	2850	2205
12. Foundation Support – See Attach. J	34175	9675	10160	0	10668
13. Total Private Contributions	66557	20380	21310	4971	22376
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	5000	5000	5000	5000	5000
20. Erie County Cultural Funding	92000	92800	92800	46460	92800
21. Erie County – Other					
22. Total Public Funding	97000	97800	97800	51460	97800
23. TOTAL REVENUE	274628	238064	250770	84631	258419

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	25703	89181	60000	20317	61200
25. Artistic/Collections					
26. Education/Programs	105170	83447	88000	17117	89760
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	130873	172628	148000	37434	150960

UPDATED 5.23.16

Administration/Operations					
33. Rent	8076	7403	8076	4038	8076
34. Utilities/Phone/Internet/etcetera	2832	3228	2720	922	2720
35. Office Supplies/Equipment Rental	3412	4500	4200	1500	4200
36. Security/Maintenance	3498	2774	1500	178	1500
37. Travel	1753	1185	500	166	500
38. Insurance	5061	5062	5000	1746	5500
39. Legal					
40. Bookkeeping service		3600	1600	400	1600
41. Audit expense	2619	2781	3000		3000
42. Interest paid on Operating loans	3233	1397	500	250	500
43. Other (i.e. consultant)					
a. Sales tax, fees	2727	1684	2000		2000
b. Honoraria	1063	1052	1000	650	1000
44. Total Administration/Operations	41474	34666	30096	9850	30596

Programming & Collections Care					
45. Production & Exhibits Expenses	9633				
46. Educational Expenses	395	9668	7000	856	7000
47. Space/Facility/Equipment Rental	1439	1500	1000		1000
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Printing	3393	1400	1000		1000
b. Depreciation	19079	19080	19000	6360	19000
51. Total Programming	33969	31648	28000	7216	28000

Fundraising/Marketing/Retail					
52. Fundraising Events	8823	11484	12000	1308	12000
53. Marketing/Advertising	11903	15090	17000	5586	17000
54. Cost Goods for Sale	90	835	5000	2469	5000
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	20816	27409	34000	9363	34000

57. TOTAL OPERATING EXPENSES	227132	266351	240096	63863	243556

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Spring to fall	Public fossil collecting/daily visitors	Penn Dixie Site	Blasdell, NY	3843
2	Spring and fall	School groups	Penn Dixie Site	Blasdell, NY	5549
3	Spring to fall	Special programs	Penn Dixie Site	Blasdell, NY	2663
4				Paid total	12055
5					
6	Year round	Professional and community programs	Various locations	Erie County	374
7	Fall to spring	School science programs	Various locations	Erie County	2636
8	Year round	Exhibits and outreach programs	Various locations	Erie County	114836
9				Unpaid total	117846
10		Special programs include:			
11		Dig with the Experts, Children's Day,			
12		Miss Buffalo Nature Cruises,			
13		Big Toys & Trucks, Earth Science Day,			
14		Grandparents Day, and Mid-Summer			
15		Night's Adventure			
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Philip Stokes, PhD, Executive director	$ 48,000.00
2.	Sarah Einhouse, Education director	$ 35,000.00
3.	Stanley Martin, Summer camp leader	$ 8,000.00
4.	Shirley Landsittel, Volunteer coordinator	$ 5,000.00
5.	Amanda Martin, Educator	$ 4,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Barbara Hauser, CPA	$ 2,700.00
2.	Marcy Degain, Bookkeeper	$ 1,000.00
3.	Judith Wilder, Payroll	$ 600.00
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Hallwalls Contemporary Arts Center		
Mailing Address	341 Delaware Avenue		
City, State, Zip Code	Buffalo, NY 14202		
Website Address	www.hallwalls.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Edmund J. Cardoni		
Phone Number	716-854-1694	Email Address	ed@hallwalls.org
Person who Prepared Application			
Name, Title	Edmund J. Cardoni		
Phone Number	716-854-1694	Email Address	ed@hallwalls.org
Board Chairperson			
Name	Maki Tanigaki		
Mailing Address, City, State, Zip Code	42 Chatham Avenue, Buffalo, NY 14216		
Phone Number	716-430-2186	Email Address	mtanigaki@mac.com
Applicant's Financial Contact Person			
Name, Title	Polly LIttle		
Phone Number	716-854-1694	Email Address	polly@hallwalls.org
Federal Tax Identification No.	16-1104232		
Year 501c3 Status Received	1975	***Define Fiscal Year***	Sept.1-Aug.31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 55,600.00
Amount of 2016 Erie County Cultural Funding Received	$ 54,500.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 438,100.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12.69%
Purpose of 2017 Funding Request	General Operating Expenses

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	483899	464461	307251
Earned (Part 6, Line 9)	134760	99595	81607
Contributed Total (Part 6, Line 13 + Line 22)	349139	365046	225644
Individual (Part 6, Line 10)	55747	40000	28421
Corporate (Part 6, Line 11)	25297	25000	16250
Foundation (Part 6, Line 12)	139800	160000	118350
Public (Part 6, Line 22)	128295	140046	62623
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	384659	438100	316612
Number of Employees	7	7	7
Full-Time	2	2	2

UPDATED 5.23.16

Part-Time	5	5	5
Number of **VOTING** Board Members	21	21	20
Number of **ACTIVE** Volunteers	43	45	43
Total Attendance	36213	41400	45922
Paid Attendance	3042	2400	1944
Unpaid Attendance	4771	5000	4542
Virtual Attendance	28400	34000	29436

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2012	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2013	
Year Conflict of Interest Policy was last updated		2012	
Year Whistleblower Policy was last updated		2012	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	2 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?		6.00	
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?		18.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in the most recently completed fiscal year?		21.00	
What percentage of the Board made a financial contribution?		100.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Matthew Ryan	2012	2017	Immediate Past President	4	✓	
2	Maki Tanigaki	2011	2018	President	5	✓	
3	Elizabeth Smith	2012	2018	Vice-President	5	✓	
4	Joseph Lombardo	2012	2018	Treasurer	3	✓	
5	Michael Walser	2012	2017	Secretary	4	✓	
6	César Cedano	2015	2020	Special Events +	1	✓	
7	John Fatta	2014	2019	Audit & Finance	2	✓	
8	Lucinda Finley	2014	2019	Planning Chair	2	✓	
9	Goergette Hasiotis	2013	2017	Audit & Finance	3	✓	
10	Chris Hawley	2012	2017	Board Development	4	✓	
11	Graham Hammill	2015	2020	Mrkt. & Membership	1	✓	
12	John Jennings	2013	2016	moving this year	3	✓	
13	Joshua Lawrence	2015	2021	Mkt & Membership	1	✓	
14	Rob Lynch	2016	2022	just came on board	0	✓	
15	Elizabeth Licata	2013	2019	Chair Special Events	3	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 88,853.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	9046	11581	15000	19755	17000
2. Memberships	23109	22960	25000	10601	25000
3. Fundraising events (gross)	34425	86294	40000	38000	45000
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	0	0	0	0	0
6. Facility Rental	3500	4995	4000	2845	3500
7. Proceeds: Goods Sales	23945	6268	12995	8612	2000
8. Remaining/Other (specify):					
a. co-sponsorship	2300	2645	2500	1750	2000
b. interest	3	17	100	44	50
9. Total Earned Income	96328	134760	99595	81607	94550
Private Contributions					
10. Individual Donations	56746	55747	40000	28421	32000
11. Corporate Support – See Attach. J	25572	25297	25000	16250	20000
12. Foundation Support – See Attach. J	75500	139800	160000	118350	130000
13. Total Private Contributions	157818	220844	225000	163021	182000
Public Funding					
14. National Endowment for the Arts	0	0	0	0	25000
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	58790	73790	59000	35100	57600
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. Red-C grant	0	0	21000	0	21000
b.					
19. Municipal Funding	0	5,000	5000	0	5,000
20. Erie County Cultural Funding	60000	54500	55046	27523	55600
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	118790	128295	140046	62623	159205
23. TOTAL REVENUE	372936	483899	464641	307251	435755

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	39736	39960	51000	38061	39000
25. Artistic/Collections	137655	130155	136700	74588	138150
26. Education/Programs	0	0	0	0	0
27. Production/Technical	24025	23428	26000	19752	27000
28. Development/Special Events	0	0	10000	26760	27000
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other					
32. Total Salaries and Fees	201416	193543	223700	159161	231150

UPDATED 5.23.16

Administration/Operations					
33. Rent	63478	66679	70000	50834	70000
34. Utilities/Phone/Internet/etcetera	9627	9854	11000	6338	8000
35. Office Supplies/Equipment Rental	2411	2385	2750	2324	2800
36. Security/Maintenance	0	0	0	0	0
37. Travel	0	0	0	0	0
38. Insurance	7340	7488	7750	5360	8000
39. Legal	125	250	125	125	125
40. Bookkeeping service	758	673	700	505	700
41. Audit expense	0	8000	4000	3600	4000
42. Interest paid on Operating loans	6785	6437	7000	4547	7000
43. Other (i.e. consultant)					
a. Equipment Purchase			10000	8845	5000
b.					
44. Total Administration/Operations	93102	101766	113325	82478	105625

Programming & Collections Care					
45. Production & Exhibits Expenses	84920	66231	69375	60728	70000
46. Educational Expenses	0				
47. Space/Facility/Equipment Rental					
48. Collection Conservation	0				
49. Acquisitions	0				
50. Remaining/Other (specify)					
a. documentation/archives	10930	1217	1500	842	1200
b. cataloques/receptions	6531	4041	10000	1597	7000
51. Total Programming	102381	71489	80875	63167	78200

Fundraising/Marketing/Retail					
52. Fundraising Events	14070	9653	12000	5827	12000
53. Marketing/Advertising	850	1671	2500	1965	2500
54. Cost Goods for Sale	17312	1337	0	0	0
55. Remaining/Other (specify)					
a. Other Publicity		2591	3000	1733	2500
b. concessions		2609	2700	2281	3000
56. Total Fundraising/Marketing/Retail	32232	17861	20200	11806	20000

57. TOTAL OPERATING EXPENSES	429131	384659	438100	316612	434975

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/7/2014	Van Hove/Grassi Duo	Hallwalls cinema	341 Delaware Ave	40
2	9/12-10-3-14	Michael Mararian	Hallwalls Gallery	341 Delaware Ave	725
3	9/14/14	Matthew Shipp/Michael Biscio Duo	Hallwalls cinema	341 Delaware Ave	25
4	9/16/14	Tatsuya Nakatani with David Adamczyk & Steve Baskowski	Hallwalls cinema	341 Delaware Ave	43
5	9/17/14	L'Immortelle - screening	Hallwalls cinema	341 Delaware Ave	35
6	9/19/14	Jonathan Katz-Scholars @HW	Hallwalls cinema	341 Delaware Ave	75
7	9/24/14	Emulsified #1-16mm screening	Hallwalls cinema	341 Delaware Ave	15
8	9/26/14	Exhibit X-Bhanu Kapli	Hallwalls Cinema	341 Delaware Ave	90
9	9/30/14	Roberrt Wilson Video Compliation	Hallwalls cinema	341 Delaware Ave	38
10	10/1/14	Jack Spiegelman	Hallwalls cinema	341 Delaware Ave	45
11	10/2/14	Trans Europe Express	Hallwalls cinema	341 Delaware Ave	25
12	10/9/14	Colum McCann	Hallwalls cinema	341 Delaware Ave	25
13	10/15/14	Kate Bornstein Is a Queer & Pleasant Danger	Hallwalls cinema	341 Delaware Ave	36
14	10/6/14	Eden & After-screening	Hallwalls cinema	341 Delaware Ave	21
15	10/19/14	William Parker Septet	Asbury Hall	341 Delaware Ave	105
16	10/21/14	Eric Vloeiman's Olivers Cinema-concert	Hallwalls Cinema	341 Delaware Ave	24
17	10/24/14	A/V Imbroglio Redux - 40th Anniversary	Asbury Hall	341 Delaware Ave	195
18	10/25-26/14	Karen Finley-Artists Anonymous	Hallwalls gallery	341 Delaware Ave	54
19	11/2/14	Brunch with Adams & Huntington	Great Arrow bldg.	Elmwood Ave	42
20	11/11/14	Rewind-Bflo Video Art 1985-95	Hallwalls cinema	341 Delaware Ave	49
21	11/24/14	Gaillorenzo Quartet	Hallwalls cinema	341 Delaware Ave	25
22	12/4/14	Ornette:Made in America	Hallwalls cinema	341 Delaware Ave	34
23	12/6/14	A Tribute to Leslie Feinberg	Hallwalls cinema	341 Delaware Ave	105
24	12/11/14	Stirring of a Thousand Bells	Hallwalls cinema	341 Delaware Ave	41
25	12/19/14	Portrait of Jason	Hallwalls cinema	341 Delaware Ave	41
26	1/10/15	Cages - concert	Hallwalls cinema	341 Delaware Ave	120
27	1/16-3/6/15	Amid/In WNY #1	Hallwalls Gallery	341 Delaware Ave	825
28	1/29/15	Shirley Clark-Robert Frost	Hallwalls cinema	341 Delaware Ave	22
29	2/8/15	AJ & Ani Artists' Brunch series	AJ & Ani Studio	Seneca St.	65
30	2/8/15	Atomic - concert	Hallwalls cinema	341 Delaware Ave	37
31	2/12/15	Reel Queer series-"Pride"	Hallwalls cinema	341 Delaware Ave	45
32	2/13/15	Some Kindsa Love #3	Hallwalls cinema	341 Delaware Ave	57
33	2/17/15	Barbara Lattanzi-"Idiomophs"	Hallwalls cinema	341 Delaware Ave	43
34	2/25/15	Mid Winter Drawing Rally	Asbury Hall	341 Delaware Ave.	214
35	2/26/15	Ethinc Heitage Ensemble	Ninth Ward	341 Delaware Ave	38
36	2/26/15	Nicholas School Gallery Tour	Hallwalls Gallery	341 Delaware Ave	22
37	2/27/15	Univ. of Guelph Galalery Tour	Hallwalls Gallery	341 Delaware Ave	43
38	3/2/15	Renga Ensemble	Ninth Ward	341 Delaware Ave	38
39	2/28-3/15/15	Ujima Theatre Production	Hallwalls Cinema	341 Delaware Ave	550
40	3/11/15	Gray Hair Reading Series	Hallwalls cinema	341 Delaware Ave	50

If more space is needed, a form extension con be found at erie.gov/culturolfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 50,500.00
2.	Visual Arts Curator	$ 36,000.00
3.	Deputy Dir. Finance & Development	$ 33,792.00
4.	Technical Director	$ 26,016.00
5.	Music Curator	$ 20,496.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Tolski & Company, Auditors	$ 3,600.00
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	India Associatio of Buffalo Inc		
Mailing Address	P.O.Box # 925,		
City, State, Zip Code	Williamsville, NY-14231		
Website Address	www.IABUFFALO.ORG		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Mohan Natarajan, President		
Phone Number	7162064084	Email Address	natarajan911@gmail.com
Person who Prepared Application			
Name, Title	Dr Bindukumar Nair, General Secretary		
Phone Number	7167068844	Email Address	bindukumar@gmail.com
Board Chairperson			
Name	Mohan Natarajan,		
Mailing Address, City, State, Zip Code	450 N Rockingham Way, Amherst, NY 14228		
Phone Number	7162064084	Email Address	natarajan911@gmail.com
Applicant's Financial Contact Person			
Name, Title	Antony Sagay, Treasurer		
Phone Number	7166978361	Email Address	antoaruna@gmail.com
Federal Tax Identification No.	11-2582693		
Year 501c3 Status Received		***Define Fiscal Year***	

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 0.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)		
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	0.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,015
Year Conflict of Interest Policy was last updated		2016	
Year Whistleblower Policy was last updated		None	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☒ Yes ☐ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?			
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	4.00	Number of Board meetings with quorum present in FY 2015?	3.00
Number of Conflict of Interest forms collected and in force?	18.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ☒ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	0.00		
What percentage of the Board made a financial contribution?	0.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Sujith Achuthan	2016	2013	Students Cordinator		✓	
2	Anil Bansal	2015	2017	Member		✓	
3	Antony Kulandairaj	2015	2017	Treasurer		✓	
4	Dr. Bindukumar Nair	2015	2017	General Secretary		✓	
5	Dr. Bhavansa Padmanabha	2016	2018	Member		✓	
6	Dinesh ShankaraKurup	2015	2018	Member		✓	
7	Dr.Rominder Kaur	2016	2018	Member		✓	
8	Mohan Shetye	2015	2017	Member		✓	
9	Nandhini Ramesh	2016	2018	Cultural Secretary		✓	
10	Purnima Mohan	2016	2018	Member		✓	
11	Meena Rustgi	2014	2016	Member		✓	
12	Karma Sangwan	2016	2018	Member		✓	
13	Sibu Nair	2014	2016	Public Relation Secretary		✓	
14	Dr. Sudha Krovi	2015	2017	Member		✓	
15	Sujith Narayanan	2015	2017	Membership Secretary		✓	

If more space is needed, a form extension con be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separote form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Irish Classical Theatre Company, Inc.		
Mailing Address	625 Main Street		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.irishclassical.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Fortunato Pezzimenti, Producing Director		
Phone Number	716-853-1380	Email Address	fpezz@irishclassical.com
Person who Prepared Application			
Name, Title	Fortunato Pezzimenti, Producing Director		
Phone Number	716-853-1380	Email Address	fpezz@irishclassical.com
Board Chairperson			
Name	Kelly E. Marks, Esq.		
Mailing Address, City, State, Zip Code	Phillips Lytle LLP, One Canalside, 125 Main Street, Buffalo, NY 14203-2887		
Phone Number	716-847-5426	Email Address	kmarks@phillipslytle.com
Applicant's Financial Contact Person			
Name, Title	Fortunato Pezzimenti, Producing Director		
Phone Number	716-853-1380	Email Address	fpezz@irishclassical.com
Federal Tax Identification No.	16-1423127		
Year S01c3 Status Received	1993	***Define Fiscal Year***	July-June

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 83,500.00
Amount of 2016 Erie County Cultural Funding Received	$ 79,718.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 835,175.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%
Purpose of 2017 Funding Request	General Operating

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	677752	835300	869984
Earned (Part 6, Line 9)	407266	468800	533530
Contributed Total (Part 6, Line 13 + Line 22)	270486	366500	336454
Individual (Part 6, Line 10)	57511	100000	88594
Corporate (Part 6, Line 11)	10357	25000	20346
Foundation (Part 6, Line 12)	111118	140000	125404
Public (Part 6, Line 22)	91500	101500	102110
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	687533	835174	806611
Number of Employees	106	118	118
Full-Time	6	6	6

Part-Time	100	112	112
Number of **VOTING** Board Members	19	19	19
Number of **ACTIVE** Volunteers	220	220	220
Total Attendance	14545	15500	14044
Paid Attendance	12512	13500	11354
Unpaid Attendance	2033	2000	2690
Virtual Attendance	0	0	0

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2015		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	N/A		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	Three Years
How many consecutive terms are permitted?	Two		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	14.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	16.00		
What percentage of the Board made a financial contribution?	84.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Joseph T. Arcara	2010	2016			✓	
2	Stephanie Argentine	2013	2016			✓	
3	Kevin C. Brady	2014	2017	Secretary	<1	✓	
4	Larry Christ	2010	2016			✓	
5	John Collins	2010	2016			✓	
6	Carima C. El-Behairy	2010	2016			✓	
7	Timothy Kane	2010	2016			✓	
8	Jeffrey Maddigan	2010	2016	Treasurer	5	✓	
9	Meg Mahoney	2013	2016			✓	
10	Shaun Mallen	2014	2017			✓	
11	Kelly E. Marks, Esq.	2010	2016	VP and President	5; <1	✓	
12	Richard Moore	2014	2017			✓	
13	Michael J. Prendergast	2011	2017	Vice President	<1	✓	
14	Nancy Sheehan, Esq.	2010	2016			✓	
15	Richard Smith	2010	2016			✓	

If more space is needed, a farm extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 663,694.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	369126	352428	382000	402781	418000
2. Memberships	0	0	0	0	0
3. Fundraising events (gross)	63153	40000	61000	130749	52500
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	0	0	0	0	0
6. Facility Rental	2997	3000	4000	0	0
7. Proceeds: Goods Sales	0	0	0	0	0
8. Remaining/Other (specify):					
a. G/L and Interest	1136	11838	21800	0	18000
b. Non-cash Contributions	21979	0	0	0	0
9. Total Earned Income	458391	407266	468800	533530	488500
Private Contributions					
10. Individual Donations	121245	57511	100000	88594	142500
11. Corporate Support – See Attach. J	30550	10357	25000	20346	25000
12. Foundation Support – See Attach. J	131300	111118	140000	125404	115000
13. Total Private Contributions	283095	178986	265000	234344	282500
Public Funding					
14. National Endowment for the Arts	0	0	10000	10000	0
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	12000	12000	12000	14000	14000
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a.	0	0	0	0	0
b.	0	0	0	0	0
19. City of Buffalo	2500	2500	2500	0	2000
20. Erie County Cultural Funding	73150	77000	77000	78110	79000
21. Erie County – Other	7700	0	0	0	0
22. Total Public Funding	95350	91500	101500	102110	95000
23. TOTAL REVENUE	836836	677752	835300	869984	866000

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	144977	132512	32850	30417	35971
25. Artistic/Collections	0	165823	104447	166047	190414
26. Education/Programs	0	0	0	2965	0
27. Production/Technical	0	0	82500	167676	170000
28. Development/Special Events	0	0	54858	44785	45000
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	61947	73755
32. Total Salaries and Fees	144977	298335	274655	473837	515140
Administration/Operations					
33. Rent	0	0	0	4753	6000
34. Utilities/Phone/Internet/etcetera	6859	8132	16200	10976	13300
35. Office Supplies/Equipment Rental	8948	2438	3000	17844	19929
36. Security/Maintenance	0	0	0	649	3000
37. Travel	0	0	0	0	0
38. Insurance	8422	9896	10000	10985	11079
39. Legal	0	0	0	7000	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	6375	6000	6000	7150	7150
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. Credit Card Fees	0	13537	15425	17365	19748
b. Payroll Service	0	1928	1430	0	0
44. Total Administration/Operations	30604	41931	52055	76722	80206
Programming & Collections Care					
45. Production & Exhibits Expenses	413552	199651	274294	77461	145015
46. Educational Expenses	25638	0	0	0	0
47. Space/Facility/Equipment Rental	0	17166	20804	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Royalities	0	24318	20000	19829	0
b. Utilities		14112			
51. Total Programming	439190	255247	315098	97290	145015
Fundraising/Marketing/Retail					
52. Fundraising Events	22067	21708	24000	93535	26300
53. Marketing/Advertising	86790	49828	145714	52227	70500
54. Cost Goods for Sale	0	0	0	0	0
55. Remaining/Other (specify)					
a. Direct Mail	8880	8526	14950	13000	15466
b. Misc./Membership/Printing	106088	11958	8702		
56. Total Fundraising/Marketing/Retail	223825	92020	193366	158762	112266
57. TOTAL OPERATING EXPENSES	838596	687533	835174	806611	852827

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	09/18/15-10/18/15	A Little Night Music	Andrews Theatre	Buffalo, NY	2805
2	10/30/15-11/22/15	Outside Mullingar	Andrews Theatre	Buffalo, NY	1919
3	01/15/16-02/07/16	All My Sons	Andrews Theatre	Buffalo, NY	2765
4	03/11/6-04/03/16	Fully Committed	Andrews Theatre	Buffalo, NY	2802
5	04/22/16-05/08/16	The Yeats Project	Andrews Theatre	Buffalo, NY	1999
6	06/03/16-06/26/16	An Ideal Husband (as of 6/6/16)	Andrews Theatre	Buffalo, NY	1754
7					
8					
9	2015-2016 School Year	Theatre Education Program	Tapestry Charter School	Buffalo, NY	30
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Vincent O'Neill, Artistic Director	$ 45,000.00
2.	Fortunato Pezzimenti, Producing Director	$ 41,000.00
3.	Jennifer Merlette, Director of Development	$ 35,006.00
4.	Deborah Wanecski, Director of Marketing	$ 30,030.00
5.	Brian Cavanagh, Production Manager	$ 30,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Brian Cavanagh, Lighting Design, Directing, etc.	$ 14,700.00
2.	Fortunato Pezzimenti, Directing	$ 5,000.00
3.	Tom Maker, Sound Designer	$ 8,400.00
4.	Susan Drozd, Hair and Makeup	$ 5,775.00
5.	Karyn Ventrilla, Grant Writer	$ 4,425.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnaver, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Just Buffalo Literary Center, Inc.		
Mailing Address	468 Washington St #2		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.justbuffalo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Laurie Dean Torrell		
Phone Number	716-832-5400	Email Address	Ldeant@justbuffalo.org
Person who Prepared Application			
Name, Title	Laurie Dean Torrell		
Phone Number	716-832-5400	Email Address	Ldeant@justbuffalo.org
Board Chairperson			
Name	Mary E. Farallo		
Mailing Address, City, State, Zip Code	192 Rivermist Drive, Buffalo, NY 14202		
Phone Number	716 803-3251	Email Address	mfarallo@chsbuffalo.org
Applicant's Financial Contact Person			
Name, Title	Kristen Pope, Development Director		
Phone Number	716-861-9195	Email Address	kpope@justbuffalo.org
Federal Tax Identification No.	22-2995665		
Year S01c3 Status Received	1994	***Define Fiscal Year***	July 1st - June 30th

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 75,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 55,550.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 773,571.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	9.70%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1015553	814850	762937
Earned (Part 6, Line 9)	179713	138100	105211
Contributed Total (Part 6, Line 13 + Line 22)	835840	676750	657726
Individual (Part 6, Line 10)	236086	125000	127228
Corporate (Part 6, Line 11)	93204	89850	91206
Foundation (Part 6, Line 12)	251900	200000	195798
Public (Part 6, Line 22)	254650	261900	243494
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	764224	764842	773571
Number of Employees	7	8	8
Full-Time	3	3	3

UPDATED 5.23.16

Part-Time	4	5	5
Number of **VOTING** Board Members	16	15	15
Number of **ACTIVE** Volunteers	40	45	45
Total Attendance	177233	183000	183000
Paid Attendance	4473	4100	4100
Unpaid Attendance	4428	4500	4500
Virtual Attendance	168332	174400	174400

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2014	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2013	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3 terms		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?		0.00	
Number of Board meetings held in FY 2015?	5.00	Number of Board meetings with quorum present FY 2015?	5.00
Number of Conflict of Interest forms collected and in force?		15.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in the most recently completed fiscal year?		15.00	
What percentage of the Board made a financial contribution?		100.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Mary E. Farallo (3rd term)	2009	2018	President	3	✓	
2	Anne Y. Taylor (2nd term)	2011	2017	Vice President	3	✓	
3	Thomas F. Hewner (3rd term)	2008	2017	Treasurer	3	✓	
4	Elizabeth Pascal (3rd term)	2009	2018	Secretary	3	✓	
5	James R Bachwitz (2nd term)	2011	2017			✓	
6	Olga Karman (2nd term)	2012	2018			✓	
7	Bryan P. Roland (2nd term)	2010	2016			✓	
8	Franca Trincia (3rd term)	2007	2016			✓	
9	Timothy J. Vukelic (2nd term)	2010	2016			✓	
10	Michael C. Angelucci (1st term)	2013	2016			✓	
11	Lucy Kogler (1st term)	2013	2016			✓	
12	Janet Kaye (1st term)	2013	2016			✓	
13	Paul A. Battaglia (1st term)	2015	2018			✓	
14	Venezia Appleby (1st term)	2016	2019			✓	
15	Karen Stanley Flemming (1st term)	2015	2018			✓	

