



Erie County
Department of Environment & Planning
& Erie County Arts & Cultural Advisory Board

Cultural Funding General Operating Support Grants 2026 Funding

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Cultural Funding

General Operating Support Grants

Application Deadlines

Level 1 applications are due by 11:59 PM, Wednesday, April 16, 2025.

Level 2 and Level 3 applications are due by 11:59 PM, Wednesday, April 23, 2025.

Applicant Briefings

1. First Briefing: 6:00 PM on Wednesday, February 26, 2025, at the Roycroft Campus in the Power House (39 S Grove St, East Aurora, NY 14052).
2. Second Briefing: 6:00 PM on Thursday February 27, 2025, at the Buffalo & Erie County Central Library (1 Lafayette Sq, Buffalo, NY 14203).

Applicant briefings review the program, current year results, edits to the application, and application tips. Briefings also include a live walkthrough of accessing and completing the application, as well as a Q&A time.

Recordings of the briefings will be made available as soon as possible on the County's YouTube page, [Arts & Culturals playlist](#).

Program Purpose

Established by Erie County Executive Regan in 1977, the Erie County Cultural Funding Program has had over 40 years of support for the arts, and a significant impact on the development of the arts and cultural community throughout the region.

Overall Funding Goals

1. To advise Erie County Government regarding the role of the County's cultural agencies and their significance to its citizens, economy, and quality of life.
2. To provide and advocate for equitable and effective processes and procedures for the distribution of County funds to cultural organizations.
3. To foster the development and growth of vibrant, diverse, quality cultural agencies.
4. To promote access to these cultural organizations to all County citizens and visitors regardless of their physical ability, economic group, or geographic location.
5. To promote diversity in the cultural fabric of the Erie County community by encouraging representation of all diverse groups in the make-up and activities of these cultural organizations. This includes Board members, staff, volunteers, and programming.
6. To require fiscal responsibility including a diversified funding base for all cultural organizations.

Program and Service Objectives

1. Gather, analyze and assess information on cultural organizations funded by the County.
2. Process all cultural funding contracts and invoices in a timely and accurate manner.
3. Coordinate with tourism, arts, culture and heritage promotion agencies and organizations to market and enhance cultural tourism in Erie County.
4. Assist cultural organizations to leverage financial support, gain new audiences, increase management capacity, identify strengths and challenges, inform decision-making and realize their mission.

Erie County Arts & Cultural Advisory Board (EACAB)

The [Erie County Arts & Cultural Advisory Board](#) was reestablished in 2012 ([Press Release](#)) in accordance with §2205 of the [County charter](#). The Board is composed of up to fifteen (“15”) members appointed by calendar year, with a balanced mix of financial, legal, academic, culture, and arts advocacy experience. They and DEP staff review applications for funding submitted annually by Erie County arts and cultural entities.

Board members volunteer their time and expertise and receive no remuneration. View the

[Duties Description](#).

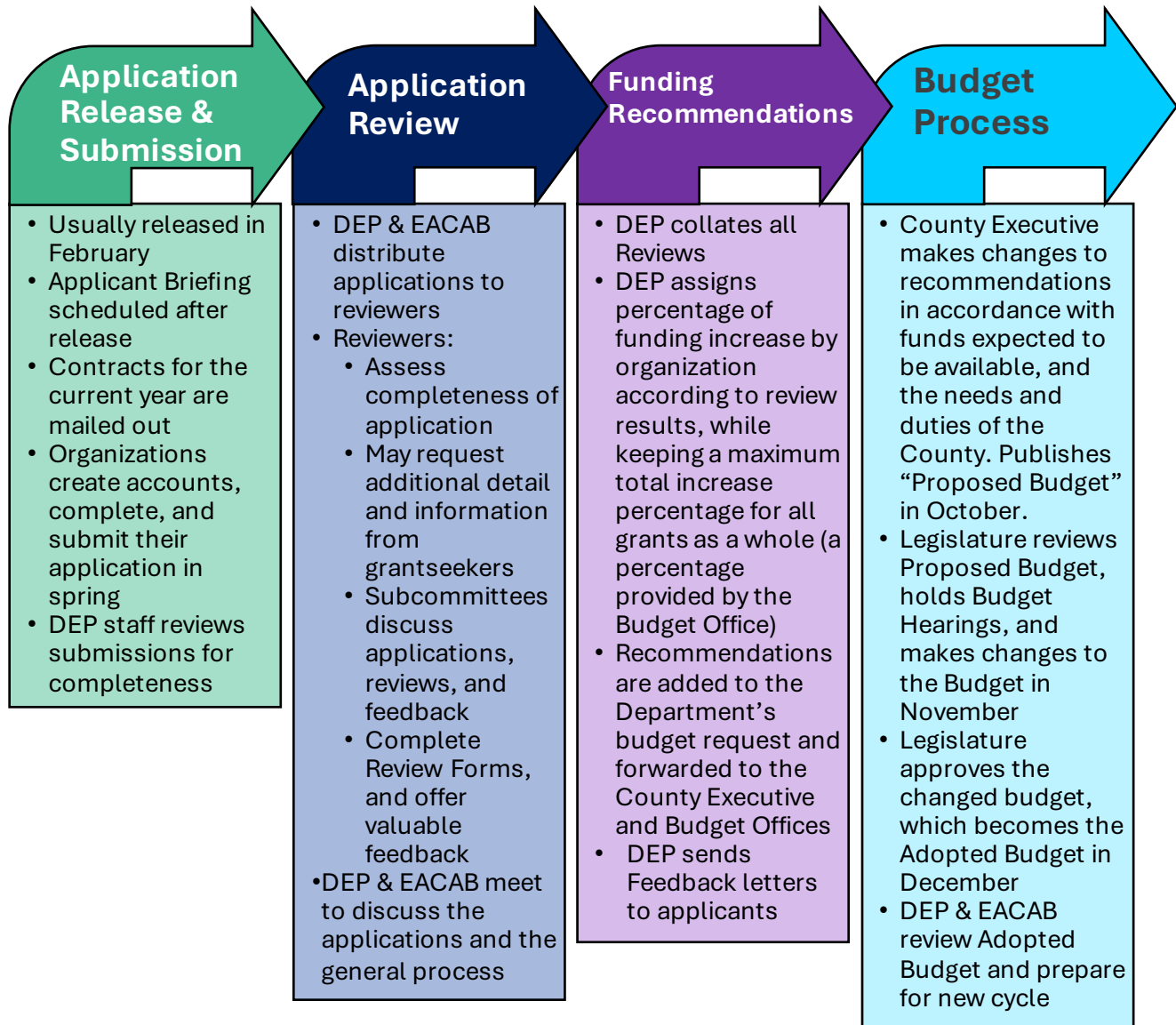
Board members are beholden to [County Ethics](#) and the Board [Conflict of Interest Policy](#). The term conflict of interest describes **any** circumstance that would cast doubt on the ability of a Member of EACAB to act with total objectivity with regard to the integrity of EACAB and the public’s interest.

Each Member is expected to avoid any action or involvement, which would in any way compromise his or her actions on behalf of EACAB. A possible conflict of interest includes circumstances that may appear to others to be a conflict of interest regardless of whether such circumstances actually create a conflict of interest. Therefore, all potential conflicts are disclosed upon appointment, annually, and immediately upon the development of a conflict at any time. The handling of conflicts of interest is detailed in the policy; in summary: uninterested members vote on whether a conflict exists without the interested person present. Interested person does not review nor influence review of application if a conflict exists or can be perceived as a conflict. All communications are handled by DEP staff (Mariely Ortiz at mariely.ortiz@erie.gov) directly with each organization's contact person.

Additional information about the EACAB’s members and documents can be found in the [Background tab of the Cultural website](#).

Process Overview

The Erie County Cultural Funding program provides annual General Operating Support grants to 501c3 arts and cultural organizations within the County (see more in the Eligibility section). An application must be submitted each year for funding the following year. The application is only available online. See appendices 1 through 3 for the application questions and links to downloadable copies to assist the organizations in preparing their responses offline.



Organizations apply in the spring prior to the year funds will be disbursed. Each organization must submit an application on their own behalf (pass-throughs are not allowed) with information on their organizations' finances, governance, and programming. The applications are reviewed by the EACAB and Department of Environment and Planning staff.

The Board and staff make recommendations to the Department's Commissioner regarding the organizations, with actual dollar amounts calculated by staff and voted on by the EACAB according to the results of each organization's review and expected funds available as indicated by County administration.

Grants awarded are only published in the [County Budget](#). The Proposed Budget ("Draft") is provided by the County Executive in the fall and the Adopted Budget ("Final") is approved by the Legislature in December.

The Board and staff also provide feedback to the applicants, both critical and constructive, in an attempt to strengthen each organization and County-wide arts & cultural industry as a whole.

General Process Dates

Each year may differ slightly. Please review the latest news on erie.gov/Cultural, or our [Facebook.com/ErieCountyDEP](https://www.facebook.com/ErieCountyDEP) for information before contacting us.

Application Release	February each year
Applicant Briefings	Week after application release
Level 1 Forms Due	Mid to Late April each year
Level 2 and 3 Forms Due	Late April to May each year
Application Review period	April - early June each year
EACAB Recommendations to County Executive	Late July each year
Feedback	September each year (varies significantly)
Proposed County Budget release	October each year
Legislative Budget hearings	November each year
County Budget Adoption	December each year
Contracts Distribution	Late February - March each year
Grants Disbursement	Summer - Fall each year

Eligibility Requirements

- Be located and provide services in Erie County
- Be a 501(c)(3) organization with tax-exempt status (*must be able to provide one (1) year of the required financial documents including record of tax filing, and information as a 501c3 organization*)*
- 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

**Acceptable tax filings include 990, 990-EZ, and 990-N. 990-PF and other non-profit tax filings are inconsistent with the purpose and eligibility requirements.*

***Organizations such as social and/or multi-service, educational, athletic, after-school, or religious organizations for which cultural activity is not a primary purpose are not eligible.*

Determining Eligibility

New applicants must submit an account request to access the application (erie.gov/cultural/AccountRequest). This begins the eligibility review process by DEP. Additional information may be requested from the organization, such as tax filings, IRS determination letters, bylaws, or articles of incorporation.

If DEP staff are unable to determine eligibility of the organization, the organization's documents are provided to the EACAB Executive Committee for a decision. If the EACAB Executive Committee cannot determine eligibility without additional information, a provisional account will be created for the organization to submit a full Level 1 application. Such application will be reviewed in full with all others submitted for the funding cycle and a determination of eligibility will be made by the full board.

The provisional applicant will be informed if they are deemed ineligible for the Cultural Funding Program.

Additional Requirements

New York State Non-Profit Revitalization Act

The New York State Non-Profit Revitalization Act became effective July 1, 2014. There have been additions and clarifications issued by NYS since then. It is every organization's responsibility to stay current with the provisions, knowing also that the law is the **minimum standard for good governance**. As this Act pertains to all 501(c)(3) organizations, Erie County expects all organizations to certify compliance with the NYS Non-Profit Revitalization Act. Organizations should be prepared to provide evidence of compliance with specific components of the Act.

Sunshine Provision

Please be advised that any information you provide may be subject to public discussion as well as disclosure pursuant to New York State Public Officers Law.

Pay Equity Certification

Please be advised that if your Organization is awarded funding, you must sign the Erie County Equal Pay Certification, stating that your organization is in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together “ Equal Pay Law”).

[View the Executive Order](#)

Recognition for County Grants

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.

The size and location of the Seal shall be consistent with the seals or logos of donors, funders, supporters, contributors, investors, friends, etc. at the same level of funding. “Same level of funding” is to be interpreted as funds received by the organization from other donors, funders, supporters, contributors, investors, friends, etc. of equal amounts, or within the same quantile, as funds received from the County of Erie.

[Download the Erie County Seal](#)

If you require a larger file for large scale printing, etc., please contact Mariely Ortiz at (716) 858-1916 or mariely.ortiz@erie.gov

Insurance

Organization agrees to procure and maintain insurance coverage naming the County as additional insured: Commercial General Liability with a minimum combined single limit of bodily injury and property damage of \$1,000,000 per occurrence and general aggregate of \$1,000,000. The Organization shall provide a Certificate of Insurance as evidence of such coverage(s) on the County of Erie Standard Insurance Certificate or its equivalent.

In the event that the Organization utilizes vehicles, whether owned, leased, hired/borrowed or non-owned, in the performance of the services provided pursuant to this Contract, the Organization agrees to procure and maintain insurance coverage.

The Organization shall further provide evidence of workers compensation insurance on NYS Form C105.2 or U26.3 obtained from insurer. If there are no paid employees of the Organization, the Organization shall provide a “Certificate of Attestation of Exemption from New York State Workers’ Compensation and/or Disability Benefits Insurance Coverage” (Form 5 CE-200) which can be obtained at the State Worker’s Compensation Board website: www.wcb.ny.gov.

Please contact Mariely Ortiz at mariely.ortiz@erie.gov or 716-858-1916 if your organization is eligible to apply but may have difficulty procuring the insurance requirements as outlined above.

Alcohol

County funds may be used for the purchase of alcohol if:

- the organization holds or obtains a license or permit as issued by the New York State Liquor Authority to serve, sell or distribute alcohol prior to the date of the event where alcohol will be served, sold or distributed and
- the serving, selling or distribution of alcohol occurs during public programming or public events specifically related to the furtherance of the cultural mission or operation of the organization. This excludes internal meetings such as staff, Board or Committee meetings. It is required that all organizations serving, selling and/or distributing alcohol obtain Liquor Liability Insurance for all events.

