



# Department of Environment and Planning

*Commissioner Thomas R. Hersey, Jr.*

## Erie County *2022 Cultural Funding Applicant Briefing*

*March 2-4, 2021, 6:00pm*

*Presentation will be recorded*



# Agenda

## 1. Welcome

*Graham Smith, Chair, Erie County Arts & Cultural Advisory Board*

- **Bicentennial & ASI**

*Daniel Castle, AICP, Deputy Commissioner, Erie County Dept. of Environment & Planning*

## 2. Application and Changes

- **2021 Summary & 2022 Overview**

*Graham Smith, Chair, Erie County Arts & Cultural Advisory Board*

- **Live Demo**

*Mariely Ortiz, Senior Planner, Dept. of Environment & Planning*

## 3. Closing & Questions



# EC200 – Erie County's Bicentennial!

- April 2, 2021
- Year-long program
- Join the celebration by hosting or rebranding an event around EC200
- Be on the lookout for more information from Jason Hurley from the Erie County's Executive's Office or contact him at [jason.hurley@erie.gov](mailto:jason.hurley@erie.gov)





**Arts  
Services**  
INC

*Arts Services can help!*

*ASI can provide general grant preparation guidance and best practices.*

*Please contact them early in the process if you want assistance.*

*Contact:*

*Jen Swan-Kilpatrick*

*(716) 833-3004 x510*

*[Jen@asiwny.org](mailto:Jen@asiwny.org)*

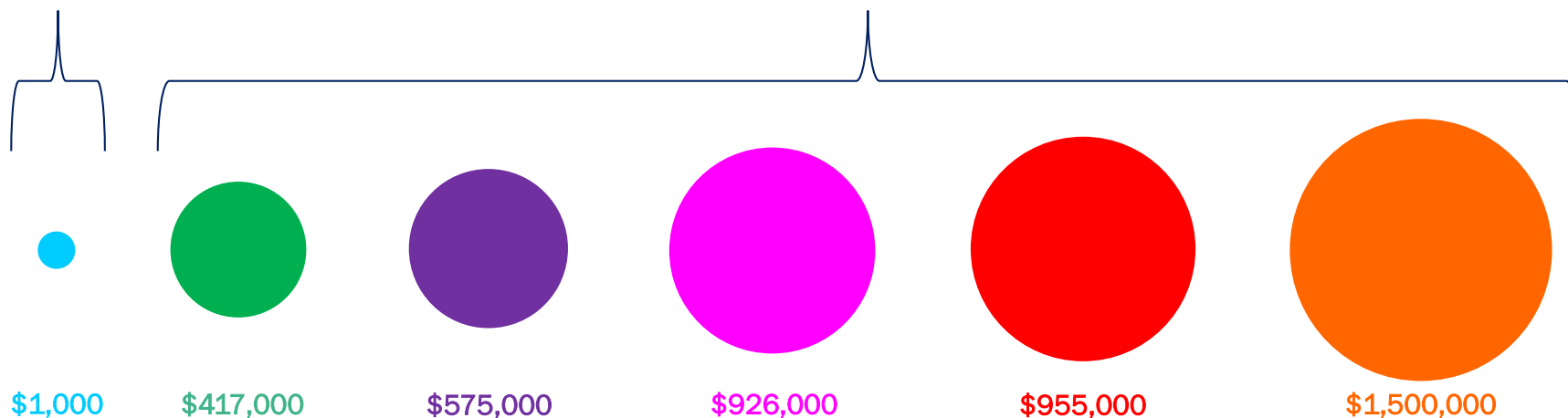
*[www.asiwny.org](http://www.asiwny.org)*



# 2021 Summary

SMALLEST  
GRANTS

5 LARGEST GRANTS



● Buffalo History Museum    ● Albright-Knox-Gundlach Art Museum  
● Buffalo Philharmonic Orchestra    ● Buffalo Museum of Science    ● Buffalo Zoo