If more spoce is needed, o form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 271,077.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	98483	119272	98000	82203	85000
2. Memberships	8700	8040	10000	8182	9000
3. Fundraising events (gross)	0	0	0	0	0
4. Tuition (workshops)	0	0	0	0	1000
5. Contracted services	8625	44003	22000	5773	7000
6. Facility Rental	0	0	0	0	0
7. Proceeds: Goods Sales	0	0	0	0	0
8. Remaining/Other (specify):					
a. Spec Events, Bflo River	15110	7750	5000	8250	0
b. Interest & Misc	461	648	3100	803	1000
9. Total Earned Income	131379	179713	138100	105211	103000
Private Contributions					
10. Individual Donations	93356	236086	125000	127228	160000
11. Corporate Support – See Attach. J	82340	93204	89850	91206	89800
12. Foundation Support – See Attach. J	98000	251900	200000	195798	215175
13. Total Private Contributions	273696	581190	414850	414232	464975
Public Funding					
14. National Endowment for the Arts	20000	25000	35000	35000	25000
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	115300	111900	111900	110174	110174
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. REDC via NYSCA	90250	57750	55000	43045	25000
b.	0	0	0	0	0
19. Municipal Funding	0	5000	5000	0	5000
20. Erie County Cultural Funding	57750	55000	55000	55275	65275
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	283300	254650	261900	243494	230449
23. TOTAL REVENUE	688375	1015553	814850	762937	798424

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	76201	79714	93756	93348	102190
25. Artistic/Collections	97469	82644	97202	96779	105939
26. Education/Programs	67149	103448	120670	120160	132619
27. Production/Technical	0	0	0	0	0
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	0	0
32. Total Salaries and Fees	240819	265806	311628	310287	340748

UPDATED 5.23.16

Administration/Operations					
33. Rent	27050	30300	32200	29350	27720
34. Utilities/Phone/Internet/etcetera	5775	6851	6715	5669	5669
35. Office Supplies/Equipment Rental	2343	3637	4500	8436	4500
36. Security/Maintenance	0	0	0	0	0
37. Travel	537	0	2640	804	1245
38. Insurance	3265	2781	5265	5025	5265
39. Legal	0	0	0	0	0
40. Bookkeeping service	947	983	1000	981	1100
41. Audit expense	3500	3500	3500	3500	3500
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. In Kind services	7750	5100	7750	7750	7750
b. Deprec, Misc	14201	22066	18800	17306	17925
44. Total Administration/Operations	69432	75218	82370	78821	74674

Programming & Collections Care					
45. Production & Exhibits Expenses	181510	213601	212450	215120	215000
46. Educational Expenses	43725	68963	36892	44038	40000
47. Space/Facility/Equipment Rental	23620	31064	25444	24914	26000
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Printing	4172	14667	10000	10863	11000
b. InKind Services	49702	60796	47006	47006	47006
51. Total Programming	302733	389091	331792	341941	339006

Fundraising/Marketing/Retail					
52. Fundraising Events	0	0	0	0	0
53. Marketing/Advertising	0	1373	1500	2332	2500
54. Cost Goods for Sale	0	0	0	0	0
55. Remaining/Other (specify)					
a. Contracted Grantwriter	22902	21059	20808	20808	20808
b. Direct Mail, Other	34237	11677	16744	19382	20244
56. Total Fundraising/Marketing/Retail	57139	34109	39052	42522	43552

57. TOTAL OPERATING EXPENSES	670123	764224	764842	773571	797980

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	7/11/14, 8/8/14, 6/20/14	Silo City Reading Series	Silo City	Erie County	197
2	12/3/14, 2/4/15, 5/6/15	Literary Cafe Readings	Center for Inquiry	Erie County	452
3	3/11/15, 4/8/15, 5/13/15	Gray Hair Reading Series	Hallwalls	Erie County	153
4	9/27/14	100,000 Poets and Artists for Change	Silo City	Erie County	600
5	11/6/14, 3/8/15, 5/16/15	Studio Poetry Series	Just Buffalo Writing Center	Erie County	122
6	10/9/14	BABEL Reading with Colum McCann	Kleinhans Music Hall	Erie County	1,000
7	2/10/15	BABEL Reading with David Henry Hwang	Kleinhans Music Hall	Erie County	629
8	3/26/15	BABEL Reading with Chimamanda Ngozi Adichie	Kleinhans Music Hall	Erie County	1,255
9	4/17/15	BABEL Reading with Patti Smith	Kleinhans Music Hall	Erie County	1,465
10	10/6/14, 11/10/14, 3/16/15	BABEL Series Book Discussions	Betty's	Erie County	124
11	3/4/15	BABEL at the Movies	Squeaky Wheel	Erie County	42
12	10/9/14, 2/10/15, 3/26/15	BABEL Series Community Nights	Karpeles Manuscript Library Museum	Erie County	454
13	9/11/14, 3/12/15, 5/14/15	Wordflight Readings	Parkside Lutheran Church	Erie County	196
14	9/23/14, 12/16/14, 5/19/15	Writers' Critique Group Workshops	Just Buffalo Writing Center	Erie County	223
15	5/14-5/15/15	Literary Technical Assistance Program Convening	Babeville	Erie County	75
16	7/8/14-6/25/15	Free After-School Youth Workshops	Just Buffalo Writing Center	Erie County	586
17	7/8/14-6/25/15	Free Summer Youth Workshops	Just Buffalo Writing Center	Erie County	70
18	11/6/14-5/28/15	Writer Residency	Westminster Charter School	Erie County	28
19	2/9/15-5/5/15	Writer Residency	D'Youville Porter School	Erie County	80
20	3/9/15-5/18/15	Writer Residency	Lafayette High School	Erie County	168
21	1/21/15-2/28/15	Writer Residency	Herman Badillo Bilingual Academy	Erie County	58
22	10/9/14	BABEL Series Student Event w/Colum McCann	Just Buffalo Writing Center	Erie County	49
23	2/10/15	BABEL Series Student Event w/David Henry Hwang	Just Buffalo Writing Center	Erie County	49
24	4/17/2015	BABEL Series Student Event w/Patti Smith	Just Buffalo Writing Center	Erie County	48
25	7/16/14	Spotlight On Youth Open Mic	Trinity Place	Erie County	32
26	9/17/14	Spotlight On Youth Open Mic	Shea's Smith Theatre	Erie County	31
27	1/21/15	Spotlight On Youth Open Mic	Shea's Smith Theatre	Erie County	21
28	3/18/15	Spotlight On Youth Open Mic	Shea's Smith Theatre	Erie County	70
29	5/20/15	Spotlight On Youth Open Mic	Shea's Smith Theatre	Erie County	57
30	6/11/15	Writing With Light Youth Exhibition	CEPA Gallery	Erie County	200
31		Buffalo News Feature	N/A	Western New York	82,500
32		WBFO Feature	N/A	Western New York	9,000
33		Wordplay Student Anthology	N/A	Erie County	300
34		Just Buffalo eNewsletter	N/A	Western New York	2,800
35		Facebook Content Posts	N/A	Western New York	3,000
36		Web Site Visitors	N/A	Western New York	15,600
37		Buffalo Spree Literary Feature	N/A	Western New York	41,700
38					
39				TOTAL	177,233
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent spoce, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Laurie Dean Torrell, Executive Director	$ 67,600.00
2.	Barbara Cole, Artistic Director	$ 51,988.00
3.	Kristen Pope, Development Dir (.8 FTE)	$ 46,400.00
4.	Noah Falck, Education Director	$ 40,000.00
5.	Gina Smith Murphy , Accounting(.6 FTE)	$ 31,200.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Kathy Kearnan, Grantwriter	$ 20,808.00
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section S, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, baard independence, unusual expenses, large budget variances, loss of significant funding, new location, major canstructian, staff turnaver, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	JCC Cultural Arts Program, a Program of the Jewish Community Center of Greater Buffalo		
Mailing Address	2640 North Forest Road		
City, State, Zip Code	Amherst, New York, 14226		
Website Address	www.jccbuffalo.org www.jewishrepertorytheatre.com www.bijff.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Jordana Halpern, Director, Cultural Arts		
Phone Number	716-204-2255	Email Address	jhalpern@jccbuffalo.org
Person who Prepared Application			
Name, Title	Jordana Halpern, Director, Cultural Arts		
Phone Number	716-204-2255	Email Address	jhalpern@jccbuffalo.org
Board Chairperson			
Name	N/A		
Mailing Address, City, State, Zip Code			
Phone Number		Email Address	
Applicant's Financial Contact Person			
Name, Title	Zachary Hoffman, JCC Accounting		
Phone Number	716-688-4114	Email Address	zhoffman@jccbuffalo.org
Federal Tax Identification No.	160760887		
Year 501c3 Status Received	1,986	***Define Fiscal Year***	April 1 - March 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 3,350.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 120,383.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.72%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Operating expenses	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☐ **Deficit =** $ 4,810.00

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☐ Yes ☒ No	Year Strategic Plan was last updated:	
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?			
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			
Number of Board meetings held in FY 2015?		Number of Board meetings with quorum present in FY 2015?	
Number of Conflict of Interest forms collected and in force?		0.00	
Does this organization expect Board Members to make an annual financial contribution? (not membership)		■ Yes ☐ No	
How many Board Members made a financial contribution in most recently completed fiscal year?		26.00	
What percentage of the Board made a financial contribution?		100.00 %	

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	JCC Cultural Arts Program						
2	does not have boards						
3	We have two committees						
4	no elections or terms						
5	no financial requirements						
6	We are working to develop a new						
7	more formal Cultural Arts Council.						
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1			
PART 1 – GENERAL INFORMATION			
Legal Name of Organization	Latin American Cultural Organization		
Mailing Address	114 Elmwood Ave.		
City, State, Zip Code	Buffalo, NY, 14201		
Website Address	www.elbuenamigo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Santiago Masferrer, Executive Director		
Phone Number	716-885-6343	Email Address	lacabuffalo@gmail.com
Person who Prepared Application			
Name, Title	Elizabeth C. Johnson		
Phone Number	716-480-1856	Email Address	ejohnson@elbuenamigo.org
Board Chairperson			
Name	Msgr. David Gallivan		
Mailing Address, City, State, Zip Code	114 Elmwood Ave.		
Phone Number	716-885-6343	Email Address	lacabuffalo@gmail.com
Applicant's Financial Contact Person			
Name, Title	Elizabeth C. Johnson		
Phone Number	716-480-1856	Email Address	ejohnson@elbuenamigo.org
Federal Tax Identification No.	16-1292407		
Year 501c3 Status Received	0	***Define Fiscal Year***	12-31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW		
Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 1,200.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 55,243.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	~~1,357.00%~~ 13.57%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Cultural programming	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☒ **Deficit =** $30,401.00

PART 3 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	0	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☐ Yes ☒ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	0
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		2015	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?	N/A		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	5.00		
Number of Board meetings held in FY 2015?	7.00	Number of Board meetings with quorum present in FY 2015?	7.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	4.00		
What percentage of the Board made a financial contribution?	20.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Santiago Masferrer	1989	N/A	President	27		✔
2	Msgr. David Gallivan	1989	N/A	Chairman	27	✔	
3	John Moffitt	2010	N/A	Treasurer	6	✔	
4	Maria Garner	2011	N/A	Secretary	5	✔	
5	Alberto Cappas	2015	N/A	Member	1	✔	
6	Elizabeth C. Johnson	2014	N/A	Member	2	✔	
7	Joseph Lolla	2006	N/A	Member	9	✔	
8	Eric Chinchon	2016	N/A	Member	1	✔	
9	Lonnie Barlow	2016	N/A	Member	1	✔	
10	Robert Reden	2016	N/A	Member	1	✔	
11	Brenda Cawton	2016	N/A	Member	1	✔	
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

Attach one file with responses for all items below.

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	LehrerDance, Inc.		
Mailing Address	193 Richmond Ave		
City, State, Zip Code	Buffalo, NY 14222		
Website Address	www.lehrerdance.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Jon Lehrer, Artistic Director		
Phone Number	716-803-8612	Email Address	jon@lehrerdance.org
Person who Prepared Application			
Name, Title	Jon Lehrer, Artistic Director		
Phone Number	716-803-8612	Email Address	jon@lehrerdance.org
Board Chairperson			
Name	Larry Skerker		
Mailing Address, City, State, Zip Code			
Phone Number		Email Address	
Applicant's Financial Contact Person			
Name, Title	Jon Lehrer, Artistic Director		
Phone Number	716-803-8612	Email Address	jon@lehrerdance.org
Federal Tax Identification No.	39-2071850		
Year 501c3 Status Received	2,009	***Define Fiscal Year***	June 1 - May 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 0.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 223,000.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	General Operating	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 5,000.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,013	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated		2013	
Year Whistleblower Policy was last updated		2013	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☒ Yes ☐ No	If **YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	5.00		
Number of Board meetings held in FY 2015?	4.00	Number of Board meetings with quorum present in FY 2015?	4.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ☒ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	7.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Larry Skerker	2012	2018	President	4	✓	
2	Ryan Cummings	2012	2018	Vice President	2	✓	
3	Rich McCarthy	2012	2018	Treasurer	2	✓	
4	Josette Salvatore	2011	2017			✓	
5	Frank Ciccia	2014	2017			✓	
6	Courtney Walsh	2014	2017			✓	
7	Mary Collins	2015	2018			✓	
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Lower Lakes Marine Historical Society		
Mailing Address	66 Erie St.		
City, State, Zip Code	Buffalo, NY 14202		
Website Address	ww.llmhs.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	William Kae/President		
Phone Number	716-849-0914	Email Address	museum@llmhs.org
Person who Prepared Application			
Name, Title	Paul Bartczak/Vice President		
Phone Number	716-849-0914	Email Address	museum@llmhs.org
Board Chairperson			
Name	John Messmer		
Mailing Address, City, State, Zip Code	66 Erie St. Buffalo NY 14202		
Phone Number	716-849-0914	Email Address	museum@llmhs.org
Applicant's Financial Contact Person			
Name, Title	Edward Skulski		
Phone Number	716-849-0914	Email Address	museum@llmhs.org
Federal Tax Identification No.	22-3023056		
Year 501c3 Status Received	1,990	***Define Fiscal Year***	Jan 1 - Dec 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 3,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 1,010.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 19,144.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	18.20%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Advertisement	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 53,476.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,015
Year Conflict of Interest Policy was last updated		2016	
Year Whistleblower Policy was last updated		2016	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	5 years
How many consecutive terms are permitted?	unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	4.00	Number of Board meetings with quorum present in FY 2015?	4.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	7.00		
What percentage of the Board made a financial contribution?	50.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	John Messmer	2014	2019	Chairman/2nd VP	6	✓	
2	William Kae	2014	2019	President	4	✓	
3	Patrica Glaser	2014	2019			✓	
4	Edward Skulski	2014	2019	Treasurer	4	✓	
5	Joseph Rennie	2014	2019	Secretary	4	✓	
6	Kenneth Glaser	2014	2019			✓	
7	David Wooley	2014	2019			✓	
8	Ted Nizialek	2016	2019			✓	
9	J. Kevin Quinlivan	2014	2019			✓	
10	Karl Von Buhr	2014	2019			✓	
11	Beverly Foit-Albert	2014	2019			✓	
12	Joseph Cox	2014	2019			✓	
13	Paul Bartczak	2014	2019	1st Vice President	2	✓	
14	Ronald Dukarm	2014	2019			✓	
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisary, emeritus, and ex-officio board members are not requested. If listed, include an separate form extension.*
[2] *Definition of baard member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Lancaster, New York Opera House Inc.		
Mailing Address	21 Central Avenue		
City, State, Zip Code	Lancaster, NY 14086		
Website Address	www.LancOpera.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	David Bondrow, Artistic Director		
Phone Number	716-683-1776	Email Address	dbondrow@lancopera.org
Person who Prepared Application			
Name, Title	David Bondrow, Artistic Director		
Phone Number	716-683-1776	Email Address	dbondrow@lancopera.org
Board Chairperson			
Name	John Trojanowsky		
Mailing Address, City, State, Zip Code	1 Via Donato West, Depew, NY 14043		
Phone Number	716-684-9552	Email Address	
Applicant's Financial Contact Person			
Name, Title	Marielle Loecher, CPA, Bookkeeper		
Phone Number	716-683-1776	Email Address	
Federal Tax Identification No.	22-2325828		
Year 501c3 Status Received	1985	***Define Fiscal Year***	July 1- June 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 20,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 12,500.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 659,410.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.00%
Purpose of 2017 Funding Request	program service support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	634288	665400	534141
Earned (Part 6, Line 9)	564850	599400	477762
Contributed Total (Part 6, Line 13 + Line 22)	39439	66000	56739
Individual (Part 6, Line 10)	24284	28500	21741
Corporate (Part 6, Line 11)	27655	20000	20250
Foundation (Part 6, Line 12)	0	0	450
Public (Part 6, Line 22)	17500	17500	13938
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	696454	665410	538392
Number of Employees	8	7	7
Full-Time	4	3	3

UPDATED 5.23.16

Part-Time	4	4	4
Number of **VOTING** Board Members	11	13	13
Number of **ACTIVE** Volunteers	300	300	300
Total Attendance	26101	24000	20773
Paid Attendance	25426	23000	20003
Unpaid Attendance	675	1000	770
Virtual Attendance	0	0	0

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2013		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	three years
How many consecutive terms are permitted?	two		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	10.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present FY 2015?	10.00
Number of Conflict of Interest forms collected and in force?	13.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	13.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	John Trojanowsky	2013	2016	President	2	✓	
2	Linda Koziol	2015	2018	Vice-President	2	✓	
3	Kenneth Graber	2015	2018	Treasurer	2	✓	
4	Maryellen Kay	2013	2016	Secretary	2	✓	
5	Deny Adelman	2014	2017			✓	
6	James Allein	2013	2016			✓	
7	Nancy Farrell	2013	2016			✓	
8	Christopher Guck	2015	2018			✓	
9	Nancy Mariani	2015	2018			✓	
10	Ursula Schifferle	2014	2017			✓	
11	Chasisty Salvatore	2015	2018			✓	
12	Linda Van Nortwick	2015	2018			✓	
13	Mildred Whittaker	2015	2018			✓	
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 69,610.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	516220	525794	505550	427692	494710
2. Memberships	3490	2635			
3. Fundraising events (gross)	34057	8565	35500	13705	15000
4. Tuition (workshops)	22200	24350	30000	29953	30000
5. Contracted services					
6. Facility Rental	431	3000	2500	850	2500
7. Proceeds: Goods Sales	3157	6982	14750	3658	10750
8. Remaining/Other (specify):					
a. Piano Sale	8000				
b. Adv/Invest inc. (loss)	19517	-6477	11100	1904	11500
9. Total Earned Income	607072	564849	599400	477762	564460
Private Contributions					
10. Individual Donations	20510	24284	28500	21741	25000
11. Corporate Support – See Attach. J	35030	27655	20000	20250	20000
12. Foundation Support – See Attach. J				450	500
13. Total Private Contributions	55540	51939	48500	42441	45500
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	5000	5000	5000		5000
17. NYSCA Decentralization Regrant	500			1375	
18. Other State					
a.					
b.					
19. Municipal Funding					
20. Erie County Cultural Funding	13125	12500	12500	12562	12500
21. Erie County – Other					
22. Total Public Funding	18625	17500	17500	13937	17500
23. TOTAL REVENUE	681237	634288	665400	534140	627460

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	50553	50125	55183	42741	49325
25. Artistic/Collections	133664	135651	132442	102579	118380
26. Education/Programs					
27. Production/Technical	34141	31925	33110	25645	29595
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other		8261			
32. Total Salaries and Fees	218358	225962	220735	170965	197300

UPDATED 5.23.16

Administration/Operations					
33. Rent				1800	
34. Utilities/Phone/Internet/etcetera	12458	15648	12500	10955	13000
35. Office Supplies/Equipment Rental	8460	4860	6050	3114	4625
36. Security/Maintenance		1180	1575	794	
37. Travel	4812	5062	4000	2786	3100
38. Insurance	13424	13645	16000	14015	16000
39. Legal					
40. Bookkeeping service	5825	5545	5000	3000	6000
41. Audit expense	3300	3300	3300		4000
42. Interest paid on Operating loans	1200	2144	1500	2565	2100
43. Other (i.e. consultant)					
a. Dues/Mng Mtg./	3679	2044	1500	934	1000
b. Depreciation	20400	18871	6000	16500	5000
44. Total Administration/Operations	93103	72299	57425	56463	54825

Programming & Collections Care					
45. Production & Exhibits Expenses	214997	224474	239500	188596	243730
46. Educational Expenses	9542	9311	13450	10191	13450
47. Space/Facility/Equipment Rental	7850	15931	17300	12658	14200
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Printing/Scholaship	25878	30599	29500	19053	24000
b. Licening Fees	40550	48755	41500	49906	42500
51. Total Programming	298817	329070	341250	280404	337880

Fundraising/Marketing/Retail					
52. Fundraising Events	28959	5218	3500	2186	2400
53. Marketing/Advertising	62293	63232	42500	27953	34500
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Donations		673		421	
b.					
56. Total Fundraising/Marketing/Retail	91252	69123	46000	30560	36900

57. TOTAL OPERATING EXPENSES	701530	696454	665410	538392	626905

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/11-27/15	Monty Python's Spamalot	Lancaster Opera House	Lancaster, NY	2309
2	10/2/15	The Soul Brothers	Lancaster Opera House	Lancaster, NY	216
3	10/3/15	Tom Jones/Bobby Darin Tribute	Lancaster Opera House	Lancaster, NY	233
4	10/9-10/15	Detention of the Damned: A Musical	Lancaster Opera House	Lancaster, NY	318
5	10/16-25/15	The Bad Seed	Lancaster Opera House	Lancaster, NY	735
6	10/30/15	Halloween Horror Party	Lancaster Opera House	Lancaster, NY	94
7	10/31/15	Halloween Dance Party	Lancaster Opera House	Lancaster, NY	171
8	11/6-15/15	The Foreigner	Lancaster Opera House	Lancaster, NY	870
9	11/19-22/15	Murder at the Wedding Reception	Eddie Ryan's Restaurant	Lancaster, NY	477
10	11/27-12/13/15	My Fair Lady	Lancaster Opera House	Lancaster, NY	2354
11	11/28/15	Pat Shea Holiday Concert	Lancaster Opera House	Lancaster, NY	123
12	12/18-20/15	The Night Before Christmas	Lancaster Opera House	Lancaster, NY	1830
13	12/19-20/15	A Carpenters Christmas	Lancaster Opera House	Lancaster, NY	297
14	12/27/15	A Polish Christmas in the Village	Lancaster Opera House	Lancaster, NY	371
15	1/8/16	Of Mice and Men	Lancaster Opera House	Lancaster, NY	1495
16	1/22-2/6/16	Vanya & Sonia & Masha & Spike	Lancaster Opera House	Lancaster, NY	1086
17	2/12-21/16	I Do! I Do!	Ripa's Restaurant	Lancaster, NY	578
18	2/14/16	Songs of Love on a Special Day	Lancaster Opera House	Lancaster, NY	106
19	2/26-3/13/16	Children of Eden	Lancaster Opera House	Lancaster, NY	1002
20	3/17-20/16	Finnegan's Farewell	Ripa's Restaurant	Lancaster, NY	400
21	3/18/16	Dreamer: Tribute to Supertramp	Lancaster Opera House	Lancaster, NY	253
22	3/19/16	Davy Jones/Frankie Valli Tribute	Lancaster Opera House	Lancaster, NY	305
23	3/20/16	Stone Row	Lancaster Opera House	Lancaster, NY	62
24	4/1-10/16	Lend Me a Tenor	Lancaster Opera House	Lancaster, NY	1450
25	4/15-16/16	Bette and Barry Tribute	Lancaster Opera House	Lancaster, NY	411
26	4/22-5/1/16	Night Watch	Lancaster Opera House	Lancaster, NY	1091
27	5/7/16	Serenade on Broadway	Lancaster Opera House	Lancaster, NY	137
28	5/13-22/16	Lovers and Other Strangers	Lancaster Opera House	Lancaster, NY	845
29	5/24/16	Carmarie's Seniors	Lancaster Opera House	Lancaster, NY	115
30	5/27/16	Carnival Kids Steel Orchestra	Lancaster Opera House	Lancaster, NY	132
31	6/9-26/16	Dirty Rotten Scoundrels	Lancaster Opera House	Lancaster, NY	N/A
32	7/23-24/15	Disney's Aladdin Kids	Lancaster Opera House	Lancaster, NY	425
33	8/13-14/15	Disney's Peter Pan JR	Lancaster Opera House	Lancaster, NY	482
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Artistic Director	$ 46,000.00
2.	Technical Director	$ 42,000.00
3.	Assistant Technical Director	$ 25,000.00
4.	Administrative Assistant	$ 18,000.00
5.	House Manager/Box Office Assoc	$ 17,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Producer Rocking Horse Productions	$ 16,850.00
2.	Producer The Mystery Company	$ 14,853.00
3.	Bookkeeper	$ 5,000.00
4.	Choreographer	$ 4,500.00
5.	Sound Designer	$ 4,412.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	MusicalFare Theatre Company, Inc.		
Mailing Address	4380 Main St, Ste 123		
City, State, Zip Code	Amherst, NY 14226		
Website Address	www.musicalfare.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Randall Kramer, Artistic/Executive Director		
Phone Number	839-8565	Email Address	rkramer@daemen.edu
Person who Prepared Application			
Name, Title	Nell J. Mohn, Director of Strategic Development		
Phone Number	622-0876	Email Address	nmohn@daemen.edu
Board Chairperson			
Name	Cheryl Wasson		
Mailing Address, City, State, Zip Code	Beechwood Continuing Care, 2235 Millersport Hwy, Getzville, NY 14068		
Phone Number	810-7370	Email Address	cwasson@beechwoodcontinuingcare.org
Applicant's Financial Contact Person			
Name, Title	Paul Kieffer, Treasurer		
Phone Number	848-7534	Email Address	pkieffer@mtb.com
Federal Tax Identification No.	16-1384566		
Year 501c3 Status Received	1993	***Define Fiscal Year***	Sept 1 - Aug 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 47,500.00
Amount of 2016 Erie County Cultural Funding Received	$ 41,855.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 971,416.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	4.90%
Purpose of 2017 Funding Request	Support of Mainstage and Cabaret operations.

