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

Erie County
2024 Cultural Funding
Applicant Briefing

March 1, 2023 | 6:30pm | Merriweather Library

March 2, 2023 | 6:30pm | Hamburg Library

Presentation will be recorded. Recording will be available on Erie County's YouTube page.

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Agenda

1. Welcome & Announcements

   Daniel Castle, AICP, Commissioner, Erie County Dept. of Environment & Planning
   Thomas E. Baines, ESQ. Deputy Commissioner of Planning and Economic Development, Erie County Dept. of Environment & Planning

2. Application and Changes

   - **2023 Summary & 2024 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	Holly Grant
(716) 833-3004 x510	*(716) 833-3004 x512*
Jen@asiwny.org	*holly@asiwny.org*

www.asiwny.org

2023 Summary

114 Arts & Cultural Orgs awarded
$7,725,400 in funding

Mean	$67,767
Median	$10,000
Mode	$2,500

Department of Environment and Planning

Funding Cycle

Application Release & Submission

- Usually released in February
- Applicant Briefing scheduled after release
- Contracts for the current year are mailed out
- Organizations create accounts, complete, and submit their application in spring
- DEP staff reviews submissions for completeness

Important Dates

LEVEL 1 DUE
April 19, 2023

LEVEL 2 & 3 DUE
April 26, 2023

Application Review

- DEP & EACAB distribute applications to reviewers
- Reviewers:
  - Assess completeness of application
  - May request additional detail and information from grantseekers
  - Subcommittees discuss applications, reviews, and feedback
  - Complete Review Forms, and offer valuable feedback
- DEP & EACAB meet to discuss the applications and the general process

Funding Recommendations

- DEP collates all Reviews
- DEP assigns percentage of funding increase by organization according to review results, while keeping a maximum total increase percentage for all grants as a whole (a percentage provided by the Budget Office)
- Recommendations are added to the Department's budget request and forwarded to the County Executive and Budget Offices
- DEP sends Feedback letters to applicants

Budget Process

- County Executive makes changes to recommendations in accordance with funds expected to be available, and the needs and duties of the County. Publishes "Proposed Budget" in October.
- Legislature reviews Proposed Budget, holds Budget Hearings, and makes changes to the Budget in November
- Legislature approves the changed budget, which becomes the Adopted Budget in December
- DEP & EACAB review Adopted Budget and prepare for new cycle

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EACAB & DEP Staff

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

BOARD

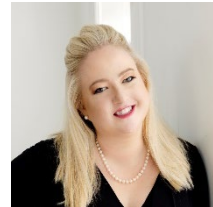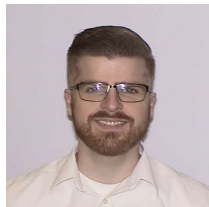|							
Gina Burkhardt	Connie Campanaro, Chair	Matthew Clohessy	Anne Conable	Jason Daniels	Russell Davidson	Kathryn Franco	Grace Golando
Patricia Johnson	Lisa LaTrovato	Carlisle Lipke	Purnima Mohan	Kelley Omel	Glenn Spencer	Gretchen Wylegala	

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
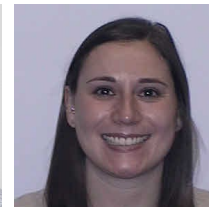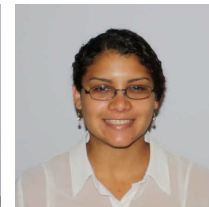
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EACAB & DEP Staff review

- Do <u>NOT</u> 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

  - Demonstrated 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

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Tips/Best Practices

- Don't be repetitive
- Stick to the answer appropriate to the question
- Be consistent (don't contradict yourself)
- Help us see your vision for 2024
- Please submit legible documents (if you need assistance – contact Mariely)
- Submit MOST RECENT ADOPTED/SUBMITTED documents requested (e.g., tax filings, etc.)
- Submit FINAL (not draft) documents (if in the process of updating – submit most recently adopted document, and include ADDITIONAL INFORMATION on updating status)
- Maximum consecutive term limits on Board appointments
- Proactive diversification of board members, staff, contractors, vendors, artists, and audiences
- Funding diversification and continuous development of revenue sources
- Review recording of this briefing on Erie County's YouTube page for FAQs
- Review the directions carefully

2024 Changes

- Application/Process
  - Clarification/rephrasing of some questions
  - Removed cash flow forecast (Attachment E)
  - Maximum is equal to 20% of most recently completed FY Actual Operating Expenses – updated per NYS
    - Level 1: no change
    - Level 2: **maximum** request $200,000
    - Level 3: **minimum** request more than $200,000

