

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

Erie County 2021 Cultural Funding Applicant Briefing

Chestnut Ridge Casino

6121 Chestnut Ridge Road, Orchard Park, NY

February 25, 2020, 5:30pm



Agenda

1. Welcome & Introductions

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

2. 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

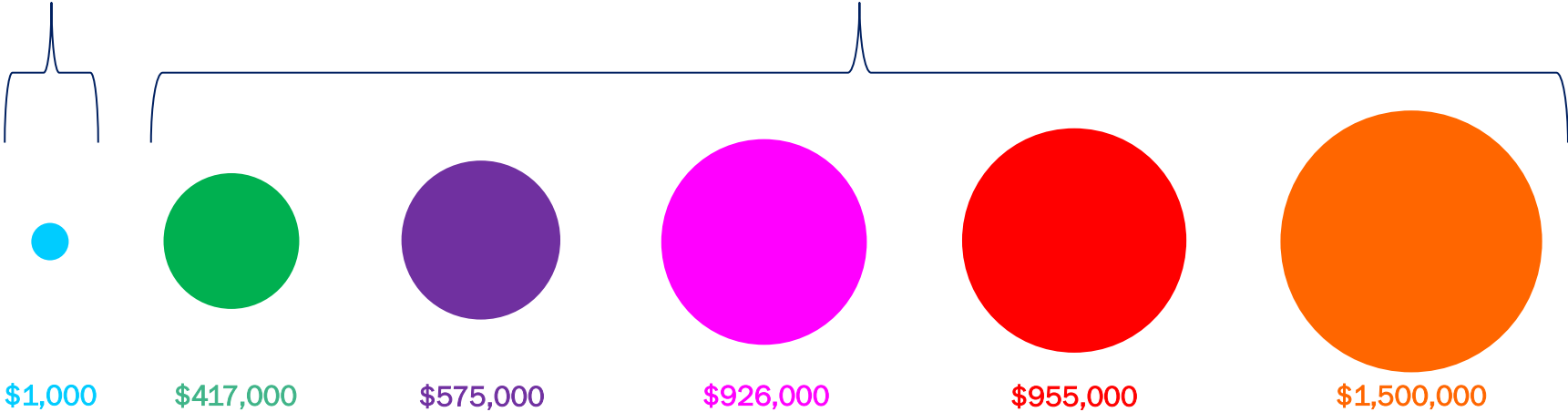
3. Closing & Questions



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

Mean: \$75,498.39

Median: \$7,750.00

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



2021 Overview

- Changes as a result of combined effort from Legislator April Baskin, Frontline Arts Buffalo, EACAB, and DEP/Erie County
- 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



Application and Changes



LEVEL 1



LEVEL 2



LEVEL 3



Application and Changes **APPLICABLE TO ALL LEVELS**

- Conflict of Interest & Whistleblower Policy
 - Optional templates at: 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
 - Must be submitted as PDF
 - Required of Level 3; optional for Level 1 & 2
- Financial reports now aligned with requirements per NYS Executive Law §172-B
 - Applicant must submit their most recent report submitted to NYS – regardless of Application Level



Application and Changes **APPLICABLE TO ALL LEVELS**

- Grants are for General Operating Support, limited to current operating expenses including salaries, program costs, fringe benefits, rents, utilities, office supplies and equipment. Grant funds may NOT be used for or applied toward any capital project or improvement, nor as a set-off against accounts receivable. No funds received shall be used for any service provided or activity performed outside Erie County.
- PLEASE NOTE THAT FUNDING REQUESTS ARE NOT GUARANTEED. All applications will continue to be reviewed based on their financial management, governance, and programming, with funding distributed in accordance with available funds for the 2021 calendar year (funds are not expected to be any higher than usual, but the applications should be easier to complete).



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



Funding Structure Revisions

LEVEL	OPERATING BUDGET	MAX. % OF BUDGET	MAX . GRANT AMOUNT	NYS FINANCIAL REPORT ¹
1	≤\$250,000	≤20%	≤\$50,000	Annual Report/ Unaudited Report
2	>\$250,000 - ≤\$750,000	≤20%	≤\$150,000	Report w/ CPA Review
3	>\$750,000	N/A	>\$150,000	Report w/ CPA Audit

- If request amount threshold is surpassed, the applicant must submit a higher level application (commensurate with request amount)
- 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
- The organization should submit the appropriate report as required by NYS regardless of the application level; the organizations does NOT have to create a new document.

¹ Reports submitted to NYS Attorney General per NYS Executive Law §712



Important Dates

April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1 LEVEL 1 DUE	2	3	4
5	6	7	8 LEVEL 2-3 DUE	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
- ✓ **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% will hurt score

REQUIREMENTS

- ✓ Complete **Level 3** Application
- ✓ **Attachment A:** Examples of Recognition of County Funding
- ✓ **Attachment B:** Financial Report
- ✓ **Attachment C:** Financial Worksheet (*provided on 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 erie.gov/culturalfunding

Level 1

- Your most recently completed fiscal year operating budget was less than or equal to \$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 as submitted to NYS
 - 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 more than \$250,000 to no more than \$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 as submitted to NYS (most likely with CPA review for this budget size)
 - Tax Filing (990, 990-EZ, or 990-N)
 - 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 as submitted to NYS (most likely with CPA audit for this budget size)
 - [Financial Worksheet](#) *
 - Tax Filing (990, 990-EZ, or 990-N)
 - Cash Flow Forecast
 - Bylaws
 - Conflict of Interest Policy and Disclosure forms
 - Whistleblower Policy
 - Strategic Plan
 - Optional:
 - [Board Extension Form](#) *
 - [Programs Extension Form](#) *
 - Additional Attachments



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 (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	<i>Optional:</i> You may attach the Board Extension form if you have more than 25 Board Members – Recommended for Level 3 as needed
3	Program Extension Form	<i>Optional:</i> 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.
A	Examples	<p>A document with 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 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.
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	<p>A provided Excel file, identical to prior fillable PDF financial information, detailing revenues and expenses.</p> <ul style="list-style-type: none"> • Must be downloaded, completed, submitted as a PDF from erie.gov/culturalfunding • Required for Level 3
D	Tax Filing	A copy of your organization's most recently submitted 990, 990-EZ, or 990-N
E	Cash Flow Forecast	<p>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)</p> <ul style="list-style-type: none"> • A template is available at erie.gov/culturalfunding
F	Bylaws	Copy of your organization's current bylaws
G	Conflict of Interest Policy with Disclosure forms	<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 Key Persons' Declarations/Disclosure form.</p> <ul style="list-style-type: none"> • A template is available at erie.gov/culturalfunding
H	Whistleblower Policy	<p>Upload your organization's Whistleblower Policy per NYS Not-For-Profit Corporation Law §715-B.</p> <p>NOTE: An active Whistleblower Policy is required of all applicants regardless of budget size or number of employees</p> <ul style="list-style-type: none"> • A template is available at erie.gov/culturalfunding
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

www.asiwny.org



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THANK YOU