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1,015,436	971,767	997,170
Earned (Part 6, Line 9)	851,422	784,767	819,326
Contributed Total (Part 6, Line 13 + Line 22)	164,014	187,000	177,844
Individual (Part 6, Line 10)	58,514	70,000	58,917
Corporate (Part 6, Line 11)	12,000	22,500	17,500
Foundation (Part 6, Line 12)	49,000	50,000	65,000
Public (Part 6, Line 22)	44,500	44,500	36,427
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	948,424	971,416	775,076
Number of Employees	68	70	54
Full-Time	6	6	6

UPDATED 5.23.16

Part-Time	62	64	48
Number of **VOTING** Board Members	17	19	19
Number of **ACTIVE** Volunteers	150	150	150
Total Attendance			
Paid Attendance	19,637	19,634	20,678
Unpaid Attendance	1,695	1,650	1,210
Virtual Attendance	37,988	39,500	29,916

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	3 years
How many consecutive terms are permitted?	Two		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	5.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	19.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	17.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Jeffrey Bagel	2016	2018	Vice President	2	✔	
2	Francis Balcerzak	2016	2019			✔	
3	Robert Beiswanger	2016	2019			✔	
4	Catherine Campbell	2016	2019			✔	
5	Nicole Cimato	2016	2018				✔
6	Nancy Cinfio	2016	2018	Secretary	2	✔	
7	David Desmon	2016	2017			✔	
8	Jean Fletcher	2016	2019			✔	
9	Garry Graber	2016	2018			✔	
10	George Greenwood	2016	2018			✔	
11	Paul Kieffer	2016	2018	Treasurer	8		✔
12	Ralph Halpern	2016	2017			✔	
13	Nancy LaTulip	2016	2017			✔	
14	Philip Morey	2016	2017			✔	
15	Kathleen Murray	2016	2019			✔	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ Surplus =	☒ Deficit =
	$	$ 91,507.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	532,730	692,129	654,167	703,897	733,097
2. Memberships					
3. Fundraising events (gross)	47,995	45,381	34,000	33,663	46,000
4. Tuition (workshops)	4,200	5,925	4,600	6,125	5,000
5. Contracted services					
6. Facility Rental	4,396	6,742	6,000	1,434	6,000
7. Proceeds: Goods Sales	150	0	2,500	900	1,000
8. Remaining/Other (specify):					
a. Concessions	38,213	62,970	60,000	54,917	75,000
b. Gift Certificates/Other	8,842	38,275	23,500	18,390	28,500
9. Total Earned Income	636,526	851,422	784,767	819,326	894,587
Private Contributions					
10. Individual Donations	52,734	58,514	70,000	58,917	75,000
11. Corporate Support – See Attach. J	3,636	12,000	22,500	17,500	22,500
12. Foundation Support – See Attach. J	31,500	49,000	50,000	65,000	50,000
13. Total Private Contributions	87,870	119,514	142,500	141,417	147,500
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	70,081	5,000	5,000	10,500	11,000
17. NYSCA Decentralization Regrant					
18. Other State					
a. Town of Amherst	4,000	4,000	4,000	5,000	5,000
b.					
19. Municipal Funding					
20. Erie County Cultural Funding	35,500	35,500	35,500	20,927	41,855
21. Erie County – Other					
22. Total Public Funding	109,581	44,500	44,500	36,427	57,855
23. TOTAL REVENUE	833,977	1,015,436	971,767	997,170	1,099,952

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	188,814	179,093	191,406	149,001	198,500
25. Artistic/Collections	357,593	376,243	401,563	313,670	409,500
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	546,407	555,336	592,969	462,671	608,000

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera					
35. Office Supplies/Equipment Rental	11,807	17,361	13,000	9,597	12,000
36. Security/Maintenance	937	937	937	937	937
37. Travel					
38. Insurance	53,602	59,658	54,099	46,053	54,250
39. Legal					
40. Bookkeeping service	20,441	25,875	20,541	16,008	20,877
41. Audit expense	3,000	3,000	3,000	3,000	4,000
42. Interest paid on Operating loans	0	17,407	17,000	13,152	17,000
43. Other (i.e. consultant)					
a. Pension	2,468	2,468	7,420	7,420	7,750
b. Fundraising/Development	4,050	5,076	8,000	8,578	8,000
44. Total Administration/Operations	96,305	131,782	123,997	104,745	124,814

Programming & Collections Care					
45. Production & Exhibits Expenses	98,279	137,688	140,000	117,933	145,500
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Unemployment/Other	1,822	4,632	5,000	950	2,500
b. Line of credit/op loan absorı	0	0	0	0	92,400
51. Total Programming	100,101	142,320	145,000	118,883	240,400

Fundraising/Marketing/Retail					
52. Fundraising Events	20,130	16,838	8,250	5,266	16,500
53. Marketing/Advertising	60,977	52,374	54,200	42,955	54,700
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Concessions	20,749	46,774	40,000	38,020	52,500
b. Direct Mail/Other	6,877	3,000	7,000	2,496	3,000
56. Total Fundraising/Marketing/Retail	108,733	118,986	109,450	88,777	126,700

57. TOTAL OPERATING EXPENSES	851,546	948,424	971,416	775,076	1,099,914

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/10 - 10/12/14	THE DROWSY CHAPERONE	Mainstage	MF Amherst	4,082
2	11/5 - 12/7/14	AIN'T MISBEHAVIN'	Mainstage	MF Amherst	3,645
3	2/4 - 3/8/15	BUDDY: THE BUDDY HOLLY STORY	Mainstage	MF Amherst	4,038
4	4/25 - 5/17/15	CAROUSEL	Mainstage	MF Amherst	3,730
5	7/8 - 8/9/15	SISTERS OF SWING	Mainstage	MF Amherst	3,625
6					
7	11/13 - 11/23/14	LOMBARDI	710 Main Theatre	Buffalo	2,086
8					
9	10/17/14	THE GREAT AMERICAN SONGBOOK	Cabaret	MF Amherst	93
10	10/18/14	A CAROLE KING TRIBUTE	Cabaret	MF Amherst	185
11	10/25/14	THE BUS STOPS HERE	Cabaret	MF Amherst	101
12	12/13 - 12/14/14	BIG BAND HOLIDAY	Cabaret	MF Amherst	235
13	1/17 - 1/18/15	A NIGHT WITH SOPHIE TUCKER	Cabaret	MF Amherst	210
14	3/21/15	THE MUSIC OF LIONEL HAMPTON	Cabaret	MF Amherst	69
15	3/28/15	A GERSHWIN CELEBRATION	Cabaret	MF Amherst	178
16	5/19/15	THE PETER & WILL ANDERSON TRIO	Cabaret	MF Amherst	45
17	6/6/15	JAMES TAYLOR'S GREATEST HITS	Cabaret	MF Amherst	151
18	6/19/15	NANCY KELLY	Cabaret	MF Amherst	63
19	6/27/15	A BERNSTEIN TRIBUTE	Cabaret	MF Amherst	163
20	8/14, 8/16/15	RITA COSTANZI: A SCORE TO SETTLE	Cabaret	MF Amherst	75
21	8/22/15	JAZZ ON BROADWAY	Cabaret	MF Amherst	175
22	8/29 - 8/30/15	PAUL MARINARO	Cabaret	MF Amherst	279
23	5/29 - 5/30/15*	THE BEATLES WITH A TWIST (insert above)	Cabaret	MF Amherst	212
24					
25	8/10 - 8/15/15	SUMMER THEATRE CAMP	Reh Rm, Cab, Main Stage	MF Amherst	19
26					
27	6/13/15	MF24H: 24 Hour New MusicalFestival	Reh Rm, Cab, Main Stage	MF Amherst	126
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Artistic/Executive Director	$ 66,250.00
2.	Director of Strategic Development	$ 45,320.00
3.	Technical Director/Light & Sound Designer/ Bar Manager	$ 38,302.00
4.	Marketing/Production Coordinator	$ 32,304.00
5.	Set/Graphic Designer	$ 29,144.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Amato Fox & Company (Auditor)	$ 3,000.00
2.	Ingenious (Web Master)	$ 1,240.00
3.	Bookkeeper	$ 1,742.00
4.	Database Software Program Consultant	$ 700.00
5.	Liquor License Consultant	$ 300.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – ocknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Martin House Restoration Corporation		
Mailing Address	143 Jewett Parkway		
City, State, Zip Code	Buffalo, NY 14214		
Website Address	www.darwinmartinhouse.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Mary F. Roberts, Executive Director		
Phone Number	856-3858 x202	Email Address	mroberts@darwinmartinhouse.org
Person who Prepared Application			
Name, Title	Mary F. Roberts, Executive Director		
Phone Number	856-3858 x202	Email Address	mroberts@darwinmartinhouse.org
Board Chairperson			
Name	Robert J. Kresse, Esq.		
Mailing Address, City, State, Zip Code	Barclay Damon, 200 Delaware Avenue, Suite 1200, Buffalo, NY 14202		
Phone Number	856-5500	Email Address	rkresse@barclaydamon.com
Applicant's Financial Contact Person			
Name, Title	Bethany Meegan, Assistant Director, Grants & Finance		
Phone Number	856-3858 x208	Email Address	bmeegan@darwinmartinhouse.org
Federal Tax Identification No.	16-1426693		
Year 501c3 Status Received	1992	***Define Fiscal Year***	January - December

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 150,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 147,275.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 1,274,465.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	11.77%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1,650,905	1,542,297	298,372
Earned (Part 6, Line 9)	1,388,734	1,219,672	174,463
Contributed Total (Part 6, Line 13 + Line 22)	262,169	322,625	113,856
Individual (Part 6, Line 10)	20,859	22,000	2969
Corporate (Part 6, Line 11)	51,859	55,500	7084
Foundation (Part 6, Line 12)	35,201	50,875	3221
Public (Part 6, Line 22)	154,250	194,250	110,635
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	1,616,431	1,626,497	425,739
Number of Employees	22	22	22
Full-Time	8	8	8

Part-Time	15	14	14
Number of **VOTING** Board Members	26	26	26
Number of **ACTIVE** Volunteers	400	400	400
Total Attendance			
Paid Attendance	27879	24683	3901
Unpaid Attendance	962	1000	113
Virtual Attendance			

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2016		
Year Whistleblower Policy was last updated	2016		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	three years
How many consecutive terms are permitted?	two, unless elected as officer		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 201S?	4.00	Number of Board meetings with quorum present FY 2015?	4.00
Number of Conflict of Interest forms collected and in force?	26.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	19.00		
What percentage of the Board made a financial contribution?	73.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Gwen O. Arcara	2006	2017			✓	
2	Douglas Bean	2014	2016			✓	
3	Sheldon M. Berlow	1993	2016			✓	
4	Daniel E. Cantara, III	2002	2017			✓	
5	Brian Carter	2003	2016			✓	
6	R. Lorraine Collins	2002	2017			✓	
7	Frank C. Cravotta	2016	2018			✓	
8	Donna L. DeCarolis	2009	2017			✓	
9	Gayle L. Eagan	2014	2016			✓	
10	Bonnie Hopkins	1998	2018			✓	
11	Patrick J. Kaler	2014	2016			✓	
12	Robert J. Kresse	1992	2017	Chair	2	✓	
13	Anne M. Leary	2010	2017			✓	
14	Betsey Locke	2014	2016				✓
15	Rev. James J. Maher	2016	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	$ 1,169,508.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	471209	550547	397861	54231	570000
2. Memberships	162029	182672	187000	28150	190000
3. Fundraising events (gross)	140942	79035	83500		85000
4. Tuition (workshops)	49619	116189	102750	12475	100000
5. Contracted services					
6. Facility Rental	34870	42757	38000	13300	40000
7. Proceeds: Goods Sales	362114	357916	361461	42314	360000
8. Remaining/Other (specify):					
a. single family rental, royal	53276	59618	48600	23720	50000
b. joint agreement					
9. Total Earned Income	1274059	1388734	1219172	174190	1395000
Private Contributions					
10. Individual Donations	23547	20859	22000	2969	25000
11. Corporate Support – See Attach. J	49425	51859	55500	7084	55000
12. Foundation Support – See Attach. J	9375	35201	50875	3221	20000
13. Total Private Contributions	82347	107919	128375	13274	100000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA			35000	35000	35000
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	10000	12000	12000	2000	12000
20. Erie County Cultural Funding	142250	142250	147250	73635	150000
21. Erie County – Other					
22. Total Public Funding	152250	154250	194250	110635	197000
23. TOTAL REVENUE	1508656	1650903	1541797	298099	1692000

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	341383	339001	378023	109677	390000
25. Artistic/Collections	64017				
26. Education/Programs	52017	52888	52904	16439	55000
27. Production/Technical					
28. Development/Special Events	58317	56748	57467	15518	60000
29. Guest Services	257410	252650	254103	70748	260000
30. Maintenance	42980	48350	44601	14955	45000
31. Other					
32. Total Salaries and Fees	816124	749637	787098	227337	810000

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	51218	43350	43000	13686	45000
35. Office Supplies/Equipment Rental	46856	76101	73986	27373	75000
36. Security/Maintenance	95188	76505	75000	26256	80000
37. Travel	288	1792	2500	3377	3000
38. Insurance	104454	115606	108269	46711	115000
39. Legal	4723	2720	3000	5638	3000
40. Bookkeeping service					
41. Audit expense	13300	7250	8000	6250	8500
42. Interest paid on Operating loans	7758	5206	5000	1376	3000
43. Other (i.e. consultant)					
a. Miscellaneous	11039	20859	8000		8000
b. Dues and Subscriptions	2202	2778	1545	1286	2000
44. Total Administration/Operations	337026	352167	328300	131953	342500

Programming & Collections Care					
45. Production & Exhibits Expenses					
46. Educational Expenses	38451	73169	88000	5154	85000
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. volunteer	8948	9029	8000	1383	9000
b. credit card fees, software,	49357	86923	57312	13596	90000
51. Total Programming	96756	169121	153312	20133	184000

Fundraising/Marketing/Retail					
52. Fundraising Events	89398	52619	29500		35000
53. Marketing/Advertising	63837	54786	94950	11899	100000
54. Cost Goods for Sale	229968	200839	202671	28501	180000
55. Remaining/Other (specify)					
a. cc fees, software	42990	37261	30666	5900	35000
b.					
56. Total Fundraising/Marketing/Retail	426193	345505	357787	46300	350000

57. TOTAL OPERATING EXPENSES	1676099	1616430	1626497	425723	1686500

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	June 2015	Martin House (MH) One Hour Public Tour	Martin House Complex (MHC)	Buffalo	1766
2	June 2015	MH Two Hour Public Tour	MHC	Buffalo	774
3	6/13/2015	Landscape Architecture Badge - Education Programs	MHC	Buffalo	20
4	6/13/2015	All Wright :: All Day	Wright Sites	Buffalo / Derby	25
5	6/14/2015	St. Joe University - Education Tour	MHC	Buffalo	40
6	6/16/2015	CMP Board Meeting - Rental	MHC	Buffalo	30
7	6/16/2015	Evans Bank - Rental and Tour	MHC	Buffalo	150
8	6/17/2015	Our Lady of Blessed Sacrament Education Tour / Program	MHC	Buffalo	30
9	6/18/2015	Canisius High School Reunion - Group Tour	MHC	Buffalo	20
10	6/20/2015	DAR Tour and Meeting	MHC	Buffalo	12
11	6/22/2015	St. Mark's Enrichment Day - Education Program	MHC	Buffalo	50
12	6/24/2015	US Green Building Council Meeting - Rental	MHC	Buffalo	40
13	6/26/2015	All Wright :: All Day	MHC	Buffalo / Derby	32
14	6/26/2015	Banta Reunion - Rental and Tour	MHC	Buffalo	50
15	6/27/2015	Restoration Tour	MHC	Buffalo	16
16	6/27/2015	Church Study - Group Tour	MHC	Buffalo	20
17	6/27/2015	All About Herbs	MHC	Buffalo	30
18	July 2015	MH One Hour Public Tour	MHC	Buffalo	2711
19	July 2015	MH Two Hour Public Tour	MHC	Buffalo	1042
20	7/2/2015	Twilight Tours	MHC	Buffalo	22
21	7/9/2015	Twilight Tours	MHC	Buffalo	15
22	7/9/2015	Destinations Plus Group Tour	MHC	Buffalo	15
23	7/11/2015	All Wright :: All Day	Wright Sites	Buffalo / Derby	30
24	7/14/2015	VBN Industry Meeting	MHC	Buffalo	100
25	7/16/2015	Twilight Tours	MHC	Buffalo	22
26	7/17/2015	All Wright :: All Day	Wright Sites	Buffalo / Derby	17
27	7/19/2015	Lee Backus Rehearsal Brunch - Rental and Tou	MHC	Buffalo	30
28	7/20/2015	Maia Tour - Group Tour	MHC	Buffalo	19
29	7/21/2015	CMP Board Meeting - Rental	MHC	Buffalo	30
30	7/22/2015	NEH Pan-Am teachers - Education Tour	MHC	Buffalo	30
31	7/22/2015	AAA Western & Central NY - Group Tour	MHC	Buffalo	40
32	7/23/2015	Dining by Design - Special Event	MHC	Buffalo	217
33	7/24/2015	All Wright :: All Day	Wright Sites	Buffalo / Derby	35
34	7/24/2015	Pierce Arrow Group Tour	MHC	Buffalo	130
35	7/25/2015	Restoration Tour	MHC	Buffalo	20
36	7/25/2015	Garden Walk Buffalo Group Tour	MHC	Buffalo	20
37	7/26/2015	Tai Chi on the East Lawn	MHC	Buffalo	20
38	7/27/2015	All About Herbs	MHC	Buffalo	14
39	7/29/2015	NEH Pan-Am teachers - Education Tour	MHC	Buffalo	30
40	7/30/2015	All Wright :: All Day	Wright Sites	Buffalo / Derby	30

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 115,000.00
2.	Director of Operations	$ 59,652.00
3.	Assistant Director, Capital Campaign	$ 45,177.00
4.	Assistant Director, Grants & Finance	$ 41,231.00
5.	Director of Education	$ 41,209.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Lynda Waggoner, Executive Director, Fallingwater	$ 20,828.00
2.	Vincent Benbenek, Graphic Designer	$ 7,695.00
3.	Hodgson Russ LLP, Legal Services	$ 3,338.00
4.	Howard Miller, Crafter	$ 1,901.00
5.	A Mano Trading, Jeweler	$ 1,691.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Music is Art		
Mailing Address	617 Main Street, Suite 220		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.musicisart.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Tracy Shattuck		
Phone Number	716-998-0351	Email Address	director@musicisart.org
Person who Prepared Application			
Name, Title	Connie Campanaro		
Phone Number	716-870-7089	Email Address	connie@musicisart.org
Board Chairperson			
Name	Phil Aguglia		
Mailing Address, City, State, Zip Code	Kenmore East-350 Fries Road, Tonawanda NY 14150		
Phone Number	716-200-6518	Email Address	paguglia@gmail.com
Applicant's Financial Contact Person			
Name, Title	Mark Perez		
Phone Number	716-204-5767	Email Address	mperez@efprgroup.com
Federal Tax Identification No.	06-1719187		
Year 501c3 Status Received	2006	***Define Fiscal Year***	Jan 1 - Dec 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 50,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 48,480.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 258,232.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	19.30%
Purpose of 2017 Funding Request	General operating/Festival

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	249341	280000	78267
Earned (Part 6, Line 9)	122930	114000	16655
Contributed Total (Part 6, Line 13 + Line 22)	126411	166000	61612
Individual (Part 6, Line 10)	22761	22020	13132
Corporate (Part 6, Line 11)	43550	46000	0
Foundation (Part 6, Line 12)	9600	47000	0
Public (Part 6, Line 22)	50500	50980	48480
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	252195	258232	51642
Number of Employees	2	2	2
Full-Time	1	1	1

UPDATED 5.23.16

Part-Time	1	1	1
Number of **VOTING** Board Members	19	19	19
Number of **ACTIVE** Volunteers	250	250	35
Total Attendance	151401	155000	127145
Paid Attendance	1875	2615	395
Unpaid Attendance	23583	25000	340
Virtual Attendance	125943	127385	126410

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2015		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	5.00
Number of Conflict of Interest forms collected and in force?	19.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	19.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Robby Takac	2003	2018	Founder & President	12	✓	
2	Phil Aguglia	2011	2017	Chairman	4	✓	
3	Robert J Zielinski	2008	2018	Vice Chair	8	✓	
4	Mark Perez	2015	2018	Treasurer	1	✓	
5	Jill Casullo	2015	2018	Secretary	1	✓	
6	Michael Audet	2013	2016			✓	
7	Gitti Barrell	2011	2017		4	✓	
8	Paul Cambria	2015	2018			✓	
9	John Farmelo	2015	2018			✓	
10	Carol Fillip	2009	2018			✓	
11	Mark Garcia	2009	2018			✓	
12	Erin Gormley	2015	2018			✓	
13	Marc Hunt	2013	2016			✓	
14	Michael Morga	2013	2016			✓	
15	R Jeffrey Proctor	2015	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	**$** (2,854.00)

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	8088	23054	42000	14500	40000
2. Memberships	625	0	0	0	0
3. Fundraising events (gross)	8149	40683	37800	1317	40000
4. Tuition (workshops)	0	0	7300	195	8000
5. Contracted services	0	0	0	0	0
6. Facility Rental	0	0	0	0	0
7. Proceeds: Goods Sales	5088	7756	7000	118	10000
8. Remaining/Other (specify):					
a. beverage sales	18469	11020	12000	0	16000
b. in-kind/misc	4725	40417	7900	525	36000
9. Total Earned Income	45,144	122930	114000	16655	150000
Private Contributions					
10. Individual Donations	18185	22761	22020	13132	25000
11. Corporate Support – See Attach. J	39327	43550	46000	0	50000
12. Foundation Support – See Attach. J	14000	9600	47000	0	30000
13. Total Private Contributions	71512	75911	115020	13132	105000
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.					
b.					
16. NYSCA	0	0	0	0	0
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a.	0	0	0	0	0
b.	0	0	0	0	0
19. Municipal Funding	0	0	2000	0	3000
20. Erie County Cultural Funding	52800	50500	48980	48480	50000
21. Erie County – Other					
22. Total Public Funding	52800	50500	50980	48480	53000
23. TOTAL REVENUE	169456	249341	280000	78267	308000

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	46400	63877	95412	37183	109500
25. Artistic/Collections	3575	0	0	0	0
26. Education/Programs	0	0	0	0	0
27. Production/Technical	0	0	0	0	0
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	0	0
32. Total Salaries and Fees	49975	63877	95412	37183	109500

UPDATED 5.23.16

Administration/Operations					
33. Rent	600	7553	12000	1350	12000
34. Utilities/Phone/Internet/etcetera	518	4312	5320	869	5500
35. Office Supplies/Equipment Rental	3089	3711	5800	2769	4000
36. Security/Maintenance	0	0	0	0	0
37. Travel	2065	2740	500	0	1000
38. Insurance	9006	11548	10500	4293	12000
39. Legal	605	0	0	0	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	1657	2472	5500	0	5500
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a.	9375	5087	8810	0	8000
b.	726	0	0	0	0
44. Total Administration/Operations	27641	37423	48430	9281	48000

Programming & Collections Care					
45. Production & Exhibits Expenses	11031	8350	31000	0	30000
46. Educational Expenses	5299	1462	1600	500	2000
47. Space/Facility/Equipment Rental	46071	93088	56900	0	54000
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. instrument repair/purchase	7946	7972	5500	958	4000
b. printing & in-kind	3358	26385	4700	682	14000
51. Total Programming	73705	137257	99700	2140	104000

Fundraising/Marketing/Retail					
52. Fundraising Events	0	2462	1690	1381	2000
53. Marketing/Advertising	2896	3746	6500	238	5000
54. Cost Goods for Sale	4400	7430	6500	1419	6500
55. Remaining/Other (specify)					
a.	355	0	0	0	0
b.	0	0	0	0	0
56. Total Fundraising/Marketing/Retail	7651	13638	14690	3038	13500

57. TOTAL OPERATING EXPENSES	158972	252195	258232	51642	275000

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	1/31/15	Jazz Festival	Hard Rock Cafe	Niagara	55
2	3/19/15	Distinguished Speaker Event	Performing Arts	Erie	68
3	4/18/15	Youth Mentoring Program	Riviera Theatre	Niagara	45
4	5/3/15	Cherry Blossom Fest-Instrument Zoo	History Museum	Erie	350
5	5/16/15	Battle of the High School Bands	Iron Works	Erie	185
6	5/20/15	Live in the Studio Workshop	NCCC	Niagara	65
7	6/3/15	Shonen Knife Concert to benefit	Waiting Room	Erie	265
8	7/17/15	Rockin on the Runway	NF Airbase	Niagara	2,000
9	8/15/15	ArtsParked	Artpark	Niagara	4,000
10	8/21/15	Rock4Ryan Fundraiser	Waiting Room	Erie	300
11	8/27/15	MiA Festival Fundraiser	Chef's Restaurant	Erie	300
12	8/29/15	Lewiston Jazz Festival-Zoo	Lewiston	Niagara	2,000
13	9/12/15	Music is Art Festival	Delaware Park	Erie	15,000
14	10/24/15	Youth Jazz Festival	Riviera Theatre	Niagara	500
15	11/13/15	Back to the 80's Fundraiser	Classics V	Erie	325
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 51,910.00
2.	Administrative Coordinator	$ 11,967.00
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, onswer questions 1 and 14 only – acknowledgment somples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updoted since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Museum of disABILITY History		
Mailing Address	3826 Main Street		
City, State, Zip Code	Amherst, NY 14226		
Website Address	www.museumofdisability.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Douglas Farley, Museum Director		
Phone Number	716-629-3601	Email Address	dfarley@people-inc.org
Person who Prepared Application			
Name, Title	David Lotempio, Assistant Director, People Inc.		
Phone Number	716-817-7453	Email Address	dlotempio@people-inc.org
Board Chairperson			
Name	Penny Zeplowitz		
Mailing Address, City, State, Zip Code	144 The Village Green, Williamsville, NY 14221		
Phone Number	716-632-7243	Email Address	p2plug@aol.com
Applicant's Financial Contact Person			
Name, Title	Rebecca Thayer		
Phone Number	716-817-7427	Email Address	rthayer@people-inc.org
Federal Tax Identification No.	20-1668536		
Year 501c3 Status Received	2,006	***Define Fiscal Year***	January - December

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 3,300.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 141,231.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	5.30%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Operating	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 12,125.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,013
Year Conflict of Interest Policy was last updated		2016	
Year Whistleblower Policy was last updated		2016	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES,** what is the length of one term?	3 years
How many consecutive terms are permitted?	Not limited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	2.00	Number of Board meetings with quorum present in FY 2015?	1.00
Number of Conflict of Interest forms collected and in force?	7.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	6.00		
What percentage of the Board made a financial contribution?	85.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Penny Zeplowitz			President/Chairperson	2	✓	
2	Alexandra Wehr			Treasurer	2	✓	
3	Denise Bienko			Secretary	2		✓
4	Frederick J. Zazycki					✓	
5	Eric Bauer					✓	
6	Dr. David Gerber					✓	
7	David Mack Hardiman						✓
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Michigan Street African American Heritage Corridor Commission, Inc.		
Mailing Address	111 Genessee Street, Suite 401		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	michiganstreetbuffalo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Karen Stanley Fleming		
Phone Number	(256) 656-9467	Email Address	kanstanley@aol.com
Person who Prepared Application			
Name, Title	Karen Stanley Fleming		
Phone Number	(256) 656-9467	Email Address	kanstanley@aol.com
Board Chairperson			
Name	Karen Stanley Fleming		
Mailing Address, City, State, Zip Code	73 Larchmont Road Buffalo, NY 14214		
Phone Number	(256) 656-9467	Email Address	kanstanley@aol.com
Applicant's Financial Contact Person			
Name, Title	Conway Porter, CPA		
Phone Number	(716) 866-0369	Email Address	cp_cpa_pc@msn.com
Federal Tax Identification No.	27 127 3797		
Year 501c3 Status Received	2010	***Define Fiscal Year***	January - December

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 25,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 0.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 82,559.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	30.00%
Purpose of 2017 Funding Request	Operations

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)			
Earned (Part 6, Line 9)	291	1000	
Contributed Total (Part 6, Line 13 + Line 22)	95172		
Individual (Part 6, Line 10)	172	1000	250
Corporate (Part 6, Line 11)	0		
Foundation (Part 6, Line 12)	0		
Public (Part 6, Line 22)	95000	90000	
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	82559		
Number of Employees			
Full-Time	0	0	

UPDATED 5.23.16

Part-Time	0	0	
Number of **VOTING** Board Members	11	11	
Number of **ACTIVE** Volunteers	20	40	
Total Attendance			
Paid Attendance	0	0	
Unpaid Attendance	200	400	200
Virtual Attendance	800	1200	800

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2013	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	4 years
How many consecutive terms are permitted?	no limit		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	9.00	Number of Board meetings with quorum present FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?	10.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	0.00		
What percentage of the 8oard made a financial contribution?	0.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Karen Stanley Fleming	2008	2016	Chair			
2	George Scott	2008	2016	Vice Chair			
3	Christopher Root	2014	2018	Secretary			
4	Dr. Lillian WIlliams	2008	2016				
5	Dr. Cynthia Conides	2015	2019				
6	Dr. Cecil Foster	2015	2019	Treasurer			
7	Bishop Clarence Montgomery	2008	2016				
8	Dorothy Hill	2011	2019				
9	vacant						
10	vacant						
11	vacant						
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships			2500	0	3500
3. Fundraising events (gross)		291	5000	0	7500
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales			1000	0	2000
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	0	291	8500	0	13000
Private Contributions					
10. Individual Donations	3933	172	5000	267	7000
11. Corporate Support – See Attach. J					
12. Foundation Support – See Attach. J	2852				
13. Total Private Contributions	6785	172	5000	267	7000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant			10000		10000
18. Other State					
a. New York Power Autho		45000	100000	29000	100000
b.					
19. Municipal Funding		25000	75000		100000
20. Erie County Cultural Funding		25000	0	0	25000
21. Erie County – Other					
22. Total Public Funding	0	95000	185000	29000	235000
23. TOTAL REVENUE	6785	95463	198500	29267	255000

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative					60000
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	0	0	0	0	60000

