**2023 Erie County Cultural Funding Application Questions – Level 3**

* This document is meant to help your organization compile information to submit on the online application on the website. This document may not be included in the application you will submit and/or update on the website.
* Depending on your responses, some of these questions will NOT display on the website (especially after a Yes/No, or other selection type question).
* Please note minor changes/corrections may be done on the live website (order, wording, etc.) if needed.

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| **ORGANIZATION INFORMATION** | **USE THIS COLUMN FOR DRAFT RESPONSES** |
| Legal name of organization |  |
| Organization best known as: |  |
| New Applicant - Y/N |  |
| Social Media Addresses - up to 3 - VERY SPECIFIC FORMAT NEEDED FOR THESE. We recommend you copy and paste your entire social media URLs directly from your browser. |  |
| Mailing Address |  |
| Physical Location Address *If your organization does not have a physical location/street address, please include a street address for where the mail is received (i.e., include the P.O. Box's street address) or the physical/street address for your most commonly used venue/facility for providing programming and/or services. Please include the description of the site (for example: concert venue, rehearsal location, program location, etc.)* |  |
| Grant Contact/Person Preparing the Application - Name, Title/Position, Email, Phone Number |  |
| CEO/ED/Manager/etc. - Name, Title/Position, Email, Phone Number |  |
| Board Chair/President/etc. - Name, Title/Position, Email, Phone Number |  |

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| **FUNDING ACKNOWLEDGEMENT & FEEDBACK** |  |
| Have you acknowledged Erie County funding in your marketing as required in your Cultural Funding Contract? Y/N*Namely: "The Organization agrees to acknowledge in any and all promotional material the fact that the Organization receives financial support from the County, including, but not limited to the Organization’s website, marketing materials and/or other publications."* |  |
| Explain how your organization will acknowledge Erie County Cultural Funding in accordance with your funding contract. *Namely: "The Organization agrees to acknowledge in any and all promotional material the fact that the Organization receives financial support from the County, including, but not limited to the Organization’s website, marketing materials and/or other publications."* *Please limit your response to 250 words.* |  |
| **Examples of Funding Acknowledgement - Attachment A**Upload examples of Acknowledgement of County Funding.* Funding Acknowledgement Samples may be a screenshot of your website, digital copies/pictures of posters, event invitations, flyers, newsletters, plaques, links to videos with audio acknowledgement, etc. All samples should be clear on where they can be found or when/where they were performed.
* Save all visuals/links of the examples in one PDF file
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year. For example, if your organization's acronym is ABC, your Annual Report should be titled ABC.A.2023
* One file only.
* 5 MB limit.
* Allowed types: pdf.
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| Describe how you addressed (or plan to address) any issues or concerns provided to you in the feedback letters sent by the EACABPlease limit your response to 250 words. |  |

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| **FUNDING INFORMATION** |  |
| Amount of 2022 Erie County Cultural Funding Awarded *Use a currency format; i.e., $###,###.## (Do not include other county funding received)* |  |
| Total Amount of Applicant's 2020 Budget Actual. (Do not include capital funds)*Use a currency format; i.e., $###,###.## (Do not include other county funding received)* |  |
| Total Amount of Applicant's 2021 Budget Actual. (Do not include capital funds)*Use a currency format; i.e., $###,###.## (Do not include other county funding received)* |  |
| Total Amount of Applicant’s 2022 Budget Approved. (Do not include capital funds)*Use a currency format; i.e., $###,###.## (Do not include other county funding received)* |  |
| Amount of 2023 Erie County Cultural Funding Request *Your 2023 request should be no more than 20% of your Most Recently Completed Fiscal Year Budget Actual.**Use a currency format; i.e., $###,###.## (Do not include other county funding received)* |  |
| Select Your Level: * Level 1: ≤$50,000
* Level 2: >$50,000 up to $150,000
* Level 3: >$150,000