Accounting

County funds must be maintained in a separate account, or the grant recipient must be able to account for the receipt, obligation, and expenditures of all County funds in the account and must be able to report on the use of funds as if the accounts were separate.

Best Practices

All applicants are required to have the following documents regardless of number of employees or budget size:

- Bylaws
- Conflict of Interest Policy
- Whistleblower Policy

Contract Conditions

We encourage each potential applicant to review the template contract to review all requirements if funds are awarded and accepted.

A sample contract is available in Appendix 4 or at <https://www3.erie.gov/cultural/funding-overview>, under “Additional Requirements”

Funding Overview

- As General Operating Support (GOS), the funding is for the organization as a whole, not just a particular program/programs.
- Funds are 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.

- The total funding available is dependent on the Adopted County Budget (see full language in items 3 and 4 of the sample contract, Appendix 4). In general, the “Executive Recommendation” total in the current year’s Adopted Budget for the Art and Cultural Agencies Fund Center plus a percentage increase as determined by the County’s Budget Office (usually 3%*) is used as the total funding available.
 - 2025 Executive Recommendation total: \$8,175,446
 - Usual increase allocated by the Budget Office*: 3% or \$245,263
 - Estimated total funding available for 2026*: \$8,420,709

** This may change depending on the fiscal conditions and needs of the County, as well as at the prerogative of the executive and/or legislative bodies of the County.*

- The total funding available is distributed amongst eligible applicants. The amount or percentage increase for each applicant is dependent on their request and score/application evaluation. See more in the Scoring and Evaluation section.
- Because the grant is dependent on the county’s budget process, applicants will **not** be contacted regarding the grant or amount.
 - The only way to find out if your organization has been awarded funding for a certain year is through the Erie County Budget process. The [Budget Books are available online](#). The Proposed Budget ("Draft") is provided by the County Executive in the fall and the Adopted Budget ("Final") is approved by the Legislature in December. Arts & Cultural Agencies funding is located under Budget Book A: Operating Funds, under Erie County Department of Environment and Planning.
- If awarded funds, a contract will be forwarded to the organization, usually in February, of the grant year.
 - A complete contract will be put through the County process. The contract will be sent on from DEP to, in order, the Erie County Department of Law for legal review, the Erie County Executive's Office for signatures and final approval, the Erie County Budget Office for accounting purposes, and the Erie County Comptroller's Office, who disburses the grant. This process may take several weeks to months.
 - The contract cover letter will include instructions and contact information for the staffer person managing the contract.
- Grants under \$10,000 are usually disbursed in one payment, while larger grants are usually disbursed in two payments, with the second payment scheduled for July (if the contract is submitted in a timely manner).
- There is no reporting requirement at this time. As an annual program, the organization’s operations are reviewed each funding cycle.
 - The County may review the use of the funds per contract items 5 thru 9, and retains the right to have refunded any unused monies per contract item 10. See the sample contract (Appendix 4) for full details.

Application

How to Apply

New Applicants:

- Review Eligibility requirements (page 6)
- Request an account to access the application (erie.gov/cultural/AccountRequest) (more details on page 7)
- Review the application levels below
- Collect your required attachments (see page 13) according to your selected level
- Download and complete all questions of the downloadable Word docs (**recommended**) according to your selected application level (See appendices 1 through 3)
- Log in to the website
- Go to “Application” tab, and click the link in the “Application” section that reads “2026 Funding Application”
- Input all information and attachments
- Save progress at the end of each page
- Submit when done
 - Assistance with the submission will be available until 4:00pm on each due date.
 - Late or incomplete applications will negatively affect your score.

Returning Applicants:

- Review the application questions (see Appendices 1 through 3) and required attachments (see page 13)
- Collect your required attachments according to your application level
- Download and complete all questions of the downloadable Word doc (**recommended**) according to your selected application level (See appendices 1 through 3)
- Log in to the website
- Access your prior submission or start a new one
 - Prior Submission
 - Go to the “Submission” tab in your account page
 - Click on the Submission you wish to update (we recommend using the most recent)
 - Click the “Edit” tab
 - Update all information and attachments.
 - Save your progress frequently on the last page (you’ll need to navigate back to the last page you worked on to continue updating the application)
 - Submit when done (remember to select the “Ready for Review” checkbox)
 - New Submission:
 - Go to “Application” on the website
 - Follow the link to the application itself
 - Input all information and attachments

- Save progress at the end of each page
- Submit when done
- Assistance with the submission will be available until 4:00pm on each due date
- Late or incomplete applications will negatively affect your score

After Submission

If your application is submitted correctly through the website, you will receive the following message: "Thank you, your submission has been received" and a confirmation email.

- If you do not receive these messages, follow the directions/instructions, and resubmit.
- If your application is incorrect or incomplete, we will contact you as soon as possible to correct it. Please do not resubmit unless otherwise indicated in these instructions or by DEP staff. Only the first submission will be processed/considered otherwise as we begin processing your application immediately upon receipt.
- If your organization registered for an account but we do not receive your application, we will contact you to ensure all intended applications are received.

Because the grant is dependent on the county’s budget process, applicants will **not** be contacted regarding the grant or amount.

- The only way to find out if your organization has been awarded funding for a certain year is through the Erie County Budget process. The [Budget Books are available online](#). The Proposed Budget ("Draft") is provided by the County Executive in the fall and the Adopted Budget ("Final") is approved by the Legislature in December. Arts & Cultural Agencies funding is located under Budget Book A: Operating Funds, under Erie County Department of Environment and Planning.

Levels

The application has three levels. The higher the level, the more questions and expectations are in the application for the organization. This helps to reduce undue burden from smaller organizations or smaller grant requests.

LEVEL	MAX GRANT REQUEST	MAX % OF PRIOR FY EXPENSES ACTUAL
1*	≤\$50,000	≤20%
2*	>\$50,000 up to \$200,000	≤20%
3	>\$200,000	No set limit. However, requests greater than 20% will be detrimental to an organization’s score.

* If any of these thresholds are surpassed, you must complete the next level application

Financial Reports

The following are the expected financial reports according to organization budget size. However, if the organization uses a different document as recommended by their financial advisors, they may submit it in lieu of the ones listed below.

Annual Gross Revenue & Support	NYS FINANCIAL REPORT
≤\$250,000	Management Prepared or CPA Compiled Financial Statements
>\$250,000 to <\$1,000,000	Independent CPA Reviewed Financial Statements
≥\$1,000,000	Independent CPA Audited Financial Statements

Application Questions

The following documents were prepared to help organizations draft their questions before inputting them into the application online. These are especially helpful for PRIOR applicants, as the update of the application can only be saved on the last page. (New applications can be saved on each page).

- Level 1 (Appendix 1 or <https://www3.erie.gov/cultural/application>)
- Level 2 (Appendix 2 or <https://www3.erie.gov/cultural/application>)
- Level 3 (Appendix 3 or <https://www3.erie.gov/cultural/application>)

REMINDER: Only the online version may be submitted and evaluated.

Attachments

All documents must be titled as specified in the FILE NAME column

DOCUMENT	INFORMATION	FILE NAME
<p>Examples</p>	<p>Upload examples of Acknowledgement of County Funding.</p> <ul style="list-style-type: none"> ▪ 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 	<p>Organization’s Acronym.A.2026</p>

DOCUMENT	INFORMATION	FILE NAME
	<p>be clear on where they can be found or when/where they were performed.</p> <ul style="list-style-type: none"> ▪ Save all visuals/links of the examples in one PDF file ▪ Reminder: Acknowledge funding throughout the calendar year for which funds are awarded. The size and location of the Seal should be consistent with the seals or logos of donors, funders, supporters, contributors, investors, friends, etc. at the same level of funding. “Same level of funding” is to be interpreted as funds received by the organization from other donors, funders, supporters, contributors, investors, friends, etc. of equal amounts, or within the same quantile, as funds received from the County of Erie. 	
<p>Financial Report</p>	<p>Upload your organization’s most recent financial statement:</p> <ul style="list-style-type: none"> ▪ NEW NYS requirements for Fiscal Years starting on or after 7/1/21 <ul style="list-style-type: none"> ▪ Management Prepared or CPA Compiled Financial Statements: Annual gross revenue and support under \$250,000 ▪ Independent CPA Reviewed Financial Statements: Annual gross revenue and support over \$250,000 but less than \$1,000,000 ▪ Independent CPA Audited Financial Statements: Annual gross revenue and support over \$1,000,000 ▪ NOTE: Financial Statements prepared by a CPA should include: <ul style="list-style-type: none"> ▪ Statement of Activities (Income Statement), ▪ Statement of Financial Position (Balance Sheet), 	<p>Organization’s Acronym.B.2026</p>

DOCUMENT	INFORMATION	FILE NAME
	<ul style="list-style-type: none"> ▪ Statement of Functional Expenses, and ▪ Statement of Cash Flow. 	
Financial Worksheet	<p>Complete and upload the financial worksheet.</p> <p>The financial worksheet is a pre-made, required, Excel document that must be downloaded, completed, and saved as a PDF to submit in the application.</p> <p>The worksheets are unique to the level - make sure to submit the worksheet that matches the application level.</p> <p>Level 1</p> <p>Level 2</p> <p>Level 3</p>	Organization's Acronym.C.2026
Tax Filing	<p>Upload your organization's most recently submitted IRS Form 990, 990-EZ, or 990-N</p> <p>NOTE: no other 990s are appropriate or accepted in this funding program.</p>	Organization's Acronym.D.2026
Bylaws	Upload your organization's current bylaws.	Organization's Acronym.F.2026
Conflict of Interest Policy	<p>Upload your organization's 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</p> <ul style="list-style-type: none"> ▪ A template is available at erie.gov/cultural/resources 	Organization's Acronym.G.2026
Whistleblower Policy	<p>Upload your organization's Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B.</p> <p><i>NOTE: An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees</i></p> <ul style="list-style-type: none"> ▪ A template is available at erie.gov/cultural/resources 	Organization's Acronym.H.2026

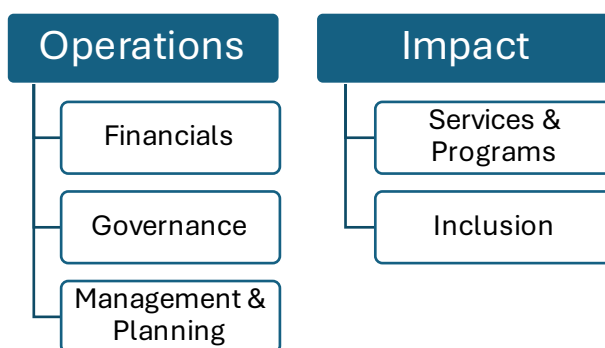
DOCUMENT	INFORMATION	FILE NAME
Strategic Plan	Upload your organization’s current Strategic Plan	Organization’s Acronym.I.2026
Additional Information	You may submit an additional attachment with information you'd like to share with the Board, whether providing further details on application questions or on topics not addressed in the application. May be narrative and/or images.	Organization’s Acronym.Z.2026

Scoring and Evaluation

Submitted applications are distributed amongst the 15 members of the EACAB and DEP staff. Board members are divided into smaller teams (usually three groups of 5 or five groups of 3). Each team has a leader, and each team member must be free of conflicts of interest from the applications/organizations to be reviewed by the team members. Each application has a single reviewer but may be discussed amongst team members. Particular concerns may be referred to the Executive Committee, or other board members with expertise in the subject. Clarifying questions may be sent to DEP staff to pass on to the organization for a response before a final score is assigned.

Each reviewer reads the entire application and attachments and completes the Review Sheet by assigning a score to each section of the application.

Application Sections:



Scoring:

Score	Descriptor	Strengths/Weaknesses
9	Exceptional	Exceptionally strong (the standard to meet 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	Strong but at least one major weakness
3	Fair	Some strengths but with some moderate weaknesses
2	Marginal	Some strengths but with at least one major weakness
1	Poor	A few strengths and a few major weaknesses
0	Concerning	Very few strengths and numerous major weaknesses
<p>Minor Weakness: An easily addressable weakness that does not substantially lessen impact.</p>		
<p>Moderate Weakness: A weakness that lessens impact.</p>		
<p>Major Weakness: A weakness that severely limits impact.</p>		

Points may be removed from the total score for late and/or incomplete applications or attachments.

Points may be added to the total score for exceptional performance in particular sections or overall.

Maximum possible score (before bonuses, if any): 45 (100%)

DEP staff collates all scores and begins the work of distributing the total funding available (Note: total funding available is regularly less than half the total funding requested). Considerations include: organization’s score, request, size and/or prior grant amount, percentage reliance on county funding, and more.

The Board meets in July to discuss the overall cohort, adjust, if needed, the DEP staff recommendation. They also vote on the original or adjusted recommendation for submittal to the County Executive’s Office. See “Process Overview” for information following this recommendation.

FAQS

Login Issues:

- Ensure you are using the correct login portal: [Log in | Cultural \(erie.gov/cultural/user/login\)](https://erie.gov/cultural/user/login); NOT erie.gov alone)
- New Applicants: If this is your first time applying for funding with Erie County as a new applicant, please request an account at erie.gov/Cultural/AccountRequest
- Refresh your window or try using an Incognito or InPrivate window and/or clear your browsers cookies and/or history if still having issues logging in
- View our application demo and instructions in our “**Applicant Briefings**” on the County YouTube page, [Arts & Culturals playlist](#)

Editing Your Application:

- You can get back into the application by logging in, go to the “Submissions” tab, select your submission, and click the “Edit” tab. **Important:** Save your edits on the **last** page – saving on each individual page may not be available when updating an application (instead of starting a new application).