UPDATED 5.23.16

Administration/Operations					
33. Rent	0	6222	12000	4770	12000
34. Utilities/Phone/Internet/etcetera	0		1500	502	1500
35. Office Supplies/Equipment Rental	246	736	4000	922	5000
36. Security/Maintenance			4000	2500	5000
37. Travel					
38. Insurance		934			
39. Legal		7040			
40. Bookkeeping service		2000			
41. Audit expense					
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Subgrantees	3933	15400	75000	0	80000
b. Consultants	3232.50	34018	60000	23220	25000
44. Total Administration/Operations	9411.5	66350	156500	31914	128500

Programming & Collections Care					
45. Production & Exhibits Expenses		8111	10000	1000	25000
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					10650
50. Remaining/Other (specify)					
a. Depreciation		782	800	0	800
b.					
51. Total Programming	0	8893	10800	1000	36450

Fundraising/Marketing/Retail					
52. Fundraising Events					
53. Marketing/Advertising	2534	7316	20000	2811	30000
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. tax filing	20		50	50	50
b. memberships/dues	50		2650	0	
56. Total Fundraising/Marketing/Retail	2604	7316	22700	2861	30050

57. TOTAL OPERATING EXPENSES	12015.5	82559	190000	35775	255000

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	Feb 2015	Anna Julia Cooper Lecture	First Shiloh Baptist Church	Buffalo	75
2	Feb 2015	Miles Davis Lecture and Music	Colored Musicians Club	Buffalo	100
3	Feb 2015	Michigan Street Meets Canalside	Mich St Church/WUFO	Buffalo	100
4	July 2015	Queen City Jazz Festival by Colored Musicians Club	Colored Musicians Club	Buffalo	5000
5	Sept 2015	Museum Days in Corridor	Church, Nash House, CMC	Buffalo	100
6	Dec 2015	Corridor Holiday and Tree Lighting	Mich St Church	Buffalo	125
7					
8	year round	Anchor Property Museum Visits	All of Above	Buffalo	est. 2000
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	No Employees	
2.		
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	project Manager	$ 21,539.00
2.	MArketig Consultant	$ 7,500.00
3.	Web Consultant	$ 4,500.00
4.	Legal Counsel	$ 7,040.00
5.	Accountant	$ 2,000.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – ocknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	The New Phoenix Theatre on the Park		
Mailing Address	95 Johnson Park		
City, State, Zip Code	Buffalo, NY 14201		
Website Address	www.newphoenixtheatre.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Richard Lambert, Executive Director, Founder		
Phone Number	716-853-1334	Email Address	newphnxtheatre@aol.com
Person who Prepared Application			
Name, Title	Kelli Bocock-Natale, Artistic Director		
Phone Number	716-868-1227	Email Address	kelligrayis@gmail.com
Board Chairperson			
Name	Mark Morreti		
Mailing Address, City, State, Zip Code	385 Jersey Street, Buffalo NY 14213		
Phone Number	716-867-3613	Email Address	mark.moretti@decisionpace.com
Applicant's Financial Contact Person			
Name, Title	Betsy Bittar, Treasuer, Board Member		
Phone Number	716-836-1303	Email Address	betsybittar@aol.com
Federal Tax Identification No.	16-152-1069		
Year 501c3 Status Received	1996	***Define Fiscal Year***	6/30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 10,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 10,000.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 75,850.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12.70%
Purpose of 2017 Funding Request	Operational and Production Costs

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	78566	75850	63500
Earned (Part 6, Line 9)	45250	35000	30000
Contributed Total (Part 6, Line 13 + Line 22)	33316	40850	33500
Individual (Part 6, Line 10)	12816	20000	15000
Corporate (Part 6, Line 11)	2500	5000	5000
Foundation (Part 6, Line 12)			
Public (Part 6, Line 22)	18000	15850	13500
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	61671	75850	63000
Number of Employees			
Full-Time			

UPDATED 5.23.16

Part-Time			
Number of **VOTING** Board Members	10		
Number of **ACTIVE** Volunteers	16		
Total Attendance	2531		
Paid Attendance	1993		
Unpaid Attendance	538		
Virtual Attendance			

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2014	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	☐ Yes ■ No	**If YES**, what is the length of one term?	
How many consecutive terms are permitted?	not limited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	8.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	11.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Mark Morreti	1996		President	20	✓	
2	Richard Lambert	1996				✓	
3	Kelli Bocock-Natale	2015				✓	
4	Betsy Bittar	2000		Treasurer	16	✓	
5	Thomas Lambert, Esq.	2008		Vice President	8	✓	
6	Michael Klemm	1996				✓	
7	Richard Campbell, Esq.	2011				✓	
8	Margo Davis	2015				✓	
9	Thomas Scahill	2013				✓	
10	Kelly Maurer	2011		Secretary	6	✓	
11	Eric Bentley, PhD			Emeritus		✓	
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	27622	35170	25000	20000	30000
2. Memberships					
3. Fundraising events (gross)					
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental	12560	10080	10000	10000	10000
7. Proceeds: Goods Sales					
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	40182	45250	35000	30000	40000
Private Contributions					
10. Individual Donations	14707	12816	20000	15000	15000
11. Corporate Support – See Attach. J	3500	2500	5000	5000	5000
12. Foundation Support – See Attach. J					
13. Total Private Contributions	18207	15316	25000	20000	20000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant	2500	4500	2350		4000
18. Other State					
a.					
b.					
19. Municipal Funding	3500	3500	3500	3500	2000
20. Erie County Cultural Funding	10000	10000	10000	10000	10000
21. Erie County – Other					
22. Total Public Funding	16000	18000	15850	13500	16000
23. TOTAL REVENUE	74389	78566	75850	63500	76000

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	9350	8510	6000	6000	6000
25. Artistic/Collections	14350	19639	18988	14000	18988
26. Education/Programs					
27. Production/Technical	9645	4825	5000	4000	5000
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	33345	32974	29988	24000	29988

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	4911	7810	10016	9000	10016
35. Office Supplies/Equipment Rental	3620	642	2400	2000	2400
36. Security/Maintenance	4123	7612	3500	2500	3500
37. Travel					
38. Insurance	2676	2460	2000	1500	2000
39. Legal					
40. Bookkeeping service					
41. Audit expense					
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Property Tax	3304	3023	2260	2000	2260
b. Depreciation	5786	5186	5186	4000	5186
44. Total Administration/Operations	24420	26733	25362	21000	25362

Programming & Collections Care					
45. Production & Exhibits Expenses	14396	12680	15000	14500	15000
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Printing	900		500	500	500
b. copyright	650	3910	2000	1000	2000
51. Total Programming	0	0	17500	16000	17500

Fundraising/Marketing/Retail					
52. Fundraising Events					
53. Marketing/Advertising	2938	1964	3000	2000	3000
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	2938	1964	3000	2000	3000

57. TOTAL OPERATING EXPENSES	60703	61671	75850	63000	75850

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/18-10/10/2015	The Real Thing, 12 perf	NPT, 100 seats	Buffalo, NY	740
2	11/20-12/19/2015	Harvey, 12 perf	NPT, 100 seats	Buffalo, NY	880
3	2/12-2/27/2016	Love's Passionate Fire, 9 perf	NPT, 50 seats	Buffalo, NY	250
4	3/25-4/16/2016	Of Mice and Men, 12 perf	NPT, 88 seats	Buffalo, NY	980
5	5/6-6/4/2016	Judgment in Nuremberg, 15 perf	NPT, 55 seats	Buffalo, NY	621
6	6/10-11/2016	The Pride, 2 performances	NPT 88 seats	Buffalo NY	100 estimated
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions reloted to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	O'Connell & Company Productions, Inc.		
Mailing Address	c/o The Park School of Buffalo, 4625 Harlem Road		
City, State, Zip Code	Snyder, NY 14226		
Website Address	www.oconnellandcompany.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Mary Kate O'Connell, Executive and Artistic Director		
Phone Number	716-848-0800	Email Address	occbusiness@aol.com
Person who Prepared Application			
Name, Title	Sara Goldhawk, Board Member		
Phone Number	585-773-0963	Email Address	goldhawkpottery@gmail.com
Board Chairperson			
Name	Ellen Bieler		
Mailing Address, City, State, Zip Code	18 Stratford Ct.; E. Amherst, NY 14051		
Phone Number	716-864-5628	Email Address	etbieler@yahoo.com
Applicant's Financial Contact Person			
Name, Title	Virginia Chiasera,Treasurer		
Phone Number	716-856-3428	Email Address	vchiasera@brisbanenonprofit.com
Federal Tax Identification No.	26-4704618		
Year 501c3 Status Received	2,009	***Define Fiscal Year***	July 1 - June 30

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 0.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 82,160.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	9.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	expand development and marketing	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus** = $	☐ **Deficit** = $ 3,559.00

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☐ Yes ☐ No
Do you have a Strategic Plan?	☐ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated	2016		
Year Whistleblower Policy was last updated	2016		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	3
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present in FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	14.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	13.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Marlene Arno	2014	2017			✓	
2	Patricia Armstrong	2014	2017			✓	
3	Ellen Bieler	2013	2016	Chairperson	2	✓	
4	Joey Bucheker	2013	2016			✓	
5	Virginia Chiasera	2014	2017	Treasurer	2	✓	
6	Marcy Dandes	2012	2018			✓	
7	Sara Goldhawk	2015	2018			✓	
8	Geraldine Grossman	2014	2017			✓	
9	Roger Paolini	2012	2018			✓	
10	Ann Salter	2013	2016	Secretary	1	✓	
11	Guy Tomassi	2012	2018			✓	
12	Valerie Warren	2013	2016			✓	
13	Peggy Wierzbicki	2012	2018	Vice Chair	2	✓	
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisary, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Orchard Park Symphony Orchestra, Inc.		
Mailing Address	PO Box 332		
City, State, Zip Code	Orchard Park NY 14127		
Website Address	Orchardparksymphony.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Peg Beyer		
Phone Number	716-200-6472	Email Address	pbeyer@mtb.com
Person who Prepared Application			
Name, Title	Same		
Phone Number		Email Address	
Board Chairperson			
Name	Same		
Mailing Address, City, State, Zip Code			
Phone Number		Email Address	
Applicant's Financial Contact Person			
Name, Title	Same		
Phone Number		Email Address	
Federal Tax Identification No.	16-6052911		
Year 501c3 Status Received	1,959	***Define Fiscal Year***	July 1 - June 30

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 6,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 2,050.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 52,500.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	11.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	To support addition of an Executive Director Position	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,003	Are bylaws in compliance with NY5 Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,015
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		2015	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	3 yrs
How many consecutive terms are permitted?	unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	0.00		
Number of Board meetings held in FY 2015?	5.00	Number of Board meetings with quorum present in FY 2015?	5.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	19.00		
What percentage of the Board made a financial contribution?	78.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Susan Carlton		2016	Director		✓	
2	Jason Majchrzak		2016	1st VP		✓	
3	Mary Farallo		2016	Director		✓	
4	Catherine Nagel		2016	General Counsel		✓	
5	Alan Sager		2016	Director		✓	
6	David Rebmann		2016	Director		✓	
7	Elaine Rappolt		2016	Director		✓	
8	Margaret Beyer		2017	Co-President		✓	
9	Jan Jones		2017	Director		✓	
10	Joan Litwin		2017	Past President		✓	
11	Lynn O-Connor		2017	Director		✓	
12	Emille Beecher		2017	2nd VP Marketing		✓	
13	Doug Ward		2017	2nd VP Program & Advertising		✓	
14	Rick Wolney		2017	Treasurer		✓	
15	Matt McGarrity		2017	Director		✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, baard independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are o first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Polish Arts Club of Buffalo, Inc.		
Mailing Address	P.O. Box 542		
City, State, Zip Code	Cheektowaga, New York 14225		
Website Address	polishartsclubofbuffalo.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Charles Peszynski, Managing Director		
Phone Number	716-631-3717	Email Address	chazman@roadrunner.com
Person who Prepared Application			
Name, Title	Charles Peszynski, Managing Director		
Phone Number	716-631-3717	Email Address	chazman@roadrunner.com
Board Chairperson			
Name	Felix Klempka		
Mailing Address, City, State, Zip Code	232 Waverly Avenue, Kenmore, New York 14217		
Phone Number	716-874-1007	Email Address	catkoop@aol.com
Applicant's Financial Contact Person			
Name, Title	Thomas Zawadzki, Treasurer		
Phone Number	716-675-6391	Email Address	taxmanz@aol.com
Federal Tax Identification No.	51-0222931		
Year S01c3 Status Received	1,956	***Define Fiscal Year***	February 1 - January 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 6,818.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 23,508.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	31.90%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Programming expenses	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus** = $	☒ **Deficit** = $ 366.84

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,010	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,014
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	If **YES**, what is the length of one term?	
How many consecutive terms are permitted?	Officers and Directors may run for re-election every 2 years but rarely exceed 4 years		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	10.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present in FY 2015?	10.00
Number of Conflict of Interest forms collected and in force?	10.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	4.00		
What percentage of the Board made a financial contribution?	40.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Felix Klempka	2015	2017	1st VP/Acting President	2	✓	
2	Elizabeth Hulley	2016	2018	2nd Vice President	1	✓	
3	Sharon Dombek	2015	2017	Membership Secretary	2	✓	
4	Gloria Ricotta	2016	2018	Financial Seretary	3	✓	
5	Thomas Zawadzki	2015	2017	Treaurer	8	✓	
6	Wanda Bolanowska-Higdon	2016	2018	Director	6	✓	
7	Mary Jane Masiulionius	2015	2017	Director	2	✓	
8	Christine Nowak	2015	2017	Director	10	✓	
9	Thomas Rojek	2015	2017	Director	3	✓	
10	Tomasz Wdowik	2016	2018	Director	1	✓	
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION

SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Preservation Buffalo Niagara		
Mailing Address	617 Main Street, Suite 201		
City, State, Zip Code	Buffalo, New York 14203		
Website Address	www.preservationbuffaloniagara.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Jessie Fisher, Executive Director		
Phone Number	(716) 852-3300	Email Address	jfisher@pbnsaves.org
Person who Prepared Application			
Name, Title	Laurie Stillwell, Director of Preservation Services		
Phone Number	(716) 852-3300	Email Address	lstillwell@pbnsaves.org
Board Chairperson			
Name	Peter Flynn (Co-Chair) & Thomas Knab (Co-Chair)		
Mailing Address, City, State, Zip Code	617 Main Street, Suite 401		
Phone Number	(716) 854-2424	Email Address	pflynn@flynnbattaglia.com
Applicant's Financial Contact Person			
Name, Title	Jessie Fisher, Executive Director		
Phone Number	(716) 852-3300	Email Address	jfisher@pbnsaves.org
Federal Tax Identification No.	29-2986810		
Year 501c3 Status Received	1,989	***Define Fiscal Year***	Calendar Year

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 5,000.00	
Amount of 2016 Erie County Cultural Funding Received	$ 2,050.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 229,274.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	2.18%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Workshops	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 97,495.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,014
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	Three years
How many consecutive terms are permitted?	Three terms are permitted.		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	11.00	Number of Board meetings with quorum present in FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?	13.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	13.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	E. Frits Abell	2015	2018			✓	
2	Patrick Brown	2014	2017	Treasurer	2	✓	
3	Jason Lloyd Clement	2015	2018			✓	
4	Peter Flynn	2010	2016	Co-Chair	4	✓	
5	Marge Gillies	2011	2017			✓	
6	David Kinyon	2015	2018			✓	
7	Thomas Knab	2012	2018	Co-Chair	4	✓	
8	Blythe Merrill	2010	2016			✓	
9	Margie Pawlowski	2015	2018			✓	
10	Monica Pellegrino Faix	2012	2018			✓	
11	Terry Robinson	2010	2016	Vice Chair	4	✓	
12	Eric Stenclik	2011	2017	Secretary	4	✓	
13	Ramona Whitaker	2014	2017			✓	
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

Attach one file with responses for all items below.

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Roycroft Campus Corporation		
Mailing Address	31 S. Grove St.		
City, State, Zip Code	East Aurora, NY 14052		
Website Address	www.roycroftcampuscorp.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Curt Maranto, Executive Director		
Phone Number	716.655.0261	Email Address	cmaranto@roycroftcampuscorp.com
Person who Prepared Application			
Name, Title	Tricia Furnari, Grant Specialist		
Phone Number	716.517.1029	Email Address	tfurnari@roycroftcampuscorp.com
Board Chairperson			
Name	Jay Hennig		
Mailing Address, City, State, Zip Code	4085 Reiter Rd., East Aurora, NY 14052		
Phone Number	716.523.5668	Email Address	jayhennig@rocketmail.com
Applicant's Financial Contact Person			
Name, Title	Curt Maranto, Executive Director		
Phone Number	716.655.0261	Email Address	cmaranto@roycroftcampuscorp.com
Federal Tax Identification No.	16-1361346		
Year 501c3 Status Received	1991	***Define Fiscal Year***	September 1 - August 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 50,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 19,250.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 1,078,685.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	4.64%
Purpose of 2017 Funding Request	Support for expanded programming and tourism opportunities

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1,038,821	1,075,550	721,402
Earned (Part 6, Line 9)	598,535	687,750	482,657
Contributed Total (Part 6, Line 13 + Line 22)	440,286	387,800	238,745
Individual (Part 6, Line 10)	28,536	31,300	18,470
Corporate (Part 6, Line 11)	2,250	7,500	1,000
Foundation (Part 6, Line 12)	350,000	315,500	184,025
Public (Part 6, Line 22)	59,500	33,500	35,250
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	948,492	1,078,685	671,951
Number of Employees	11	12	12
Full-Time	7	8	8

UPDATED 5.23.16

Part-Time	4	n/a	4
Number of **VOTING** Board Members	18	n/a	19
Number of **ACTIVE** Volunteers	80	n/a	80
Total Attendance	53,299	n/a	32,777
Paid Attendance	2,889	n/a	1,996
Unpaid Attendance	50,410	n/a	30,781
Virtual Attendance	not tracked	n/a	not tracked

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2016	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2015	

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	19.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	18.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Jay Hennig	2011	2017	President	5	✓	
2	Philip Kadet	2014	2017	Vice President	1	✓	
3	Kathleen Murray	2010	2016	Secretary	2	✓	
4	Robert Kriner	2012	2018	Treasurer	4	✓	
5	Michael Anderson	2014	2017			✓	
6	George Cameron	2015	2018			✓	
7	Jerry Castiglia	2013	2016			✓	
8	Janet Coletti	2013	2016			✓	
9	Chris D'Angelo	2015	2018			✓	
10	Steven Dechert	2015	2017			✓	
11	Jill Gradwell	2014	2017			✓	
12	Grant Hamilton	2008	2016			✓	
13	Anne Leary	2015	2018			✓	
14	Richard Lippes	2008	2016			✓	
15	Michelle Rudnicki	2015	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 90,329.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	20904	39266	35320	23928	36750
2. Memberships	10185	14866	15000	10720	15750
3. Fundraising events (gross)	11745	32297	40000	48770	50000
4. Tuition (workshops)	9982	11492	14850	12105	15750
5. Contracted services	0	0	0	0	0
6. Facility Rental	12326	41213	115980	73683	120000
7. Proceeds: Goods Sales	220378	459401	466600	313451	490000
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	285520	598535	687750	482657	728250
Private Contributions					
10. Individual Donations	59376	28536	31300	18470	40000
11. Corporate Support – See Attach. J	5000	2250	7500	1000	7500
12. Foundation Support – See Attach. J	260000	350000	315500	184025	310000
13. Total Private Contributions	324376	380786	354300	203495	357500
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	47000	42000	16000	16000	16000
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding					
20. Erie County Cultural Funding	10000	17500	17500	19250	19250
21. Erie County – Other					
22. Total Public Funding	57000	59500	33500	35250	35250
23. TOTAL REVENUE	666896	1038821	1075550	721402	1121000

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	50659	28813	36250	17815	39200
25. Artistic/Collections	63367	200949	228100	130004	230000
26. Education/Programs	54666	91024	96035	53093	100000
27. Production/Technical					
28. Development/Special Events	85800	85800	85800	57200	85800
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	254492	406586	446185	258112	455000

UPDATED 5.23.16

Administration/Operations					
33. Rent	520	23062	62000	26053	63600
34. Utilities/Phone/Internet/etcetera	20389	28631	50000	30040	50000
35. Office Supplies/Equipment Rental	19091	11668	10000	5646	10000
36. Security/Maintenance	19604	61132	45000	54890	45000
37. Travel	0	0	0	0	0
38. Insurance	12667	30951	50000	39072	50000
39. Legal	2220	6904	6000	5169	6000
40. Bookkeeping service	3000	3000	3000	1400	3000
41. Audit expense	5000	7500	6000	5500	6000
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. dues & licenses	1380	3240	2500	3482	2500
b. staff training & conference	5949	4170	5000	4485	5000
44. Total Administration/Operations	100220	180258	239500	175737	241100

Programming & Collections Care					
45. Production & Exhibits Expenses	2862	3817	8500	5031	8500
46. Educational Expenses	7833	13737	25000	8244	25000
47. Space/Facility/Equipment Rental	4788	260	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. volunteer training	included above	836	1250	725	1250
b.					
51. Total Programming	15483	18650	34750	14000	34750

Fundraising/Marketing/Retail					
52. Fundraising Events	8776	23528	22000	16537	22000
53. Marketing/Advertising	15298	29190	35000	24460	35000
54. Cost Goods for Sale	139578	277519	300000	172859	300000
55. Remaining/Other (specify)					
a. service charges	included above	12761	1250	10246	12500
b.					
56. Total Fundraising/Marketing/Retail	163652	342998	358250	224102	369500

57. TOTAL OPERATING EXPENSES	533847	948492	1078685	671951	1100350

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/1/2014-8/31/2015	Youth Classes	Roycroft Campus and Various Schools	Various	325
2	9/1/2014-8/31/2015	Adult Classes	Roycroft Campus	East Aurora	194
3	9/1/2014-8/31/2015	Tours (paid)	Roycroft Campus	East Aurora	1067
4	9/1/2014-8/31/2015	Film Society (12 screenings)	Parkdale Elementary School	East Aurora	952
5	9/1/2014-8/31/2015	Lecture Series (6 lectures)	Roycroft Campus	East Aurora	219
6	9/1/2014-8/31/2015	Book Club	Roycroft Campus	East Aurora	116
7	10/3 - 10/5/2014	Roycroft Conference	Roycroft Campus	East Aurora	246
8	9/1/2014-8/31/2015	Little Musical Journeys (3 performances)	Roycroft Campus	East Aurora	105
9	9/1/2014-8/31/2015	Copper Shop Gallery Visitors	Roycroft Campus	East Aurora	38,400
10	9/1/2014-8/31/2015	Visitor Center and Chur Gallery Exhibits	Roycroft Campus	East Aurora	11,675
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a farm extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 84,000.00
2.	Program Director	$ 55,000.00
3.	Gallery and Retail Director	$ 40,000.00
4.	Development Manager	$ 40,000.00
5.	Office Manager	$ 30,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Audit Services	$ 6,100.00
2.	Marketing Services	$ 3,425.00
3.	Accounting Services	$ 3,000.00
4.	Marketing Assessment & Planning	$ 2,500.00
5.	Architectural Services	$ 2,500.00

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 201S Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Road Less Traveled Productions		
Mailing Address	PO Box 542		
City, State, Zip Code	Buffalo, NY 14205		
Website Address	www.roadlesstraveledproductions.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Scott C Behrend / Executive Director		
Phone Number	716-352-5877	Email Address	sbehrend@roadlesstraveledproductions.org
Person who Prepared Application			
Name, Title	Gina Gandolfo-Lopez / Managing Director		
Phone Number	716-903-9936	Email Address	ggandolfo@roadlesstraveledproductions.org
Board Chairperson			
Name	Ellen Hassett Cahill		
Mailing Address, City, State, Zip Code	25 Fordham Drive Buffalo NY 14216		
Phone Number	716-465-6320	Email Address	ellen@e-sagacity.com
Applicant's Financial Contact Person			
Name, Title	Gina Gandolfo-Lopez		
Phone Number	716-903-9936	Email Address	ggandolfo@roadlesstraveledproductions.org
Federal Tax Identification No.	65-1226927		
Year 501c3 Status Received	2004	***Define Fiscal Year***	June 1 - May 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 25,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 22,235.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 291,000.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	9.00%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	223889	289216	64874
Earned (Part 6, Line 9)	127976	156337	9123
Contributed Total (Part 6, Line 13 + Line 22)	95913	137463	55751
Individual (Part 6, Line 10)	24078	27500	2001
Corporate (Part 6, Line 11)	33600	40000	23000
Foundation (Part 6, Line 12)	8000	10000	
Public (Part 6, Line 22)	30235	55379	30750
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	239470	291152	2000
Number of Employees	25	25	
Full-Time	2	3	

UPDATED 5.23.16

Part-Time	23	22	
Number of **VOTING** Board Members	12	14	
Number of **ACTIVE** Volunteers	5	5	
Total Attendance	6850	7500	0
Paid Attendance	5750	6500	0
Unpaid Attendance	1100	1000	0
Virtual Attendance			

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2015	
Year Conflict of Interest Policy was last updated		2014	
Year Whistleblower Policy was last updated		2014	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years executive, 5 general
How many consecutive terms are permitted?	2 x 3-year terms (executive), 5-year term for general (unlimited terms)		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	10.00		
Number of Board meetings held in FY 2015?	10.00	Number of Board meetings with quorum present FY 2015?	10.00
Number of Conflict of Interest forms collected and in force?	12.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	12.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Ellen Hassett Cahill	2015	2020	Chair	6	✓	
2	Monish Battacharryya	2014	2019	Vice-Chair	2	✓	
3	Joan Rice	2015	2020	Treasurer	5	✓	
4	Robert Hairston	2013	2018	Secretary	3	✓	
5	Dr. Gary DiNezza	2013	2018	General Board	3	✓	
6	Bernard J Huber	2014	2019	General Board	12	✓	
7	Carolyn Human	2015	2020	General Board	6mo	✓	
8	Elaina Monte	2016	2021	General Board	0 new 6/1	✓	
9	Dr. William Reynolds	2013	2018	General Board	8	✓	
10	Paul Shosho	2016	2021	General Board	0 new 6/1	✓	
11	Hank Sokol	2013	2018	General Board	3	✓	
12	Sarah Tanbakuchi	2012	2017	General Board	3	✓	
13	Brenda Weber-Miller	2013	2018	General Board	5	✓	
14	Lamont Williams	2013	2018	General Board	3	✓	
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	$ (15,581.00)

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	93141	75623	99000	96646	89000
2. Memberships	27725	25320	32350	31330	33500
3. Fundraising events (gross)					10000
4. Tuition (workshops)	8607				11337
5. Contracted services					
6. Facility Rental					2500
7. Proceeds: Goods Sales					10000
8. Remaining/Other (specify):					
a. unrealized gains/losses	663	2536			
b. interest/dividends	493	693			
9. Total Earned Income	130629	104172	131350	127976	156337
Private Contributions					
10. Individual Donations	42716	114231	35000	24078	27500
11. Corporate Support – See Attach. J	68731	40500	45000	33600	40000
12. Foundation Support – See Attach. J	3000	22467	5000	8000	10000
13. Total Private Contributions	114447	177198	85000	65678	77500
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	5000	5000	5000	6000	6000
17. NYSCA Decentralization Regrant					
18. Other State					
a. REDC					24750
b.					
19. Municipal Funding	2000		2000	pending	2000
20. Erie County Cultural Funding	8493	8037	16800	22235	22629
21. Erie County – Other					
22. Total Public Funding	15493	13037	23800	28235	55379
23. TOTAL REVENUE	260569	294407	240150	221889	289216

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	44356	106947	67500	66576	101000
25. Artistic/Collections	67351	31163	72558	66423	71000
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	111707	138110	140058	132999	172000

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	1458		2700	2769	3500
35. Office Supplies/Equipment Rental	2689	3454	3091	2812	3602
36. Security/Maintenance					
37. Travel	2369	1210	1500	866	1500
38. Insurance	6821	5985	3675	3558	4175
39. Legal					
40. Bookkeeping service	5390	2963	3000	2963	3000
41. Audit expense					
42. Interest paid on Operating loans	1184	1252	800	811	1000
43. Other (i.e. consultant)					
a. Depreciation	3305	2749			
b. Professional Fees / Misc		1250	1500	1200	1800
44. Total Administration/Operations	35142	18863	16266	14979	18577