*If your request exceeds 20% of your most recently completed fiscal year operating budget, you must select the next application level up (ie, a request of $45,000 that exceeds 20% of your most recently completed fiscal year operating budget means you must submit a Level 2 application.)**For Level 3 applications: funding requests exceeding 20% of your budget will be detrimental to your score as it demonstrates overt reliance on County funding.* |  |
| Prior Funding Use*Provide a short, simple list of how the 2021 Erie County Cultural Funding grant was used. For example: Salaries/wages, Facility rent, Utility payments, Marketing, Website/software costs.* Please limit your response to 100 words |  |
| Purpose of 2023 Funding Request*This statement serves as your Work Plan for the 2023 Cultural Funding Grant Contract\*. Explain how you plan to use the County Cultural Grant funds in 2023, including maintaining organizational sustainability. Include alternatives in case of recurring or worsening pandemic conditions.* *\*The use of County funds shall be limited to current operating expenses including salaries, program costs, fringe benefits, rents, utilities, office supplies and equipment. No County funds shall 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 limit your response to 500 words |  |
| Organization’s Mission Statement |  |
| How does your organization measure impact and success?*Enumerate the measures/indicators/ways used and their results. Explain why the organization uses each item listed.*Please limit your response to 500 words. |  |
| Pandemic Effects Summary*In this space, please provide a summary of the impact of the pandemic on your organization, effects on your operations especially as regards your 2020 to 2023 Erie County Cultural Funding Grant workplan, and actions taken to fill budget gaps.*Please limit your response to 250 words. Please use the additional attachments option for a longer narrative, if needed. |  |

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| **FINANCIAL INFORMATION** |  |
| Year 501c3 Status Received |  |
| Federal Tax Identification No. |  |
| Fiscal Year Start and End dates |  |
| CHAR 500Please indicate the date you most recently submitted your CHAR 500 |  |
| If your organization has not submitted a CHAR 500, please indicate why |  |
| Does your organization have an accumulated operating: Surplus/Deficit/Neither(Do not include endowment/capital funds) |  |
| Amount of Surplus or Deficit*Use a currency format; i.e., $###,###.##*  |  |
| Explain circumstances for significant surplus/deficit, and, if applicable, actions taken to reduce deficit: |  |
| **Capital Campaign and/or Endowment Information** |  |
| Do you have an endowment? Y/N |  |
| Total Endowment (All Sources)*Use a currency format; i.e., $###,###.##* |  |
| Earnings from Endowment*Use a currency format; i.e., $###,###.##* |  |
| Endowment Expenses*Use a currency format; i.e., $###,###.##* |  |
| Provide Statement of Spending Rule(s): Please note any changes due to the pandemic |  |
| Do you currently have a quiet or public capital and/or endowment campaign underway? Y/N |  |
| Start Date |  |
| End Date |  |
| Campaign Goal Amount*Use a currency format; i.e., $###,###.##* |  |
| Pledges Committed to Date*Use a currency format; i.e., $###,###.##* |  |
| Are you planning for a capital or endowment campaign? Y/N |  |
| Proposed Start Date |  |
| Proposed End Date |  |
| Planned Campaign Goal*Use a currency format; i.e., $###,###.##* |  |
| What is the purpose of the current or planned campaign? |  |
| **FINANCIAL DOCUMENTS** |  |
| **Annual Report/Financial Report - Attachment B**Upload your organization’s Annual Report/Financial Report for the most recently completed fiscal year.Generally:* Operating Budget less than or equal to $250,000: Annual Report/ Unaudited Report
* Operating Budget more than $250,000 to less than $750,000: Report w/ CPA Review
* Operating Budget more than or equal to $750,000: Report w/ CPA Audit
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year.
* For example, if your organization's acronym is ABC, your Annual Report should be titled ABC.B.2023
* One file only
* 10 MB limit.
* Allowed types: pdf.
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| **Financial Worksheet - Attachment C** - CLICK ON THE WORDS "UPLOAD FILE" to submit this attachment.Download and complete the appropriate Financial Worksheet for your Level. The financial worksheet is a pre-made, required, Excel document available at [Erie.gov/Cultural](https://www3.erie.gov/cultural/application)* Save your file as a pdf with your organization's acronym, the attachment letter and the funding year. For example, if your organization's acronym is ABC, your Financial Worksheet should be titled ABC.C.2023
* Once completed, return here to upload your Financial Worksheet.
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
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| **Tax Filing Attachment – Attachment D**Submit a copy of your most recent 990, 990-EZ, 990-PF, or 990-N submitted to the IRS (No drafts please).* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year.
* For example, if your organization's acronym is ABC, your Tax Filing should be titled ABC.D.2023
* One file only
* 15 MB limit.
* Allowed types: pdf.
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| **Cash Flow Forecast - Attachment E**Upload your Cash Flow Forecast for the next fiscal year, organized by month.* Forecast should show the FY starting cash, revenues and expenses by month or quarter by line item (may be summarized into general categories), net per month, and net per year, as well as final position (not including starting cash)
* A template is available at [erie.gov/cultural](https://www3.erie.gov/cultural/application)
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year. For example, if your organization's acronym is ABC, your Cash Flow Forecast should be titled ABC.E.2023
* One file only.
* 5 MB limit.
* Allowed types: pdf.
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| **FINANCIAL ESSAYS** |  |
| Does your organization receive pass-through or federal funding? Y/N |  |
| List pass-through or federal funding received with amountsPlease limit your response to 250 words. |  |
| Describe how your organization plans for funding diversification and addresses financial challenges.Please limit your response to 250 words. |  |
| Did your organization experience significant variations such as unusual expenses, large budget variances, or loss of significant funding unrelated to the pandemic? Y/N |  |
| Provide information regarding the significant variations such as unusual expenses, large budget variances, or loss of significant funding.Please limit your response to 250 words. |  |

