

**Department of  
Environment and Planning**  
*Commissioner Thomas R. Hersey, Jr.*

# **Erie County 2021 Cultural Funding Applicant Briefing**

*Buffalo and Erie County Central Library  
1 Lafayette Square, Buffalo, NY 14203  
February 13, 2020, 5:30pm*



# Agenda

## 1. Welcome & Introductions

*Dan Castle, AICP, Deputy Commissioner – Division of Planning, Dept. of Environment & Planning*

## 2. Recognition of Agnes Bain

*Tammy Curry, African American Cultural Center*

## 3. Application and Changes

- 2020 Summary & 2021 Overview

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

- Review Content – Levels 1, 2, and 3

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

## 4. Arts Services Initiatives Resources

*Jen Swan-Kilpatrick, Executive Director, ASI WNY*

## 5. Closing & Questions

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



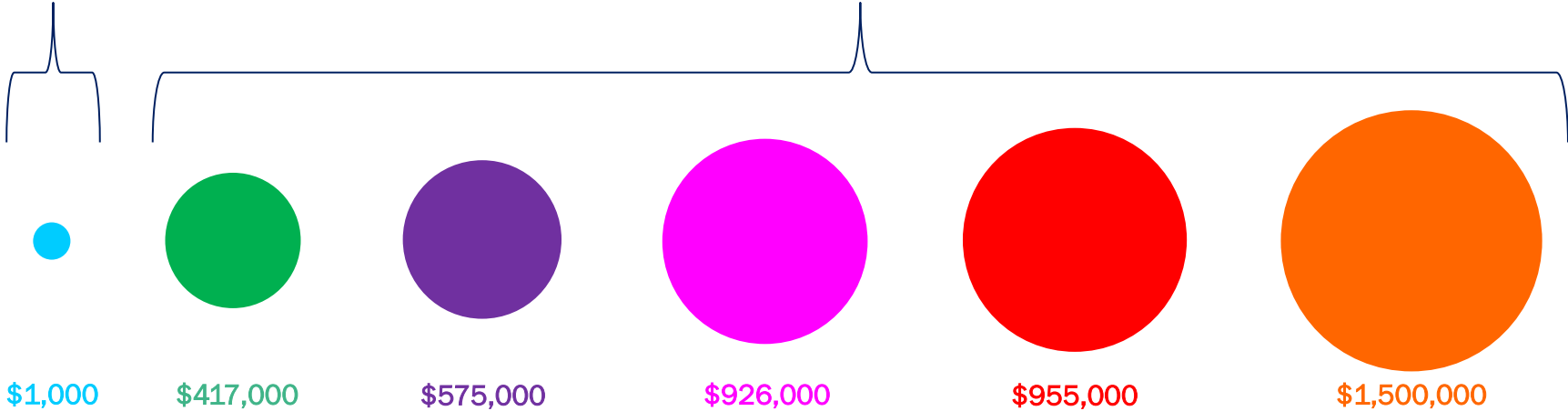
# Recognition of Agnes M. Bain



# 2020 Summary

SMALLEST GRANT

5 LARGEST GRANTS



- Assembly House 150
- Buffalo History Museum
- Albright-Knox-Gundlach Art Museum
- Buffalo Philharmonic Orchestra
- Buffalo Museum of Science
- Buffalo Zoo

**107 Arts & Cultural Grants received \$6.9 MILLION in funding**



# 2021 Overview

- Aligns with County Executive's *Initiatives for a Smart Economy*
- Administered by Erie County Department of Environment and Planning
- Erie County Arts & Cultural Advisory Board
  - 15-member board
  - Does NOT evaluate art or the programming content
  - Annual check-ups of organizations in the areas of:
    - Governance
    - Management and planning
    - Fiscal health
    - Community impact
    - Alignment of programming with mission
    - Recognition of Erie County
  - Independent reviews lead to stronger, more competitive, sustainable organizations
  - Provides feedback letters to organizations, both constructive and critical



# 2021 Eligibility

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



# Application and Changes



**LEVEL 1**



**LEVEL 2**



**LEVEL 3**



# Application and Changes **APPLICABLE TO ALL LEVELS**

- Conflict of Interest & Whistleblower Policy
  - Templates at: [erie.gov/culturalfunding](http://erie.gov/culturalfunding)
- Reduction in the required number of years as a 501(c)(3) from three years to one year
  - Must be able to provide a copy of a submitted 990, 990-EZ, or 990-N by application deadline
- Detailed financials completed on a premade Excel worksheet (instead of fillable PDF) – available at [erie.gov/culturalfunding](http://erie.gov/culturalfunding)
  - Must be submitted as PDF
- Financial reports now aligned with requirements per NYS Executive Law §172-B





# Important Dates

# April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1 <b>LEVEL 1 DUE</b>	2	3	4
5	6	7	8 <b>LEVEL 2-3 DUE</b>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



