



2016 ARTSWESTCHESTER GRANTS CATEGORY ART\$W CHALLENGE GRANT

WHAT ARE CHALLENGE AWARDS?

Challenge awards provide an opportunity for Basic Program Support and Project Support grantees from the past two years to boost their operating income by attracting new contributions. Support from Westchester County Executive and Board of Legislators enables ArtsWestchester to match *new* money you raise during the designated period of time. Contributors **must** certify that their gift is a response to the challenge.

WHAT DO YOU MEAN BY "NEW" FUNDS?

Funds from first-time contributors are eligible for the match. If past contributors increase the amount of their gift above that of the last two years, ArtsWestchester considers the increased amount as "new" and, therefore, eligible for the match.

WHAT IS THE DESIGNATED PERIOD FOR THE 2016 CHALLENGE?

Only *new* funds raised between September 15, 2016 and December 15, 2016 are eligible for the match. Funding is limited and available **on a first-come, first served basis until all funds have been distributed**. This means that funds contributed before September 15, 2016 or after December 15, 2016 are not eligible for matching funds. In addition, ArtsWestchester cannot release matching funds until it receives funds from Westchester County.

WHAT ARE THE MAXIMUM AWARDS?

The maximum award your organization is eligible to receive is \$5,000.

ARE THERE RESTRICTIONS ON USE OF THE FUNDS?

The Challenge awards support general operations and programs. You may not apply the awards to capital projects, deficit reduction initiatives or special fundraising events.

DOES THE SOURCE OF FUNDING MATTER?

Yes. Only funds raised specifically to meet the Challenge are eligible for the match. Your contributors must certify that this is their intention. The restrictions that apply to your Basic Support or Project Support Contract for Services apply: you may not solicit funds from Westchester County Government.

WHAT IS THE PROCESS FOR OBTAINING CHALLENGE FUNDS?

The only documentation ArtsWestchester requires is:

- 1) Proof of payment (copy of check, credit card receipt, cash receipts are not acceptable)
- 2) Completed donor certification form(s). The donor certification form is attached and can be found online at <http://artsw.org/challenge-for-the-arts>

HOW WILL ARTSWESTCHESTER DISTRIBUTE THE CHALLENGE FUNDS?

ArtsWestchester will distribute funds on a rolling basis beginning in late September until all available funds are expended. We cannot anticipate how quickly the available funds will be requested and distributed. We encourage you to submit documentation as soon as it is complete. For example, if you have documented receipt of a \$1,000 donation for the Challenge, send the documentation to ArtsWestchester immediately, even if you are expecting another donation shortly. If you are raising funds in small increments, for example through a membership appeal, please do not submit documentation until you are requesting a total match of at least \$500. *Again, ArtsWestchester cannot release funds until we receive funds from Westchester County.*

WHAT IS THE DEADLINE?

The deadline is **December 15, 2016**, consistent with the last day of the designated period. For funds to be eligible for a match, you must submit completed certification form(s) and documentation of payment(s) by 5:30 p.m. December 15, 2016 (or postmarked on December 15, 2016.) Please note, because we are distributing funds on a first-come, first served basis, submitting materials by the deadline does not guarantee funding.

WHERE DO I SEND OUR DOCUMENTATION?

Send all required documentation to Susan Abbott, Associate Director of Programs, ArtsWestchester, 31 Mamaroneck Avenue, 3rd Floor, White Plains, NY, 10601. If you have questions, contact Susan Abbott at sabbott@artswestchester.org or 914.428.4220 ext. 304. We do not accept documentation by fax or email.

HOW DO I DEMONSTRATE THE FUNDS I RAISED ARE NEW?

Only first-time gifts or amounts above a current contributor's highest annual contribution for the past two years are eligible to be matched. For example:

- If Mr. Jones made a first-time contribution to your organization between September 15, 2016 and December 15, 2016, the entire \$1,000 is eligible, subject to availability of funds.
- If Ms. Young made contributions of \$1,000 in 2014 and in 2015 and then makes a contribution of \$1,500 between September 15, 2016 and December 15, 2016, \$500 is eligible, subject to availability of funds.

WHOM MAY I CONTACT WITH QUESTIONS?

Please feel free to contact Susan Abbott at 914.428.4220 ext 304 or sabbott@artswestchester.org, if you have questions or need more information.

Please note: Because funds are limited, Arts Westchester distributes Challenge awards on a first come, first served basis. We encourage you to submit your documentation early. Submitting documentation by the deadline does not guarantee that you will receive an award; the available funds may have been allocated prior to the deadline. Also remember ArtsWestchester cannot release funds until we receive funds from Westchester County.