Resetting Your Password:

- Go to erie.gov/cultural, click “log in” on the bottom of the page, then go to the “Reset Password” tab. **Use your username**, *not* your email. Check your email inbox as well as your spam/junk folder for the password reset link. If it does not arrive within 10-15 minutes, contact us at mariely.ortiz@erie.gov, colette.mcdonald@erie.gov, or briana.zuchowski@erie.gov

Multiple Applications in your “Submissions” tab:

- If multiple applications have been submitted over the years, then older applications may be visible on your account. The most recent application will have the highest number.

Entering Numbers:

- Ensure the number lock key on your keyboard is on.
- If updating a past submission, ensure you are in “Edit” mode.
- Ensure you are using the number format indicated in the question/application.

Racial, Economic, and Environmental Justice Initiatives:

- We expect non-profits to be aware of these principles and how they can, with small actions, affect them.
- We do not expect major initiatives or political actions that would put your non-profit status at risk. Examples of how your organization can support these principles:

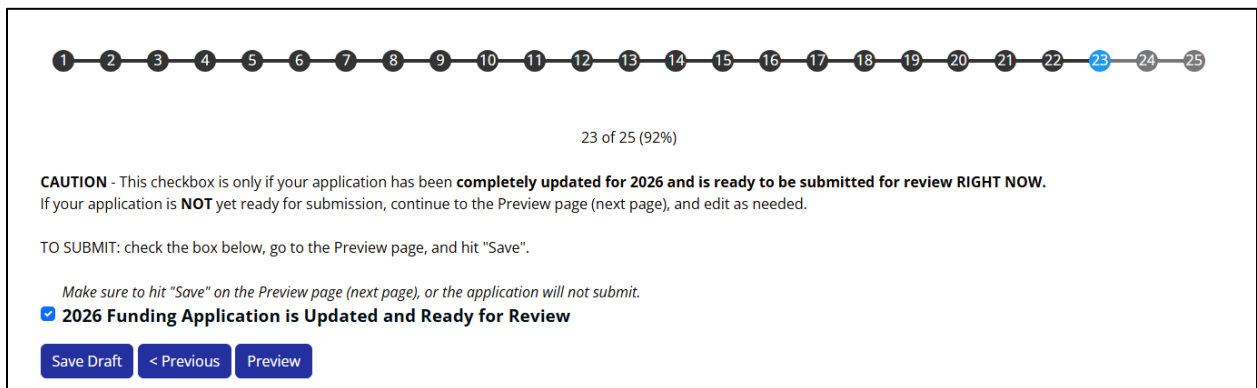
- Racial Justice: An example of support for racial justice for a historical society would be including the pre-colonial history of the town and the indigenous peoples that lived there.
- Environmental Justice: An example of environmental justice practices involves the restoration of structures in low-income areas.
- Economic Justice: An example of economic justice may involve different cost tiers for tickets/entrance, providing programming to low-income areas/persons, etc.

“Ready to Review” Button Unavailable

- The “Ready to Review” is the page immediately before the Preview/Save page.
- New applicants: This page will be automatically skipped for new applicants. Select either “Save” (to continue working on your application) or “Submit” (to send submit final version to DEP/EACAB) on the Preview/final page.
- Returning Applicants: Make sure to answer the “New Applicant” question on page 2 with “No”. The “Ready to Review” checkbox will then appear before the final/preview page; check that box, and then “Save” on the final/preview page to Submit for DEP/EACAB review.
 - If you are NOT ready to submit, and wish to continue working on your application, UNCHECK the “Ready for Review” checkbox, and then save on the Preview/final page.

Submission Confirmation:

- Returning applicants: To ensure your application is submitted correctly, make sure the "Ready for Review" box is checked before moving to the preview/final page.

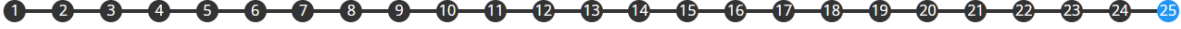


- New Applicants: Click “Submit” when your application is ready:



- BOTH new and returning applicants: When your application has been successfully submitted, you will see this page:

Culturals Application



25 of 25 (100%)

NEW applicants: your application has been **submitted**. You'll receive an email confirmation momentarily.

PRIOR applicants:

- If you did NOT check the "Ready for Review" checkbox on page 22 - your application has been **updated, but NOT submitted**.
- If you DID check the "Ready for Review" checkbox on page 22 - your application has been **updated AND submitted**. You should receive a confirmation email momentarily at the "Grant Contact" email address you provided. Please look for that email before contacting DEP.

If you submitted the application in error:
Please send a "Disregard our most recent submission" email to Colette McDonald at Colette.McDonald@erie.gov. Please make sure to include your organization's acronym in the email heading. And, if you are updating an application, make sure to uncheck the "Ready for Review" checkbox before making any further edits.

Thank you!

[Back to form](#)

Please check your inbox and spam/junk folders for the confirmation email before contacting DEP.

Additional Resources:

Links and copies of relevant documents and guidance are available at <https://www3.erie.gov/cultural/resources>.

Appendix 1: Level 1 Questions

Downloadable word document version available at <https://www3.erie.gov/cultural/application>, under “Application Questions Docs”.

2026 - LEVEL 1

ORGANIZATION INFORMATION	
Legal name of organization	
Organization best known as:	
New Applicant - Y/N	
Website and Social Media Addresses - up to 3 URLs - <i>VERY SPECIFIC FORMAT NEEDED FOR THESE. We recommend that you copy and paste your entire URLs directly from your browser. This may include a regular website, or Instagram, Facebook, X, Discord - wherever you reach your audiences online.</i>	
Mailing Address	
Is the Mailing Address the SAME as the Primary Physical Location of your Arts/Cultural Programs? Y/N	
If no, provide the location of the venue/facility where the majority of your activity takes place: STREET ADDRESS NAME/TYPE <i>(for example, concert venue, theater, rehearsal location, program location, school, etc.)</i>	
Board Chair/President/etc. - Name, Title/Position, Email, Phone Number	
Secondary Contact OR Person Preparing the Application <i>(If the person completing the application is the board chair/president, please provide a secondary/other contact here. If the person completing the application is NOT the board chair/president, please provide the contact information for the person completing the application.)</i> - Name, Title/Position, Email, Phone Number	
Briefing Attendance <i>Please check this box if you attended at least one of the Applicant Briefings in February 2025</i>	

<p>Does your organization have a CEO/ED/Manager, different from the Contact Person and Board chair/President? Y/N If Yes, CEO/ED/Manager/etc. - Name, Title/Position, Email, Phone Number</p>	
<p><i>Please select this box if you would like to receive the contract by email only instead of physical mail (if awarded funds)</i></p>	
<p>FUNDING ACKNOWLEDGEMENT & FEEDBACK</p>	
<p>Have you acknowledged Erie County funding in your marketing as required in your Cultural Funding Contract? Y/N <i>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."</i></p>	
<p>If No, Explain how your organization will acknowledge Erie County Cultural Funding in accordance with your funding contract <i>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."</i> <i>Please limit your response to 250 words.</i></p>	

<p>Examples of Funding Acknowledgement - Attachment A (Prior Grantees)</p> <p>Upload examples of Acknowledgement of County Funding.</p> <ul style="list-style-type: none"> • 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 acknowledgment, etc. All samples should be clear on where they can be found or when/where they were performed. • 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.2026 • One file only. • 5 MB limit. • Allowed types: pdf. 	
<p>[PRIOR APPLICANTS] As an applicant for (current-year) 2025 funding, your organization was offered the opportunity to discuss the feedback from the Erie County Arts & Cultural Advisory Board (EACAB) with Mariely Ortiz in September 2024. Please describe how you addressed (or plan to address) all issues and areas of concern specified in the discussion. Include timelines with corrective actions. If no concerns were noted, please state so. If your organization did not meet with Mariely in September 2024, please detail the progress on your last feedback letter (sent in March 2023).</p> <p><i>Please limit your response to 250 words.</i></p>	

FUNDING INFORMATION	
Current FY start and end dates	
Do the fiscal years in your financial documents all match? Y/N If No, indicate which documents have different fiscal years?	
2023 (Note: We will be referring to 2023 as "Prior FY", as in the "Prior to the Most Recently Completed FY") Total Amount of Applicant's 2023 Actual Expenses Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate the source of this number (tax filing, financial statements, etc.)	
2024 (Note: we will be referring to 2024 as "Most Recently Completed FY") Total Amount of 2024 Actual Expenses Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate the source of this number (tax filing, financial statements, etc.)	
County Operating Support in 2024 as a percentage of your 2024 Actual Expenses (do not include capital expenditures in your calculation.)	
2025 (Note: we will be referring to 2025 as the "Current FY") Total Amount Expenses in 2025/current FY Board-approved Budget Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate where we can find this number (Attachment C, Attachment Z, etc.)	
Amount of 2025 Erie County Cultural Operating Support Grant Awarded Use a currency format; i.e., \$###,###.## (do not include other Erie County funding received)	

<p>2026 (Note: we will be referring to 2026 as the "Next FY") Amount of 2026 Erie County Cultural General Operating Support Request Use a currency format; i.e., \$###,###.## Your 2026 funding request should be equal to / or less than 20% of your 2024 Actual Expenses (Not including capital expenditures) (Do not include other county funding)</p>	
<p>Select Your Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Level 1: ≤\$50,000 request <input type="checkbox"/> Level 2: >\$50,000 up to \$200,000 request <input type="checkbox"/> Level 3: >\$200,000 request <p>If your 2026 request exceeds 20% of your 2024 Actual Expenses, you must select the next application level up (i.e., a \$45,000 funding request that is more than 20% of your 2024 Actual Expenses will require you to submit a Level 2 application.)</p>	
<p>Prior Funding Use Provide a short, simple list of how the 2024 Erie County Cultural Funding grant was used, with dollar amounts up to but not exceeding the grant amount. For example:</p> <p>Salaries/wages: \$##,### Facility rent: \$##,### Utility payments: \$##,### Programming: \$##,### Marketing: \$#,### Website/software costs: \$### Total: \$##,###</p> <p>Narrative details encouraged. Please limit your response to 250 words.</p>	

<p>Purpose of 2026 Funding Request Describe the grant purpose and what the organization is trying to accomplish. Include how your organization will allocate 2026 County Cultural Grant funds by providing a budget for the grant amount requested.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ▪ <i>Salaries/wages: \$##,###. Information about your employees in 2026.</i> ▪ <i>Facility rent: \$##,###. Information about your 2026 rents.</i> ▪ <i>Utility payments: \$##,###. information on your utilities.</i> ▪ <i>Programming: \$##,###. Information about your planned 2026 programming.</i> <p>Narrative details REQUIRED. <i>*Note: funds shall 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. The organization shall NOT delegate any duties or assign any of its rights under the grant. The funds are for the organization's own, direct operational expenses and shall not be re-granted or otherwise used for other purposes.</i></p> <p>Please limit your response to 500 words</p>	
<p>Organization's Mission Statement <i>Please copy this in verbatim. Do not elaborate on your mission in this space.</i></p>	
<p>How does your organization measure impact and success? <i>Enumerate the measures/indicators/ways used and their results. Explain why the organization uses each item listed.</i> <i>Please limit your response to 500 words.</i></p>	

<p>FINANCIAL INFORMATION</p>	
<p>Year 501c3 Status Received</p>	
<p>Federal Tax Identification No.</p>	
<p>CHAR500 Indicate the date of the most recent filing of your NYS Annual Filing for Charitable Organizations</p>	

<p>If your organization does not file an annual CHAR500 and is exempt from registration with the NYS Attorney General’s Charities Bureau, please clarify your exempt status. (max 100 words)</p>	
<p>Does your organization have an accumulated operating: Surplus/Deficit (Do not include endowment/capital funds) <i>Whether your organization has an accumulated surplus or deficit can be found in:</i></p> <ul style="list-style-type: none"> ▪ <i>Answer to 990 line 22: "Net assets or fund balances. Subtract line 21 from line 20"</i> ▪ <i>Answer to 990-EZ line 21: "Net assets or fund balances at end of year. Combine lines 18 through 20"</i> ▪ <i>If your organization files a 990-N ("postcard"): Check your Management Prepared Financial Statements for "Net Assets" or "Fund Balance". If you cannot find this, you may need to produce a Balance Sheet (such a document should also be submitted as part of Attachment B)</i> 	
<p>Amount of Surplus or Deficit <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Financial Documents</p>	

Annual Financial Report - Attachment B

Upload your organization’s Annual Financial Report for the most recently completed fiscal year.

For guidance, see the chart below.

Generally:

Submit all parts of your financial statement (if professionally completed, should include a Statement of Financial Position (aka Balance Sheet), Statement of Activities (aka Income Statement), and a Statement of Cashflow).

	Fiscal Years Starting before 7/1/21	Fiscal Years Starting after 7/1/21
Management Prepared or CPA Compiled Financial Statements	Annual gross revenue and support under \$250,000	Annual gross revenue and support under \$250,000
Independent CPA Reviewed Financial Statements	Annual gross revenue and support over \$250,000 but less than \$750,000	Annual gross revenue and support over \$250,000 but less than \$1,000,000
Independent CPA Audited Financial Statements	Annual gross revenue and support over \$750,000	Annual gross revenue and support over \$1,000,000

<ul style="list-style-type: none"> • 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.2026 • One file only • 10 MB limit. <p>Allowed types: pdf.</p>	
<p>Financial Worksheet - Attachment C 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 under the “Resources” tab</p> <ul style="list-style-type: none"> • 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.2026 • 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. 	