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| **Bylaws** *Please provide the page number and/or section in your bylaws where the following information can be located. If this information is not present, please provide an explanation.* |  |
| Date of Last Review |  |
| Mission and /or Purpose |  |
| Membership Definition |  |
| Bylaws Most Recent Date of Adoption |  |
| Length of one Board Term |  |
| Number of consecutive terms permitted |  |
| Board Size |  |
| Quorum |  |
| Number of required Board meetings |  |
| Description of Officer positions |  |
| One person may not hold the office of president and secretary simultaneously |  |
| Authorization of Committees of the Board |  |
| Authorization of Committees of the Corporation |  |
| Composition and Duties of Executive Committee |  |
| Composition and Duties of Audit Committee |  |
| Explanation of Missing Items |  |

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| **Conflict of Interest Policy***Please provide the page number and/or section in your Conflict of Interest Policy where the following information can be located. If this information is not present, please provide an explanation.* |  |
| Date of Last Review |  |
| Definition of what constitutes a conflict of interest |  |
| Most Recent Date of Adoption |  |
| Procedure for disclosing a conflict or possible conflict of interest to the board or to a committee of the board |  |
| Procedure for the board or committee to determine whether a conflict exists |  |
| Requirement that the person with the conflict of interest not be present at or participate in board or committee deliberation or vote on the conflict |  |
| Requires that the existence & resolution of the conflict be documented in the corporation's records, including in the minutes of any meeting at which the conflict was discussed or voted upon |  |
| Prohibition against any attempt by the person with the conflict to influence improperly the deliberation or voting on the matter giving rise to such conflict |  |
| Procedures for disclosing, addressing, and documenting related party transactions. |  |
| Requirement for completion/disclosure prior to the initial election of any director, and annually thereafter |  |
| Explanation of Missing Items*Use an ‘Item: Explanation’ format* |  |

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| **Whistleblower Policy***Please provide the page number and/or section in your Whistleblower Policy where the following information can be located. If this information is not present, please provide an explanation.* |  |
| Date of Last Review |  |
| Most Recent Date of Adoption |  |
| Statement that no director, officer, employee or volunteer of a corporation who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of the corporation shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence |  |
| Procedure for the reporting of violations or suspected violations of laws or corporate policies, including procedures for preserving the confidentiality of reported information. |  |
| Designation of employee, officer, or director of the corporation as administrator of the policy and to report to the board or an authorized committee thereof |  |
| Statement that directors who are employees may not participate in any board or committee deliberations or voting relating to administration of the whistleblower policy |  |
| Requirement that the person who is the subject of a whistleblower complaint not be present at or participate in board or committee deliberations or vote on the matter relating to such complaint (except to present information as background or answer questions at a committee or board meeting prior to the commencement of deliberations or voting relating thereto) |  |
| Procedure for distribution of policy to all directors, officers, employees, and volunteers who provide substantial service to the corporation |  |
| Explanation of Missing Items*Use an ‘Item: Explanation’ format* |  |