Programming & Collections Care					
45. Production & Exhibits Expenses	85807	23603	58828	61351	63100
46. Educational Expenses					6775
47. Space/Facility/Equipment Rental	16795	26726	2700	2700	2700
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Printing	5038	7196	7200	11163	12000
b. Ticketing Fees	3607	3948			
51. Total Programming	111247	61473	68728	75214	84575

Fundraising/Marketing/Retail					
52. Fundraising Events	15384				
53. Marketing/Advertising		20248	15000	16278	16000
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	15384	20248	15000	16278	16000

57. TOTAL OPERATING EXPENSES	273480	238694	240052	239470	291152

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/9/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
2	9/10/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
3	9/11/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
4	9/15/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
5	9/16/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
6	9/17/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
7	9/18/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
8	9/22/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
9	9/23/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
10	9/24/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
11	9/25/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
12	9/29/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
13	9/30/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
14	10/1/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
15	10/2/16	Dinner with Friends (WNY Premiere)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
16	10/28/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
17	10/29/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
18	10/30/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
19	11/3/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
20	11/4/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
21	11/5/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
22	11/6/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
23	11/10/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
24	11/11/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
25	11/12/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
26	11/13/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
27	11/17/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
28	11/18/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
29	11/19/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
30	11/20/16	True West	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
31	12/8/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
32	12/9/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
33	12/10/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
34	12/11/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
35	12/15/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
36	12/16/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
37	12/17/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
38	12/18/16	The Chimes (Christmas Show)	Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
39			Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90
40			Road Less Traveled Theater	DowntownBuffalo-TheatreDistrict	90

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☒ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Gina Gandolfo-Lopez	$ 30,000.00
2.	John Hurley	$ 30,000.00
3.	Scott Behrend	$ 27,000.00
4.	Jon Elston	$ 3,000.00
5.	Katie Mallinson	$ 2,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Accountant	$ 2,963.00
2.	Literary Director	$ 1,250.00
3.	Graphic Designer	$ 1,000.00
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Springville Center for the Arts, Inc.		
Mailing Address	PO Box 62		
City, State, Zip Code	Springville, NY 14141		
Website Address	SpringvilleArts.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Seth Wochensky, Executive Director		
Phone Number	716-592-9038	Email Address	scaseth@gmail.com
Person who Prepared Application			
Name, Title	Seth Wochensky		
Phone Number	716-592-9038	Email Address	scaseth@gmail.com
Board Chairperson			
Name	Carla Roetzer		
Mailing Address, City, State, Zip Code	44 W Edgewood Ave, Springville, NY 14141		
Phone Number	716-867-4662	Email Address	cjgolf@live.com
Applicant's Financial Contact Person			
Name, Title	Seth Wochensky, Executive Director		
Phone Number	716-592-9038	Email Address	scaseth@gmail.com
Federal Tax Identification No.	16-1093588		
Year 501c3 Status Received	1998	***Define Fiscal Year***	Sept. 1 - August 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	20000
Amount of 2016 Erie County Cultural Funding Received	16000
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	171350
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12%
Purpose of 2017 Funding Request	Support of Multi-Arts Programs

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	45000	40000	28175
Earned (Part 6, Line 9)	61924	71800	28432
Contributed Total (Part 6, Line 13 + Line 22)	52808	47000	36344
Individual (Part 6, Line 10)	4308	4000	4169
Corporate (Part 6, Line 11)	3500	3000	3000
Foundation (Part 6, Line 12)	0	0	1000
Public (Part 6, Line 22)	45000	40000	28175
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	111794	106400	68090
Number of Employees			
Full-Time	1	2	1

UPDATED 5.23.16

Part-Time	2 seasonal	2	2
Number of **VOTING** Board Members	9	8	8
Number of **ACTIVE** Volunteers	200	n/a	200
Total Attendance			
Paid Attendance	3607		2982
Unpaid Attendance	3080		500
Virtual Attendance			

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2012	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2012		
Year Conflict of Interest Policy was last updated	2013		
Year Whistleblower Policy was last updated	2013		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3
How many consecutive terms are permitted?	2 plus any time left in first term if appointed to fill vacancy		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	12		
Number of Board meetings held in FY 2015?	13	Number of Board meetings with quorum present FY 2015?	11
Number of Conflict of Interest forms collected and in force?	8		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	8		
What percentage of the Board made a financial contribution?	100 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Carla Roetzer	2012	2018	President	4	✓	
2	Debbie Ehrig	2015	2018	Vice-President	1	✓	
3	Jeanne Fornes	2014	2016	Treasurer	1	✓	
4	Tracy Maybray	2014	2017	Secretary	2	✓	
5	Mike Sharrer	2010	2017		2	✓	
6	Joanne May	2015	2016			✓	
7	John Erdmann	2012	2016			✓	
8	Claire Brown	2012	2018		3	✓	
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY *Please complete according to your organization's fiscal year, rather than calendar year.*		
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $	■ **Deficit =** $ 20000

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	30257	27948	30000	9531	32000
2. Memberships	5516	16743	15000	14090	15000
3. Fundraising events (gross)	19174	6365	10000	1300	10000
4. Tuition (workshops)	3406	6755	10000	560	10000
5. Contracted services	2300	2200	2900	600	3200
6. Facility Rental	1125	400	400	615	600
7. Proceeds: Goods Sales	827	478	0	249	500
8. Remaining/Other (specify):					
a. misc.	59	1035	3500	1487	1500
b.					
9. Total Earned Income	62899	61924	71800	28432	71300
Private Contributions					
10. Individual Donations	4725	4308	4000	4169	4000
11. Corporate Support – See Attach. J	3000	3500	3000	3000	3000
12. Foundation Support – See Attach. J	500	0	0	1000	45000
13. Total Private Contributions	8225	7808	7000	8169	52000
Public Funding					
14. National Endowment for the Arts	0				
15. Other Federal					
a.					
b.					
16. NYSCA	18000	20000	20000	20000	25000
17. NYSCA Decentralization Regrant					
18. Other State					
a. NYS Presenters			0	175	
b.					
19. Municipal Funding		10000	5000		5000
20. Erie County Cultural Funding	16935	15000	15000	8000	20000
21. Erie County – Other					
22. Total Public Funding	34935	45000	40000	28175	50000
23. TOTAL REVENUE	106059	114732	118800	64776	173300

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	45114	43661	45960	33603	52000
25. Artistic/Collections	6000	13121	13122	3919	
26. Education/Programs					45000
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	51114	56782	59082	37522	97000

UPDATED 5.23.16

Administration/Operations					
33. Rent	0				
34. Utilities/Phone/Internet/etcetera	9500	8830	8800	7256	9000
35. Office Supplies/Equipment Rental	456	825	-250	-416	1000
36. Security/Maintenance	998	3042	2000	2663	4000
37. Travel	0	632	1000	479	2000
38. Insurance	5939	1458	5800	3512	3500
39. Legal	0	875	0	-667	
40. Bookkeeping service	1280	808	808	567	1500
41. Audit expense	2000	3000	3000	3000	2000
42. Interest paid on Operating loans	0		1000	972	3000
43. Other (i.e. consultant)					
a. Bank/CC/Ticket fees	2930	3270	3000	472	3000
b. Pro. Development		119	0		1000
44. Total Administration/Operations	23817	22859	25158	17838	30000

Programming & Collections Care					
45. Production & Exhibits Expenses	29009	6606	9500	3330	10000
46. Educational Expenses	3951	3443	6500	1237	10000
47. Space/Facility/Equipment Rental	3700	9330	4000	3368	7000
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. Equipment Misc.	884				
b. taxes		742	780	529	0
51. Total Programming	37544	20121	20780	8464	27000

Fundraising/Marketing/Retail					
52. Fundraising Events	7455	2899	3500	606	4000
53. Marketing/Advertising	7852	6025	7500	2984	10000
54. Cost Goods for Sale	643	290	0	0	350
55. Remaining/Other (specify)					
a. Other postage / other		1080	800	203	1000
b. Hospitality		1738	2000	473	2000
56. Total Fundraising/Marketing/Retail	15950	12032	13800	4266	17350

57. TOTAL OPERATING EXPENSES	128425	111794	106400	68090	171350

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/19	Honey Spine	Theater	Springville	24
2	10/4-11/1	Acoustic Autumn Concerts 3	Theater	Springville	162
3	11/2	Concord Chamber Players	Theater	Springville	33
4	11/7	Canal St String Band	Theater	Springville	75
5	12/12	Pat Shea Xmas	Theater	Springville	131
6	3/20	Penny Whiskey	Theater	Springville	125
7	4/14	Brainstormers Senior Prog	Theater	Springville	21
8	5/30	Attila Vural Guitar	Theater	Springville	49
9	8/8	My Sweet Patootie	Theater	Springville	64
10	2/7	Songwriters Circle	Theater	Springville	75
11	11/13-23	Spelling Bee - Theater	Theater	Springville	594
12	12/20	Radio Drama	Theater	Springville	52
13	3/12-3/28	Of Mice & Men	Theater	Springville	502
14	5/1	Art Crawl	Outdoors	Main Street	800
15	4/23-5/3	Harvey - Theater	Theater	Springville	457
16	6/20	Viewfinders Reception	Underground	Springville	75
17	6/8-6/18	Bigger Than Life - Theater	in Schools	Colden, Spr, etc.	2000
18	6/17	Children's League Workshops	League	Springville	200
19	5/27	GCC Theater	Theater	Springville	80
20	7/11	Sleeping Beauty - Kids	Theater	Springville	213
21	7/23-8/2	Legally Blonde	Theater	Springville	487
22	8/1	Shakespeare - Kids	League	Springville	47
23	8/14-8/15	Miss. Melody - Kids	Theater	Springville	194
24	Tuesdays	Spark - PreK Creativity Prog	Underground	Springville	9
25	Summer	Multitude of Kids Workshops	Various	Springville	172
26	7/11	Playwriting reading	Theater	Springville	41
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	■ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	■ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	■ No
Do you own real estate?	■ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	38000, no benefits
2.	Administrative Assistant	Not Full Year, 2720
3.	Summer Maintenance	Seasonal PT, 1225
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	none	
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updoted since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you ore a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014* or *if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicoble)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Shakespeare in Delaware Park, Inc.		
Mailing Address	PO Box 716		
City, State, Zip Code	Buffalo, NY 14205		
Website Address	http://shakespeareindelawarepark.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Lisa Ludwig, Managing Director		
Phone Number	(716) 856-453	Email Address	lalaludwig@hotmail.com
Person who Prepared Application			
Name, Title	Laura Scala, Development Consultant		
Phone Number	(716) 983-6422	Email Address	development@shakespeareindelawarepark.org
Board Chairperson			
Name	Anne Kyzmir		
Mailing Address, City, State, Zip Code	National Fuel Gas Distribution Corporation, 6363 Main Street Williamsville, NY 14221		
Phone Number	(716) 866-3740	Email Address	akkesq@msn.com
Applicant's Financial Contact Person			
Name, Title	Christopher Ruhland		
Phone Number	(716) 308-9411	Email Address	Cruh333@hotmail.com
Federal Tax Identification No.	16-1407505		
Year 501c3 Status Received	1992	***Define Fiscal Year***	January 1-December 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 95,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 90,900.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 559,708.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	16.00%
Purpose of 2017 Funding Request	General Operation Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	559,064	559,708	64,484
Earned (Part 6, Line 9)	174,550	161,300	56,201
Contributed Total (Part 6, Line 13 + Line 22)	449,564	398,408	8,283
Individual (Part 6, Line 10)	107,777	95,808	6,138
Corporate (Part 6, Line 11)	149,637	147,700	2,100
Foundation (Part 6, Line 12)	17,600	42,000	0
Public (Part 6, Line 22)	109,500	112,900	0
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	480,659	526,378	81,162
Number of Employees	3	3	3
Full-Time	2	2	2

UPDATED 5.23.16

Part-Time	1	1	1
Number of **VOTING** Board Members	15	14	14
Number of **ACTIVE** Volunteers	100	100	100
Total Attendance	195,020	195,020	75,020
Paid Attendance	0	0	0
Unpaid Attendance	Approx.45,000	Approx.45,000	Season has not begun
Virtual Attendance	Approx.150,000	Approx.150,000	Approx.75,000

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	0.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present FY 2015?	12.00
Number of Conflict of Interest forms collected and in force?	14.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	14.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Anne Kyzmir	2012	2022	President	2	✓	
2	Christopher Less	2009	2019	Vice President	2	✓	
3	Larry Nowak	2010	2019	Treasurer	2	✓	
4	Randy Rucinski	2015	2025	Secretary	less than 1	✓	
5	Christina Casto	2008	2017			✓	
6	Jennifer Demert	2015	2025			✓	
7	Deborah Di Matteo	2013	2023			✓	
8	Christine Donovan	2016	2026			✓	
9	Allison Joseph	2016	2016			✓	
10	Rosemary Testa-Mack	2008	2017			✓	
11	Biagio Patti	2013	2023			✓	
12	Karen J.S. Tashjian, AIA	2008	2017			✓	
13	J. Dudley West	2010	2020			✓	
14	Kendra E. Winkelstein, Esq.	2013	2023			✓	
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officia board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 636,050.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships	51,175	51,150	51,500	7,075	52,000
3. Fundraising events (gross)	73,856	54,986	56,500	42,474	60,000
4. Tuition (workshops)	11,683	16,260	11,000	680	11,000
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales	19,716	26,472	21,000	25	21,000
8. Remaining/Other (specify):					
a. Advertising	11,508	12,773	12,000	0	12,000
b. Equip Rental & Misc.	7,747	12,909	9,300	5,947	10,000
9. Total Earned Income	175,685	174,550	161,300	56,201	166,000
Private Contributions					
10. Individual Donations	102,740	107,777	95,808	6,138	96,000
11. Corporate Support – See Attach. J	141,268	149,637	147,700	2,100	150,000
12. Foundation Support – See Attach. J	200	17,600	42,000	0	42,000
13. Total Private Contributions	244,208	275,014	285,508	8,283	288,000
Public Funding					
14. National Endowment for the Arts					
1S. Other Federal					
a.					
b.					
16. NYSCA	24,000	12,000	12,000		12,000
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	23,166	7,500	10,000		10,000
20. Erie County Cultural Funding	100,350	90,000	90,900		95,000
21. Erie County – Other					
22. Total Public Funding	147,516	109,500	112,900	0	112,900
23. TOTAL REVENUE	567,409	559,064	559,708	64,484	566,900

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	109,066	107,452	112,981	38,891	115,000
25. Artistic/Collections	87,990	83,474	95,954		98,000
26. Education/Programs	4,367	6,562	6,124	219	6,000
27. Production/Technical	40,868	40,853	46,598	554	48,000
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	242,291	238,341	261,657	39,664	267,000

UPDATED 5.23.16

Administration/Operations					
33. Rent	3,038	3,313	3,313	1,779	
34. Utilities/Phone/Internet/etcetera	2,219	1,558	1,820		1,900
35. Office Supplies/Equipment Rental	2,755	6,018	5,110	355	5,000
36. Security/Maintenance					
37. Travel		170	500	267	500
38. Insurance	8,204	9,032	7,705	616	7,800
39. Legal					
40. Bookkeeping service	6,411	6,726	10,097	2,954	8,000
41. Audit expense	3,500		5,000		5,000
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Grant Writing	53,325	21,458	35,000	7,250	35,000
b. Other	9,507	9,674	10,066	4,702	11,870
44. Total Administration/Operations	88,959	57,949	78,611	17,923	75,070

Programming & Collections Care					
45. Production & Exhibits Expenses	29,800	29,406	33,700	600	35,000
46. Educational Expenses	1,488	2,077	100	85	100
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. In Kind Expenses	106,643	107,000	107,000		107,000
b.					
51. Total Programming	137,931	138,483	140,800	685	143,000

Fundraising/Marketing/Retail					
52. Fundraising Events	28,086	20,266	21,600	22,134	24,000
53. Marketing/Advertising	10,087	11,410	11,210	756	12,000
54. Cost Goods for Sale	12,430	14,210	12,500		12,500
55. Remaining/Other (specify)					
a.					
b. All figures as of 4.30.16					
56. Total Fundraising/Marketing/Retail	50,623	45,886	45,310	22,890	48,500

57. TOTAL OPERATING EXPENSES	519,804	480,659	526,378	81,162	533,670

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	2/4-3/19 2015	Speaking Shakespeare Residency	Tonawanda MS/HS	Tonawanda	13
2	5/27/15	Et tu Shakespeare	Amherst Senior Center	Amherst	50
3	5/29/15	Et tu Shakespeare	Iroquois High School	Elma	27
4	6/18-7/12 2015	Romeo & Juliet (22 shows)	Delaware Park	Buffalo	25,300
5	6/29/15	Et tu Shakespeare	Hennipin Park	Lewiston	50
6	7/5/15	Et tu Shakespeare	Old Falls Street	Niagara Falls	35
7	7/8/15	ShakespearIENCED Performance	Delaware Park	Buffalo	500
8	7/10/15	Apprentice #1 Performance	Delaware Park	Buffalo	1,000
9	7/23-8/16	Twelfth Night (22 shows)	Delaware Park	Buffalo	21,099
10	8/4/15	Et tu Shakespeare	Asbury Pointe	Getzville	50
11	8/5/15	Et tu Shakespeare	Asa Ransom House	Clarence Hollow	50
12	8/9/15	Et tu Shakespeare	Old Falls Street	Niagara Falls	35
13	8/15/15	Apprentice #2 Performance	Delaware Park	Buffalo	750
14	8/22/15	Et tu Shakespeare	Buffalo River Walk	Buffalo	10
15	9/22/15	Humanities Festival	Asbury Pointe	Getzville	50
16	9/26/15	Humanities Festival	Burchfield Penney	Buffalo	75
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Lisa Ludwig, Managing Director (annual)	$ 40,000.00
2.	Tracy Snyder, Office Manager (annual)	$ 28,000.00
3.	Saul Elkin, Founder/Artistic Director ($20,400 annual)	$ 21,420.00
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Laura Scala, Development Consultant (monthly)	$ 2,900.00
2.	Chris Ruhland, Accountant (hourly)	$ 25.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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 ore 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Subversive Theatre Collective, Inc		
Mailing Address	261 Hoyt Street		
City, State, Zip Code	Buffalo, New York 14213		
Website Address	www.subversivetheatre.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Alan Feller		
Phone Number	883-1995	Email Address	afeller@roadrunner.com
Person who Prepared Application			
Name, Title	Joseph Donofrio, Ph.D.		
Phone Number	882-0733	Email Address	ubujoed@gmail.com
Board Chairperson			
Name	J. Tim Raymond		
Mailing Address, City, State, Zip Code	19 North Hampton Street, Buffalo, New York 14209		
Phone Number	706-9152	Email Address	jtimraymond@gmail.com
Applicant's Financial Contact Person			
Name, Title	Michael Fanelli		
Phone Number	652-6719	Email Address	moxtundra@yahoo.com
Federal Tax Identification No.	20-1839933		
Year 501c3 Status Received	2,004	***Define Fiscal Year***	Jan 1 - Dec 31

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 3,700.00	
Amount of 2016 Erie County Cultural Funding Received	$ 1,990.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 37,212.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	to support high quality productions promoting social justice	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $800.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated		2015	
Year Whistleblower Policy was last updated		2015	

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	2 years
How many consecutive terms are permitted?	unlimited		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	11.00	Number of Board meetings with quorum present in FY 2015?	11.00
Number of Conflict of Interest forms collected and in force?	13.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	8.00		
What percentage of the Board made a financial contribution?	67.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Alan Feller	2013	2017	Executive Director	1	✓	
2	Theresa Baker-Pickering	2011	2017	member	2	✓	
3	Kurt Schneiderman	2004	2018	Artistic Director	n.a.	✓	
4	Murry Galloway	2014	2018	member	n.a.	✓	
5	Brandon Absher	2015	2017	member	n.a.	✓	
6	Michael Fanelli	2016	2018	Treasurer	1	✓	
7	Tom Scahill	2010	2018	Vice President	2	✓	
8	J. Tim Raymond	2014	2018	Chairperson	1	✓	
9	John Strong	2013	2017	Secretary	2	✓	
10	Maureen Denton	2015	2017	member	n.a.	✓	
11	Jeanette Schneiderman	2007	2019	member	n.a.	✓	
12	Daire Brian Irwin	2014	2018	member	n.a.	✓	
13	Chuck Culhane	2015	2017	member	n.a.	✓	
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officia board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, lass af significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, onswer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo Media Resources, Inc. (d.b.a. Squeaky Wheel Film & Media Art Center)		
Mailing Address	617 Main Street		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.squeaky.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Anna Scime, Interim Executive Director		
Phone Number	716-316-8510	Email Address	ed@squeaky.org
Person who Prepared Application			
Name, Title	Anna Scime, Interim Executive Director		
Phone Number	716-316-8510	Email Address	ed@squeaky.org
Board Chairperson			
Name	J.T. Rinker, Chair		
Mailing Address, City, State, Zip Code	407 Norwood Ave, #3, Buffalo, NY 14222		
Phone Number	716-400-3126	Email Address	jtrinker@buffalo.edu
Applicant's Financial Contact Person			
Name, Title	Terry Mickelson		
Phone Number	716-218-0564	Email Address	terry@allenstreet.net
Federal Tax Identification No.	22-2970899		
Year 501c3 Status Received	1985	***Define Fiscal Year***	January–December (changed to calendar year in 2015YE)

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 31,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 16,200.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 306,158.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%
Purpose of 2017 Funding Request	General Operating Expenses, Support Organization Growth

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	$334,431.55	$345,770.00	$227,406.72
Earned (Part 6, Line 9)	$90,851.76	$110,020.00	$15,828.24
Contributed Total (Part 6, Line 13 + Line 22)	$133,692.56	$235,750.00	$211,578.48
Individual (Part 6, Line 10)	$4,695.34	$10,000.00	$1,672.48
Corporate (Part 6, Line 11)	$192.22	$2,500.00	$3,500.00
Foundation (Part 6, Line 12)	$58,240.00	$90,000.00	$54,000.00
Public (Part 6, Line 22)	$70,565.00	$133,250.00	$152,406.00
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	$225,665.34	$279,263.00	$105,780.81
Number of Employees	4	6	6
Full-Time	3	4	4

UPDATED 5.23.16

Part-Time	1	2	2
Number of **VOTING** Board Members	12	12	12
Number of **ACTIVE** Volunteers	20	20	20
Total Attendance	38600	49,800	10,463
Paid Attendance	467	1,000	25
Unpaid Attendance	8,133	8,800	1,438
Virtual Attendance	30,000	40,000	12,000

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2016		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	Limit of 2 consecutive terms		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	1.00		
Number of Board meetings held in FY 2015?	12.00	Number of Board meetings with quorum present FY 2015?	11.00
Number of Conflict of Interest forms collected and in force?	0.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	11.00		
What percentage of the Board made a financial contribution?	91.70 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	J.T. Rinker	2009	2016	Chair	2 years	✓	
2	Andrea Mancuso	2011	2017	Vice Chair	4 years	✓	
3	Terry Mickelson	2013	2016	Treasurer	3 years	✓	
4	Brian Milbrand	2010	2016	Secretary	4 years	✓	
5	Kevin Bohner	2013	2016			✓	
6	Caitlin Love Crowell	2016	2019			✓	
7	James Hickey	2015	2018			✓	
8	Dillon Joseph	2014	2017			✓	
9	Meg Knowles	2016	2019			✓	
10	Kaitlin McCleary	2015	2018			✓	
11	John McKendry	2011	2017			✓	
12	Annette Daniels Taylor	2014	2017			✓	
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 149,655.00	☐ **Deficit =** $

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	$2380.00	$3971.40	$4000.00	$1058.15	$2000.00
2. Memberships	$6246.42	$4205.00	$7000.00	$2270.00	$4000.00
3. Fundraising events (gross)	$6519.95	$9286.00	$35000.00	0	$30000.00
4. Tuition (workshops)	$56916.73	$40185.00	$50000.00	$8709.99	$30000.00
5. Contracted services	$6543.00	$709.00	0	$105.00	$1000.00
6. Facility Rental	$185.00	0	0	0	0
7. Proceeds: Goods Sales	$2929.59	0	$2000.00	$20.00	0
8. Remaining/Other (specify):					
a. Equipment Rental	$9105.00	$12200.04	$12000.00	$3626.20	$15000.00
b. Misc. Income (Interest)	$26.07	$90.11	$20.00	$38.90	$24.00
9. Total Earned Income	90851.76	70646.55	110020	15828.24	82024
Private Contributions					
10. Individual Donations	$4695.34	$5592.00	$10000.00	$1672.48	$6000.00
11. Corporate Support – See Attach. J	$192.22	$10000.00	$2500.00	$3500.00	$6000.00
12. Foundation Support – See Attach. J	$58240.00	$102333.00	$90000.00	$54000.00	$91000.00
13. Total Private Contributions	63127.56	117925	102500	59172.48	103000
Public Funding					
14. National Endowment for the Arts	$7000.00	$25000.00	$20000.00	$30000.00	$75000.00
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	$44000.00	$54000.00	$54000.00	$54800.00	$54800.00
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a. Regional Economic Dev	$915.00	$48906.00	$25750.00	$48906.00	$48906.00
b.	0	0	0	0	0
19. Municipal Funding	$2500.00	$2500.00	$2500.00	$2500.00	$2500.00
20. Erie County Cultural Funding	$16150.00	$15454.00	$31000.00	$16200.00	$31000.00
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	70565	145860	133250	152406	212206
23. TOTAL REVENUE	224544.32	334431.55	345770	227406.72	397230

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	$10624.24	$11543.95	$13000.00	$4569.25	$35000.00
25. Artistic/Collections	$42739.39	$49833.30	$60000.00	$23353.93	$43000.00
26. Education/Programs	$32230.93	$37112.72	$60000.00	$18741.48	$43000.00
27. Production/Technical	$26220.05	$36048.01	$33000.00	$12689.59	$43000.00
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	0	0
32. Total Salaries and Fees	111814.61	134537.98	166000	59354.25	164000

UPDATED 5.23.16

Administration/Operations					
33. Rent	$23578.00	$24789.00	$22800.00	$9500.00	$22800.00
34. Utilities/Phone/Internet/etcetera	$5510.81	$3055.25	$3500.00	$1277.49	$3500.00
35. Office Supplies/Equipment Rental	$1083.85	$3005.39	$2000.00	$630.86	$2000.00
36. Security/Maintenance	$555.12	$239.40	$558.00	$249.40	$558.00
37. Travel	$466.24	$122.00	$800.00	$780.94	$1000.00
38. Insurance	$4547.00	$4660.50	$5000.00	$3149.00	$5000.00
39. Legal	0	0	0	0	0
40. Bookkeeping service	$7531.49	$7622.61	$7605.00	$6273.15	$8000.00
41. Audit expense	0	0	0	0	0
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. Service Contracts	$3000.00	$4400.00	$18000.00	$6500.00	$2000.00
b.					
44. Total Administration/Operations	75773.27	47894.15	60263	28360.84	44858

Programming & Collections Care					
45. Production & Exhibits Expenses	$7419.75	$40623.14	$40000.00	$9842.27	$35000
46. Educational Expenses	$20310.13	$10663.00	$20000.00	$3751.25	$24000
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Equipment Access Expens	$4431.29	$3841.38	$15000.00	$172.17	$24000.00
b. Printing	$3742.52	$962.50	$4000.00	$3664.53	$2000.00
51. Total Programming	35903.29	56090.02	79000	17430.22	85000

Fundraising/Marketing/Retail					
52. Fundraising Events	$280.41	$11633.00	$12000.00	$139.14	$10000.00
53. Marketing/Advertising	$351.54	$511.35	$5000.00	$100.00	$1000.00
54. Cost Goods for Sale	0	0	0	0	0
55. Remaining/Other (specify)					
a. Bank & Merchant Account	$1542.22	$1116.78	$1300.00	$396.36	$1300.00
b.	0	0	0	0	0
56. Total Fundraising/Marketing/Retail	2174.17	13261.13	18300	635.5	12300