<p>Tax Filing Attachment – Attachment D Submit a copy of your most recent 990, 990-EZ, or 990-N signed and submitted to the IRS (No drafts please). Ensure a copy of your CHAR 500 is included.</p> <ul style="list-style-type: none"> • 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.2026 • One file only • 15 MB limit. • Allowed types: pdf. • 	
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<p>Bylaws</p>	
<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Bylaws Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>Conflict of Interest Policy</p>	

<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>Whistleblower Policy</p>	
<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>Governance Documents</p>	

<p>Bylaws Attachment – Attachment F</p> <ul style="list-style-type: none"> • Upload your organization’s current bylaws • 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.2026 • One file only. • 1 MB limit • Allowed types: pdf. 	
<p>Conflict of Interest Policy - Attachment G</p> <p>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.</p> <ul style="list-style-type: none"> • A template is available at erie.gov/cultural • 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.2026 • One file only. • 10 MB limit. • Allowed types: pdf. 	

<p>Whistleblower Policy - Attachment H Upload your organization’s Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B. <i>NOTE: An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees</i></p> <ul style="list-style-type: none"> • A template is available at erie.gov/cultural • 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.2026 • One file only. 5 MB limit. • Allowed types: pdf. 	
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<p>Board of Directors Information</p>	<p><i>Please use final numbers from your most recently completed FY for the following questions</i></p>
<p>Number of Board Members</p>	
<p>Number of Conflict of Interest Disclosure forms collected & in force</p>	
<p>Number of Independent Directors <i>Definition of board member independence. In general, an independent director is one that does not have a conflict of interest as defined in the organization's conflict of interest policy and applicable laws. A board member that does have a conflict of interest is called an "interested" director.</i></p>	
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience. We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole. We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>	

<p>Board Demographics - Use whole numbers</p> <ul style="list-style-type: none"> • Characteristic <ul style="list-style-type: none"> ○ Female, ○ LGBTQIA+, ○ Male, ○ American Indian, ○ Asian, ○ Black and/or African American, ○ Hispanic, ○ White, ○ Characteristic not listed above 			
<p>List the names of board members with education and/or professional experience in the following competencies:</p> <ul style="list-style-type: none"> • Financials (accounting, bookkeeping, or similar field) • Law • Grant Management • Non-Profit Governance • Fundraising • Marketing/Communications • Technology/Web • Planning/Development (organizational/business) • Programs 			
<p>Board Additional Information <i>Please provide additional information on your Board, including DEIA and demographic characteristics. This question is optional but encouraged.</i> Please limit your response to 250 words.</p>			
<p>Workforce</p>	<p><i>Please use final numbers from your most recently completed FY for the following questions, unless otherwise indicated. Use number of persons, NOT salary amounts, NOT percentages, NOT fractions, etc.</i></p>		
<p>Workforce Details - Include any individuals financially compensated by the organization to include part-time employees, artists, individual contractors, etc.</p>			
<p>Characteristic</p>	<p>Previous FY Actual</p>	<p>Current Budget</p>	<p>Current FY to Date</p>

Number of Paid Workforce			
Number of unpaid Workforce /Volunteers			
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience.</p> <p>We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole.</p> <p>We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>			
<p>Paid Workforce Demographics <i>For the most recently completed FY. Use whole numbers. Note: if a person has more than one characteristic, please account for each one with a whole number. For example, if a staff member is male, LGBTQIA+, Black, and Hispanic, list '1' for each characteristic.</i></p> <ul style="list-style-type: none"> • Characteristic <ul style="list-style-type: none"> ○ Female, ○ LGBTQIA+, ○ Male, ○ American Indian, ○ Asian, ○ Black and/or African American, ○ Hispanic, ○ White, ○ None of the above, • Leadership Position or Non-Leadership Position 			
<p>Workforce Additional Information <i>Please provide additional information on your workforce, including DEIA and demographic characteristics. This question is optional but encouraged. Please limit your response to 250 words.</i></p>			
<p>Management</p>			
<p>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.</p>			

<p>Provide your organization's Diversity, Equity, and Inclusion statement Please limit your response to 250 words.</p>	
<p>Services & Programs</p>	
<p>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. <i>Examples appropriate for an arts/cultural non profit: Prominent DEIA statement, actively inviting and welcoming individuals from different racial backgrounds to participate in programs and take leadership roles, relocating to or effort in serving a historically disadvantaged community.</i> Please limit your response to 250 words.</p>	
<p>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. <i>Examples appropriate for an arts/cultural non profit: pay-what-you-can days, varied ticket tiers, participation in ASI's Arts Access Pass, living wages and benefits for employees, etc.</i> Please limit your response to 250 words.</p>	
<p>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. Examples appropriate for an arts/cultural non profit: maintenance of historic structures, adaptive reuse of structures, local and/or sustainable materials.</p>	

<p>List your programs, exhibits, performances in the most recent fiscal year List your programs, site visits, exhibits, performances, etc. in the most recent fiscal year. You may include website and social media engagement/traffic AS ITS OWN LINE (do not mix with online programming/virtual attendance.) <i>List only those programs that were in fact presented/produced by your organization. Do not list fundraising events; do not list ‘sponsored’ events. Indicate whether attendance was virtual and/or physical. You may include website and social media engagement/traffic AS ITS OWN LINE (do not mix with online programming/virtual attendance.)</i></p> <p>NOT EVERY INSTANCE OF AN EVENT NEEDS TO BE LISTED.</p> <p><i>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.</i></p> <p>Each application has a limited amount of data it can handle; please group your events/programs.</p> <ul style="list-style-type: none"> • Date(s) • Event • Facility/Building • Geographic Location • In-Person Attendance Numbers • Virtual Attendance Numbers • Attendance Count Source 	
<p>AUDIENCE & COMMUNITY</p>	
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience. We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole. We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>	
<p>Population Served Indicate your attendance/audience(s) demographics characteristics. Please limit your response to 500 words</p>	

<p>Accessibility Describe efforts by your organization to meet accessibility needs for your workforce and audiences (closed captioning, ASL interpreters, physically accessible buildings, sensory-friendly hours/events, etc.) Please limit your response to 250 words.</p>	
<p>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.</p>	
<p>Additional Attachment – Attachment Z 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. If your organization compiles an annual/end of year activities report, please attach it here.</p> <p>Keep your files as small as possible - either flatten or compress them.</p> <ul style="list-style-type: none"> • 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.2026 • One file only. • 5 MB limit. • Allowed types: pdf. 	

Appendix 2: Level 2 Questions

Downloadable word document version available at <https://www3.erie.gov/cultural/application>, under “Application Questions Docs”

2026 - LEVEL 2

ORGANIZATION INFORMATION	
Legal name of organization	
Organization best known as:	
New Applicant - Y/N	
Website and Social Media Addresses - up to 3 URLs - <i>VERY SPECIFIC FORMAT NEEDED FOR THESE. We recommend that you copy and paste your entire URLs directly from your browser. This may include a regular website, or Instagram, Facebook, X, Discord - wherever you reach your audiences online.</i>	
Mailing Address	
Is the Mailing Address the SAME as the Primary Physical Location of your Arts/Cultural Programs? Y/N	
If no, provide the location of the venue/facility where the majority of your activity takes place: STREET ADDRESS NAME/TYPE <i>(for example, concert venue, theater, rehearsal location, program location, school, etc.)</i>	
Board Chair/President/etc. - Name, Title/Position, Email, Phone Number	
Secondary Contact OR Person Preparing the Application <i>(If the person completing the application is the board chair/president, please provide a secondary/other contact here. If the person completing the application is NOT the board chair/president, please provide the contact information for the person completing the application.)</i> - Name, Title/Position, Email, Phone Number	
Briefing Attendance <i>Please check this box if you attended at least one of the Applicant Briefings in February 2025</i>	

<p>Does your organization have a CEO/ED/Manager, different from the Contact Person and Board chair/President? Y/N If Yes, CEO/ED/Manager/etc. - Name, Title/Position, Email, Phone Number</p>	
<p><i>Please select this box if you would like to receive the contract by email only instead of physical mail (if awarded funds)</i></p>	
<p>FUNDING ACKNOWLEDGEMENT & FEEDBACK</p>	
<p>Have you acknowledged Erie County funding in your marketing as required in your Cultural Funding Contract? Y/N <i>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."</i></p>	
<p>If No, Explain how your organization will acknowledge Erie County Cultural Funding in accordance with your funding contract <i>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."</i> <i>Please limit your response to 250 words.</i></p>	

<p>Examples of Funding Acknowledgement - Attachment A (Prior Grantees)</p> <p>Upload examples of Acknowledgement of County Funding.</p> <ul style="list-style-type: none"> • 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 acknowledgment, etc. All samples should be clear on where they can be found or when/where they were performed. • 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.2026 • One file only. • 5 MB limit. • Allowed types: pdf. 	
<p>[PRIOR APPLICANTS] As an applicant for (current-year) 2025 funding, your organization was offered the opportunity to discuss the feedback from the Erie County Arts & Cultural Advisory Board (EACAB) with Mariely Ortiz in September 2024. Please describe how you addressed (or plan to address) all issues and areas of concern specified in the discussion. Include timelines with corrective actions. If no concerns were noted, please state so. If your organization did not meet with Mariely in September 2024, please detail the progress on your last feedback letter (sent in March 2023).</p> <p><i>Please limit your response to 250 words.</i></p>	

FUNDING INFORMATION	
Current FY start and end dates	
Do the fiscal years in your financial documents all match? Y/N If No, indicate which documents have different fiscal years?	
2023 (Note: We will be referring to 2023 as "Prior FY", as in the "Prior to the Most Recently Completed FY") Total Amount of Applicant's 2023 Actual Expenses Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate the source of this number (tax filing, financial statements, etc.)	
2024 (Note: we will be referring to 2024 as "Most Recently Completed FY") Total Amount of 2024 Actual Expenses Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate the source of this number (tax filing, financial statements, etc.)	
County Operating Support in 2024 as a percentage of your 2024 Actual Expenses (do not include capital expenditures in your calculation.)	
2025 (Note: we will be referring to 2025 as the "Current FY") Total Amount Expenses in 2025/current FY Board-approved Budget Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate where we can find this number (Attachment C, Attachment Z, etc.)	
Amount of 2025 Erie County Cultural Operating Support Grant Awarded Use a currency format; i.e., \$###,###.## (do not include other Erie County funding received)	

<p>2026 (Note: we will be referring to 2026 as the "Next FY") Amount of 2026 Erie County Cultural General Operating Support Request Use a currency format; i.e., \$###,###.## Your 2026 funding request should be equal to / or less than 20% of your 2024 Actual Expenses (Not including capital expenditures) (Do not include other county funding)</p>	
<p>Select Your Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Level 1: ≤\$50,000 request <input type="checkbox"/> Level 2: >\$50,000 up to \$200,000 request <input type="checkbox"/> Level 3: >\$200,000 request <p>If your 2026 request exceeds 20% of your 2024 Actual Expenses, you must select the next application level up (i.e., a \$45,000 funding request that is more than 20% of your 2024 Actual Expenses will require you to submit a Level 2 application.)</p>	
<p>Prior Funding Use Provide a short, simple list of how the 2024 Erie County Cultural Funding grant was used, with dollar amounts up to but not exceeding the grant amount. For example:</p> <p>Salaries/wages: \$##,### Facility rent: \$##,### Utility payments: \$##,### Programming: \$##,### Marketing: \$#,### Website/software costs: \$### Total: \$##,###</p> <p>Narrative details encouraged. Please limit your response to 250 words.</p>	

<p>Purpose of 2026 Funding Request Describe the grant purpose and what the organization is trying to accomplish. Include how your organization will allocate 2026 County Cultural Grant funds by providing a budget for the grant amount requested.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ▪ <i>Salaries/wages: \$##,###. Information about your employees in 2026.</i> ▪ <i>Facility rent: \$##,###. Information about your 2026 rents.</i> ▪ <i>Utility payments: \$##,###. information on your utilities.</i> ▪ <i>Programming: \$##,###. Information about your planned 2026 programming.</i> <p>Narrative details REQUIRED. <i>*Note: funds shall 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. The organization shall NOT delegate any duties or assign any of its rights under the grant. The funds are for the organization's own, direct operational expenses and shall not be re-granted or otherwise used for other purposes.</i></p> <p>Please limit your response to 500 words</p>	
<p>Organization's Mission Statement <i>Please copy this in verbatim. Do not elaborate on your mission in this space.</i></p>	
<p>How does your organization measure impact and success? <i>Enumerate the measures/indicators/ways used and their results. Explain why the organization uses each item listed.</i> <i>Please limit your response to 500 words.</i></p>	

<p>FINANCIAL INFORMATION</p>	
<p>Year 501c3 Status Received</p>	
<p>Federal Tax Identification No.</p>	
<p>CHAR500 Indicate the date of the most recent filing of your NYS Annual Filing for Charitable Organizations</p>	

<p>If your organization does not file an annual CHAR500 and is exempt from registration with the NYS Attorney General’s Charities Bureau, please clarify your exempt status. (max 100 words)</p>	
<p>Does your organization have an accumulated operating: Surplus/Deficit (Do not include endowment/capital funds) <i>Whether your organization has an accumulated surplus or deficit can be found in:</i></p> <ul style="list-style-type: none"> ▪ <i>Answer to 990 line 22: "Net assets or fund balances. Subtract line 21 from line 20"</i> ▪ <i>Answer to 990-EZ line 21: "Net assets or fund balances at end of year. Combine lines 18 through 20"</i> ▪ <i>If your organization files a 990-N ("postcard"): Check your Management Prepared Financial Statements for "Net Assets" or "Fund Balance". If you cannot find this, you may need to produce a Balance Sheet (such a document should also be submitted as part of Attachment B)</i> 	
<p>Amount of Surplus or Deficit <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Explain circumstances for significant surplus/deficit, and, if applicable, actions taken to reduce deficit:</p>	
<p>Capital Campaign and/or Endowment Information</p>	
<p>Do you have an endowment? Y/N. If Yes,</p>	
<p>Total Endowment (All Sources) <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Provide Statement of Spending Rule(s):</p>	
<p>Do you currently have a quiet or public capital and/or endowment campaign underway? Y/N</p>	
<p>Start Date</p>	
<p>End Date</p>	
<p>Campaign Goal Amount <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Pledges Committed to Date <i>Use a currency format; i.e., \$###,###.##</i></p>	

Are you planning for a capital or endowment campaign? Y/N	
Proposed Start Date	
Proposed End Date	
Planned Campaign Goal <i>Use a currency format; i.e., \$###,###.##</i>	
What is the purpose of the current or planned campaign?	
Financial Documents	

Annual Financial Report - Attachment B

Upload your organization’s Annual Financial Report for the most recently completed fiscal year.

