



Department of  
Environment and Planning  
*Commissioner Daniel Castle, AICP*

# Erie County 2023 Cultural Funding PRIOR Applicant Briefing

*March 1, 2022 | 6:30pm*

*Presentation will be recorded*



# Agenda

## 1. Welcome & Announcements

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

## 2. Application and Changes

- 2022 Summary & 2023 Overview

*Connie Campanaro, Chair, Erie County Arts & Cultural Advisory Board*

- Live Demo

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

## 3. Closing & Questions





## 2021 Achievement Award

### Arts, Culture, and Historic Preservation category

The Achievement Awards Program is a non-competitive awards program that seeks to recognize innovative county government programs.





*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)*

*Holly Grant*

*(716) 833-3004 x512*

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

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



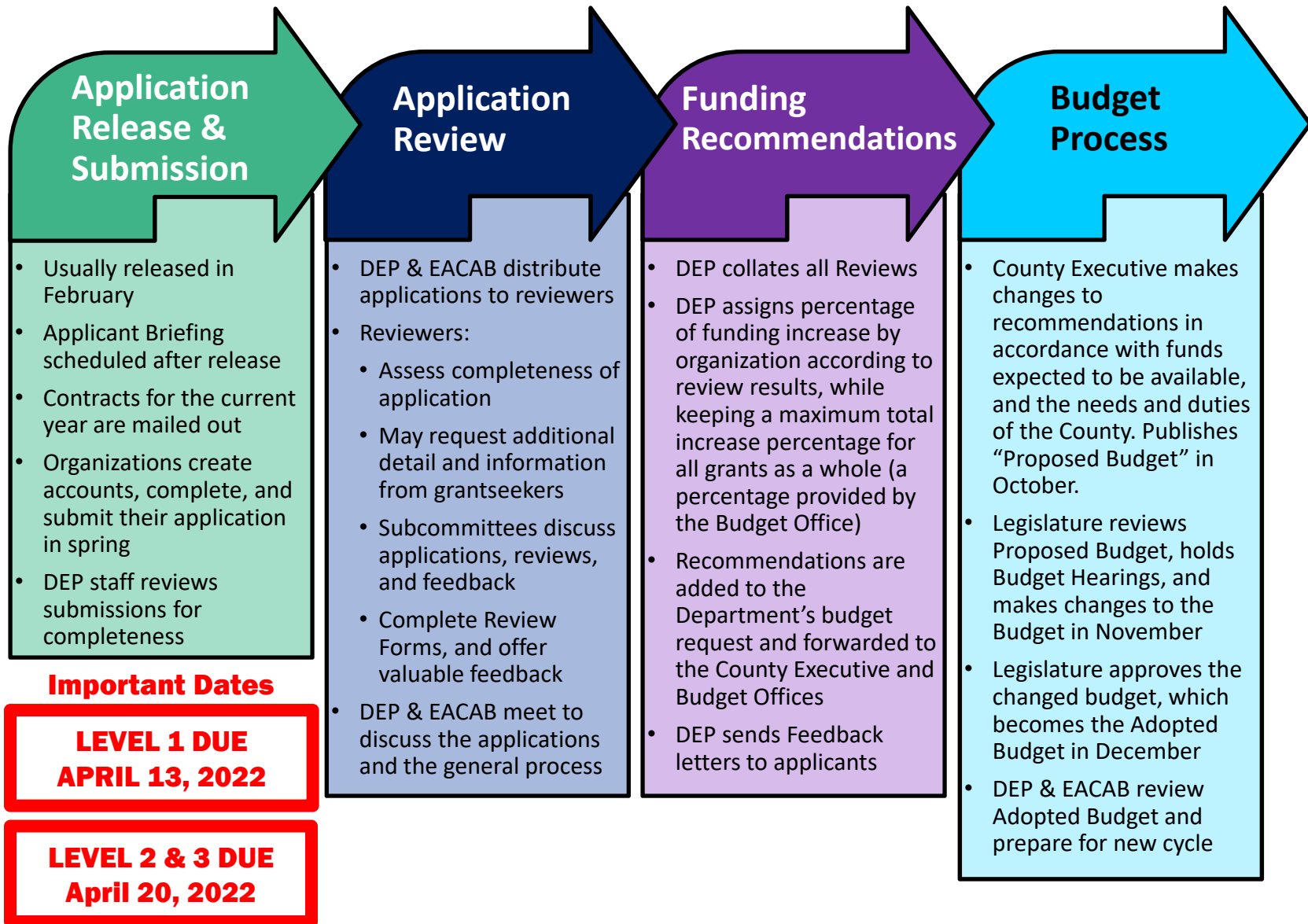
# 2022 Summary

**106 Arts & Cultural Orgs**  
**awarded**  
**\$7.45 MILLION** in funding

Mean \$70,896  
Median \$10,000  
Mode \$3,000



# Funding Cycle



# EACAB & DEP Staff

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

## BOARD



Gina Burkhardt



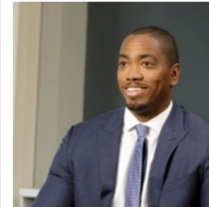
Connie Campanaro, Chair



Matthew Clohessy



Anne Conable



Jason Daniels



Kathryn Franco



Grace Golando



Margaret Kaiser



Purnima Mohan



Michael R. Noville



Kelley Omel



Glenn Spencer



Vilona Trachtenberg



Emily Tucker



Gretchen Wylegala

## STAFF



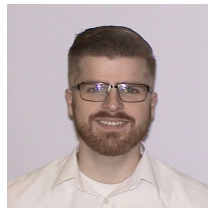
Thomas Baines,  
Dty Commissioner



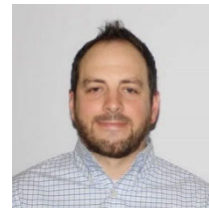
Daniel Castle,  
Commissioner



Sarah Gatti,  
Senior Planner



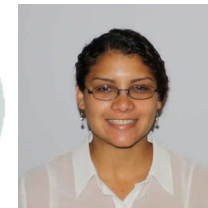
Tim German,  
Planner



Dave Hall,  
Planner



Emily Moll,  
Planner



Mariely Ortiz,  
Senior Planner



Mark Rountree,  
Chief 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





# Scoring

- **Financial Health**
  - Data
  - Narrative Responses
  - Attachments B thru D
- **Governance**
  - Data
  - Narrative Responses
  - Attachments F thru H
- **Management & Planning**
  - Data
  - Narrative Responses
  - Attachment I
- **Services & Programs**
  - Data
  - Narrative Responses

- 
- **Prior Grantees** (50% weight)
    - Funding Acknowledgement
    - Feedback Response

(50% weight)

- **Bonus** - e.g., above and beyond efforts, more diligence or preparedness than expected for organization size, etc. Primarily from "Additional Info" section.
- **Deductions** - e.g., late, incomplete, unresponsive, etc.

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
9	Exceptional	Exceptionally strong (model and standard for field or discipline with essentially no weaknesses)
8	Outstanding	Extremely strong with negligible weaknesses
7	Excellent	Very strong with some minor weaknesses
6	Very Good	Strong with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