57. TOTAL OPERATING EXPENSES	225665.34	251783.28	323563	105780.81	306158

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	9/7/14	Buffalo Youth Media Institute Premiere	Burchfield Penney Art Center	1300 Elmwood Ave, Buffalo, NY 14222	100
2	9/19 - 9/20	30 On 30 : VJ Fundraiser	CoWork Buffalo	653 Main St #104, Buffalo, NY 14203	200
3	9/25/14	Annual Members Meeting	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	50
4	9/26/14	HEAR & KNOW: Media Artist Showcase	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	70
5	9/27/14	Microcinema Rental	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	25
6	10/9/14	The Strange Color of Your Body's Tears	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	23
7	10/18/14	BYMI - rescreen at BCAT	UB Center for the Arts	103 Center For The Arts, Buffalo, NY 14260	120
8	10/22/14	20,000 Days on Earth	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	60
9	11/1/14	Erin Hurson - Hypnagogic, Gallery Opening	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	35
10	11/19/14	Reynold Reynolds	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	20
11	12/20/14	Estate Sale w/ Live Performances	Squeaky Wheel	712 Main Street, Buffalo, NY 14203	75
12	12/13/14	Dysfunctional Holiday	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	250
13	2/4/15	Squeaky Easy: Radio Unameable	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	15
14	2/6/15	Gallery Opening: Sangjun Yoo "Distant Light"	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	50
15	2/12/15	Pride	Hallwalls Contemporary Art Center	341 Delaware Ave, Buffalo, NY 14202	45
16	2/18/15	La Antena	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	30
17	2/25/15	Meridian 7 & Patrick Cain	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	30
18	2/28/15	Burma VJ w/ special guests	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	60
19	3/2/15	Peter Snowden presents The Uprising	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	30
20	3/4/15	Patti Smith: Dream of Life	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	44
21	3/12/15	Club King	Hallwalls Contemporary Art Center	341 Delaware Ave, Buffalo, NY 14202	10
22	3/18/15	Liquid Sky w/ Filmmaker Skype	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	40
23	3/25/15	Aaron Dilloway	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	45
24	4/1/15	Ballad of MamaDaDa w/ Fillmaker Skype	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	25
25	4/3/15	Liz Bayan Exhibition	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	175
26	4/11/15	Rachel Rampleman Exhibition	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	300
27	4/9/15	Call Me Kuchu	Hallwalls Contemporary Art Center	341 Delaware Ave, Buffalo, NY 14202	25
28	4/15/15	Decoder	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	45
29	4/25/15	Point & Shoot	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	10
30	4/29/15	Shockwaves w/ Kasumi	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	15
31	4/30/15	Live performance w/ Kasumi & Ay Fast	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	40
32	5/8/15	Jillian MacDonald Exhibition	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	100
33	5/20/15	Spark Awards - Youth Videos Screened	Lafayette Hotel	391 Washington St, Buffalo, NY 14203	250
34	6/2015	Friendraiser	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	125
35	6/20/15	Hollis Frampton Exhibition	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	300
36	6/20/15	Evan Meaney Exhibition	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	300
37	7/10/15	Local sound artists Wooden Cities and Cages perform Live to Hollis Frampton's Zorns Lemm	Burchfield Penney Art Center	1300 Elmwood Ave, Buffalo, NY 14222	150
38	7/14/15	Tuesday Night Flicks: Moonrise Kingdom	Canalside	44 Prime St, Buffalo, NY 14202	200
39	7/25/15	Emma Ames, LadyBug, Buffalo Juggalos	Squeaky Wheel Film & Media Art Center	617 Main Street, Buffalo, NY 14203	50
40	8/7/15	12th Annual Animation Fest	Albright-Knox Art Gallery	285 Elmwood Ave, Buffalo, NY 14222	300

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Anna Scime, Interim Executive Director	$ 36,500.00
2.	Mark Longolucco, Technical Director	$ 30,000.00
3.	Kevin Kline, Director of Education	$ 30,000.00
4.	Ekrem Serdar, Media Arts Curator	$ 30,000.00
5.	Nancy Fernandez, Program Planner (p/t)	$ 25,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Brenda Smith, Bookkeeping	$ 6,000.00
2.	Lumsden McCormick, Financial Reviewer	$ 4,000.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Buffalo & Erie County Historical Society (DBA The Buffalo History Museum)		
Mailing Address	1 Museum Court		
City, State, Zip Code	Buffalo, NY 14216		
Website Address	www.buffalohistory.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Melissa N. Brown, executive director		
Phone Number	716-873-9644	Email Address	mbrown@buffalohistory.org
Person who Prepared Application			
Name, Title	Kimberly Luangpakdy, director of development		
Phone Number	716-873-9644	Email Address	kluangpakdy@buffalohistory.org
Board Chairperson			
Name	Steven P. McCarville		
Mailing Address, City, State, Zip Code	PO Box 42, Orchard Park, NY 14127		
Phone Number	716-913-6530	Email Address	freeman77767@gmail.com
Applicant's Financial Contact Person			
Name, Title	Lori Robinson, accountant		
Phone Number	716-873-9644	Email Address	lrobinson@buffalohistory.org
Federal Tax Identification No.	16-6000166		
Year 501c3 Status Received	1954	***Define Fiscal Year***	Jan 1 - Dec 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 416,120.00
Amount of 2016 Erie County Cultural Funding Received	$ 404,000.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 1,526,539.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	27.00%
Purpose of 2017 Funding Request	General operating support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	1,063,807	944,230	317,401
Earned (Part 6, Line 9)	373,251	411,730	94,401
Contributed Total (Part 6, Line 13 + Line 22)	690,556	837,000	258,226
Individual (Part 6, Line 10)	108,753	107,000	14,726
Corporate (Part 6, Line 11)	46,500	219,500	19,000
Foundation (Part 6, Line 12)	97,800	80,000	1,500
Public (Part 6, Line 22)	437,503	430,500	223,000
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	1,334,004	1,526,539	458,208
Number of Employees	26		23
Full-Time	16		17

UPDATED 5.23.16

Part-Time	10		6
Number of **VOTING** Board Members	17		20
Number of **ACTIVE** Volunteers	170		219
Total Attendance	41,998		12,909
Paid Attendance	6,781		3,195
Unpaid Attendance	35,217		9,714
Virtual Attendance	59,308		25,752

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated		2016	
Year Conflict of Interest Policy was last updated		2001	
Year Whistleblower Policy was last updated		2008	

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	8.00	Number of Board meetings with quorum present FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?	20.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	16.00		
What percentage of the Board made a financial contribution?	94.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Bukowski, Joan	2016	2019			✓	
2	Dytchkowskyj, Daniel	2016	2019			✓	
3	Friedman, Kenneth	2011	2019			✓	
4	Gress, Alexander	2016	2019	Treasurer-Elect	.5	✓	
5	Hill, Carley Jean	2012	2019			✓	
6	Hubbard, Laura	2016	2019			✓	
7	Hurley, John L.	2012	2019			✓	
8	Irish, Cassie	2014	2018	Secretary	.1	✓	
9	Kadet, Philip	2009	2017	Treasurer	4.5	✓	
10	Lyles, Cheryl	2012	2019			✓	
11	Mancuso, Vincent	2013	2017			✓	
12	Martin, Mark	2013	2017			✓	
13	McCarville, Steven	2011	2019	President	2.5	✓	
14	O'Donnell, William	2014	2018	Vice President	1.5	✓	
15	Raphael, Heidi	2013	2017	Vice President	2.5	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	$ 121,813.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	63,786	68,230	80,000	28,162	110,000
2. Memberships	72,155	69,123	82,000	20,380	90,000
3. Fundraising events (gross)	82,162	93,482	105,000		105,000
4. Tuition (workshops)					
5. Contracted services	103,700				
6. Facility Rental	57,519	59,087	61,000	21,837	61,000
7. Proceeds: Goods Sales	84,073	82,315	82,130	24,022	92,191
8. Remaining/Other (specify):					
a. Interest income	1,609	1,014	1,600	4	1,600
b.					
9. Total Earned Income	465,004	373,251	411,730	94,401	459,791
Private Contributions					
10. Individual Donations	150,985	108,753	107,000	14,726	150,000
11. Corporate Support – See Attach. J	79,300	46,500	219,500	19,000	281,000
12. Foundation Support – See Attach. J	16,600	97,800	80,000	1,500	45,000
13. Total Private Contributions	246,885	253,053	406,500	35,226	476,000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA	20,000	20,000	21,000	21,000	21,000
17. NYSCA Decentralization Regrant					
18. Other State					
a. Parks & Trails NY		10,153			
b. MANY		6,000			
19. Municipal Funding	5,500	5,500	5,500		5,500
20. Erie County Cultural Funding	395,850	395,850	404,000	202,000	416,120
21. Erie County – Other					
22. Total Public Funding	421,350	437,503	430,500	223,000	442,620
23. TOTAL REVENUE	1,133,239	1,063,807	944,230	317,401	1,378,411

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	216,205	215,800	201,542	64,337	207,588
25. Artistic/Collections	234,856	251,988	230,846	73,692	244,697
26. Education/Programs	231,764	230,334	137,171	43,789	145,401
27. Production/Technical					
28. Development/Special Events	132,114	135,829	130,173	41,556	137,983
29. Guest Services			84,129	26,855	89,176
30. Maintenance			80,089	25,566	82,492
31. Other					
32. Total Salaries and Fees	814,939	833,951	863,948	275,795	907,337

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	68,130	61,903	70,455	21,001	71,000
35. Office Supplies/Equipment Rental	51,021	55,616	44,500	14,787	50,000
36. Security/Maintenance	45,348	147,579	192,331	66,510	159,000
37. Travel	5,497	2,649	4,500	363	4,500
38. Insurance	35,320	36,086	37,100	9,054	37,500
39. Legal					
40. Bookkeeping service					
41. Audit expense	13,925	13,725	13,725		14,200
42. Interest paid on Operating loans	5,583	4,488	4,500	2,125	4,600
43. Other (i.e. consultant)					
a. Printing	12,612	13,074	11,200	4,718	12,000
b. Dues & Memberships	2,942	2,022	6,500	1,551	6,500
44. Total Administration/Operations	240,378	337,142	384,811	120,129	359,300

Programming & Collections Care					
45. Production & Exhibits Expenses	60,362	27,570	82,450	2,836	250,000
46. Educational Expenses	17,426	12,015	29,200	12,809	35,000
47. Space/Facility/Equipment Rental	6,701	9,117	4,900	3,183	5,000
48. Collection Conservation	29,749	32,664	27,500	6,991	27,500
49. Acquisitions			10,000		10,000
50. Remaining/Other (specify)					
a. Printing		2,374	3,800	885	4,000
b.					
51. Total Programming	114,238	83,740	157,850	26,704	331,500

Fundraising/Marketing/Retail					
52. Fundraising Events	33,319	34,656	38,000		38,000
53. Marketing/Advertising	9,438	8,229	18,400	16,998	18,500
54. Cost Goods for Sale	35,885	36,286	35,730	10,316	37,872
55. Remaining/Other (specify)					
a. Consultant			27,800	8,286	22,500
b.					
56. Total Fundraising/Marketing/Retail	78,642	79,171	119,930	35,600	79,000

57. TOTAL OPERATING EXPENSES	1,248,197	1,334,004	1,528,539	458,208	1,677,137

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	1/16/2015	M&T Third Friday Crafts & 1812 Lecture	Pan Am Building	TBHM	152
2	1/18/2015	Martin Luther King, Jr. Day	Pan Am Building	TBHM	100
3	1/21/2015	Behind the Scenes Tour	Resource Center	TBHM	19
4	2/3/2015	Toddler Story Time	Pan Am Building	TBHM	5
5	2/18/2015	BreakOut!: President's Past	Pan Am Building	TBHM	15
6	2/19/2015	BreakOut!: President's Past	Pan Am building	TBHM	3
7	2/20/2015	BreakOut!: President's Past	Pan Am Building	TBHM	55
8	2/20/2015	M&T Third Friday: Treaty of Ghent	Pan Am Building	TBHM	20
9	2/23/2015	Lincoln's Birthday Celebration (Free!)	Pan Am Building	TBHM	83
10	2/25/2015	Buffalo Beer Lecture	Pan Am Building	TBHM	10
11	3/18/2015	Grover Cleveland Mythbusters	Pan Am Building	TBHM	37
12	3/20/2015	Behind the Scenes Tour: Civil War	Resource Center	TBHM	7
13	4/17/2015	M&T Bank Third Friday: Giants of Bflo, Food	Pan Am Building	TBHM	100
14	4/22/2015	City of Solar Lecture	Pan Am building	TBHM	4
15	4/26/2015	Fritz Klein: Lincoln Lecture, Part 1	Pan Am Building	TBHM	175
16	4/27/2015	Fritz Klein: Lincoln Lecture, Part 2	Pan Am Building	TBHM	50
17	5/2/2015	Cherry Blossom Festival	Pan Am Building	TBHM	72
18	5/2/2015	Cherry Blossom Festival	Resource Center	TBHM	47
19	5/3/2015	Cherry Blossom Festival Pan Am Building	Pan Am Building	TBHM	259
20	5/3/2015	Pan Am Walking Tour	Whole Campus	TBHM	40
21	5/6/2015	Cherry Blossom Festival-Kimono Show	Pan Am Building	TBHM	65
22	5/9/2015	Cherry Blossom Festival	Pan Am Building	TBHM	51
23	5/15/2015	M&T Friday: Giants of Buffalo, Lawyers	Pan Am Building	TBHM	200
24	5/27/2015	Watercolors of Dr. Lalli	Pan Am Buidling	TBHM	80
25	6/2/2015	Toddler Story Time	Pan Am Building	TBHM	6
26	6/3/2015	Food Truck Rodeo	Pan Am Building	TBHM	500
27	6/6/2015	Secrets from the Stacks	Pan Am Building	TBHM	8
28	6/8/2015	Canalside: Plein Air	Canalside waterfront	Buffalo	6
29	6/15/2015	Canalside: Native American	Canalside waterfront	Buffalo	9
30	6/19/2015	M&T Friday Kids Activities	Pan Am Building	TBHM	8
31	6/22/2015	Canalside: Native American	Canalside Waterfront	Buffalo	34
32	6/27/2015	Forest Lawn Trolley Tour Collaboration	Resource Center, Forest Lawn	Buffalo	10
33	6/29/2015	Canalside: Plein Air	Canalside waterfront	Buffalo	40
34	7/1/2015	Food Truck Rodeo	Pan Am Building	TBHM	500
35	7/5/2015	Pan Am Walking Tour	whole campus	TBHM	2
36	7/6/2015	Canalside: Clay Pinch Pots	Canalside waterfront	Buffalo	37
37	7/7/2015	Toddler Story Time & Trains	Pan Am Building	TBHM	3
38	7/13/2015	Canalside: Erie Canal History Walking Tour	Canalside	Buffalo	9
39	7/13/2015	Canalside: Corn Husk Dolls	Canalside	Buffalo	30
40	7/13/2015	Infomation seeking people	Canalside	Buffalo	50

If more space is needed, a form extension con be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what ta include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☒ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	☒ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial farm (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 75,988.00
2.	Director of Museum Collections	$ 60,040.00
3.	Accountant	$ 58,215.00
4.	Director of Library & Archives	$ 55,180.00
5.	Executive Office Liasion	$ 51,922.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Theatre of Youth		
Mailing Address	203 Allen Street		
City, State, Zip Code	Buffalo, New York 14201		
Website Address	www.theatreofyouth.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Meg Quinn		
Phone Number	884-4400x301	Email Address	mquinn@theatreofyouth.org
Person who Prepared Application			
Name, Title	Colleen Maroney Fahey		
Phone Number	716-548-9314	Email Address	cmfahey@roadrunner.com
Board Chairperson			
Name	Angela M. Laviano Hamister		
Mailing Address, City, State, Zip Code	440 LeBrun Road, Amherst NY 14226		
Phone Number	716-834-1099	Email Address	angela@hamistergroup.com
Applicant's Financial Contact Person			
Name, Title	George Clark, Jr., Treasurer		
Phone Number	716-649-0442	Email Address	gclark@bonadio.com
Federal Tax Identification No.	gclark@bonadio.com		
Year 501c3 Status Received	1974	***Define Fiscal Year***	July 1-June 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 59,400.00
Amount of 2016 Erie County Cultural Funding Received	$ 59,400.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 594,750.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%
Purpose of 2017 Funding Request	General Operating Support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	586307	613400	585347
Earned (Part 6, Line 9)	383998	345800	333653
Contributed Total (Part 6, Line 13 + Line 22)	130209	195500	181894
Individual (Part 6, Line 10)	21800	48000	43927
Corporate (Part 6, Line 11)	92829	112000	30950
Foundation (Part 6, Line 12)	15500	35500	107017
Public (Part 6, Line 22)	72100	72100	69800
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	685645	594750	524413
Number of Employees	10	9	9
Full-Time	4	3	3

UPDATED 5.23.16

Part-Time	6	6	6
Number of **VOTING** Board Members	14	15	15
Number of **ACTIVE** Volunteers	100	100	100
Total Attendance			
Paid Attendance	24217	27787	27787
Unpaid Attendance	6310	4889	4889
Virtual Attendance	0	0	0

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2016	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	If YES, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	7.00	Number of Board meetings with quorum present FY 2015?	7.00
Number of Conflict of Interest forms collected and in force?	15.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	13.00		
What percentage of the Board made a financial contribution?	87.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Angela M. Laviano Hamister	2013	2018	President	4	✓	
2	George Clark	2011	2018	Treasurer	1	✓	
3	Michelle L. Bouton, Esq.	2013	2016	Secretary	3	✓	
4	Christopher S. Nickson, Esq.	2014	2017	Vice President	1	✓	
5	Allegra Jaros	2009	2017		3	✓	
6	Christopher Ware, CPA	2009	2017		3	✓	
7	Dianna Civello	2014	2016			✓	
8	Elizabeth A. McPartland	2015	2018			✓	
9	Christie L. Joseph	2015	2018			✓	
10	Brian Muffoletto	2014	1016			✓	
11	Orlando Perez	2009	2016			✓	
12	Christopher Pulinski	2011	2016			✓	
13	Frank J. Sava	2012	2015			✓	
14	Karen A. Swartz	2011	2017			✓	
15	Cynthia Giganti Ludwig	2014	2016			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =**	☒ **Deficit =**
	$	$ 136,587.00

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	312576	292288	295000	283455	305250
2. Memberships	0	0	0	0	0
3. Fundraising events (gross)	44195	45759	0	19607	20000
4. Tuition (workshops)	34123	26945	28500	15825	31000
5. Contracted services	0	0	0	0	0
6. Facility Rental	0	0	0	0	0
7. Proceeds: Goods Sales	2519	0	0	0	0
8. Remaining/Other (specify):					
a. Admission Svc Charge	26954	19006	22000	12505	14000
b. Misc			300	2261	1000
9. Total Earned Income	420367	383998	345800	333653	371250
Private Contributions					
10. Individual Donations	24515	21880	48000	43927	25000
11. Corporate Support – See Attach. J	173774	92829	112000	30950	128000
12. Foundation Support – See Attach. J	18500	15500	35500	107017	20000
13. Total Private Contributions	216789	130209	195500	181894	173000
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.	0	0	0	0	0
b.	0	0	0	0	0
16. NYSCA	13100	13100	13100	13100	13100
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a.	0	0	0	0	0
b.	0	0	0	0	0
19. Municipal Funding	0	5000	0	0	0
20. Erie County Cultural Funding	56700	54000	59000	56700	59400
21. Erie County – Other	0	0	0	0	0
22. Total Public Funding	69800	72100	72100	69800	72500
23. TOTAL REVENUE	706956	586307	613400	585347	616750

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	116602	116021	98360	65332	104600
25. Artistic/Collections	260993	319873	297140	233309	296900
26. Education/Programs	14229	8763	8800	13969	10000
27. Production/Technical	15200	16300	16300	13490	16000
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	0	0	0	0	0
32. Total Salaries and Fees	407024	460957	420600	326100	427500
Administration/Operations					
33. Rent	0	0	0	0	0
34. Utilities/Phone/Internet/etcetera	28414	25610	24150	24741	24650
35. Office Supplies/Equipment Rental	1612	1212	1350	1611	1100
36. Security/Maintenance	12166	8853	7700	9857	8000
37. Travel	497	509	500	0	0
38. Insurance	22195	20159	17500	12754	18000
39. Legal	0	0	0	0	0
40. Bookkeeping service	19338	17063	8450	10875	7000
41. Audit expense	2500	7400	6000	6000	6000
42. Interest paid on Operating loans	2088	2236	4000	3484	4000
43. Other (i.e. consultant)					
a. Indepent Cont/Payroll Svc	8738	6979	1900	5645	5500
b. Service Charges	18036	15732	7700	16775	17000
44. Total Administration/Operations	115584	105753	79250	91724	91250
Programming & Collections Care					
45. Production & Exhibits Expenses	51069	57616	41000	40038	41000
46. Educational Expenses	0	0	0	0	0
47. Space/Facility/Equipment Rental	13101	14044	14000	14691	14000
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Scripts/Royalties	18955	9204	18700	23778	21000
b.	0	0	0	0	0
51. Total Programming	83665	80864	73700	78507	76000
Fundraising/Marketing/Retail					
52. Fundraising Events	0	0	0	0	0
53. Marketing/Advertising	21897	24298	11200	14749	12500
54. Cost Goods for Sale	0	0	0	0	0
55. Remaining/Other (specify)					
a. Design/Printing	14147	11909	10000	11430	8000
b. Misc	7794	1864	0	1885	1500
56. Total Fundraising/Marketing/Retail	43838	38071	21200	28064	22000
57. TOTAL OPERATING EXPENSES	650111	685645	594750	524413	616750

UPDATED 5.23.16

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	6/29/15-7/2/15	Imagination Celebration	Allendale Theatre	City of Buffalo	12 - Classes
2	7/6/15-8/7/15	Arts Alive ACT I (1st-6th)	Allendale Theatre	City of Buffalo	80 - Classes
3	7/13/15-7/17/15	Arts Alive ACT II (1st-6th)	Allendale Theatre	City of Buffalo	18 - Classes
4	7/20/15-7/31/15	Acting Out! (7th-10th)	Allendale Theatre	City of Buffalo	14 - Classes
5	8/1/15-8/16/15	Balloonacy (ages 2-4)	Jewish Community Center	Getzville	224 - Performance
6	10/7/15-10/25/15	The Legend of Sleepy Hollow (ages 7+)	Allendale Theatre	City of Buffalo	3731 - Performance
7	November 2015	How the Fitness Kids Got Fit - TOUR (K-5th)	Public & Private Schools	Erie County	2514 - Performance
8	12/2/15-12/20/15	A Little House Christmas (ages 5+)	Allendale Theatre	City of Buffalo	4352 - Performance
9	1/20/16-2/12/16	Number the Starts (ages 8+)	Allendale Theatre	City of Buffalo	6473- Performance
10	3/9/16-4/3/16	The Lion, The Witch & The Wardrobe (ages 7+)	Allendale Theatre	City of Buffalo	4653 - Performance
11	March-April 2016	The Hidden Sugar Project - TOUR (K-5th)	Public & Private School	Erie County	2342 - Performance
12	5/4/16-6/4/16	The True Story of the Three Little Pigs (ages 4+)	Allendale Theatre	City of Buffalo	8263 - Performance
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Meg Quinn - Artistic Director	$ 55,000.00
2.	Chet Popiolkowski- Production Manager	$ 37,000.00
3.	Ken Shaw - Design Manager	$ 37,000.00
4.	Tim White - Marketing Director	$ 28,000.00
5.	Michelle Tsoukatos - Sales Manager	$ 22,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Marilyn Littles - Accounting	$ 6,675.00
2.	Todd Proffit - Lighting Designer	$ 8,000.00
3.	Bonadio Accounting	$ 5,375.00
4.	Christopher Kelly - Director	$ 3,000.00
5.	Michael Walline - Director	$ 3,000.00

SECTION 2

ESSAYS

Attach one file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Theodore Roosevelt Inaugural Site Foundation		
Mailing Address	641 Delaware Avenue		
City, State, Zip Code	Buffalo, NY 14202-1079		
Website Address	www.trsite.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Stanton H. Hudson, Jr., Executive Director		
Phone Number	716-884-0095	Email Address	stanton_hudson@partner.nps.gov
Person who Prepared Application			
Name, Title	Stanton H. Hudson, Jr., Executive Director		
Phone Number	716-884-0095	Email Address	stanton_hudson@partner.nps.gov
Board Chairperson			
Name	Donald A. Ogilvie		
Mailing Address, City, State, Zip Code	3689 Hampton Brook Drive Hamburg, NY 14075		
Phone Number	716-648-7879	Email Address	dao4115@gmail.com
Applicant's Financial Contact Person			
Name, Title	Paul Zwirecki, Director of Administration & Special Projects		
Phone Number	716-884-0095	Email Address	pzwirecki@trsite.org
Federal Tax Identification No.	16-6094785		
Year 501c3 Status Received	1966	***Define Fiscal Year***	October 1-September 30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 35,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 25,138.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 715,940.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	4.90%
Purpose of 2017 Funding Request	expanded marketing (not allowed w/fed. funds)

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	838881	782025	516537
Earned (Part 6, Line 9)	352273	363475	195095
Contributed Total (Part 6, Line 13 + Line 22)	486608	418550	321442
Individual (Part 6, Line 10)	11554	54900	115396
Corporate (Part 6, Line 11)	27300	28500	7000
Foundation (Part 6, Line 12)	36346	22150	6489
Public (Part 6, Line 22)	311408	313000	192557
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	813734	715940	416680
Number of Employees	16	15	
Full-Time	10	9	

UPDATED 5.23.16

Part-Time	6	6	
Number of **VOTING** Board Members	21	18	
Number of **ACTIVE** Volunteers	250	217	
Total Attendance	25,000		15,000 (4/30)
Paid Attendance	20,000		12,500
Unpaid Attendance	5,000		2,500
Virtual Attendance	30,000		42,000

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2012	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2011		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	☐ Yes ■ No	**If YES**, what is the length of one term?	
How many consecutive terms are permitted?	NA		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	4.00	Number of Board meetings with quorum present FY 2015?	4.00
Number of Conflict of Interest forms collected and in force?	18.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	18.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Donald Ogilvie	2011	2018	President	3	✓	
2	Lawrence Seymour	1992	2018	Executive Vice President	1	✓	
3	Karen Gaughan-Scott	1994	2018	Vice President	8	✓	
4	George Bellows	2011	2018	Secretary	5	✓	
5	Kevin Malchoff	2013	2017	Treasurer	2	✓	
6	Christopher Copeland	2014	2018			✓	
7	Mark DePalma	2009	2017				✓
8	Bruce Dierenfield	2001	2017			✓	
9	Joseph Dispenza	2005	2017			✓	
10	Leslie Foschio	1977	2018			✓	
11	Patricia Hain	1994	2017			✓	
12	Shirley Hudders	2007	2017			✓	
13	Kevin Kelly	2011	2017			✓	
14	Barbara O'Neill	2011	2017			✓	
15	Maureen Saab	2001	2017			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 388,787.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	42805	51912	57000	32845	59000
2. Memberships	30240	32344	34000	17375	33250
3. Fundraising events (gross)	183444	183391	182700	86295	183000
4. Tuition (workshops)	5432	9854	9450	7789	11500
5. Contracted services					
6. Facility Rental	12427	15547	18500	12270	18000
7. Proceeds: Goods Sales	48499	56970	58075	37027	59000
8. Remaining/Other (specify):					
a. Additional Income	5537	1136	1500	456	1700
b. Investment Income	2216	1119	2250	1038	1600
9. Total Earned Income	330600	352273	363475	195095	367050
Private Contributions					
10. Individual Donations	69855	111554	54900	115396	55000
11. Corporate Support – See Attach. J	24644	27300	28500	7000	29000
12. Foundation Support – See Attach. J	27374	36346	22150	6489	30000
13. Total Private Contributions	121873	175200	105550	128885	114000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a. National Park Service	288668	288570	288000	179994	300000
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding					
20. Erie County Cultural Funding	24750	22838	25000	12563	35000
21. Erie County – Other					
22. Total Public Funding	313418	311408	313000	192557	335000
23. TOTAL REVENUE	765891	838881	782025	516537	819050