For guidance, see the chart below.

Generally:

Submit all parts of your financial statement (if professionally completed, should include a Statement of Financial Position (aka Balance Sheet), Statement of Activities (aka Income Statement), and a Statement of Cashflow).

	Fiscal Years Starting before 7/1/21	Fiscal Years Starting after 7/1/21
Management Prepared or CPA Compiled Financial Statements	Annual gross revenue and support under \$250,000	Annual gross revenue and support under \$250,000
Independent CPA Reviewed Financial Statements	Annual gross revenue and support over \$250,000 but less than \$750,000	Annual gross revenue and support over \$250,000 but less than \$1,000,000
Independent CPA Audited Financial Statements	Annual gross revenue and support over \$750,000	Annual gross revenue and support over \$1,000,000

<ul style="list-style-type: none"> • 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.2026 • One file only • 10 MB limit. <p>Allowed types: pdf.</p>	
<p>Financial Worksheet - Attachment C 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 under the “Resources” tab</p> <ul style="list-style-type: none"> • 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.2026 • 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. 	

<p>Tax Filing Attachment – Attachment D Submit a copy of your most recent 990, 990-EZ, or 990-N signed and submitted to the IRS (No drafts please). Ensure a copy of your CHAR 500 is included.</p> <ul style="list-style-type: none"> • 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.2026 • One file only • 15 MB limit. • Allowed types: pdf. • 	
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<p>Bylaws</p>	<p><i>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.</i></p>
<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Length of one Board Term</p>	
<p>Bylaws Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	

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	
Conflict of Interest Policy	<i>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.</i>
<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	

<p>Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>Definition of what constitutes a conflict of interest</p>	
<p>Procedure for disclosing a conflict or possible conflict of interest to the Board or to a committee of the Board</p>	
<p>Procedure for the Board or committee to determine whether a conflict exists</p>	
<p>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</p>	
<p>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</p>	
<p>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</p>	
<p>Procedures for disclosing, addressing, and documenting related party transactions.</p>	
<p>Requirement for completion/disclosure prior to the initial election of any director, and annually thereafter</p>	
<p>Explanation of Missing Items <i>Use an 'Item: Explanation' format</i></p>	
<p>Whistleblower Policy</p>	<p><i>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.</i></p>

<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>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</p>	
<p>Procedure for the reporting of violations or suspected violations of laws or corporate policies, including procedures for preserving the confidentiality of reported information.</p>	
<p>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</p>	
<p>Statement that directors who are employees may not participate in any board or committee deliberations or voting relating to administration of the whistleblower policy</p>	

<p>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)</p>	
<p>Procedure for distribution of policy to all directors, officers, employees, and volunteers who provide substantial service to the corporation</p>	
<p>Explanation of Missing Items <i>Use an 'Item: Explanation' format</i></p>	
<p>Governance Documents</p>	
<p>Bylaws Attachment – Attachment F</p> <ul style="list-style-type: none"> • Upload your organization’s current bylaws • 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.2026 • One file only. • 1 MB limit • Allowed types: pdf. 	

<p>Conflict of Interest Policy - Attachment G</p> <p>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.</p> <ul style="list-style-type: none"> • A template is available at erie.gov/cultural • 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.2026 • One file only. • 10 MB limit. • Allowed types: pdf. 	
<p>Whistleblower Policy - Attachment H</p> <p>Upload your organization’s Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B.</p> <p><i>NOTE: An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees</i></p> <ul style="list-style-type: none"> • A template is available at erie.gov/cultural • 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.2026 • One file only. 5 MB limit. • Allowed types: pdf. 	

Board of Directors Information	<i>Please use final numbers from your most recently completed FY for the following questions</i>
Number of Board Members	
Number of Conflict of Interest Disclosure forms collected & in force	
Number of Independent Directors <i>Definition of board member independence. In general, an independent director is one that does not have a conflict of interest as defined in the organization's conflict of interest policy and applicable laws. A board member that does have a conflict of interest is called an "interested" director.</i>	
Number of Board Meetings	
Number of Board Meetings with a quorum present	
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience.</p> <p>We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole.</p> <p>We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>	
Board Demographics - Use whole numbers <ul style="list-style-type: none"> • Characteristic <ul style="list-style-type: none"> ○ Female, ○ LGBTQIA+, ○ Male, ○ American Indian, ○ Asian, ○ Black and/or African American, ○ Hispanic, ○ White, ○ Characteristic not listed above 	

<p>List the names of board members with education and/or professional experience in the following competencies:</p> <ul style="list-style-type: none"> • Financials (accounting, bookkeeping, or similar field) • Law • Grant Management • Non-Profit Governance • Fundraising • Marketing/Communications • Technology/Web • Planning/Development (organizational/business) • Programs 			
<p>Board Additional Information <i>Please provide additional information on your Board, including DEIA and demographic characteristics. This question is optional but encouraged.</i> Please limit your response to 250 words.</p>			
<p>List your Committees of the Board</p>			
<p>List your Committees of the Corporation</p>			
<p>Workforce</p>	<p><i>Please use final numbers from your most recently completed FY for the following questions, unless otherwise indicated. Use number of persons, NOT salary amounts, NOT percentages, NOT fractions, etc.</i></p>		
<p>Workforce Details - Include any individuals financially compensated by the organization to include part-time employees, artists, individual contractors, etc.</p>			
<p>Characteristic</p>	<p>Previous FY Actual</p>	<p>Current Budget</p>	<p>Current FY to Date</p>
<p>Number of Paid Workforce</p>			
<p>Number of unpaid Workforce /Volunteers</p>			
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience. We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole. We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>			

<p>Paid Workforce Demographics <i>For the most recently completed FY. Use whole numbers. Note: if a person has more than one characteristic, please account for each one with a whole number. For example, if a staff member is male, LGBTQIA+, Black, and Hispanic, list '1' for each characteristic.</i></p> <ul style="list-style-type: none"> • Characteristic <ul style="list-style-type: none"> ○ Female, ○ LGBTQIA+, ○ Male, ○ American Indian, ○ Asian, ○ Black and/or African American, ○ Hispanic, ○ White, ○ None of the above, • Leadership Position or Non-Leadership Position 	
<p>Workforce Additional Information <i>Please provide additional information on your workforce, including DEIA and demographic characteristics. This question is optional but encouraged. Please limit your response to 250 words.</i></p>	
<p>Management</p>	
<p>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.</p>	
<p>Provide your organization's Diversity, Equity, and Inclusion statement Please limit your response to 250 words.</p>	
<p>Strategic Plan</p>	
<p>Date of Adoption</p>	
<p>Date of Last Review</p>	
<p>Dates covered by Plan</p>	

<p>Strategic Plan Attachment – Attachment I</p> <ul style="list-style-type: none"> • Upload your organization’s current Strategic Plan • 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.2026 • One file only. • 10 MB limit. • Allowed types: pdf. 	
<p>Services & Programs</p>	
<p>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. <i>Examples appropriate for an arts/cultural non profit: Prominent DEIA statement, actively inviting and welcoming individuals from different racial backgrounds to participate in programs and take leadership roles, relocating to or effort in serving a historically disadvantaged community.</i> Please limit your response to 250 words.</p>	
<p>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. <i>Examples appropriate for an arts/cultural non profit: pay-what-you-can days, varied ticket tiers, participation in ASI’s Arts Access Pass, living wages and benefits for employees, etc.</i> Please limit your response to 250 words.</p>	

<p>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.</p> <p>Examples appropriate for an arts/cultural non profit: maintenance of historic structures, adaptive reuse of structures, local and/or sustainable materials.</p>	
<p>List your programs, exhibits, performances in the most recent fiscal year</p> <p>List your programs, site visits, exhibits, performances, etc. in the most recent fiscal year. You may include website and social media engagement/traffic AS ITS OWN LINE (do not mix with online programming/virtual attendance.)</p> <p>List only those programs that were in fact presented/produced by your organization. Do not list fundraising events; do not list ‘sponsored’ events. Indicate whether attendance was virtual and/or physical. You may include website and social media engagement/traffic AS ITS OWN LINE (do not mix with online programming/virtual attendance.)</p> <p>NOT EVERY INSTANCE OF AN EVENT NEEDS TO BE LISTED.</p> <p>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.</p> <p>Each application has a limited amount of data it can handle; please group your events/programs.</p> <ul style="list-style-type: none"> • Date(s) • Event • Facility/Building • Geographic Location • In-Person Attendance Numbers • Virtual Attendance Numbers • Attendance Count Source 	
<p>AUDIENCE & COMMUNITY</p>	

<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience.</p> <p>We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole.</p> <p>We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>	
<p>Population Served Indicate your attendance/audience(s) demographics characteristics. Please limit your response to 500 words</p>	
<p>Audiences Describe:</p> <ol style="list-style-type: none"> 1. Efforts being taken to cultivate and broaden your constituency; 2. Efforts to reach underserved audiences, and 3. Progress made to increase audience diversity in the last 2-3 years. <p>Please limit your response to 500 words</p>	
<p>Accessibility Describe efforts by your organization to meet accessibility needs for your workforce and audiences (closed captioning, ASL interpreters, physically accessible buildings, sensory-friendly hours/events, etc.) Please limit your response to 250 words.</p>	
<p>Additional Information</p> <p>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.</p>	

<p>Additional Attachment – Attachment Z 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. If your organization compiles an annual/end of year activities report, please attach it here.</p> <p>Keep your files as small as possible - either flatten or compress them.</p> <ul style="list-style-type: none">• 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.2026• One file only.• 5 MB limit.• Allowed types: pdf.	
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Appendix 3: Level 3 Questions

Downloadable word document version available at <https://www3.erie.gov/cultural/application>, under “Application Questions Docs”

2026 - LEVEL 3

ORGANIZATION INFORMATION	
Legal name of organization	
Organization best known as:	
New Applicant - Y/N	
Website and Social Media Addresses - up to 3 URLs - <i>VERY SPECIFIC FORMAT NEEDED FOR THESE. We recommend that you copy and paste your entire URLs directly from your browser. This may include a regular website, or Instagram, Facebook, X, Discord - wherever you reach your audiences online.</i>	
Mailing Address	
Is the Mailing Address the SAME as the Primary Physical Location of your Arts/Cultural Programs? Y/N	
If no, provide the location of the venue/facility where the majority of your activity takes place: STREET ADDRESS NAME/TYPE <i>(for example, concert venue, theater, rehearsal location, program location, school, etc.)</i>	
Board Chair/President/etc. - Name, Title/Position, Email, Phone Number	
Secondary Contact OR Person Preparing the Application <i>(If the person completing the application is the board chair/president, please provide a secondary/other contact here. If the person completing the application is NOT the board chair/president, please provide the contact information for the person completing the application.)</i> - Name, Title/Position, Email, Phone Number	
Briefing Attendance <i>Please check this box if you attended at least one of the Applicant Briefings in February 2025</i>	

<p>Does your organization have a CEO/ED/Manager, different from the Contact Person and Board chair/President? Y/N If Yes, CEO/ED/Manager/etc. - Name, Title/Position, Email, Phone Number</p>	
<p><i>Please select this box if you would like to receive the contract by email only instead of physical mail (if awarded funds)</i></p>	

<p>FUNDING ACKNOWLEDGEMENT & FEEDBACK</p>	
<p>Have you acknowledged Erie County funding in your marketing as required in your Cultural Funding Contract? Y/N <i>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."</i></p>	
<p>If No, Explain how your organization will acknowledge Erie County Cultural Funding in accordance with your funding contract <i>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.</i></p>	

<p>Examples of Funding Acknowledgement - Attachment A (Prior Grantees)</p> <p>Upload examples of Acknowledgement of County Funding.</p> <ul style="list-style-type: none"> • 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 acknowledgment, etc. All samples should be clear on where they can be found or when/where they were performed. • 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.2026 • One file only. • 5 MB limit. • Allowed types: pdf. 	
<p>[PRIOR APPLICANTS] As an applicant for (current-year) 2025 funding, your organization was offered the opportunity to discuss the feedback from the Erie County Arts & Cultural Advisory Board (EACAB) with Mariely Ortiz in September 2024. Please describe how you addressed (or plan to address) all issues and areas of concern specified in the discussion. Include timelines with corrective actions. If no concerns were noted, please state so. If your organization did not meet with Mariely in September 2024, please detail the progress on your last feedback letter (sent in March 2023).</p> <p><i>Please limit your response to 250 words.</i></p>	