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| **Governance Documents** |  |
| **Bylaws Attachment – Attachment F*** Upload your organization’s current bylaws
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year. For example, if your organization's acronym is ABC, your Bylaws should be titled ABC.F.2023
* One file only.
* 1 MB limit
* Allowed types: pdf.
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| **Conflict of Interest Policy - Attachment G**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 board members and Key Persons’ Declarations/Disclosure form.* A template is available at [erie.gov/cultural](https://www3.erie.gov/cultural/resources#Templates)
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year.
* For example, if your organization's acronym is ABC, your Conflict of Interest should be titled ABC.G.2023
* One file only.
* 10 MB limit.
* Allowed types: pdf.
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| **Whistleblower Policy - Attachment H**Upload your organization’s Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B.*NOTE: An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees** A template is available at erie.gov/cultural
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year.
* For example, if your organization's acronym is ABC, your Whistleblower should be titled ABC.H.2023
* One file only. 5 MB limit.
* Allowed types: pdf.
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| **Board of Directors Information***Please use final numbers from your most recently completed FY for the following questions* *List all current VOTING Board Members and Officers as in your attached report to the IRS.** First and Last Name
* Years Elected
* Year Term Ends
* Officer Position (Advisory, emeritus, and ex-officio board members are not requested.)
* Years Served as officer
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| Number of Conflict of Interest Disclosure forms collected & in force |  |
| Number of Independent Directors*Definition of board member independence can be found at http://www2.erie.gov/environment/index.php? q=IndependentDirectors* |  |
| Number of Board Meetings |  |
| Number of Board Meetings with a quorum present |  |
| Board Demographics - Use whole numbers * Characteristic
	+ Female,
	+ Gender Non-Confirming,
	+ Male,
	+ American Indian,
	+ Asian,
	+ Black and/or African American,
	+ Hispanic,
	+ Two or more,
	+ White,
	+ None of the above,
 |  |
| Board Diversity Additional Information*Please provide additional information on your Board's diversity. This question is optional but encouraged.*Please limit your response to 250 words. |  |
| Does your organization expect Board Members to make an annual financial contribution (not membership)? Y/N |  |
| Committees of the Board |  |
| Committees of the Corporation |  |
| Does your governing board perform an annual self-evaluation of the entire board and/or of individual trustees? Y/N |  |
| Describe the board evaluation processPlease limit your response to 250 words. |  |
| Date of most recent board evaluation |  |
| **Staff and Volunteers***Please use final numbers from your most recently completed FY for the following questions, unless otherwise indicated.**Use number of persons, NOT salary amounts.* |  |
| Staff Details - Use whole numbersCharacteristic, Previous FY Actual, Current Budget, Current FY to DateNumber of Paid StaffNumber of unpaid Staff/Volunteers |  |
| Paid Staff Demographics*The table below is for Paid Staff Demographics only. NOT volunteers. The Paid Staff Demographics should be consistent with the number of paid staff in the Previous FY Actual above For the most recently completed FY. Use whole numbers.** Characteristic
	+ Female,
	+ Gender Non-Confirming,
	+ Male,
	+ American Indian,
	+ Asian,
	+ Black and/or African American,
	+ Hispanic,
	+ Two or more,
	+ White,
	+ None of the above,
* Leadership Position or Non-Leadership Position
 |  |
| Staff Diversity Additional Information*Please provide additional information on your staff's diversity. This question is optional but encouraged.**Please limit your response to 250 words.* |  |
| 5 Highest Compensated Consultants/Artists/Contractors/Service Provider* Title/Position
* Service Provided
* Total Compensation Amount
* Sex and/or Gender
* Race and/or Ethnicity
 |  |
| 5 Highest Compensated Employees/Staff* Title/Position
* Service Provided
* Total Compensation Amount
* Sex and/or Gender
* Race and/or Ethnicity
 |  |
| Describe your methods or review process for the CEO/Executive DirectorPlease limit your response to 250 words. |  |
| Date of most recent Executive Director evaluation |  |
| Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key persons positions throughout the organization.Please limit your response to 250 words. |  |