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	184614	186149	188803	120010	199267
25. Artistic/Collections	53846	54293	55068	35003	62271
26. Education/Programs	80769	81440	82601	52504	99634
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance	65384	65928	66868	42504	53968
31. Other					
32. Total Salaries and Fees	384613	387810	393340	250021	415140

UPDATED 5.23.16

Administration/Operations					
33. Rent					
34. Utilities/Phone/Internet/etcetera	28082	23161	24700	12093	28500
35. Office Supplies/Equipment Rental	9742	9850	9950	7273	12000
36. Security/Maintenance	13616	23021	23300	20065	27000
37. Travel	2337	3285	3700	2638	3500
38. Insurance	15568	17646	20000	13233	22000
39. Legal					
40. Bookkeeping service					
41. Audit expense	8600	8800	9000	0	9200
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. Professional Consulting	21000	36396	9000	13630	25000
b. Miscellaneous Operating	5928	15144	7400	8598	8500
44. Total Administration/Operations	104873	137303	107050	77530	135700

Programming & Collections Care					
45. Production & Exhibits Expenses	2916	2344	5800	1804	6100
46. Educational Expenses	3192	8337	6200	3908	9000
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions	1602	611	0	244	1250
50. Remaining/Other (specify)					
a. Volunteer/Staff Training	8856	7014	8050	4426	11400
b. Grant Expenses	18115	24356	22000	3247	30000
51. Total Programming	34681	42662	42050	13629	57750

Fundraising/Marketing/Retail					
52. Fundraising Events	117198	102768	103200	21639	1114
53. Marketing/Advertising	29349	42788	42500	30215	52000
54. Cost Goods for Sale	30517	27382	27800	23646	28500
55. Remaining/Other (specify)					
a. Restoration of Boardroom		73021			
b.					
56. Total Fundraising/Marketing/Retail	177064	245959	173500	75500	81614

57. TOTAL OPERATING EXPENSES	701231	813734	715940	416680	690204

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	6/1/15-5/31/16	Museum Tour	TR Site	Buffalo, NY	3465
2	6/1/15-5/31/16, fourth Tuesday monthly	Speaker Nite	TR Site	Buffalo, NY	418
3	6/1/15-5/31/16, third Saturday monthly	Teddy Bear Story Hour	TR Site	Buffalo, NY	166
4	6/1/15-5/31/16, third Tuesday monthly	TRivia Nite	TR Site	Buffalo, NY	311
5	6/1/15-5/31/16, first Tuesday monthly	Art Nite	TR Site	Buffalo, NY	24
6	1/26/16. 2/5/16	Teddy Bear Story Hour	Westminster Community Charter School	Buffalo, NY	142
7	2/3/16, 1/7/16	Buffalo and the Pan-Am	Westminster Community Charter School	Buffalo, NY	123
8	3/2/16	Teddy Bear Story Hour	Valley Community Association	Buffalo, NY	17
9	3/19/16	TR Live!	Michael's Banquet Hall	Hamburg, NY	375
10	3/7-8/16	TR and Mount Rushmore	TR Site	Buffalo, NY	57
11	7/8/15	Teddy Bear Story Hour	Seneca Street Community Development Center	Buffalo, NY	50
12	7/28/15	Teddy Bear Picnic	TR Site	Buffalo, NY	178
13	7/29/15	The Roosevelt Family	Briarwood Child Care	Wilkliamsville, NY	19
14	4/20/16	The Roosevelt Family	TR Site	Buffalo, NY	99
15	5/25/16	Who IS TR?	TR Site	Buffalo, NY	30
16	8/16/15	TR Returns to Buffalo	Buffalo Riverfront Park	Buffalo, NY	46
17	11/12/-15-5/19/16	Victorian Interlude	TR SIte	Buffalo, NY	295
18	4/15/16-5/23-16	TR & the Progressive Era	TR Site	Buffalo, NY	104
19	4/12/16	teacher training	TR Site	Buffalo, NY	9
20	11/3/15-1/22/16	Roosevelt the Reformer	TR Site	Buffalo, NY	118
21	4/7/16	History Mystery	TR Site	Buffalo, NY	12
22	10/20/15-5/13/16	Buffalo and the Pan-Am	TR Site	Buffalo, NY	154
23	2/23/16	Conversation on Conservation	TR Site	Buffalo, NY	39
24	11/18/15	Curatorial tour	TR Site	Buffalo, NY	9
25	3/3/16	Global Citizenship	TR Site	Buffalo, NY	32
26	6/1/15-5/31/16	Docent training	TR Site	Buffalo, NY	45
27	October 2015	Allentown Literary Ghost Walk	TR Site	Buffalo, NY	25
28	October 2015	Allentown Literary Ghost Walk	Karpeles Manuscript Museum	Buffalo, NY	27
29	6/1/15-5/31/16	Architectural Walking Tours	TR SIte	Buffalo, NY	54
30	6/19/15	Twilight Tour of Homes	TR Site	Buffalo, NY	1052
31	9/26/15	Smithsonian Magazine Museum Day	TR Site	Buffalo, NY	149
32	10/27/15	TR Statue Dedication	TR Site	Buffalo, NY	140
33	6/1/15-5/31/16	Boy Scouts of America Merit Badge Day	TR Site	Buffalo, NY	135
34	9/14/15, 2/16/16	Naturalization Ceremony	TR Site	Buffalo, NY	226
35	9/8/15	"What Ken Burns Left Out"	Clarence Historical Society	Clarence, NY	60
36	10/9/15	Teacher Fair	Buffalo Science Museum	Buffalo, NY	180
37	10/3/15	Theodore roosevelt and the Progressive Era	Erie I BOCES	West Seneca, NY	45
38	4/15/16	Mark Rissell Live! Comedy Nite	WNED Buffalo	Buffalo, NY	203
39	3/5/16	Boy Scouts of America University of Scouting	ECC South	Orchard Park, NY	427
40	December 2015	Victorian Christmas	TR Site	Buffalo, NY	1158

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☒ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$ 52,500.00
2.	Deputy Director	$ 46,243.00
3.	Curator, Director of Public Programs	$ 39,035.00
4.	Director of Administration & Special Projects	$ 35,000.00
5.	Facilities Manager	$ 35,000.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	MJD Strategic Marketing & Communications	$ 7,781.00
2.	PXC Associates	$ 1,650.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Torn Space Theater, Inc.		
Mailing Address	270 Lafayette Ave.		
City, State, Zip Code	Buffalo NY 14213		
Website Address	tornspacetheater.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Dan Shanahan, Artistic Director		
Phone Number	716-812-5733	Email Address	tornspacetheater@gmail.com
Person who Prepared Application			
Name, Title	Dan Shanahan, Artistic Director		
Phone Number	716-812-5733	Email Address	tornspacetheater@gmail.com
Board Chairperson			
Name	Jeffrey Watorek		
Mailing Address, City, State, Zip Code	60 Los Buffalo, NY 14221		
Phone Number	716-465-1023	Email Address	JWatorek@gibraltar1.com
Applicant's Financial Contact Person			
Name, Title	Sean Morrow, Board Member		
Phone Number	716-390-5461	Email Address	SEAN.MORROW@fnfg.com
Federal Tax Identification No.	33-1159716		
Year 501c3 Status Received	2008	***Define Fiscal Year***	10/1-9/31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 25,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 8,080.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 207,825.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	12.00%
Purpose of 2017 Funding Request	Support Main Stage Theater Activities

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	131719	230446	152730
Earned (Part 6, Line 9)	59065	61259	30813
Contributed Total (Part 6, Line 13 + Line 22)	73656	169187	121917
Individual (Part 6, Line 10)	20079	32887	19126
Corporate (Part 6, Line 11)	4875	6500	2250
Foundation (Part 6, Line 12)	5000	86220	63501
Public (Part 6, Line 22)	42700	43580	37040
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	117971	207825	86526
Number of Employees	3	4	3
Full-Time	1	1	1

UPDATED 5.23.16

Part-Time	2	3	2
Number of **VOTING** Board Members	10	11	10
Number of **ACTIVE** Volunteers	55	55	20
Total Attendance	2962	4,615	2,964
Paid Attendance	2377	3,945	2,444
Unpaid Attendance	585	670	520
Virtual Attendance	0	0	0

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2015	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2015		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3
How many consecutive terms are permitted?	2. . Board members may also be appointed for a single two-year term with approval from a majority of the board.		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6.00		
Number of Board meetings held in FY 2015?	6.00	Number of Board meetings with quorum present FY 2015?	6.00
Number of Conflict of Interest forms collected and in force?	10.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	10.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Jeffrey Watorek	2013	2016	President	3	✓	
2	Leslie Walker	2011	2017	Board Member	5	✓	
3	Daniel Shanahan	2010	2016	Board Member	6		✓
4	Melissa Meola	2010	2016	Board Member	6		✓
5	Sean Morrow	2012	2018	Board Member	4	✓	
6	Kathleen Rooney	2012	2018	Board Member	4	✓	
7	Ray Kelley	2011	2017	Board Member	5	✓	
8	Richard Schroeder	2012	2018	Board Member	4	✓	
9	Maria Scrivani	2013	2016	Board Member	3	✓	
10	Michael Bandini	2015	2018	Board Member	1	✓	
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 22,622.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	41352	41933	41656	16114	45053
2. Memberships	0	0	0	0	0
3. Fundraising events (gross)	14500	12000	13500	13500	14000
4. Tuition (workshops)	0	0	0	0	0
5. Contracted services	0	0	0	0	0
6. Facility Rental	1859	0	0	0	0
7. Proceeds: Goods Sales	0	5132	6103	1199	6103
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	57711	59065	61259	30813	65156
Private Contributions					
10. Individual Donations	24387	20079	32887	19126	27707
11. Corporate Support – See Attach. J	16951	4875	6500	2250	7475
12. Foundation Support – See Attach. J	7887	5000	86220	63501	35000
13. Total Private Contributions	49225	29954	125607	84877	70182
Public Funding					
14. National Endowment for the Arts	0	0	0	0	0
15. Other Federal					
a.					
b.					
16. NYSCA	5000	20200	18000	18000	27000
17. NYSCA Decentralization Regrant	0	0	0	0	0
18. Other State					
a.	0	0			
b.	0	0			
19. Municipal Funding	16858	14500	17500	15000	20000
20. Erie County Cultural Funding	3300	8000	8080	4040	15000
21. Erie County – Other	0	0	0	0	
22. Total Public Funding	25158	42700	43580	37040	62000
23. TOTAL REVENUE	132094	131719	230446	152730	197338

UPDATED 5.23.16

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	29942	28779	45600	24526	66968
25. Artistic/Collections	15542	19384	22184	9581	22850
26. Education/Programs	0	0	0	0	0
27. Production/Technical	20092	17626	16176	9845	16662
28. Development/Special Events	0	0	0	0	0
29. Guest Services	0	0	0	0	0
30. Maintenance	0	0	0	0	0
31. Other	5673	7139	13114	5553	13508
32. Total Salaries and Fees	71249	72928	97074	49505	119988

UPDATED 5.23.16

Administration/Operations					
33. Rent	3479	500	515	300	1730
34. Utilities/Phone/Internet/etcetera	0	0	1500	0	1530
35. Office Supplies/Equipment Rental	2366	8346	8571	3616	8804
36. Security/Maintenance	0	0	0	0	0
37. Travel	183	1041	1073	149	1105
38. Insurance	5029	5590	5758	2279	5931
39. Legal	0	0	0	0	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	0	0	0	0	0
42. Interest paid on Operating loans	0	0	0	0	0
43. Other (i.e. consultant)					
a. Payroll Taxes	10954	11792	10037	14057	10037
b.					
44. Total Administration/Operations	22011	27269	27454	20401	29137

Programming & Collections Care					
45. Production & Exhibits Expenses	4840	8697	63684	5125	10525
46. Educational Expenses	0	0	0	0	0
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	0	0	0	0	0
50. Remaining/Other (specify)					
a. Miscellaneous Expenses	3702	1198	1234	1000	1271
b.					
51. Total Programming	0	0	64918	6125	11796

Fundraising/Marketing/Retail					
52. Fundraising Events	0	0	0	0	0
53. Marketing/Advertising	5255	14245	14681	4615	15634
54. Cost Goods for Sale	0	0	0	0	0
55. Remaining/Other (specify)					
a. Meals/Reception Food	1480	3494	3598	2639	3706
b. Royalites	75	35	100	3241	
56. Total Fundraising/Marketing/Retail	6810	17774	18379	10495	19340

57. TOTAL OPERATING EXPENSES	100070	117971	207825	86526	180261

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	August '15	They Kill Things	Silo City	Buffalo, NY	1088
2	June '15	Emerging Artist Series	AMDC	Buffalo, NY	137
3	March '15	The Hairy Ape	AMDC	Buffalo, NY	518
4	October' 15	Prom of the Dead	Dnipro	Buffalo, NY	700
5	October '15	Lulu	AMDC	Buffalo, NY	519
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☒ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Artistic Director	$ 35,000.00
2.	Director of Audience Development	$ 15,600.00
3.	Stage Manager	$ 3,000.00
4.	Tech Director	$ 3,000.00
5.	Marketing Designer	$ 2,200.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	N/A	
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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 ore 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. awards, recognition, board independence, unusuol expenses, large budget variances, lass of significant funding, new location, major construction, stoff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash** Flow ***FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Ujima Company, Inc.		
Mailing Address	515 Main Street		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	ujimacoinc.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Rahwa Ghirmatzion, Executive Director		
Phone Number	716-281-0093	Email Address	rahwa@ujimacoinc.org
Person who Prepared Application			
Name, Title	Rahwa Ghirmatzion, Executive Director		
Phone Number	716-480-8212	Email Address	rahwa@ujimacoinc.org
Board Chairperson			
Name	Mary J. Moebius		
Mailing Address, City, State, Zip Code	261 Wimbledon Court		
Phone Number	716-913-2418	Email Address	Mertz628@aol.com
Applicant's Financial Contact Person			
Name, Title	Kindle Dunning, Associate at Allen Street Consulting		
Phone Number	716-218-0564	Email Address	kindle@allenstreet.net
Federal Tax Identification No.	22-2543797		
Year 501c3 Status Received	1983	***Define Fiscal Year***	7/1 to 6/30

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 32,535.00
Amount of 2016 Erie County Cultural Funding Received	$ 31,310.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 130,140.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	25.00%
Purpose of 2017 Funding Request	2 productions, place based initiative GDZ, community performances.

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	114217	127500	133795
Earned (Part 6, Line 9)	36878	45500	23237
Contributed Total (Part 6, Line 13 + Line 22)	77339	82000	109558
Individual (Part 6, Line 10)	5167	7000	3155
Corporate (Part 6, Line 11)	1000	9000	0
Foundation (Part 6, Line 12)	18675	15000	65000
Public (Part 6, Line 22)	53496	51000	42403
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	117869	144500	72114
Number of Employees	3	3	3
Full-Time	0	0	0

UPDATED 5.23.16

Part-Time	2	3	3
Number of **VOTING** Board Members	12	9	9
Number of **ACTIVE** Volunteers	33	35	35
Total Attendance			
Paid Attendance	2002	700	545
Unpaid Attendance	862	470	415
Virtual Attendance	0	0	0

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	1995	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2015		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	no limits as long as they are elected and vote passes		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	9.00		
Number of Board meetings held in FY 2015?	9.00	Number of Board meetings with quorum present FY 2015?	7.00
Number of Conflict of Interest forms collected and in force?	1.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	7.00		
What percentage of the Board made a financial contribution?	70.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Mary Moebius	2013	1mo	President	3	✓	
2	Raynardo Shedrick	2015	2yrs	Vice President	1	✓	
3	Shanntina Moore	2014	1yr	Treasurer	2	✓	
4	Aimee Levesque	2014	2yrs	Secretary	2	✓	
5	Joan Hyman	2016	3yrs			✓	
6	Cynnie Gaash	2016	3yrs			✓	
7	Linda Appleby	2016	3yrs			✓	
8	Michele Ninacs	2013	1mo			✓	
9	Zoe Scruggs	2015	2yrs			✓	
10	Robert Ball	2014	1yr			✓	
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☐ **Surplus =**	☒ **Deficit =**
(Do not include endowment/capital funds)	$	$ 5,250.42

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	26228	19988	20000	9662	16000
2. Memberships	450		1500		
3. Fundraising events (gross)		4520	10000		
4. Tuition (workshops)					
5. Contracted services	17900	6500	10000	10000	20726
6. Facility Rental	5875	5021	3000	3575	3900
7. Proceeds: Goods Sales		849	1000		
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	50453	36878	45500	23237	40626
Private Contributions					
10. Individual Donations	2277	5167	7000	3155	4500
11. Corporate Support – See Attach. J		1,000	9000		1000
12. Foundation Support – See Attach. J		18675	15000	65000	65500
13. Total Private Contributions	2277	23843	31000	68155	71000
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA		22496	14000	11248	11428
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding	5000		5000		
20. Erie County Cultural Funding	33500	31000	32000	31155	31310
21. Erie County – Other					
22. Total Public Funding	38500	53496	51000	42403	42738
23. TOTAL REVENUE	91230	114217	127500	138795	154364

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative		7705	15000	6441	25400
25. Artistic/Collections			35000	9219	43000
26. Education/Programs					
27. Production/Technical			23000	7282	22500
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	0	7705	73000	22942	90900

UPDATED 5.23.16

Administration/Operations					
33. Rent	19217	46162	30222	11520	13133
34. Utilities/Phone/Internet/etcetera	12134	18027	10000	5024	3900
35. Office Supplies/Equipment Rental	1624	910		276	
36. Security/Maintenance		1891	2500		120
37. Travel	1404	110	1500		
38. Insurance	2765	2376	2400	1732	1548
39. Legal		12867			
40. Bookkeeping service	2800	4001		1640	3500
41. Audit expense					
42. Interest paid on Operating loans	4184	3030			3600
43. Other (i.e. consultant)					
a. project assistance	162			4460	2500
b. office/moving expenses				8866	
44. Total Administration/Operations	53431	89374	46622	33518	28301

Programming & Collections Care					
45. Production & Exhibits Expenses	23064	11204	15678	9966	17000
46. Educational Expenses	2000	2165	1200	2812	1380
47. Space/Facility/Equipment Rental	3019	1761		2175	5000
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a. copyright/licensing fees	3803	3200	3000		2400
b.	1778				
51. Total Programming	33664	18327	19878	14953	25780

Fundraising/Marketing/Retail					
52. Fundraising Events					
53. Marketing/Advertising	1414	2160	3000	701	5000
54. Cost Goods for Sale		303	2000		
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	1414	2463	5000	701	5000

57. TOTAL OPERATING EXPENSES	88509	117869	144500	72114	149981

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	2/19 to 3/13	El Hajj Malik	Alleyway Cabaret	672 Main Street	615
2	4/22	El Hajj Malik	PUSH Buffalo - GSNC	271 Grant Street	82
3	4/29	El Hajj Malik	Lafayette High School	370 Lafayette High School	200
4	6/24	El Hajj Malik	Frank Merriweather Library	1324 Jefferson Avenue	TBD
5	4/11	Youth Climate Justice Forum	PUSH/MAP GSNC	271 Grant Street	60
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☒ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☒ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Artistic Director	$ 43,250.00
2.	Program Assistant	$ 23,450.00
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Arts Development Intern	$ 5,000.00
2.		
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget varionces, loss of significant funding, new locotion, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

VOCÁLIS
CHAMBER CHOIR

James Burritt, Director

THANK YOU for your patronage of our 2015-16 season!
This wonderful concert series would not be possible without
your generous financial support.

Thank you to the Cullen Foundation for supporting this residency and performance.

Vocális Chamber Choir is supported in part with cultural funding from the 2016 adopted Erie County Budget, Mark C. Poloncarz, County Executive.

Season Media Sponsor

WNED Classical 94.5

Sotto Voce Circle

Sotto Voce Trustee $1,000 +

The Fatta Foundation of Western New York
The Hooper Family Foundation
Vera and David Kozak
Robert J. Meisner, DDS
Anne Altenburg Moot

Sotto Voce Sustainer $500 - 999

Karen Frieder, *in memory of William Frieder*
Daniel and Susan Yox

Benefactor $250-499

Henrik Borgström and
Donna DeCarolis
Deborah DiMatteo
Eberl Iron Works, Inc.
William and Concetta Ferguson
David and Chelsea Frieder
John F. Herbert
Marie A. Marshall
Mason's Grille 52
Quality Bindery Services Inc.
Bruce T. Ridolfo, DMD

Sponsor $100-249

Anonymous
Vanda Albera
Monica and Ben Bassett
Eleanor Bender
Will and Bonnie Botsford
Judith M. Burritt
Bradley Carson
Alan and Wendy Creech
Jonathan Falk, Esq.
Cheryl Fisher
John Fleischman, Jr.
Anne Grace and Al Litto
Trish Grace and David Dunn
Su Hadden
Michael H. and Robin Krull
Harrison
Dr. & Mrs. Reid R. Heffner, Jr.
George and Sally Hezel
Susan and Michael Holden
Barbara and George Hole
Natalie Johnston,
in memory of Ronald Benn
Dr. & Mrs. Stephen Joyce
Mr. & Mrs. Robert J. Kresse
Gary M. Lee
Susan and Jim Mahoney
William and Mary McCall
Anne Meilhede
Barbara Mierzwa
Barbara Morgan and
Charles Zukoski
Kristen and Philip Pfaff
John and Lorey Repicci
Jerry Sauberan
Frank and Vanessa Scinta
Dr. Stanley J. and Karen Scott
Jim Shea and Sherry Salzman
William and Estelle Siener
Nancy Austin Stecker
Dr. & Mrs. John E.
Tomaszewski
David and JoAnn Wahl
Ronald and Beverly Walnicki
Priscilla and Ed Wiedl

Friend $50-99

Edwin and Mary Beck, *in honor of Damon Ayer and Erin Scudder*
Judy Brown
Rev. Lawrence E. Burns
Christopher M. Burritt
Tim Cashmore and Beth Buckley
Chuck and Chris Casto
Dick and Cornelia Dopkins
Helen E. Erkkila
Patricia Frizelle
Victoria Garner
Rita M. and Robert M. Giannetti
Howard and Lillian Gondree
Peter and Mary Louise Grace
Marjorie Hagberg
Deborah Henning
Gary and Lois Jeffery
Brian Kawaler
Anthony J. Keller
Carol and John Kociela
Nancy and John Krestic
Donna Leney
John Medwid
Marlene Frieder Merzacco
Deborah Morrow
Andy Newbert
Gerald and Mary Jo Parker
Ann Perez
Dorothy Piepke
William and Kathleen Slon
Gary Thomas
Jeff and Kathy Williams
Wayne D. Wisbaum
Raymond F. Yox

Board of Directors
Vera Kozak, *President*, Damon Ayer, *Vice-President,*
Nancy Austin Stecker, *Secretary,* Christopher Burritt, *Treasurer,*
James Burritt, *Director,* Jonathan Falk, Esq., William Ferguson,
David Frieder, Estelle Siener

Advisory Board
Deborah DiMatteo, Kathleen Hartmans, Elenora Heffner,
John F. Herbert, Barbara J. Hole, Anne Altenburg Moot,
Frank Scinta, Suzanne Walker

Development
Sarah G. Carney, Mary Keough Dylik

Graphic Design
Barb Cushing

Vocális Volunteers Coordinator
Chelsea Frieder

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	The Western New York Artists Group, Inc.		
Mailing Address	One Linwood Avenue		
City, State, Zip Code	Buffalo, New York 14209-2203		
Website Address	www.wnyag.com		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Donald J. Siuta, Director		
Phone Number	716-885-2251	Email Address	AGgallery1Linwood@gmail.com
Person who Prepared Application			
Name, Title	Donald J. Siuta, Director		
Phone Number	716-885-2251	Email Address	AGgallery1Linwood@gmail.com
Board Chairperson			
Name	Eileen Graetz		
Mailing Address, City, State, Zip Code	183 Norwood Ave, Buffalo, NY 14222		
Phone Number	716-886-1905	Email Address	egcoyote@verizon.net
Applicant's Financial Contact Person			
Name, Title	Thomas Camuso		
Phone Number	716-837-8908	Email Address	Tcamuso@gmail.com
Federal Tax Identification No.	16-1508113		
Year 501c3 Status Received	1997	***Define Fiscal Year***	Jan 1 - Dec 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$8000.00
Amount of 2016 Erie County Cultural Funding Received	$4141.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$77710.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	7.75%
Purpose of 2017 Funding Request	general operating

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	70493.00	88180.00	14842.00
Earned (Part 6, Line 9)	54673.00	67180.00	11253.00
Contributed Total (Part 6, Line 13 + Line 22)	15820.00	21000.00	3589.00
Individual (Part 6, Line 10)	8920.00	9000.00	182.00
Corporate (Part 6, Line 11)	200.00	3500.00	837.00
Foundation (Part 6, Line 12)	0	0	0
Public (Part 6, Line 22)	6500.00	8000.00	2070.00
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	68191.00	777.10	21597.00
Number of Employees	1	1	1
Full-Time	1	1	1

UPDATED 5.23.16

Part-Time	0	0	0
Number of **VOTING** Board Members	7	7	7
Number of **ACTIVE** Volunteers	42	38	38
Total Attendance	4285	4500	1272
Paid Attendance	0	0	0
Unpaid Attendance	4285	4500	1272
Virtual Attendance	na	na	na

PART 4 – DOCUMENT UPDATE INFORMATION			
Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2015		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2015		

PART 5 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	☐ Yes ■ No	**If YES**, what is the length of one term?	
How many consecutive terms are permitted?	na		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4		
Number of Board meetings held in FY 201S?	8	Number of Board meetings with quorum present FY 2015?	8
Number of Conflict of Interest forms collected and in force?	7		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	6		
What percentage of the Board made a financial contribution?	80.6% %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Eileen Graetz	2009		Board Chairperson	2	✓	
2	Thomas Camuso	2013		Treasurer	2.5	✓	
3	Audre Bunis	2004				✓	
4	Jane Liebner	2012				✓	
S	Daniel McIndoo	2008				✓	
6	James Pappas	2005				✓	
7	Theresa Quinn	2013				✓	
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	■ **Surplus =**	☐ **Deficit =**
(Do not include endowment/capital funds)	$ 1500.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships	8440.00	18530.00	18600.00	4275.00	18600.00
3. Fundraising events (gross)	16098.00	10763.00	17000.00	225.00	17500.00
4. Tuition (workshops)		890.00	920.00		950.00
5. Contracted services					
6. Facility Rental	1485.00	581.00	1500.00	539.00	1500.00
7. Proceeds: Goods Sales	27408.00	20269.00	25000.00	3821.00	26000.00
8. Remaining/Other (specify):					
a. Exhibit entry fees	5909.00	3490.00	4000.00	2375.00	4000.00
b. sales tax vendor credit	121.00	150.00	160.00	18.00	160.00
9. Total Earned Income	59464.00	54673.00	67180.00	11253.00	68710.00
Private Contributions					
10. Individual Donations	5887.00	8920.00	9000.00	182.00	8500.00
11. Corporate Support – See Attach. J	3210.00	200.00	3500.00	837.00	3600.00
12. Foundation Support – See Attach. J	0	200.00	500.00	500.00	500.00
13. Total Private Contributions	9097.00	9320.00	13000.00	1519.00	12600.00
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding		2500.00	2000.00		2500.00
20. Erie County Cultural Funding	4000.00	4000.00	6000.00	2070.00	6000.00
21. Erie County – Other					
22. Total Public Funding	4000.00	6500.00	8000.00	2070.00	8500.00
23. TOTAL REVENUE	72561.00	70493.00	88180.00	14842.00	89810.00

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative					
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees					