FUNDING INFORMATION	
Current FY start and end dates	
Do the fiscal years in your financial documents all match? Y/N If No, indicate which documents have different fiscal years?	
2023 (Note: We will be referring to 2023 as "Prior FY", as in the "Prior to the Most Recently Completed FY") Total Amount of Applicant's 2023 Actual Expenses Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate the source of this number (tax filing, financial statements, etc.)	
2024 (Note: we will be referring to 2024 as "Most Recently Completed FY") Total Amount of 2024 Actual Expenses Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate the source of this number (tax filing, financial statements, etc.)	
County Operating Support in 2024 as a percentage of your 2024 Actual Expenses (do not include capital expenditures in your calculation.)	
2025 (Note: we will be referring to 2025 as the "Current FY") Total Amount Expenses in 2025/current FY Board-approved Budget Use a currency format; i.e., \$###,###.## (do not include capital expenditures)	
Indicate where we can find this number (Attachment C, Attachment Z, etc.)	
Amount of 2025 Erie County Cultural Operating Support Grant Awarded Use a currency format; i.e., \$###,###.## (do not include other Erie County funding received)	

<p>2026 (Note: we will be referring to 2026 as the "Next FY") Amount of 2026 Erie County Cultural General Operating Support Request Use a currency format; i.e., \$###,###.## Your 2026 funding request should be equal to / or less than 20% of your 2024 Actual Expenses (Not including capital expenditures) (Do not include other county funding)</p>	
<p>Select Your Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Level 1: ≤\$50,000 request <input type="checkbox"/> Level 2: >\$50,000 up to \$200,000 request <input type="checkbox"/> Level 3: >\$200,000 request <p>If your 2026 request exceeds 20% of your 2024 Actual Expenses, you must select the next application level up (i.e., a \$45,000 funding request that is more than 20% of your 2024 Actual Expenses will require you to submit a Level 2 application.)</p>	
<p>Prior Funding Use Provide a short, simple list of how the 2024 Erie County Cultural Funding grant was used, with dollar amounts up to but not exceeding the grant amount. For example:</p> <p>Salaries/wages: \$##,### Facility rent: \$##,### Utility payments: \$##,### Programming: \$##,### Marketing: \$#,### Website/software costs: \$### Total: \$##,###</p> <p>Narrative details encouraged. Please limit your response to 250 words.</p>	

<p>Purpose of 2026 Funding Request Describe the grant purpose and what the organization is trying to accomplish. Include how your organization will allocate 2026 County Cultural Grant funds by providing a budget for the grant amount requested.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ▪ <i>Salaries/wages: \$##,###. Information about your employees in 2026.</i> ▪ <i>Facility rent: \$##,###. Information about your 2026 rents.</i> ▪ <i>Utility payments: \$##,###. information on your utilities.</i> ▪ <i>Programming: \$##,###. Information about your planned 2026 programming.</i> <p>Narrative details REQUIRED. <i>*Note: funds shall 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. The organization shall NOT delegate any duties or assign any of its rights under the grant. The funds are for the organization's own, direct operational expenses and shall not be re-granted or otherwise used for other purposes.</i></p> <p>Please limit your response to 500 words</p>	
<p>Organization's Mission Statement <i>Please copy this in verbatim. Do not elaborate on your mission in this space.</i></p>	
<p>How does your organization measure impact and success? <i>Enumerate the measures/indicators/ways used and their results. Explain why the organization uses each item listed.</i> <i>Please limit your response to 500 words.</i></p>	

<p>FINANCIAL INFORMATION</p>	
<p>Year 501c3 Status Received</p>	
<p>Federal Tax Identification No.</p>	
<p>CHAR500 Indicate the date of the most recent filing of your NYS Annual Filing for Charitable Organizations</p>	

<p>If your organization does not file an annual CHAR500 and is exempt from registration with the NYS Attorney General’s Charities Bureau, please clarify your exempt status. (max 100 words)</p>	
<p>Does your organization have an accumulated operating: Surplus/Deficit (Do not include endowment/capital funds) <i>Whether your organization has an accumulated surplus or deficit can be found in:</i></p> <ul style="list-style-type: none"> ▪ <i>Answer to 990 line 22: "Net assets or fund balances. Subtract line 21 from line 20"</i> ▪ <i>Answer to 990-EZ line 21: "Net assets or fund balances at end of year. Combine lines 18 through 20"</i> ▪ <i>If your organization files a 990-N ("postcard"): Check your Management Prepared Financial Statements for "Net Assets" or "Fund Balance". If you cannot find this, you may need to produce a Balance Sheet (such a document should also be submitted as part of Attachment B)</i> 	
<p>Amount of Surplus or Deficit <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Explain circumstances for significant surplus/deficit, and, if applicable, actions taken to reduce deficit:</p>	
<p>Capital Campaign and/or Endowment Information</p>	
<p>Do you have an endowment? Y/N</p>	
<p>Total Endowment (All Sources) <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Earnings from Endowment <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Endowment Expenses <i>Use a currency format; i.e., \$###,###.##</i></p>	
<p>Provide Statement of Spending Rule(s):</p>	
<p>Do you currently have a quiet or public capital and/or endowment campaign underway? Y/N</p>	
<p>Start Date</p>	
<p>End Date</p>	

Campaign Goal Amount <i>Use a currency format; i.e., \$###,###.##</i>	
Pledges Committed to Date <i>Use a currency format; i.e., \$###,###.##</i>	
Are you planning for a capital or endowment campaign? Y/N	
Proposed Start Date	
Proposed End Date	
Planned Campaign Goal <i>Use a currency format; i.e., \$###,###.##</i>	
What is the purpose of the current or planned campaign?	

Financial Documents	
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Annual Financial Report - Attachment B

Upload your organization’s Annual Financial Report for the most recently completed fiscal year.

For guidance, see the chart below.

Generally:

Submit all parts of your financial statement (if professionally completed, should include a Statement of Financial Position (aka Balance Sheet), Statement of Activities (aka Income Statement), and a Statement of Cashflow).

	Fiscal Years Starting before 7/1/21	Fiscal Years Starting after 7/1/21
Management Prepared or CPA Compiled Financial Statements	Annual gross revenue and support under \$250,000	Annual gross revenue and support under \$250,000
Independent CPA Reviewed Financial Statements	Annual gross revenue and support over \$250,000 but less than \$750,000	Annual gross revenue and support over \$250,000 but less than \$1,000,000
Independent CPA Audited Financial Statements	Annual gross revenue and support over \$750,000	Annual gross revenue and support over \$1,000,000

<ul style="list-style-type: none"> • 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.2026 • One file only • 10 MB limit. <p>Allowed types: pdf.</p>	
<p>Financial Worksheet - Attachment C 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 under the “Resources” tab</p> <ul style="list-style-type: none"> • 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.2026 • 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. 	

<p>Tax Filing Attachment – Attachment D Submit a copy of your most recent 990, 990-EZ, or 990-N signed and submitted to the IRS (No drafts please). Ensure a copy of your CHAR 500 is included.</p> <ul style="list-style-type: none"> • 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.2026 • One file only • 15 MB limit. • Allowed types: pdf. • 	
<p>FINANCIAL ESSAYS</p>	
<p>Does your organization receive government funding (other than Erie County Cultural Funding)? Y/N If Yes, please list government funders and amounts (max 250 words)</p>	
<p>Describe how your organization plans for funding diversification and addresses financial challenges. (max 250 words)</p>	
<p>Provide any relevant information regarding potential, current, or projected changes to your financial situation. Be sure to provide details about the nature of the changes and whether they are long-term or one-time events. In the case of negative trends, include your mitigation/recovery plans. (max 750 words)</p>	

<p>Bylaws</p>	<p><i>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.</i></p>
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<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Length of one Board Term</p>	
<p>Bylaws Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>Number of consecutive terms permitted</p>	
<p>Board Size</p>	
<p>Quorum</p>	
<p>Number of required Board meetings</p>	
<p>Description of Officer positions</p>	
<p>One person may not hold the office of president and secretary simultaneously</p>	
<p>Authorization of Committees of the Board</p>	
<p>Authorization of Committees of the Corporation</p>	
<p>Composition and Duties of Executive Committee</p>	
<p>Composition and Duties of Audit Committee</p>	
<p>Explanation of Missing Items</p>	
<p>Conflict of Interest Policy</p>	<p><i>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.</i></p>

<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
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<p>Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>Definition of what constitutes a conflict of interest</p>	
<p>Procedure for disclosing a conflict or possible conflict of interest to the Board or to a committee of the Board</p>	
<p>Procedure for the Board or committee to determine whether a conflict exists</p>	
<p>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</p>	
<p>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</p>	
<p>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</p>	
<p>Procedures for disclosing, addressing, and documenting related party transactions.</p>	
<p>Requirement for completion/disclosure prior to the initial election of any director, and annually thereafter</p>	
<p>Explanation of Missing Items <i>Use an 'Item: Explanation' format</i></p>	
<p>Whistleblower Policy</p>	<p><i>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.</i></p>

<p>Date of Last Review <i>(Review refers to the last compliance check of the policy/document against applicable laws and organizational changes (e.g., the organization's gross receipts necessitate an audit committee, whereas before the organization had a finance committee, etc. or the organization has hired an executive director who is now also the whistleblower administrator, etc.)). A review may not always require updates, depending on the document's wording and may or may not lead to a new adoption date. Note - the examples may not necessarily mean the organization has to update its documents, depending on how the policy/document is written.)</i></p>	
<p>Most Recent Date of Adoption <i>(By adoption we mean the most recent time the board had to vote on an edited policy/document due to changes in the content.)</i></p>	
<p>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</p>	
<p>Procedure for the reporting of violations or suspected violations of laws or corporate policies, including procedures for preserving the confidentiality of reported information.</p>	
<p>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</p>	
<p>Statement that directors who are employees may not participate in any board or committee deliberations or voting relating to administration of the whistleblower policy</p>	

<p>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)</p>	
<p>Procedure for distribution of policy to all directors, officers, employees, and volunteers who provide substantial service to the corporation</p>	
<p>Explanation of Missing Items <i>Use an 'Item: Explanation' format</i></p>	
<p>Governance Documents</p>	
<p>Bylaws Attachment – Attachment F</p> <ul style="list-style-type: none"> • Upload your organization’s current bylaws • 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.2026 • One file only. • 1 MB limit • Allowed types: pdf. 	

<p>Conflict of Interest Policy - Attachment G</p> <p>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.</p> <ul style="list-style-type: none"> • A template is available at erie.gov/cultural • 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.2026 • One file only. • 10 MB limit. • Allowed types: pdf. 	
<p>Whistleblower Policy - Attachment H</p> <p>Upload your organization’s Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B.</p> <p><i>NOTE: An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees</i></p> <ul style="list-style-type: none"> • A template is available at erie.gov/cultural • 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.2026 • One file only. 5 MB limit. • Allowed types: pdf. 	

<p>Board of Directors Information</p>	<p><i>Please use final numbers from your most recently completed FY for the following questions</i></p>
<p>Board of Directors Information <i>List all current VOTING Board Members and Officers as in your attached report to the IRS.</i></p> <ul style="list-style-type: none"> • First and Last Name • Year Elected* • Year Term Ends • Total Consecutive Years Served • Officer Position (Advisory, emeritus, and ex-officio board members are not requested.) <p><i>*for Year Elected, please select year first elected or since the last time the member took a break/cycle off the board, not their most recent term start.</i></p>	
<p>Number of Conflict of Interest Disclosure forms collected & in force</p>	
<p>Number of Independent Directors <i><u>Definition of board member independence.</u> In general, an independent director is one that does not have a conflict of interest as defined in the organization's conflict of interest policy and applicable laws. A board member that does have a conflict of interest is called an "interested" director.</i></p>	
<p>Number of Board Meetings</p>	
<p>Number of Board Meetings with a quorum present</p>	
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience.</p> <p>We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole.</p> <p>We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>	

<p>Board Demographics - Use whole numbers</p> <ul style="list-style-type: none"> • Characteristic <ul style="list-style-type: none"> ○ Female, ○ LGBTQIA+, ○ Male, ○ American Indian, ○ Asian, ○ Black and/or African American, ○ Hispanic, ○ White, ○ Characteristic not listed above 	
<p>List the names of board members with education and/or professional experience in the following competencies:</p> <ul style="list-style-type: none"> • Financials (accounting, bookkeeping, or similar field) • Law • Grant Management • Non-Profit Governance • Fundraising • Marketing/Communications • Technology/Web • Planning/Development (organizational/business) • Programs 	
<p>Board Additional Information <i>Please provide additional information on your Board, including DEIA and demographic characteristics. This question is optional but encouraged.</i> Please limit your response to 250 words.</p>	
<p>In the most recently completed fiscal year, what percentage of Board members contributed financial or other resources* to the organization? *Resources may include non-monetary contributions</p>	
<p>List your Committees of the Board</p>	
<p>List your Committees of the Corporation</p>	

Does your governing board perform an annual self-evaluation of the entire board and/or of individual trustees? Y/N			
If yes, describe the board evaluation process Please limit your response to 250 words.			
Date of most recent board evaluation			
Workforce		<i>Please use final numbers from your most recently completed FY for the following questions, unless otherwise indicated. Use number of persons, NOT salary amounts, NOT percentages, NOT fractions, etc.</i>	
Workforce Details - Include any individuals financially compensated by the organization to include part-time employees, artists, individual contractors, etc.			
Characteristic	Previous FY Actual	Current Budget	Current FY to Date
Number of Paid Workforce			
Number of unpaid Workforce /Volunteers			
The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience. We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole. We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.			