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| **Management** |  |
| Briefly identify up to three of your biggest non-financial challenges and your plan to address them.Please limit your response to 250 words. |  |
| Provide an explanation for any significant changes to location, staff, management, organizational structure, or mergersPlease limit your response to 250 words. |  |
| Erie County is committed to diversity and inclusion.Explain how your organization demonstrates alignment with these values by way of your staffing, leadership, outreach, and programming decisions.Please limit your response to 250 words. |  |
| Provide your organization's Diversity, Equity, and Inclusion statementPlease limit your response to 250 words. |  |
| **Strategic Plan** |  |
| Date of Adoption |  |
| Date of Last Review |  |
| Dates covered by Plan |  |
| Describe progress of implementation of strategic plan to datePlease limit your response to 250 words. |  |
| If your strategic plan expires within the next year, what is your plan to undertake a new strategy/plan?Please limit your response to 250 words. |  |
| Strategic Plan Attachment – Attachment I* Upload your organization’s current Strategic Plan
* Only PDFs are allowed for upload
* Keep your files as small as possible - either flatten or compress them
* Save your file with your organization's acronym, the attachment letter and the funding year.
* For example, if your organization's acronym is ABC, your Strategic Plan should be titled ABC.I.2023
* One file only.
* 10 MB limit.
* Allowed types: pdf.
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| **Services & Programs** |  |
| Please provide an explanation for any significant change to your mission/purposePlease limit your response to 250 words. |  |
| Describe how your programming and services in 2023 serves your mission and audiencePlease limit your response to 250 words. |  |
| Provide examples of how your organization supports Racial Justice: Just and fair inclusion into a society in which all people, immaterial of their race or ethnicity, can participate, prosper, and reach their full potential. Please limit your response to 250 words.  |  |
| Provide examples of how your organization supports Economic Justice: A set of moral principles for building economic institutions, the ultimate goal of which is to create an opportunity for each person to build a sufficient material foundation upon which to have a dignified, productive, and creative life.Please limit your response to 250 words. |  |
| Provide examples of how your organization supports Environmental Justice: Fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.Please limit your response to 250 words. |  |
| Does your organization conduct evaluation of programs and/or other organizational initiatives? Y/N |  |
| Describe your program evaluation processPlease limit your response to 250 words. |  |
| List your programs, exhibits, performances in the most recent fiscal year*List only those programs that were in fact presented/produced by your organization. Do not list fundraising events; do not list ‘sponsored’ events. Attendance may be virtual and/or physical.**NOT EVERY EVENT NEEDS TO BE LISTED**Use your best judgment on what to include. Certain events—such as recurring classes or sessions—can be combined for one lump sum number representing the series listed with a date range for when they occurred and a total attendance number.**Each application has a limited amount of data it can handle; please group your events/programs.** Date(s)
* Event
* Facility/Building
* Geographic Location
* Attendance
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| **Audience & Community** |  |
| Provide number of persons served in the most recently completed FY with demographic information (if available) and source of numbers. Note differences with pre-pandemic conditions. Please limit your response to 500 words  |  |
| Describe:1. the audience and communities served by your organization;
2. Efforts being taken to cultivate and broaden your constituency;
3. Efforts to reach underserved audiences, and summarize progress made to increase audience diversity in the last 2-3 years.

Please limit your response to 500 words |  |
| What is your attendance goal for 2023 and how do you intend to reach it?Please limit your response to 250 words. |  |
| **Profile** |  |
| Describe your organization in terms of local, regional, national, and international significancePlease limit your response to 250 words. |  |
| What is your organization most proud of in the past FY?Please limit your response to 250 words. |  |
| Is your organization evaluated by an accrediting organization? Y/NProvide the date of the last completed review cycle |  |
| Please include any noteworthy comments from the last evaluation from an accrediting organization.Please limit your response to 250 words. |  |
| Please note any awards, recognition, or recent media attention not otherwise notedPlease limit your response to 250 words. |  |
| Describe any recent significant collaborationsPlease limit your response to 250 words. |  |

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| **Additional Information** |  |
| You may submit additional information you'd like to share with the Board and DEP staff. We encourage you to utilize this area, especially to 1) provide further details on the application, such as significant changes in budgets or similar items, 2) explain any missing information, and 3) topics or aspects of the organization not addressed in the application.Please limit your response to 250 words. |  |
| Additional Attachment – Attachment ZYou 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* Only PDFs are allowed for upload.
* Keep your files as small as possible - either flatten or compress them.
* Save your file with your organization's acronym, the attachment letter and the funding year. For example, if your organization's acronym is ABC, your Additional Attachment should be titled ABC.Z.2023
* One file only.
* 5 MB limit.
* Allowed types: pdf.
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