Mean: \$63,236

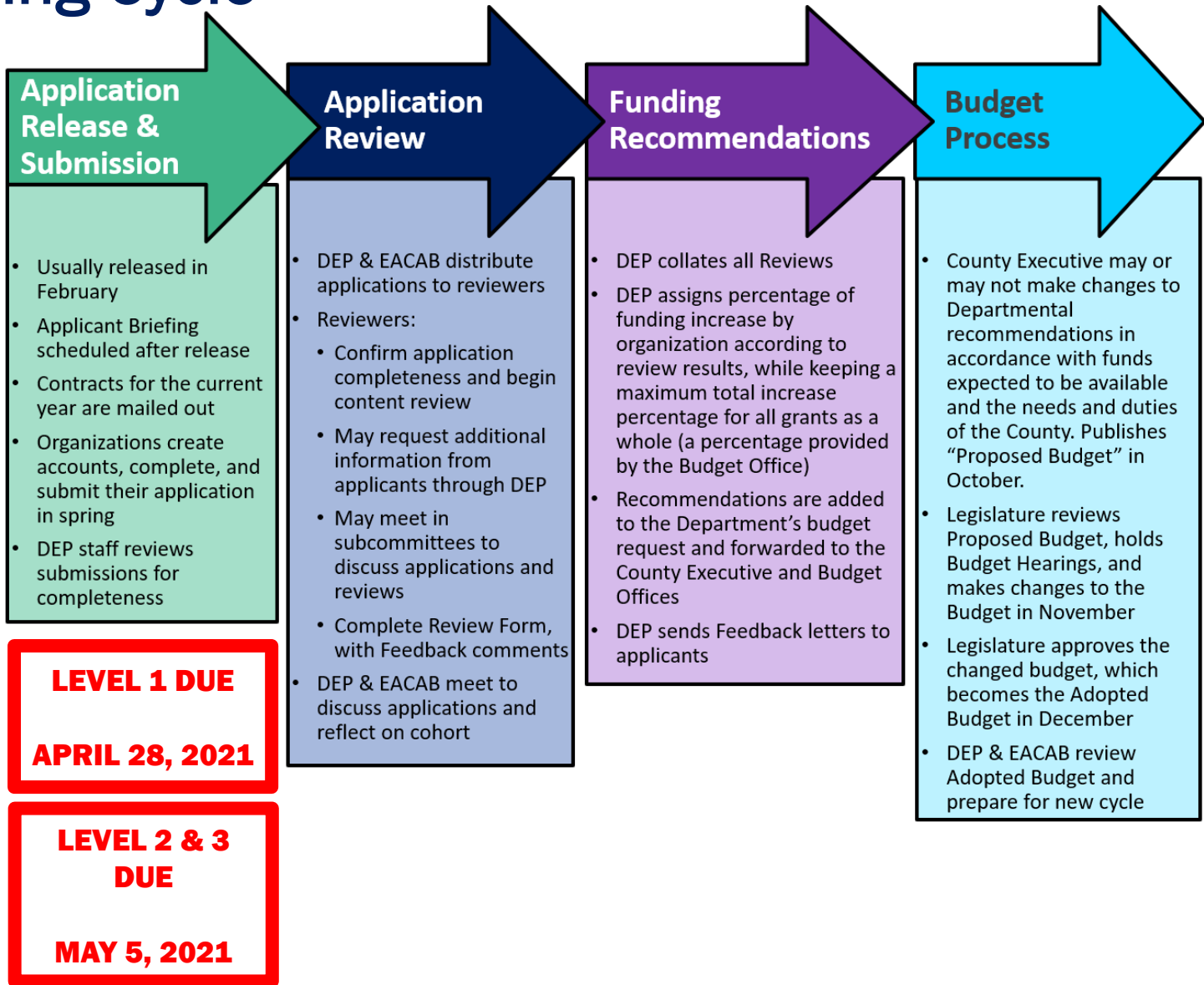
Median: \$9,250.00

Mode: \$7,500

**110 Arts & Cultural Orgs received \$6.95 MILLION in funding**



# Funding Cycle



# EACAB & DEP Staff

The application review process engages the 15 member EACAB along with DEP Planners