<p>Paid Workforce Demographics <i>For the most recently completed FY. Use whole numbers. Note: if a person has more than one characteristic, please account for each one with a whole number. For example, if a staff member is male, LGBTQIA+, Black, and Hispanic, list '1' for each characteristic.</i></p> <ul style="list-style-type: none"> • Characteristic <ul style="list-style-type: none"> ○ Female, ○ LGBTQIA+, ○ Male, ○ American Indian, ○ Asian, ○ Black and/or African American, ○ Hispanic, ○ White, ○ None of the above, • Leadership Position or Non-Leadership Position 	
<p>Workforce Additional Information <i>Please provide additional information on your workforce, including DEIA and demographic characteristics. This question is optional but encouraged. Please limit your response to 250 words.</i></p>	
<p>5 Highest Compensated Consultants/Artists/Contractors/Service Provider</p> <ul style="list-style-type: none"> • Company Name (eg, ABC Services or Jane Doe) • Service Provided (eg, marketing or actor) • Total Compensation Amount • Sex and/or Gender of owner/person • Race and/or Ethnicity of owner/person <p><i>The demographic information of the leadership of the companies listed is required (CEOs, presidents, boards (may generalize), etc.). May include M/WBE information. Unknown or NA is not an acceptable answer.</i></p>	

<p>5 Highest Compensated Employees/Staff</p> <ul style="list-style-type: none"> • Title/Position (e.g., CEO) • Total Compensation Amount • Sex and/or Gender • Race and/or Ethnicity 	
<p>Describe your methods or review process for the CEO/Executive Director Please limit your response to 250 words.</p>	
<p>Date of most recent Executive Director evaluation</p>	
<p>Management</p>	
<p>Briefly identify up to three of your biggest non-financial challenges and your plan to address them Please limit your response to 250 words</p>	
<p>Provide an explanation for any significant changes to location, staff, board, management, organizational structure, or mergers Please limit your response to 250 words</p>	
<p>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.</p>	
<p>Provide your organization's Diversity, Equity, and Inclusion statement Please limit your response to 250 words.</p>	
<p>Strategic Plan</p>	
<p>Date of Adoption</p>	
<p>Date of Last Review</p>	
<p>Dates covered by Plan</p>	
<p>Describe progress of implementation of strategic plan to date</p>	
<p>If your strategic plan expires within the next year, what is your plan to undertake a new strategy/plan?</p>	

<p>Strategic Plan Attachment – Attachment I</p> <ul style="list-style-type: none"> • Upload your organization’s current Strategic Plan • 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.2026 • One file only. • 10 MB limit. • Allowed types: pdf. 	
<p>Services & Programs</p>	
<p>Please provide an explanation for any significant change to your mission/purpose Please limit your response to 250 words.</p>	
<p>Describe how your programming and services in 2026 serves your mission and audience Please limit your response to 250 words.</p>	
<p>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. <i>Examples appropriate for an arts/cultural non profit: Prominent DEIA statement, actively inviting and welcoming individuals from different racial backgrounds to participate in programs and take leadership roles, relocating to or effort in serving a historically disadvantaged community.</i> Please limit your response to 250 words.</p>	
<p>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. <i>Examples appropriate for an arts/cultural non profit: pay-what-you-can days, varied ticket tiers, participation in ASI’s Arts Access Pass, living wages and benefits for employees, etc.</i> Please limit your response to 250 words.</p>	

<p>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. Examples appropriate for an arts/cultural non profit: maintenance of historic structures, adaptive reuse of structures, local and/or sustainable materials.</p>	
<p>Does your organization conduct evaluation of programs and/or other organizational initiatives? Y/N</p>	
<p>Describe your program evaluation process Please limit your response to 250 words.</p>	

<p>List your programs, exhibits, performances in the most recent fiscal year List your programs, site visits, exhibits, performances, etc. in the most recent fiscal year. You may include website and social media engagement/traffic AS ITS OWN LINE (do not mix with online programming/virtual attendance.) <i>List only those programs that were in fact presented/produced by your organization. Do not list fundraising events; do not list 'sponsored' events. Indicate whether attendance was virtual and/or physical. You may include website and social media engagement/traffic AS ITS OWN LINE (do not mix with online programming/virtual attendance.)</i></p> <p>NOT EVERY INSTANCE OF AN EVENT NEEDS TO BE LISTED.</p> <p><i>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.</i></p> <p>Each application has a limited amount of data it can handle; please group your events/programs.</p> <ul style="list-style-type: none"> • Date(s) • Event • Facility/Building • Geographic Location • In-Person Attendance Numbers • Virtual Attendance Numbers • Attendance Count Source 	
<p>AUDIENCE & COMMUNITY</p>	
<p>The EACAB believes that it is important for the organizations to be aware of and promote representation, diversity, equity, inclusion, and accessibility (DEIA) in its board, staff, and audience. We believe each organization's leadership and operations should include and be reflective of its community to do its best work - whether that be a particular demographic group or, if the organization is not associated with a particular demographic characteristic, the County's demographics as a whole. We note that there are significantly more characteristics than we have listed here - we encourage each applicant to include additional information further in the application.</p>	
<p>Population Served Indicate your attendance/audience(s) demographics characteristics. Please limit your response to 500 words</p>	

<p>Audiences Describe:</p> <ol style="list-style-type: none"> 4. Efforts being taken to cultivate and broaden your constituency; 5. Efforts to reach underserved audiences, and 6. Progress made to increase audience diversity in the last 2-3 years. <p>Please limit your response to 500 words</p>	
<p>What is your attendance goal for 2026 and how do you intend to reach it? Please limit your response to 250 words.</p>	
<p>Accessibility Describe efforts by your organization to meet accessibility needs for your workforce and audiences (closed captioning, ASL interpreters, physically accessible buildings, sensory-friendly hours/events, etc.) Please limit your response to 250 words.</p>	
<p>Profile</p>	
<p>Describe your organization in terms of local, regional, national, and international significance Please limit your response to 250 words.</p>	
<p>What is your organization most proud of in the past FY? Please limit your response to 250 words.</p>	
<p>Is your organization evaluated by an accrediting organization? Y/N Provide the date of the last completed review cycle</p>	
<p>Please include any noteworthy comments from the last evaluation from an accrediting organization. Please limit your response to 250 words.</p>	
<p>Please note any awards, recognition, or recent media attention not otherwise noted Please limit your response to 250 words.</p>	
<p>Describe any recent significant collaborations Please limit your response to 250 words.</p>	
<p>Additional Information</p>	

<p>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.</p> <p>Please limit your response to 250 words.</p>	
<p>Additional Attachment – Attachment Z</p> <p>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. If your organization compiles an annual/end of year activities report, please attach it here.</p> <p>Keep your files as small as possible - either flatten or compress them.</p> <ul style="list-style-type: none"> • 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.2026 • One file only. • 5 MB limit. • Allowed types: pdf. 	

Appendix 4: Sample Contract

Also available at <https://www3.erie.gov/cultural/funding-overview>, under “Additional Requirements”

CULTURAL SERVICES CONTRACT

THIS CONTRACT, made as of the 1st day of January, 2025, effective through December 31, 2025, by and between **THE COUNTY OF ERIE**, a municipal corporation of the State of New York, having its principal place of business at 95 Franklin Street, in the City of Buffalo, New York, 14202 (the “County”), and «**ORGANIZATION__CONTRACT**» (the “Organization”), a not-for-profit corporation, having its principal place of business at «**ADDRESS**», «**CITYTOWN**» New York «**ZIP**».

WITNESSETH:

WHEREAS, the County, pursuant to the authority granted to it by Sections 224 and 225 of the County Law and Local Law No. 3-2002, has appropriated funds in the County’s 2025 Budget for the purpose of making a conditional grant to the Organization; and

WHEREAS, the County and Organization wish to more specifically define the terms and conditions related to the payment of said conditional grant to the Organization by the County and the obligations of the Organization upon receipt of said conditional grant.

NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:

1. The Organization agrees to provide public benefit services for and within Erie County as specified in the Scope of Work which is attached hereto and incorporated herein as **Exhibit A** (“Scope of Work”). No funds granted under this Contract shall be applied to any purposes other than those described in paragraph 22 below.

2. In support of such public benefit services, the County agrees to pay to the Organization, subject to the terms and conditions enumerated herein, an amount not to exceed \$«**TOTALCONTRACT**» («**WRITTEN**» and No Cents) payable as follows:

50% thereof or \$ «**M_12_PAYMENT_2**» within 30 days of the execution of this Contract;
and
50% thereof or \$ «**M_12_PAYMENT_2**» on or about June 17, 2025.

Payments shall be made on two separate invoices submitted by the Organization to the Erie County Department of Environment and Planning (the “Department”) and approved by the Department. The Department will approve payments once it has received the invoices and signed attestation regarding the Organization’s financial documentation as described in **Exhibit B** as “Additional Understandings”. The invoice for first payment should be dated the same date as the Contract signed by the Organization. The second invoice is to be dated June 19, 2025 for that payment to be issued.

If, in order to perform its obligations under this Contract on a timely basis, the Organization requires the use of an additional part of said amount prior to such payment dates, the County may, upon approval of the Budget Director, pay to the Organization from time to time such amounts as

the Budget Director may determine.

3. This Contract shall be deemed executory only to the extent of funds available as determined by the Budget Director and appropriated by the County for the performance of the terms hereof, and no liability on account thereof shall be incurred by the County beyond such funds. Funds provided pursuant to this Contract shall not be used for any purpose prohibited by law.

This Contract is also subject to further financial analysis of (1) the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Contract, and (2) the impact of any federal government budgetary actions, including but not limited to the "sequestration" process. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and following certain congressional budgetary actions and adjustments through sequestration or related legislative actions, and for a reasonable period after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget or sequestration on County finances. After such analysis, the County shall retain the right to either terminate this Contract or to change the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Organization, then the Organization shall have the right to terminate this Contract upon reasonable prior written notice.

4. Notwithstanding any contrary provision of this Contract, or any provision of the County's current budget, the County Executive may reduce the total amount of funds in this Contract, and not yet paid to the Organization, upon ten (10) days written notice.

5. The Organization shall maintain complete, accurate and current records of all financial transactions relating to its operation and the services performed pursuant to this Contract. During the term of this Contract and at any time within six (6) years thereafter, the Organization shall make such records available, upon request, to the County for review. The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Organization, its offices and facilities, for the purpose of verifying information supplied to the County or for any other purpose reasonably related to monitoring the services to be performed by the Organization pursuant to this Contract.

6. The Organization agrees to furnish to the County any management letter, if issued and independent auditor's report and related financial statements and notes made for it or for other agencies and available to it, which reflects the receipt and use of funds paid to it hereunder, within thirty (30) days after receipt of the request.

7. The Organization also agrees to make available to the County for inspection at reasonable times and places, its current membership and Board of Trustees/Directors lists, financial reports, and minutes of its last annual meeting, Board of Directors or Trustees meetings, and such other minutes as may be pertinent to the operation of such Organization in the public interest. No such membership list shall be published or be made available for any commercial use.

8. To the extent that the funds provided by this Contract are for specific activities or services, the Organization agrees to furnish verified accounts of its disbursements hereunder, together with

certified or verified invoices thereto attached, in such form and detail as may be required by the County, and at such times as the County may determine up to and including one year following termination of this Contract.

9. The County may, at its option, audit such books and records of the Organization as are reasonably pertinent to this Contract to substantiate the basis for payment. The County shall, in addition, have the right to audit such books and records subsequent to payment, if such audit is commenced within one year following termination of this Contract. Any expenditure determined by audit to be inconsistent with this contract may be disallowed by the County and shall be subject to refund by the Organization to the County.

10. a. The Organization agrees to refund to the County any unused amount of monies paid to it hereunder, that is, any amount of said moneys encumbered by any current operating expenses, it being understood that in the event the unencumbered revenue of the Organization exceeds its expenses for the Organization's fiscal year, the Organization shall refund to the County within ninety (90) days of the Organization's audit report that part of the surplus which bears the same ratio to the total surplus as the amount actually paid to the Organization by the County bears to the total revenue of the Organization.

b. In determining whether a surplus is accrued by the Organization during the fiscal year, pursuant to subdivision "a" of this paragraph, all revenue of the Organization, not expressly restricted to a particular purpose by the grantor of the revenue, shall be deemed "operating revenue". All encumbered expenses of the Organization, other than those paid from funds specifically restricted to a particular purpose by a grantor, or paid from a segregated capital fund, shall be deemed "operating expense". The Organization shall be deemed to have a surplus if operating revenue exceeds expenses before any transfer of operating revenue into capital, endowment or other restricted funds or accounts.

c. Upon showing in writing to the Budget Director of the County that such a refund would cause extreme hardship to the Organization owing to unforeseen or unanticipated circumstances, the Budget Director may, subject to approval by the Erie County Legislature, authorize the Organization to retain all or part of any funds which the Organization would otherwise be required to refund to the County under this paragraph if the Legislature determines that such retention is consistent with the purpose and intent of this agreement, as applicable. Such authorized retained funds shall be used only for the purposes authorized under this Contract, but may be expended in the calendar year subsequent to this Contract.