4	Satisfactory	Some strengths but with some moderate weaknesses
3	Fair	Some strengths but with at least one major weakness
2	Marginal	A few strengths and a few major weaknesses
1	Poor	Very few strengths and numerous major weaknesses



# Tips/Best Practices

- Maximum consecutive term limits on Board appointments
- Don't be repetitive
- Stick to the answer appropriate to the question
- Work Plan – help us see your vision for 2023
- Please submit legible documents (if you need assistance – contact Mariely)
- Submit MOST RECENT documents requested (e.g., tax filings, etc.)
- Submit FINAL (not draft) documents (if in the process of updating – contact Mariely)
- Proactive diversification of board members, staff, and audiences served
- Funding diversification and continuous development of revenue sources



# 2023 Changes

- Application/Process
  - Ability to update existing application
  - Return to maximum request as percentage of most recently completed Fiscal Year (FY)
  - Question editing/rephrasing for clarity
- Questions
  - Prior grant use
  - Acknowledgement samples – all levels
  - Optional Additional Board and Staff Diversity Detail question
  - Char 500 – date most recently submitted



# 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		
<ul style="list-style-type: none"> <li>Grant request is not more than \$50,000</li> <li>Request does not exceed 20% of your budget</li> </ul>	<ul style="list-style-type: none"> <li>Grant request is more than \$50,000 but not more than \$150,000</li> <li>Request does not exceed 20% of your budget</li> </ul>	<ul style="list-style-type: none"> <li>Grant request is more than \$150,000</li> <li>Funding requests exceeding 20% of your budget are discouraged and will be scored lower</li> </ul>
ITEMS REQUIRED		
Application Level 1	Application Level 2	Application Level 3
A. Examples of Recognition of County Funding ( <i>N/A for NEW applicants</i> )	A. Examples of Recognition of County Funding	A. Examples of Recognition of County Funding
B. Annual Report/Financial Report/Annual Budget	B. Financial Report (most likely with CPA review)	B. Financial Report (most likely with CPA audit)
C. Financial Worksheet - Level 1	C. Financial Worksheet - Level 2	C. Financial Worksheet - Level 3
D. Tax Filing	D. Tax Filing	D. Tax Filing
N/A	E. Cash Flow Forecast	E. Cash Flow Forecast
F. Bylaws	F. Bylaws	F. Bylaws
G. Conflict of Interest Policy and Disclosure forms	G. Conflict of Interest Policy and Disclosure forms	G. Conflict of Interest Policy and Disclosure forms
H. Whistleblower Policy	H. Whistleblower Policy	H. Whistleblower Policy
N/A	I. Strategic Plan	I. Strategic Plan



# 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 2023 calendar year



# 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>	ALL (N/A for New Applicants)
B	Annual/Financial Report	<p>Copy of your organization’s Annual/Financial Report for the most recently completed fiscal year.</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