## B O A R D



Gina Burkhardt



Matthew  
Clohessy



Connie  
Campanaro



Margaret Kaiser



Katie Mallinson



Deborah Porter



Tammy Riddle



Nelson Rivera



Desmond Rudd



Graham Smith,  
Chair



Glenn Spencer



Vilona  
Trachtenberg



Emily Tucker



Gretchen  
Wylegala



*Pending  
appointment*

## S T A F F



Daniel Castle,  
AICP



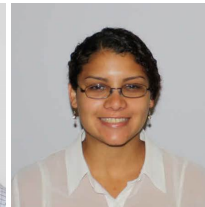
Sarah Gatti,  
Senior Planner



Tim German,  
Planner



Dave Hall,  
Planner



Mariely Ortiz,  
Senior Planner



Mark Rountree,  
Principal Planner



# EACAB & DEP Staff review

- Do NOT evaluate art or the programming content
- Annual check-ups of organizations in the areas of:
  - Governance
  - Management and planning
  - Fiscal health
  - Community impact
  - Alignment of programming with mission
  - Recognition of Erie County
  - Ability to be equitable, diverse and inclusive in their work
- Independent reviews lead to stronger, more competitive, sustainable organizations
- Provide feedback letters to organizations that underscore both strengths and weaknesses, and where improvement is advised





# 2022 Changes

- Fully online webform [Erie.gov/Cultural/Application](https://erie.gov/Cultural/Application)
  - No more fillable PDFs
  - If-then question logic
  - Can save draft and return to complete before submission
  - Can navigate back and forth to completed sections
  - Integrated uploads
  - Financial Worksheet for each level (same content as last year per level; submit as pdf)
- Account required to access the application ([erie.gov/cultural/AccountRequest](https://erie.gov/cultural/AccountRequest))
  - Only one account per organization; will need to share between people completing the application
- Level of request is established as a percentage of the applicant's fiscal year 2019 actual budget (the last fiscal year before the pandemic)



# Request Structure

LEVEL	MAX . GRANT AMOUNT	MAX. % OF BUDGET
1	≤\$50,000	≤20%
2	>\$50,000 up to \$150,000	≤20%
3	>\$150,000	Funding requests exceeding 20% of your budget are discouraged and will be scored lower

- An organization may complete and submit a lower level application, as long as the budget percentage and grant amount are within the thresholds as listed above, i.e., maximum operating budget may be waived for small grant amounts



# Eligibility

- Located and provide services in Erie County
- Be a 501(c)(3) organization with tax exempt status (at least 1 year)
  - Must be able to provide a copy of a SUBMITTED IRS tax filing
- Have at least **ONE** of the following definitions of a Cultural Organization as a **PRIMARY** mission of the organization:
  - An organization that operates on a countywide or recognizable community level, which by the nature of its cultural activities and/or collections, is unique, distinctive, and of significant quality
  - An organization that provides visitors with access to programs and displays of the performing, visual, literary and media arts, and/or to exhibits and collections, which preserve and interpret our cultural, natural and scientific heritage
  - An organization that particularly serves the cultural needs of significant segments of the County population, thereby contributing to the quality of life in Buffalo and Erie County



# Application Levels

[erie.gov/cultural/application](http://erie.gov/cultural/application)

Level 1	Level 2	Level 3
Your organization meets <u>Eligibility</u> criteria		
Grant request is not more than \$50,000	Grant request is more than \$50,000 but not more than \$150,000	Grant request is more than \$150,000
Request does not exceed 20% of your budget	Request does not exceed 20% of your budget	Funding requests exceeding 20% of your budget are discouraged and will be scored lower
<p>Your organization is prepared to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Application Level 1</li> <li>• Annual Report/Financial Report/Annual Budget as submitted to NYS</li> <li>• Financial Worksheet - Level 1</li> <li>• Tax Filing (990, 990-EZ, or 990-N)</li> <li>• Bylaws</li> <li>• Conflict of Interest Policy and Disclosure forms</li> <li>• Whistleblower Policy</li> </ul>	<p>Your organization is prepared to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Application Level 2</li> <li>• Financial Report as submitted to NYS (most likely with CPA review)</li> <li>• Financial Worksheet - Level 2</li> <li>• Tax Filing (990, 990-EZ, or 990-N)</li> <li>• Cash Flow Forecast</li> <li>• Bylaws</li> <li>• Conflict of Interest Policy and Disclosure forms</li> <li>• Whistleblower Policy</li> <li>• Strategic Plan</li> </ul>	<p>Your organization is prepared to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Application Level 3</li> <li>• Examples of Recognition of County Funding</li> <li>• Financial Report as submitted to NYS (most likely with CPA audit)</li> <li>• Financial Worksheet - Level 3</li> <li>• Tax Filing (990, 990-EZ, or 990-N)</li> <li>• Cash Flow Forecast</li> <li>• Bylaws</li> <li>• Conflict of Interest Policy and Disclosure forms</li> <li>• Whistleblower Policy</li> <li>• Strategic Plan</li> </ul>