UPDATED 5.23.16

Administration/Operations					
33. Rent	19800.00	21780.00	22860.00	9525.00	24000.00
34. Utilities/Phone/Internet/etcetera	2603.00	2352.00	2600.00	518.00	2650.00
35. Office Supplies/Equipment Rental	1255.00	2711.00	2800.00	395.00	2800.00
36. Security/Maintenance	666.00	238.00	700.00	180.00	750.00
37. Travel					
38. Insurance	2009.00	1710.00	2000.00	450.00	2100.00
39. Legal					
40. Bookkeeping service		500.00	500.00		500.00
41. Audit expense					
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a. consultant (Director)	12000.00	12000.00	12000.00	3000.00	13200.00
b. misc. fees	40.00	430.00	450.00	5.00	450.00
44. Total Administration/Operations	38373.00	41721.00	43910.00	14073.00	46450.00

Programming & Collections Care					
45. Production & Exhibits Expenses	5848.00	7672.00	8000.00	2035.00	8100.00
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	5848.00	7672.00	8000.00	2035.00	8100.00

Fundraising/Marketing/Retail					
52. Fundraising Events	10663.00	6470.00	8000.00	285.00	8200.00
53. Marketing/Advertising	99.00	784.00	800.00	392.00	800.00
54. Cost Goods for Sale	16203.00	11544.00	17000.00	4812.00	17500.00
55. Remaining/Other (specify)					
a.					
b.					
56. Total Fundraising/Marketing/Retail	26965.00	18798.00	25800.00	5489.00	26500.00

57. TOTAL OPERATING EXPENSES	71186.00	68191.00	77700.00	21597.00	81050.00

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1					
2		see attached			
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☐ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☐ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☐ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☐ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Accountant	500.00
2.	Gallery Director	12000.00
3.		
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Western New York Book Arts Collaborative (WNYBAC)		
Mailing Address	468 Washington Street		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.wnybookarts.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Gail Nicholson		
Phone Number	716-418-3176	Email Address	gail@wnybookarts.org
Person who Prepared Application			
Name, Title	Gail Nicholson, Executive Director		
Phone Number	716-418-3176	Email Address	gail@wnybookarts.org
Board Chairperson			
Name	Peter Sowiski		
Mailing Address, City, State, Zip Code	468 Washington Street, Buffalo, NY 14203		
Phone Number	716-348-1430	Email Address	peter@abaca-press.com
Applicant's Financial Contact Person			
Name, Title	Ken Schaefer, Partner at Schaefer, Sciarrino, Schulenberg		
Phone Number	716-634-5400	Email Address	kschaefer@sss-cpas.com
Federal Tax Identification No.	20-5755731		
Year 501c3 Status Received	2,008	***Define Fiscal Year***	calendar

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 2,102.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 247,150.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	3.00%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	Program support	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☐ **Surplus =** $ 101,667.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,013	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,016
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	2-3 years
How many consecutive terms are permitted?	not limited at this time		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			
Number of Board meetings held in FY 2015?	11.00	Number of Board meetings with quorum present in FY 2015?	10.00
Number of Conflict of Interest forms collected and in force?	11.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	11.00		
What percentage of the Board made a financial contribution?	100.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Nicholas Alberalla	2015	2018			✓	
2	Eric Crittenden	2014	2017			✓	
3	Charles Gordon	2015	2018			✓	
4	Charles Greico	2008	2016			✓	
5	Justin Hall	2009	2016			✓	
6	Adele Henderson	2008	2016	Vice President	1	✓	
7	Lynn Lasota	2014	2017	Treasurer	2	✓	
8	James Marotto	2014	2017			✓	
9	James Maynard	2013	2016	Secretary	1	✓	
10	Peter Sowiski	2013	2017	President	2	✓	
11	Dennis Wisniewski	2015	2018			✓	
12							
13							
14							
15							

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

*Attach **one** file with responses for all items below.*

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Western New York Public Broadcasting Association		
Mailing Address	140 Lower Terrace		
City, State, Zip Code	Buffalo, New York 14202		
Website Address	www.wned.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Donald K. Boswell/President and CEO		
Phone Number	716.845.7000	Email Address	dboswell@wned.org
Person who Prepared Application			
Name, Title	Annmarie Dean/Manager of Foundation and Community Development		
Phone Number	716.845.7000	Email Address	adean@wned.org
Board Chairperson			
Name	Brian Keating		
Mailing Address, City, State, Zip Code	210 Morris Avenue, Buffalo, New York 14214		
Phone Number	716.835.5634	Email Address	brianedwardkeating@gmail.com
Applicant's Financial Contact Person			
Name, Title	Nancy Hammond/Vice President, Finance and CFO		
Phone Number	716.845.7000	Email Address	nhammond@wned.org
Federal Tax Identification No.	16-0834459		
Year 501c3 Status Received	1,960	***Define Fiscal Year***	July 1 - June 30

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

Amount of 2017 Erie County Cultural Funding Request	$ 7,500.00	
Amount of 2016 Erie County Cultural Funding Received	$ 3,000.00	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 14,426,611.00	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	0.05%	
Purpose of 2017 Funding Request (CANNOT EXCEED $7,500)	WBFO's Buffalo Blues Bash	
Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus =** $ 12,527,375.00	☐ **Deficit =** $

PART 3 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2,014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Do you have a Strategic Plan?	☒ Yes ☐ No	Year Strategic Plan was last updated:	2,015
Year Conflict of Interest Policy was last updated	2013		
Year Whistleblower Policy was last updated	2014		

PART 4 – BOARD OF DIRECTORS DETAIL			
Do your Board Members have term limits?	■ Yes ☐ No	If **YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	2 terms		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	4.00		
Number of Board meetings held in FY 2015?	4.00	Number of Board meetings with quorum present in FY 2015?	4.00
Number of Conflict of Interest forms collected and in force?	23.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☐ Yes ■ No		
How many Board Members made a financial contribution in most recently completed fiscal year?	19.00		
What percentage of the Board made a financial contribution?	82.00 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Karen Arrison	2013	2016	Vice Chair	3 years	✓	
2	Clifford Benson	2015	2018		1 year	✓	
3	Donald Boswell	2010	2016		6 years		✓
4	Barry Brandon	2013	2016		3 years	✓	
5	David K. Chamberlain	2014	2017		2 years	✓	
6	Stephen C. Dunnett, Ph.D.	2012	2017		4 years	✓	
7	Philip L. Glick, M.D.	2012	2017		4 years	✓	
8	Maureen O. Hurley	2014	2017		2 years	✓	
9	Anthony Johnson	2015	2018		1 year	✓	
10	Brian Keating	2009	2016	Chair	7 years	✓	
11	Tae Kim	2012	2018	Secretary	4 years	✓	
12	Joseph D. McDonald	2015	2018		1 year	✓	
13	Britta L. McKenna	2014	2017		2 years	✓	
14	David O'Rourke, Ph.D.	2013	2016		3 years	✓	
15	Theresa E. Quinn	2014	2017		2 years	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

SECTION 2

ESSAYS

Attach one file with responses for all items below.

I. Organization - *Please do not exceed 500 words per essay per section.*

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, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - *Please do not exceed 500 words per essay per section.*

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - *Please do not exceed 800 words per essay per section.*

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - *Please do not exceed 500 words per essay per section.*

1. If your organization applied for and received Erie County Cultural Funding in 2016, 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 the organization is a first-time applicant, you may simply write "No grant received in 2016".
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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by fiscal quarter

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you ore a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

ERIE ARTS & CULTURAL
ADVISORY BOARD

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION LONG FORM

SECTION 1

PART 1 - GENERAL INFORMATION

Legal Name of Organization	Young Audiences of Western New York, Inc.	DATE: JUNE 1, 2016	
Mailing Address	1 Lafayette Square		
City, State, Zip Code	Buffalo, NY 14203		
Website Address	www.yawny.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Cynnie Gaasch, Executive Director		
Phone Number	716-881-0917	Email Address	cynnie@yawny.org
Person who Prepared Application			
Name, Title	Cynnie Gaasch, Executive Director		
Phone Number	716-881-0917	Email Address	cynnie@yawny.org
Board Chairperson			
Name	Mark Shepard		
Mailing Address, City, State, Zip Code	28 Northledge Drive		
Phone Number	716-913-7254	Email Address	mshepard@mtb.com
Applicant's Financial Contact Person			
Name, Title	Cynnie Gaasch		
Phone Number	716-881-0917	Email Address	cynnie@yawny.org
Federal Tax Identification No.	16-0916472		
Year 501c3 Status Received	1967	*Define Fiscal Year*	JULY 1 - JUNE 30

PART 2 - FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 81,900
Amount of 2016 Erie County Cultural Funding Received	$6,910
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 691,000
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	10.00%
Purpose of 2017 Funding Request	Support Resource Development

PART 3 - APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	694,755	719,116	597,003
Earned (Part 6, Line 9)	302,572	325,425	234,952
Contributed Total (Part 6, Line 13 + Line 22)	390,940	416,191	362,051
Individual (Part 6, Line 10)	30,446	30,800	23,042
Corporate (Part 6, Line 11)	41,517	47,069	16,046
Foundation (Part 6, Line 12)	208,450	220,444	224,541
Public (Part 6, Line 22)	110,527	117,878	98,422
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	626,513	718,601	566,309
Number of Employees	7	9	9
Full-Time	6	7	7

Part-Time	2	2	2
Number of **VOTING** Board Members	16	15	16
Number of **ACTIVE** Volunteers	6	6	6
Total Attendance			
Paid Attendance	50	150	0
Unpaid Attendance	34,000	35,000	35,000
Virtual Attendance	60	60	60

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	☒ Yes ☐ No
Year Strategic Plan was last updated	2012, currently completing new Strategic Plan		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2014		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	☒ Yes ☐ No	**If YES**, what is the length of one term?	3 years
How many consecutive terms are permitted?	3		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	6		
Number of Board meetings held in FY 2015?	7	Number of Board meetings with quorum present FY 2015?	7
Number of Conflict of Interest forms collected and in force? 16			
Does this organization expect Board Members to make an annual financial contribution? (not membership)	☒ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	16		
What percentage of the Board made a financial contribution?	100 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Mark Shepard	2011	2016	President	5	✓	
2	Loraine Ingrasci	2013	2016	Vice President	3	✓	
3	Laith Al-Khalidi	2015	2018	Treasurer	3	✓	
4	E.J. Snyder	2013	2016	Secretary	3	✓	
5	Armonde Badger	2015	2018		3	✓	
6	Karen Camp	2011	2017		6	✓	
7	Lindsay Evans	2015	2017		3	✓	
8	Daniel Hart	2010	2016		6	✓	
9	Robin Hibbert	2015	2018		3	✓	
10	Margaret Kaiser	2014	2017		3	✓	
11	Dinash Lal	2015	2018		3	✓	
12	Joan Linder	2015	2018		3	✓	
13	Wendy Pierce	2011	2017		6	✓	
14	Ben Siegel	2012	2018		6	✓	
15	Dennis Wright	2015	2018		3	✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*

[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one): *(Do not include endowment/capital funds)*	☒ **Surplus=**	☐ **Deficit =**
	$123,649	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions					
2. Memberships					
3. Fundraising events (gross)					
4. Tuition (workshops)					
5. Contracted services	217499	302572	325425	234952	305248
6. Facility Rental					
7. Proceeds: Goods Sales					
8. Remaining/Other (specify):					
a.					
b.					
9. Total Earned Income	232,060	302,572	325,425	234,952	305248
Private Contributions					
10. Individual Donations	24627	30446	$30,800	23042	32481
11. Corporate Support – See Attach. J	23091	41517	$47,069	16046	24130
12. Foundation Support – See Attach. J	201700	208450	$220,444	224541	291984
13. Total Private Contributions	249418	280413	298313	263629	348595
Public Funding					
14. National Endowment for the Arts	26000	10000		5334	35427
15. Other Federal					
a.					
b.					
16. NYSCA	42000	27500	35000	34230	33000
17. NYSCA Decentralization Regrant					
18. Other State					
a. NY Council for the Humanities	10000	3000	4000	5000	5000
b.Regional Economic Dev			41878	12840	49000
19. City of Buffalo	20000	20000	25000	28000	25000
20. Erie County Cultural Funding	8120	8120	8000	8932	10000
21. Erie County – Other	66403	75000	4000	4086	10000
22. Total Public Funding	172523	143620	117878	98422	167427
23. TOTAL REVENUE	654,001	726,605	741616	597,003	821,270

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	31538	27785	31848	25945	35839
25. Artistic/Collections					
26. Education/Programs	252308	222289	254788	207557	286719
27. Production/Technical					
28. Development/Special Events	31538	27785	31848	25945	35838
29. Guest Services					
30. Maintenance					
31. Other					
32. Total Salaries and Fees	315384	277859	318484	259,446	358398
Administration/Operations					
33. Rent	6564	8800	9000	10500	12000
34. Utilities/Phone/Internet/etcetera	2711	4758	5000	4200	5000
35. Office Supplies/Equipment Rental	6032	6200	6500	4047	6500
36. Security/Maintenance	1014	2213	400	1936	500
37. Travel/ Conference attendance/ PD	12505	10954	13000	10954	13000
38. Insurance	8413	8497	9698	-359	10268
39. Legal					
40. Bookkeeping service					
41. Audit expense	5382	9557	9500	4525	11020
42. Interest paid on Operating loans	308	1000		237	
43. Other (i.e. consultant)	6000	11139	6855	5	10579
a. Board Development	1200	895	2000	905	2000
b. Cooperative Funding YA, Inc.	8200	8689	9383	9234	10866
44. Total Administration/Operations	52329	72702	71336	46714	80733
Programming & Collections Care					
45. Production & Exhibits Expenses					
46. Educational Expenses	335074	260899	311044	248573	362705
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	335074	260899	311044	248573	362705
Fundraising/Marketing/Retail					
52. Fundraising Events	9472				
53. Marketing/Advertising	7071	12469	13688	9756	13643
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a. Annual Donor Appeal	2088	2584	2256	1819	2448
b.					
56. Total Fundraising/Marketing/Retail	18631	15053	15944	11575	16091
57. TOTAL OPERATING EXPENSES	722,418	626,513	718,609	566,308	819,539

PART 7 - LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	See attached				

PART 8 - CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	Yes – See Attachment K, Part 1	X No
Do you currently have a quiet or public capital and/or endowment campaign underway?	Yes – See Attachment K, Part 2	X No
Are you planning for a capital or endowment campaign?	Yes – See Attachment K, Part 2	X No
Do you own real estate?	Yes – See Attachment K, Part 3	X No

Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).

PART 9 - ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Executive Director	$63,000 + $600 cell + $660 parking + $1,260 401K + $4,200 health = $70,200
2.	Associate Director	$46,000 + $600 cell + $660 parking + after 1 year + $4,200 health = $51,160
3.	Director of Programs	$44,175 + $600 cell + $660 parking + after 1 year + $4,200 health = $49,635
4.	Program Manager/ Teaching Artist	$41,109 + $660 parking + $822 401K + $4,200 health = $46,791
5.	Arts & Education Coordinator	$31,824 + $660 parking + $636 401K + $4,200 health = $37,320
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Teaching Artist	$13,197
2.	Teaching Artist	$12,617
3.	Teaching Artist	$11,389
4.	Teaching Artist	$11,310
5.	Teaching Artist	$7,870

2017 ERIE COUNTY CULTURAL FUNDING APPLICATION
LONG FORM

SECTION 1

PART 1 – GENERAL INFORMATION

Legal Name of Organization	Zoological Society of Buffalo, Inc.		
Mailing Address	300 Parkside Avenue		
City, State, Zip Code	Buffalo, NY 14214		
Website Address	www.buffalozoo.org		
Executive Director, Manager, or Volunteer Contact			
Name, Title	Donna M. Fernandes, PhD; President/CEO		
Phone Number	716-995-6144	Email Address	dfernandes@buffalozoo.org
Person who Prepared Application			
Name, Title	Donna M. Fernandes, PhD; President/CEO		
Phone Number	716-995-6144	Email Address	dfernandes@buffalozoo.org
Board Chairperson			
Name	Jonathan A. Dandes		
Mailing Address, City, State, Zip Code	4 Meadow Spring Lane, East Amherst, NY 14051		
Phone Number	716-846-2259	Email Address	jdandes@rich.com
Applicant's Financial Contact Person			
Name, Title	Denise Schaefer; Director of Finance		
Phone Number	716-995-6150	Email Address	dschaefer@buffalozoo.org
Federal Tax Identification No.	16-0911204		
Year 501c3 Status Received	1961	***Define Fiscal Year***	January 1 - December 31

PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	$ 1,500,000.00
Amount of 2016 Erie County Cultural Funding Received	$ 1,496,700.00
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	$ 8,380,895.00
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	17.90%
Purpose of 2017 Funding Request	general operating support

PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)	7741973	8380895	2313141
Earned (Part 6, Line 9)	5199741	5678794	1281990
Contributed Total (Part 6, Line 13 + Line 22)	2542232	2702101	940484
Individual (Part 6, Line 10)	352123	375000	52669
Corporate (Part 6, Line 11)	157600	236600	30710
Foundation (Part 6, Line 12)	121359	212000	221281
Public (Part 6, Line 22)	1911150	1878501	635824
Total Operating Expenses *(Not Capital)* (Part 6, Line 57)	7741973	8380895	2435946
Number of Employees	167	170	155
Full-Time	72	74	74

Part-Time	20 part-time; 75 seasonal	21 part-time; 75 s	21 part-time; 60
Number of **VOTING** Board Members	33 elected; 14 ex-officio	32 elected; 14 ex	32 elected; 14 ex
Number of **ACTIVE** Volunteers	646	600	274
Total Attendance	485,377	485,000	108,148
Paid Attendance	265,441 (includes paid programs)	265,000 (includes	47,309 (includes paid programs)
Unpaid Attendance	219,936 (includes members)	220,000 (includes	60,839 (includes members)
Virtual Attendance	239,967 unique website visits	270,000 unique w	101,922 unique website visits

PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated	2014	Are bylaws in compliance with NYS Non-Profit Revitalization Act?	■ Yes ☐ No
Year Strategic Plan was last updated	2014		
Year Conflict of Interest Policy was last updated	2014		
Year Whistleblower Policy was last updated	2011		

PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	■ Yes ☐ No	**If YES**, what is the length of one term?	three years
How many consecutive terms are permitted?	three consecutive terms, unless a board officer. Term limits were instituted in 2015.		
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?	9.00		
Number of Board meetings held in FY 2015?	9.00	Number of Board meetings with quorum present FY 2015?	8.00
Number of Conflict of Interest forms collected and in force?	29.00		
Does this organization expect Board Members to make an annual financial contribution? (not membership)	■ Yes ☐ No		
How many Board Members made a financial contribution in the most recently completed fiscal year?	30.00		
What percentage of the Board made a financial contribution?	93.75 %		

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position[1]	Years served as officer	Independent?[2] Yes	No
1	Jonathan A. Dandes	2003	2018	Chair	2 years as Chair	✓	
2	Michele D. Trolli	2010	2019	Chair Elect	2 years as Chair Elect	✓	
3	Amy Habib Rittling	2007	2019	Vice Chair	2 years as Vice Chair	✓	
4	Robert A. Fox	2006	2018	Treasurer	2 years as Treasurer	✓	
5	David P. Flynn	2012	2019	Secretary	2 years as Secretary	✓	
6	Melissa Garman Baumgart	2009	2018			✓	
7	Todd W. Brason	2012	2018			✓	
8	H. Thomas Chestnut	2011	2017			✓	
9	B. Scott Fisher	2012	2018			✓	
10	Eugene P. Gramza	2015	2018			✓	
11	Daniel M. Hamister	2010	2019			✓	
12	Barbara M. Harder	2012	2017			✓	
13	Meghan Baird Hunter	2016	2019			✓	
14	Joan B. Jacobs	1999	2017			✓	
15	Willie D. Jones, Jr.	2012	2018			✓	

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[1] *Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.*
[2] *Definition of board member independence can be found at http://www2.erie.gov/environment/index.php?q=IndependentDirectors.*

UPDATED 5.23.16

PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY

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

Does your organization have an accumulated operating (choose one):	☒ Surplus =	☐ Deficit =
(Do not include endowment/capital funds)	$ 0.00	$

REVENUE *(FULL FISCAL YEARS) (total in line 23)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Earned Income					
1. Admissions	1641202	1755964	2063000	410975	2140000
2. Memberships	1324990	1405491	1544200	517267	1600000
3. Fundraising events (gross)	353279	399842	423643	79520	440000
4. Tuition (workshops)	341797	386603	367931	93907	385000
5. Contracted services	210800	211000	220800	39165	227000
6. Facility Rental	58340	47200	55500	0	58000
7. Proceeds: Goods Sales	671694	683437	686920	102392	715000
8. Remaining/Other (specify):					
a. Rides, parking, encounte	291052	303843	316800	36551	335000
b. Interest, sale/transfer of	6454	6361	0	2213	0
9. Total Earned Income	4899608	5199741	5678794	1281990	5900000
Private Contributions					
10. Individual Donations	310577	352123	375000	19120	380000
11. Corporate Support – See Attach. J	111000	157600	236600	71850	237000
12. Foundation Support – See Attach. J	250654	121359	212000	213690	217322
13. Total Private Contributions	672231	631082	823600	304660	834322
Public Funding					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a. ZBGA	246486	305150	245801	91591	250000
b.					
19. Municipal Funding	136000	136000	136000	136000	136000
20. Erie County Cultural Funding	1470000	1470000	1496700	498900	1497000
21. Erie County – Other					
22. Total Public Funding	1852486	1911150	1878501	726491	1883000
23. TOTAL REVENUE	7424325	7741973	8380895	2313141	8617322

EXPENSES *(total in line 57)*	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual YTD	FY 2017 Projected
Personnel Salaries and Fees (including benefits)					
24. Administrative	496399	504540	595010	174271	612860
25. Artistic/Collections	2144147	2220125	2459035	751496	2532805
26. Education/Programs	590363	629600	694653	194091	715493
27. Production/Technical	59688	75000	93690	33750	96500
28. Development/Special Events	390876	436300	449458	141014	462942
29. Guest Services	391683	420394	466560	96291	480557
30. Maintenance	499033	508685	582000	190338	599460
31. Other					
32. Total Salaries and Fees	4572189	4794644	5340406	1581251	5500617

UPDATED 5.23.16

Administration/Operations					
33. Rent	0	0	0	0	0
34. Utilities/Phone/Internet/etcetera	653664	508690	631000	160994	649930
35. Office Supplies/Equipment Rental	30062	29299	25860	6320	26636
36. Security/Maintenance	300806	361593	298200	102776	307146
37. Travel	3266	2247	3000	1558	3090
38. Insurance	140573	173440	190000	71958	195700
39. Legal	0	0	0	0	0
40. Bookkeeping service	0	0	0	0	0
41. Audit expense	20309	21985	22000	7200	22660
42. Interest paid on Operating loans	1337	2541	4000	0	4120
43. Other (i.e. consultant)					
a. Bank Fees, Depreciation	230272	176712	174120	55327	179344
b. Payroll, Disposal, Pest Con	82880	112570	101869	24688	104925
44. Total Administration/Operations	1463169	1389077	1450049	430821	1493551

Programming & Collections Care					
45. Production & Exhibits Expenses	648605	714693	753419	216221	776022
46. Educational Expenses	50091	79974	56776	11105	43479
47. Space/Facility/Equipment Rental	0	0	0	0	0
48. Collection Conservation	0	0	0	0	0
49. Acquisitions	6406	6260	0	8594	0
50. Remaining/Other (specify)					
a.					
b.					
51. Total Programming	705102	800927	810195	235920	819501

Fundraising/Marketing/Retail					
52. Fundraising Events	75885	90624	84550	11117	87087
53. Marketing/Advertising	232337	270524	323650	94018	333360
54. Cost Goods for Sale	231915	234011	213000	24385	219390
55. Remaining/Other (specify)					
a. Membership	116281	129345	132000	51640	135960
b. Guest Services	28270	32821	27045	6794	27856
56. Total Fundraising/Marketing/Retail	684688	757325	780245	187954	803653

57. TOTAL OPERATING EXPENSES	7425148	7741973	8380895	2435946	8617322

UPDATED 5.23.16

PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR[3]					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1	1/2015 - 12/2015	on-site school programs	Buffalo Zoo	Buffalo, NY	2,162
2	1/2015-12/2015	homeschool programs	Buffalo Zoo	Buffalo, NY	277
3	1/2015-12/2015	cub club programs	Buffalo Zoo	Buffalo, NY	3,358
4	9/2015 - 12/2015	Buffalo Zoo preschool - pilot year	Buffalo Zoo	Buffalo, NY	13 students in the school
5	4/6 - 4/10/2015	spring camp	Buffalo Zoo	Buffalo, NY	260
6	7/6 - 8/21/2015	summer camp	Buffalo Zoo	Buffalo, NY	557
7	12/28 -12/31/2015	winter camp	Buffalo Zoo	Buffalo, NY	154
8	1/2015-12/2015	wild weekend family workshops	Buffalo Zoo	Buffalo, NY	80
9	7/2015 - 8/2015	jr. and zoo teen naturalist summer programs	Buffalo Zoo	Buffalo, NY	33
10	1/2015 -12/2015	scout badge programs	Buffalo Zoo	Buffalo, NY	136
11	1/2015 -12/2015	zoo snooze overnight programs	Buffalo Zoo	Buffalo, NY	1,516
12	1/2015 -12/2015	birthday parties	Buffalo Zoo	Buffalo, NY	6,186
13	1/2015 -12/2015	zoo tours	Buffalo Zoo	Buffalo, NY	4,922
14	1/2015 -12/2015	sidewalk safari biofact carts	Buffalo Zoo	Buffalo, NY	8,447
15	1/2015 -12/2015	exhibit interpretation	Buffalo Zoo	Buffalo, NY	10,636
16	6/27/2015-9/6/2015	summer education shows	Buffalo Zoo	Buffalo, NY	1,670
17	spring and fall 2015	strolling around the world stroller program	Buffalo Zoo	Buffalo, NY	61
18	5/30/2015-9/27/2015	heritage farm animal contact	Buffalo Zoo	Buffalo, NY	43,893
19	1/2015 -12/2015	science magnet school zoo science program	BPS #59 ECC	Buffalo, NY	358 students in the school
20	1/2015 -12/2015	distance learning programs	Buffalo Zoo to schools in US & Canada	US and Canada	3,560
21	1/2015 -12/2015	outreach programs	various schools & community centers	throughout WNY	44,565
22	1/31, 4/18, 7/18/2015	family nature club experiences/workshops	various sites in WNY	WNY	70
23	10/15/2015	Educator's Night Out (teacher open house)	Buffalo Zoo	Buffalo Zoo	43
24					
25		See extension form for Special Events			
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

[3] *Not every event is necessary. Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be grouped together.*

PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	☒ Yes – See Attachment K, Part 1	☐ No
Do you currently have a quiet or public capital and/or endowment campaign underway?	☒ Yes – See Attachment K, Part 2	☐ No
Are you planning for a capital or endowment campaign?	☐ Yes – See Attachment K, Part 2	☒ No
Do you own real estate?	☐ Yes – See Attachment K, Part 3	☒ No
Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Donna Fernandes, President/CEO	$ 163,410.00
2.	Adair Saviola, Director of Development	$ 97,760.00
3.	Denise Maloney, Director of Admin. and Finance	$ 93,080.00
4.	Kurt Volle, Staff Veterinarian	$ 89,830.00
5.	Steve Mead, Director of Horticulture and Maintenance	$ 87,750.00
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.	Foit-Albert Associates, Construction Administration	$ 113,483.00
2.	Masiello, Martucci, Calabrese, and Assoc., Lobbyists	$ 24,000.00
3.	Arcara, Zucarelli, Lenda & Straka CPAs, P.C.	$ 20,000.00
4.		
5.		

SECTION 2

ESSAYS

*Attach **one** file with responses for all 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. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. 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. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

IV. 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.

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 2017 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. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)*

SECTION 3

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 2015 Financial Statements (audited or unaudited)

C. FY 2015 Form 990 (or proof of tax filing)

D. **2017 Cash Flow *FORECAST*** organized by month. If your organization has an operating budget of less than $200,000, you may submit the forecast organized by fiscal quarter.

E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*

G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*

H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*

I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*

J. Corporation and Foundation Support Detail *(if applicable)*

K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*