Request Structure

LEVEL	MAX . GRANT REQUEST	MAX. % OF ACTUAL OPERATING EXPENSES
1	≤$50,000	≤20%
2	>$50,000 up to $200,000	≤20%
3	>$200,000	Funding requests exceeding 20% of your Actual Operating Expenses are discouraged and will be scored lower

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

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Eligibility

- Located and provide services in Erie County

- Be a 501(c)(3) organization with tax exempt status (at least 1 year)
    - Must be registered with the NYS Charities Bureau (if exempt, organization must know exempt status)
    - Must be able to provide a copy of a SUBMITTED IRS tax filing

- Have at least **ONE** of the following descriptions 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

LEVEL 1	LEVEL 2	LEVEL 3
Your organization meets Eligibility criteria		
• Grant request is not more than $50,000 • Request does not exceed 20% of most recent FY Actual Operating Expenses	• Grant request is more than $50,000 but not more than $200,000 • Request does not exceed 20% of most recent FY Actual Operating Expenses	• Grant request is more than $200,000 • Funding requests exceeding 20% of most recent FY Actual Operating Expenses are discouraged and will be scored lower
ITEMS REQUIRED		
Application Level 1	Application Level 2	Application Level 3
A. Examples of Recognition of County Funding *(N/A for NEW applicants)*	A. Examples of Recognition of County Funding	A. Examples of Recognition of County Funding
B. Management Prepared or CPA Compiled Financial Statements	B. Independent CPA Reviewed Financial Statements*	B. Independent CPA Audited Financial Statements**
C. Financial Worksheet - Level 1	C. Financial Worksheet - Level 2	C. Financial Worksheet - Level 3
D. Tax Filing	D. Tax Filing	D. Tax Filing
F. Bylaws	F. Bylaws	F. Bylaws
G. Conflict of Interest Policy with completed Disclosure forms for all board and Key Persons	G. Conflict of Interest Policy with completed Disclosure forms for all board and Key Persons	G. Conflict of Interest Policy with completed Disclosure forms for all board and Key Persons
H. Whistleblower Policy	H. Whistleblower Policy	H. Whistleblower Policy
N/A	I. Strategic Plan	I. Strategic Plan

NOTE: NYS changed the maximum threshold for CPA Review from $750K to $1M for Fiscal Years Starting after 7/1/21
**NOTE: NYS changed the minimum threshold for CPA Audit from $750K to $1M for Fiscal Years Starting after 7/1/21

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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 2024 calendar year

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Application–Attachments

LETTER	DOCUMENT	DESCRIPTION	LEVEL
A	Examples	A document with examples of Acknowledgement of County Funding. • 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. • 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.	ALL (N/A for New Applicants)
B	Financial Statements	Copy of your organization's Annual/Financial Report for the most recently completed fiscal year. NYS FINANCIAL REPORT by OPERATING BUDGET • ≤$250,000 - Annual Report/ Unaudited Report/Annual Budget • >$250,000 - <$1,00,000 - Report w/ CPA Review (FY starting after 7/1/21) • ≥$1,000,000 - Report w/ CPA Audit (FY starting after 7/1/21)	ALL
C	Financial Worksheet	A provided Excel file, identical to prior fillable PDF financial information, detailing revenues and expenses. • Must be downloaded, completed, submitted as a PDF from *erie.gov/cultural* • **Required for all levels**	ALL
D	Tax Filing	A copy of your organization's most recently submitted 990, 990-EZ, or 990-N	ALL

Application–Attachment C

Level 1

ORGANIZATION NAME:						
FISCAL DATA						
Please complete according to your organization's fiscal year, rather than calendar year.						
BUDGET	*(FULL FISCAL YEARS)*	Prior FY Actual	Most Recent FY Actual	Current FY Budget	Current FY YTD	Next FY Budget
	FY Dates:					
TOTAL REVENUE						
TOTAL OPERATING EXPENSES						
NET		$ -	$ -	$ -	$ -	$ -
TOTAL ASSETS						
TOTAL LIABILITIES						
NET ASSETS		$ -	$ -	$ -	$ -	$ -

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Application–Attachments

LETTER	DOCUMENT	DESCRIPTION	LEVEL
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. • A template is available at *erie.gov/cultural*	ALL
H	Whistleblower Policy	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*	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

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Time
for
LIVE DEMO

QUESTIONS?

CONTACTS

Mariely Ortiz, Senior Planner   (716) 858-1916
                                  Mariely.Ortiz@erie.gov

NOTE: OOO 3/11 thru 4/2; during these dates please contact:

Sarah Gatti, Principal Planner   (716) 858-6014
                                   Sarah.Gatti@erie.gov

Website   erie.gov/cultural

THANK YOU

Briefing recording will be available on Erie County's YouTube page.

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