# Applicable to all levels

- Grants are for General Operating Support, limited to current operating expenses including salaries, program costs, fringe benefits, rents, utilities, office supplies and equipment. Grant funds may NOT be used for or applied toward any capital project or improvement, nor as a set-off against accounts receivable. No funds received shall be used for any service provided or activity performed outside Erie County.
- PLEASE NOTE THAT FUNDING REQUESTS ARE NOT GUARANTEED. All applications will continue to be reviewed based on their financial management, governance, and programming, with funding distributed in accordance with available funds for the 2022 calendar year (funds are not expected to be any higher than usual, but the applications should be easier to complete).



# Application–Attachments

LETTER	DOCUMENT	DESCRIPTION	LEVEL
A	Examples	<p>A document with examples of Acknowledgement of County Funding.</p> <ul style="list-style-type: none"> <li>Funding Acknowledgement Samples may be a screenshot of your website, digital or physical copies/pictures of posters, event invitations, flyers, newsletters, plaques, links to videos with audio acknowledgement, etc.</li> <li>All samples should be clear on where they can be found or when/where they were performed.</li> <li>Save all visuals/links of the examples in one PDF file.</li> </ul>	3
B	Annual/Financial Report	<p>Copy of your organization's Annual/Financial Report for the most recently completed fiscal year, as submitted to the NYS Attorney General per NYS Executive Law §172-b.</p> <p>NYS FINANCIAL REPORT by OPERATING BUDGET</p> <ul style="list-style-type: none"> <li>≤\$250,000 - Annual Report/ Unaudited Report/Annual Budget</li> <li>&gt;\$250,000 - &lt;\$750,000 - Report w/ CPA Review</li> <li>≥\$750,000 - Report w/ CPA Audit</li> </ul>	ALL
C	Financial Worksheet	<p>A provided Excel file, identical to prior fillable PDF financial information, detailing revenues and expenses.</p> <ul style="list-style-type: none"> <li>Must be downloaded, completed, submitted as a PDF from <a href="http://erie.gov/cultural">erie.gov/cultural</a></li> <li>Required for all levels</li> </ul>	ALL
D	Tax Filing	<p>A copy of your organization's most recently submitted 990, 990-EZ, or 990-N</p>	ALL



# Application–Attachments

LETTER	DOCUMENT	DESCRIPTION	LEVEL
E	Cash Flow Forecast	Forecast should show the FY starting cash, revenues and expenses by month (may be summarized into general categories), net per month, and net per year, as well as final position (not including starting cash) <ul style="list-style-type: none"> <li>A template is available at <a href="http://erie.gov/cultural">erie.gov/cultural</a></li> </ul>	2, 3
F	Bylaws	Copy of your organization's current bylaws	ALL
G	Conflict of Interest Policy with Disclosure forms	Conflict of Interest Policy per NYS Not-For-Profit Corporation Law §715-a, with a blank Declarations/Disclosure form, and copies of signature pages of all current Key Persons' Declarations/Disclosure form. <ul style="list-style-type: none"> <li>A template is available at <a href="http://erie.gov/cultural">erie.gov/cultural</a></li> </ul>	ALL
H	Whistleblower Policy	Upload your organization's Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B. <b>NOTE:</b> An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees <ul style="list-style-type: none"> <li>A template is available at <a href="http://erie.gov/cultural">erie.gov/cultural</a></li> </ul>	ALL
I	Strategic Plan	Copy of your organization's Strategic Plan	2, 3
Z	Optional: Additional Attachment	You may submit an additional attachment with information you'd like to share with the Board, whether providing further details on application questions or on topics not addressed in the application. May be narrative and/or images.	ALL



*Time  
for  
LIVE DEMO*





# Department of Environment & Planning

## *Division of Planning*

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Website

[erie.gov/cultural](http://erie.gov/cultural)

# THANK YOU

