



Pennsylvania
Council on the Arts

PARTNER



Pennsylvania Partners in the Arts - Creative Sector Flex Fund

Application Fields

APPLICANT INFORMATION

Applicant:

Name

FEIN (9 digits, no spaces/hyphens)

Address

City

County

State

Zip

Web URL

PA House District

PA Senate District

Contact Name

Contact Title

Contact Phone

Contact Email

Sponsoring Organization (if using a fiscal sponsor):

Name

Address

City

County

State

Zip

Web URL

Contact Name

Contact Title

Contact Phone

Contact Email

FINANCIAL INFORMATION

Total revenue for your most recently completed fiscal year as reported on your IRS Form 990 line 12 (revenue means all contributed and earned cash income, and realized income from investments, as applicable. Do not include in kind).

If your revenue is below \$50,000 and you submit a postcard 990 OR you are a non-arts organization with an arts program, you **MUST** attach Board/Committee financial statements for your most recently completed TWO fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.

JOB INFORMATION

Current Number of Full-Time Equivalent (FTE) jobs, where FTE is calculated as a minimum of 35 hours per week. As applicable, include contractors or leased employees providing consistent services under your organization's direct supervision. For non-arts organizations, provide the number of FTEs working within your arts program.

To the extent that your FTE count varies during the year due to seasonality of programming or operational needs, provide your anticipated high mark of FTE jobs through the end of the grant period. As applicable, include contractors or leased employees providing consistent services under your organization's direct supervision.

Required Attachments (if any of these are not submitted, the application will not be considered for funding):

- IRS Determination Letter confirming nonprofit 501(c) status (does not apply to Local Governments)

- **For arts organizations:** attach your TWO most recently submitted form of 990 (or 990-N or 990-EZ) IRS tax filings. If your revenue is below \$50,000 and you submit a postcard 990, you **MUST** attach Board/Committee financial statements for your most recently completed TWO fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.

- **For non-arts organizations:** attach a Board/Committee approved arts-specific program financial statement for your most recently completed TWO fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses. In-kind is not included.

• **For those applicants being fiscally sponsored:**

o Attach the fiscally sponsored entities' arts-specific program financial statement for your TWO most recently completed fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.

o Attach the Sponsorship Agreement between the fiscal sponsor and the entity being sponsored. This must include:

- ✓ duties and responsibilities of each party,
- ✓ the term of the agreement,
- ✓ termination provisions,
- ✓ ownership of intellectual property,
- ✓ dispute and indemnification clauses,
- ✓ and the method of the holding and distribution of funds.

o **LLCs MUST also submit its' Certificate of Organization-Domestic Limited Liability Company filed with the Pennsylvania Department of State Bureau of Corporations and Charitable Organization's-At least three organizers must be listed in the Certificate of Organization.**

• Provide a succinct (no more than one page) list of arts activities (for example: 3 concerts; 2 workshops; 5 exhibitions)-THIS WILL BE SHARED WITH THE PANEL. You may submit up to three links to artistic content or programmatic highlights you generated during the previous two years. (Note: links can be to file sharing sites (Google Drive, DropBox, etc.), YouTube, Vimeo, websites, Instagram accounts, etc. Please be sure to grant proper access, as applicable.

NARRATIVE

Applicant Overview

1. Provide your mission statement. If you represent an arts program within a larger non-arts organization that does not have an arts-specific mission, provide an artistic statement and the goals of your arts program.

2. Briefly describe the community you serve and why.

Review Criteria

Community Value

Applicant Demonstrates:

Artistic offerings and/or services that strengthen its community culturally, educationally, and/or economically.

3. Over the past year, how did your artistic offerings and/or services support your community culturally, educationally, and/or economically? (Your response may include a description of the value provided to your community, whether adding to its cultural landscape, educational opportunities, or economic opportunities promoted directly or indirectly within your community).

Artists and artistic offerings and/or services involve and are meaningful to the community being served.

4. Over the past year, describe how artistic decisions were made and by whom. How did you know your artistic products and/or services were meaningful to your community?

Relevant arts learning opportunities for community members.

5. Over the past year, describe how you defined and determined the impact of your arts learning initiatives within your community.

Diversity, Equity, and Inclusion Value

Applicant Demonstrates:

Apart from being audience members or beneficiaries, community members are central to the design of the applicant's work.

6. Over the past year, describe your community's involvement in your work and its feedback related to your artistic products and/or services.

Plans and action-oriented practices toward diversity, equity, inclusion, and access in ways that are relevant to your community, including reaching new audiences.

7. Over the past year, describe your organization's plans and work to advance diversity, equity, inclusion and/or access. How did you know that plans and actions were relevant to your community?

Stewardship Value

Applicant Demonstrates:

Planning processes appropriate to the organization, mission, and goals.

8. Describe your most recently completed planning process, including who was involved. Describe the key findings and goals that followed this planning process, and how you track and measure progress.

Capacity to carry out programs and projects as planned.

9. Over the past year, how did you ensure that you were able to carry about your programs or projects? To what degree were you able to carry out programs as planned?

Appropriate financial planning and oversight practices.

10. Describe your financial planning and oversight practices, including who participates in and is accountable for financial management and organizational oversight. Describe the financial condition of your organization and key actions taken to ensure adequate resources are available to carry out your mission or arts program.