11. The Organization agrees to perform the public benefit services which are the object of this Contract as an Independent Contractor and neither it nor any of its employees, members, directors, agents, or representatives shall be or hold themselves out to be employees, officers, agents or representatives of the County.

12. The Organization shall comply, at its own expense, with the provisions of all applicable local, state and federal laws, rules and regulations. The Organization shall further comply, at its own expense, with all applicable rules, regulations and licensing requirements pertaining to its professional status and that of its employees, partners, associates, subconsultants and others

employed to render the services hereunder.

13. The Organization shall be fully accountable for its performance under this Contract and it and its officers agree to answer under oath all questions relative to the performance hereof, and to any transaction, act or omission, had, done or omitted in connection herewith if called before any judicial, county, state or federal agency empowered to investigate this Contract or its performance.

14. The Organization shall not delegate any duties or assign any of its rights under this Contract without the prior express written consent of the County. The Organization shall not subcontract any part of the services without the written consent of the County, subject to any necessary legal approvals. Any purported delegation of duties, assignment of rights or subcontracting of services under this Contract without the prior express written consent of the County is void. All subcontracts that have received such prior written consent shall provide that subcontracts are subject to all terms and conditions set forth in this Contract. It is recognized and understood by the Organization that for the purposes of this Contract, all services performed on an approved subcontract shall be deemed services performed by the Organization and the Organization shall insure that such subcontracted service is subject to the material terms and conditions of this Contract.

15. The Organization shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Organization or third parties under the direction or control of the Organization; and to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Contract and to bear all other costs and expenses related thereto.

16. During the term of this Contract, the Organization agrees to procure and maintain insurance coverage naming the County as additional insured: Commercial General Liability with a minimum combined single limit of bodily injury and property damage of \$1,000,000 per occurrence and general aggregate of \$1,000,000. The Organization shall provide a Certificate of Insurance as evidence of such coverage(s) on the County of Erie Standard Insurance Certificate or its equivalent.

In the event that the Organization utilizes vehicles, whether owned, leased, hired/borrowed or non-owned, in the performance of the services provided pursuant to this Contract, the Organization agrees to procure and maintain insurance coverage.

The Organization shall further provide evidence of workers compensation insurance on NYS Form C105.2 or U26.3 obtained from insurer. If there are no paid employees of the Organization, the Organization shall provide a "Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage" (Form CE-200) which can be obtained at the State Worker's Compensation Board website: www.wcb.ny.gov.

Attached hereto and incorporated herein as **Exhibit C** are copies of the Organization's Certificates of Insurance evidencing the aforementioned coverage.

17. The County and the Organization and their respective employees are not and shall not be considered as joint venturers, employees, partners or agents of each other and neither shall have the power to bind or obligate the other except as set forth in this Contract. There shall be no liability on the part of the County or Organization to any person for any debts incurred by the other.

18. In the event of a breach or default by the Organization of any of the terms and conditions of this Contract, the County may terminate this Contract on ten (10) days written notice to the Organization and request such other remedy as may be reasonable and appropriate in view of the circumstances of such breach or default, including but not limited to, reimbursement to the County by the Organization of all or part of the funds granted to the Organization under this Contract.

19. The Organization shall comply with Erie County Executive Order 13 (2014) and agrees to complete the Certificate collectively attached hereto as **Exhibit D** and made a part hereof. The Organization shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Organization its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order 13 (2014). Notwithstanding the termination provisions contained herein, violation of the provisions of Executive Order 13 (2014), may constitute grounds for the immediate termination of this Agreement and may constitute grounds for determining that the Organization is not qualified to participate in future County contracts.

20. The Organization agrees to comply with the terms, if any, of the resolution of the County Budget, and implementing resolutions appropriating funds for this Contract.

21. 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.

22. Except as specifically provided otherwise in this Contract, 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 under this Contract shall be used for any service provided or activity performed outside Erie County.

23. County funds may be used for the purchase of alcohol if: (1) the organization holds or obtains a license or permit as issued by the New York State Liquor Authority to serve, sell or distribute alcohol prior to the date of the event where alcohol will be served, sold or distributed and (2) the serving, selling or distribution of alcohol occurs during public programming or public events specifically related to the furtherance of the cultural mission or operation of the organization. This excludes internal meetings such as staff, Board or Committee meetings. It is

required that all organizations serving, selling and/or distributing alcohol obtain Liquor Liability Insurance for all events.

24. County funds must be maintained in a separate account, or the grant recipient must be able to account for the receipt, obligation, and expenditures of all County funds in the account and must be able to report on the use of funds as if the accounts were separate.

25. Erie County strongly encourages all not-for-profit agencies that contract with the County of Erie to participate in the community service component of the County's Welfare to Work Initiative. This program places qualified public assistance recipients in community service placements. Clients participating in this component must work in their respective community assignments as a condition for receipt of welfare benefits. An agency representative should contact the Director of Employment and Training Program, Erie County Department of Social Services, for additional information regarding this program.

26. This Contract and its attachments constitute the entire Contract between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

In the event of any conflict between the terms of this Contract and the terms of any schedule or attachment hereto, it is understood that the terms of this Contract shall be controlling with respect to any interpretation of the meaning and intent of the parties.

27. Nothing herein is intended or shall be construed to confer upon or give to any third party or its successors and assigns any rights, remedies or basis for reliance upon, under or by reason of this Contract, except in the event that specific third-party rights are expressly granted herein.

28. This Contract may be executed simultaneously in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. This Contract shall be construed and enforced in accordance with the laws of the State of New York. In addition, the parties hereby agree that any cause of action arising out of this Contract shall be brought in the County of Erie.

If any term or provision of this Contract is held by a court of competent jurisdiction to be invalid or void or unenforceable, the remainder of the terms and provisions of this Contract shall in no way be affected, impaired, or invalidated, and to the extent permitted by applicable law, any such term, or provision shall be restricted in applicability or reformed to the minimum extent required for such to be enforceable. This provision shall be interpreted and enforced to give effect to the original written intent of the parties prior to the determination of such invalidity or unenforceability.

29. All notices of any nature referred to in this Contract shall be in writing and either sent by registered or certified mail postage pre-paid, or delivered by hand or overnight courier, or sent by facsimile (with acknowledgment received and a copy of the notice sent by registered or certified mail postage pre-paid), as set forth below or to such other addresses as the respective parties hereto

may designate in writing. Notice shall be effective on the date of receipt. Notices shall be sent to the following:

To the County:

Commissioner of Environment and Planning
95 Franklin Street, Room 1053
Buffalo, New York 14202

With a copy to:

County Attorney
95 Franklin Street, Room 1634
Buffalo, New York 14202

To the Organization: at the address first listed above.

30. The Organization represents and warrants to the County as follows:

a. The execution of this Contract and the provision of services hereunder have been duly authorized by its Board of Directors or Trustees of the Organization and that this Contract has been signed by a duly authorized officer of the Organization.

b. That this Contract is valid and enforceable against the Organization in accordance with the terms hereof and that there is no order, decision, judgment or provision of this Organization's certificate of incorporation or by-laws, or Contract, mortgage, or lien which would limit or prohibit the Organization from fully performing the terms and condition of this Contract.

[END TEXT]

FOR REFERENCE ONLY

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year first above written.

COUNTY OF ERIE

«ORGANIZATION _ CONTRACT»

MARK C. POLONCARZ / LISA M. CHIMERA
County Executive / Deputy County Executive
Dated: _____

Name: _____
Title: _____
Dated: _____

Witness to Organization's Signature:

Name: _____
Dated: _____

APPROVED AS TO CONTENT

THOMAS E. BAINES, ESQ.
Deputy Commissioner
Erie County Department of Environment and Planning
Dated: _____

APPROVED AS TO FORM

RICHARD E. STANTON
Assistant County Attorney
Document No. _____
Dated: _____

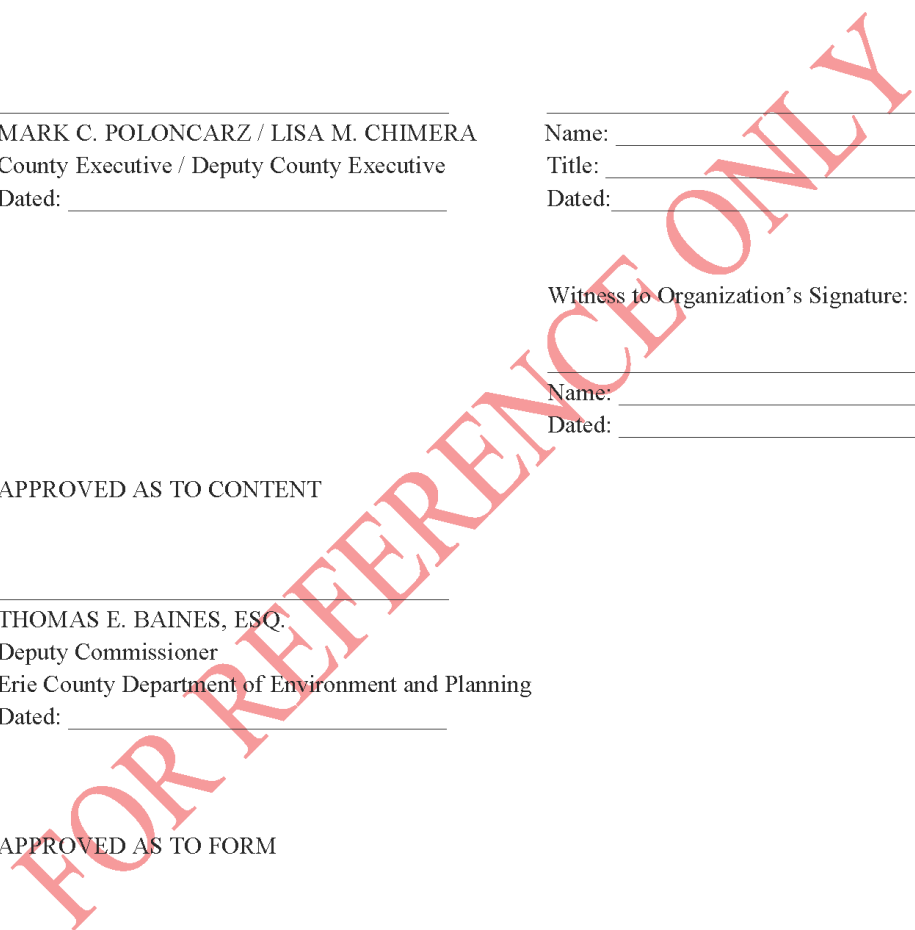


EXHIBIT A

SCOPE OF WORK

*Public Benefit Services to be Provided Pursuant to this Contract
by the Organization. (Reference Contract Paragraph 1)*

FOR REFERENCE ONLY

EXHIBIT B

ADDITIONAL UNDERSTANDINGS
(Reference Contract Paragraph 2)

FOR REFERENCE ONLY

ADDITIONAL UNDERSTANDINGS

1. It is your responsibility to promptly notify the Department of Environment and Planning of any adverse situation which impacts the Organization’s operation in a way which impairs its ability to deliver services to Erie County. A representative of the Department of Environment and Planning will meet with representatives of the Organization regarding these circumstances as a prelude to further release of County funds.

2. A representative of the Department of Environment and Planning may request a meeting with the Organization’s Executive Director and Board Chair at least once during the year, at which time the Organization will be required to supply pertinent information including, but not limited to, its:

- a. Strategic Plan (three to five-year time horizon);
- b. Annual Business Plan;
- c. Performance metrics and progress on those metrics related to County funding;
- d. Managerial competence;
- e. Organizational sustainability; and
- f. An accounting of the Organization’s use of County funding, including a detailed list of expenditures of funds received from Erie County.

I, the undersigned, do hereby acknowledge and agree to the requirements detailed under paragraphs 1 and 2 under Exhibit B, entitled “Additional Understandings,” and do certify based on my knowledge, that the supporting documentation provided during the 2025 Cultural Application Process including, but not limited to, the Organization’s Bylaws; 2025 Proposed Operating Budget; 2025 Proposed Cash Flow Statement; and all other relevant financial documents:

- *Are accurate, correct and do not contain any untrue statement of material fact;*
- *Have not been materially altered since they were submitted to the County during the application process;*
- *Do not omit any material fact which, if omitted, would cause the financial statements to be misleading in light of the circumstances under which such statements are made; and*
- *Fairly presents, in all material respects, the financial condition and results of operations of the Organization as of and for the periods presented in the financial statements.*

[Signature of Executive Director or Chair]

Name: _____

Date: _____

NOTE: In the event that the Organization is not able to attest as to the above-listed information and/or that the materials submitted during the 2025 Application Process have been either materially altered or found by the Organization to have contained inaccurate information, the Organization is asked to contact the Department of Environment and Planning for further instruction.

EXHIBIT C

INSURANCE CERTIFICATES

*To be Provided Pursuant to this Contract by the Organization
(Reference Contract Paragraph 16)*

FOR REFERENCE ONLY

EXHIBIT D

ERIE COUNTY EQUAL PAY CERTIFICATION
(Reference Contract Paragraph 19)

FOR REFERENCE ONLY

Erie County Equal Pay Certification

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:

A) _____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B) _____, being duly sworn, states that he or she is the (Name of Corporate Officer) _____, of _____, (Title of Corporate Officer) (Name of Corporation)

the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____ Day of _____, 20____

Notary Public