# Application and Changes: **LEVEL 1**

## **STRUCTURE**

OPERATING BUDGET

≤\$250,000

MAX. GRANT REQUEST

≤\$50,000

MAX. % OF BUDGET

20

## **REQUIREMENTS**

- ✓ Complete **Level 1** Application
- ✓ **Attachment B:** Annual Report/Unaudited Report
- ✓ **Attachment D:** Tax Filing
- ✓ **Attachment F:** Bylaws
- ✓ **Attachment G:** Conflict of Interest Policy & Disclosure Forms
- ✓ **Attachment H:** Whistleblower Policy



# Application and Changes: **LEVEL 2**

## **STRUCTURE**

OPERATING BUDGET	MAX. GRANT REQUEST	MAX. % OF BUDGET
>\$250,000 to <\$750,000	≤\$150,000	20

## **REQUIREMENTS**

- ✓ Complete **Level 2** Application
- ✓ **Attachment B:** Financial Report with CPA Review
- ✓ **Attachment D:** Tax Filing
- ✓ **Attachment E:** Cash Flow Forecast
- ✓ **Attachment F:** Bylaws
- ✓ **Attachment G:** Conflict of Interest Policy & Disclosure Forms
- ✓ **Attachment H:** Whistleblower Policy
- ✓ **Attachment I:** Strategic Plan



# Application and Changes: **LEVEL 3**

## STRUCTURE

OPERATING BUDGET

>\$750,000

MAX. GRANT REQUEST

>\$150,000

MAX. % OF BUDGET

N/A  
>20% may hurt score

## REQUIREMENTS

- ✓ Complete **Level 3** Application
- ✓ **Attachment A:** Examples of Recognition of County Funding
- ✓ **Attachment B:** Financial Report with CPA Audit
- ✓ **Attachment C:** Financial Worksheet (*provided on [erie.gov/culturalfunding](http://erie.gov/culturalfunding)*)
- ✓ **Attachment D:** Tax Filing
- ✓ **Attachment E:** Cash Flow Forecast
- ✓ **Attachment F:** Bylaws
- ✓ **Attachment G:** Conflict of Interest Policy and Disclosure Forms
- ✓ **Attachment H:** Whistleblower Policy
- ✓ **Attachment I:** Strategic Plan



# Application and Changes: Website

## Application

### Level 1

- Your most recently completed fiscal year operating budget was less than \$250,000
- Grant request is not more than \$50,000\*
- Request does not exceed 20% of your budget\*\*
- Your organization meets [Eligibility](#) criteria
- Your organization is prepared to submit the following documents: (review [Resources](#) for more details on each document)
  - [Application Level 1](#) \*
  - Annual Report/Financial Report
  - Tax Filing (990, 990-EZ, or 990-N)
  - Bylaws
  - Conflict of Interest Policy and Disclosure forms
  - Whistleblower Policy
  - Optional:
    - Programs Extension Form\*
    - Additional Attachments

### Level 2

- Your most recently completed fiscal year operating budget was \$250,000 to \$750,000
- Grant request is **not** more than \$150,000\*
- Request does not exceed 20% of your budget\*\*
- Your organization meets [Eligibility](#) criteria
- Your organization is prepared to submit the following documents: (review [Resources](#) for more details on each document)
  - [Application Level 2](#) \*
  - Financial Report
  - Tax Filing (990 or 990-EZ)
  - Cash Flow Forecast
  - Bylaws
  - Conflict of Interest Policy and Disclosure forms
  - Whistleblower Policy
  - Strategic Plan
  - Optional:
    - Programs Extension Form\*
    - Additional Attachments

### Level 3

- Your most recently completed fiscal year operating budget was more than \$750,000
- Grant request is **more** than \$150,000\*
- Funding requests exceeding 20% of your budget will be detrimental to your score
- Your organization meets [Eligibility](#) criteria
- Your organization is prepared to submit the following documents: (review [Resources](#) for more details on each document)
  - [Application Level 3](#) \*
  - Examples of Recognition of County Funding
  - Financial Report
  - Financial Worksheet\*
  - Tax Filing (990)
  - Cash Flow Forecast
  - Bylaws
  - Conflict of Interest Policy and Disclosure forms
  - Whistleblower Policy
  - Strategic Plan
  - Optional:
    - Board Extension Form\*
    - Programs Extension Form\*
    - Additional Attachments

-- ATTENTION --

\*PLEASE NOTE THAT FUNDING REQUESTS ARE NOT GUARANTEED. All applications will continue to be reviewed based on their financial management, governance, and programming, with funding distributed in accordance with available funds for the 2021 calendar year.

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

For example, if your organization meets the Level 1 threshold for operating budget but is requesting more than \$50,000, you must complete the Level 2 Form.

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

\*Indicates a pre-made form that MUST be used. These required forms are available on the [Resources page](#) along with option templates for other documents.



# Application and Changes: Website

## Cultural Funding Application - Level 3

Submit your completed Level 3 Application form and each of the required attachments:

- All applicable attachments should be submitted with your application online
- All documents should be saved and submitted as PDF
- All documents must be titled as specified in the FILE NAMES
- Please contact us by email at [maria.ortiz@erie.gov](mailto:maria.ortiz@erie.gov) (instead of calling) with questions

Organization Name: \*

Organization Physical Address: \*

Organization Mailing Address: \*

Name of Grant Contact: \*

Phone Number: \*

Email Address: \*

New Applicant?: \*  yes  no

Organization's 2019 Operating Budget: \*

Amount of 2020 Funding Awarded: \*

2021 Funding Requested in Application: \*

### Level 3 Application

Upload your Level 3 application.

File name: Organization's Acronym.1.2021

Application Form: \*

No file chosen

### Funding Acknowledgement

Upload examples of Acknowledgement of County Funding.

Funding Acknowledgement Samples may be a screenshot of your website, digital or physical copies/pictures of posters, event invitations, flyers, newsletters, plaques, links to videos with audio acknowledgement, etc. All samples should be clear on where they can be found or when/where they were performed. Save all visuals/links of the examples in one PDF file.

File name: Organization's Acronym.A.2021

Examples: \*

No file chosen

### Financial Report

Upload your organization's Financial Report with CPA AUDIT for the most recently completed fiscal year as submitted to the NYS Attorney General per NYS Executive Order 2020-100.

File name: Organization's Acronym.B.2021

Financial Report: \*

No file chosen

### Financial Worksheet

Upload your organization's [Financial Worksheet](#) (the required form is a pre-made Excel file available on the Resources page).

Complete the worksheet and save it as a PDF.

File name: Organization's Acronym.C.2021

Financial Worksheet: \*

No file chosen

Organization Name: \*

Organization Physical Address: \*

Organization Mailing Address: \*

Name of Grant Contact: \*

Phone Number: \*

Email Address: \*

New Applicant?: \*  yes  no

Organization's 2019 Operating Budget: \*

Amount of 2020 Funding Awarded: \*

2021 Funding Requested in Application: \*

**Level 3 Application**

Upload your Level 3 application.

File name: Organization's Acronym.1.2021

Application Form: \*

No file chosen



# Application– Documents & Attachments

No.	DOCUMENT	DESCRIPTION
1	Application	Completed application (Lv1, Lv2, OR Lv3)
2	Board Extension Form	Optional: You may attach the Board Extension form if you have more than 25 Board Members
3	Program Extension Form	Optional: You may attach the Programs Extension form if you wish to provide this information to the EACAB and DEP
4	Additional Attachment	Optional: You may submit additional attachments to the EACAB and DEP if they provide relevant information regarding your organization or application, and is otherwise not addressed.
LETTER	ATTACHMENT	DESCRIPTION
A	Examples	<p>A document with examples of Acknowledgement of County Funding.</p> <ul style="list-style-type: none"> <li>Funding Acknowledgement Samples may be a screenshot of your website, digital or physical copies/pictures of posters, event invitations, flyers, newsletters, plaques, links to videos with audio acknowledgement, etc.</li> <li>All samples should be clear on where they can be found or when/where they were performed.</li> <li>Save all visuals/links of the examples in one PDF file.</li> </ul>
B	Annual/Financial Report	Copy of your organization’s Annual/Financial Report for the most recently completed fiscal year, as submitted to the NYS Attorney General per NYS Executive Law §172-b.



# Application– Documents & Attachments

LETTER	ATTACHMENT	DESCRIPTION
C	Financial Worksheet	A provided Excel file, identical to prior fillable PDF financial information, detailing revenues and expenses. <ul style="list-style-type: none"> <li>Must be downloaded, completed, submitted as a PDF from <a href="http://erie.gov/culturalfunding">erie.gov/culturalfunding</a></li> </ul>
D	Tax Filing	A copy of your organization's most recently submitted 990, 990-EZ, or 990-N
E	Cash Flow Forecast	Forecast should show the FY starting cash, revenues and expenses by month (may be summarized into general categories), net per month, and net per year, as well as final position (not including starting cash) <ul style="list-style-type: none"> <li>A template is available at <a href="http://erie.gov/culturalfunding">erie.gov/culturalfunding</a></li> </ul>
F	Bylaws	Copy of your organization's current bylaws
G	Conflict of Interest Policy with Disclosure forms	Conflict of Interest Policy per NYS Not-For-Profit Corporation Law §715-a, with a blank Declarations/Disclosure form, and copies of signature pages of all current Key Persons' Declarations/Disclosure form.
H	Whistleblower Policy	Upload your organization's Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B. <b>NOTE:</b> An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees
I	Strategic Plan	Copy of your organization's Strategic Plan





# Arts Services Initiatives of WNY

*Arts Services can help!*

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

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

**Contact:**

**Jen Swan-Kilpatrick**  
**(716) 833-3004 x510**

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

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



# Department of Environment & Planning

## *Division of Planning*

Mariely Ortiz, Senior Planner

(716) 858-1916

[Mariely.Ortiz@erie.gov](mailto:Mariely.Ortiz@erie.gov)

Sarah Gatti, Planner

(716) 858-6014

[Sarah.Gatti@erie.gov](mailto:Sarah.Gatti@erie.gov)

Website

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

# THANK YOU

