ARTSWESTCHESTER GRANTS PROGRAM
2017-18 GRANT GUIDELINES
CATEGORY: Basic Program Support
Application Deadline: Friday, April 7th, 2017

I. OVERVIEW OF THE ARTSWESTCHESTER GRANTS PROGRAM

In order to meet the cultural needs of county residents, cultural organizations, and artists, ArtsWestchester’s grants program provides funding opportunities in several categories. Funding may not be available in every category every year. While each category has a different focus, the following evaluation criteria are common to all:

- Artistic Merit of Programs
- Impact and Community Need
- Financial Viability
- Diversity and Inclusiveness

The weight ArtsWestchester places on each criterion may vary from category to category. Funding opportunities intended to strengthen the arts in community life may, for example, place greater weight on community need and impact. In the Basic Program Support funding category, the criteria have equal weight.

II. THE BASIC SUPPORT FUNDING CATEGORY

Application Deadline: Friday, April 7th, 2017
Your electronic application must be completed and submitted by 11:59 pm, April 7, 2017.

WHAT ARE BASIC PROGRAM SUPPORT GRANTS?

ArtsWestchester provides Basic Program Support to a wide variety of not-for-profit arts organizations and historic sites. Eligible organizations include those with a professional staff as well as those that are volunteer-run. The Basic Program Support category is structured into three tiers; to the extent possible, the committee will review your application against those submitted by organizations of similar size and scope. Basic Program Support awards are directed toward ongoing activities and provide support to established organizations that offer programs and services throughout most of the year. While the artistic merit of your programming is critically important, awards are based on an assessment of all aspects of your organization, including financial stability, strength and involvement of the board, scope of programming, number of people and geographic area served, and inclusiveness at all levels of operation (including board, staff, and audience). Basic Program Support grants are made possible with funds from Westchester County Government.
Providing Basic Program Support is only one of many ways in which ArtsWestchester supports your organization. Janet Langsam, ArtsWestchester’s Chief Executive Officer, is available to meet with you to offer advice and assistance, particularly at times when your organization may face challenges. Please feel free to contact her executive assistant at 914-428-4220, extension 307, to schedule an appointment.

**What are the Eligibility Requirements for 2017-18?**

To be eligible for Basic Program Support your organization must:

- Demonstrate 501(c)(3) federal tax exempt status as a private, not-for-profit organization incorporated in New York State.
- Have a mission statement that clearly delineates the arts or local history as primary, both in focus and in actual operation (“arts” include developing skill in or knowledge of a discipline).
- Have a governing board that meets regularly, operates under a set of bylaws, and has at least one-third of its members residing in Westchester County.
- Present a full season of programs in Westchester that are open and accessible to the public.
- Have presented at least three full seasons in Westchester County prior to submitting this application.
- Be in good standing regarding submission of required reports.
- Demonstrate income of at least $100,000 in the most recently completed fiscal year.
- Provide services between July 1, 2017, and June 30, 2018, the time period covered by this grant.

**What are my Responsibilities as a Grantee?**

If ArtsWestchester’s Board of Trustees approves a grant to your organization, you will receive a contract for cultural services. The contract indicates the amount of your grant and the scope of service (based on your application) that you agree to provide during the contract year. The contract also states your responsibilities, the terms and conditions Westchester County Government requires of our subcontractors, and reporting requirements.

You will also receive an agreement to acknowledge ArtsWestchester’s support by using our logo and credit line on printed and electronic materials (announcement cards, posters, programs, and your website), as well as under the appropriate category on your list of contributors. These acknowledgements help build greater awareness of the importance of public support.

**Note:** Basic Program Support awards support your ongoing activities. If you receive an award in this category you must include this acknowledgement on all materials – rather than only on those related to a particular project, such as a concert or an exhibition.

**How does a Basic Program Support Grant Impact my Fundraising?**

You may solicit funds from other sources with the exception of Westchester County Government. ArtsWestchester works in partnership with local cultural organizations to raise funds from Westchester County for these grants. This united approach is essential to our success and to maintaining a process that is fair, impartial, and apolitical. If you receive a Basic Program Support award, therefore, you are
prohibited from requesting, accepting, or receiving county funds during the contract period. To do so is a violation of your contract and may result in loss of funding.

III. APPLYING FOR A 2017-18 BASIC PROGRAM SUPPORT GRANT

ARE THERE FUNDING RESTRICTIONS?

Yes. Basic Program Support funds may not be utilized to support the following:
- Activities conducted outside of Westchester County
- Activities not fully open to the public—e.g., activities restricted to an organization’s membership. Funded activities must be open to the public (with the exception of school-based educational programs and activities)
- Benefits, fundraising activities, development staff
- Capital expenses or projects
- Deficit reduction
- Grant-making organizations/activities
- Prize money or awards
- Purchase of equipment
- Purchase of refreshments
- Cultural activities provided through a “friends” group

In addition, ArtsWestchester does not fund municipalities or arms of government, schools, colleges, or organizations that are primarily recreational or therapeutic.

<table>
<thead>
<tr>
<th>Organizations (such as art centers) that derive 40% or more of their income from tuition or fees for workshops and instructional programs must allocate 50% of their Basic Program Support award to need-based financial aid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizations with a mission that is primarily to provide skill-based instruction must allocate 100% of their Basic Program Support award to need-based financial aid.</td>
</tr>
</tbody>
</table>

IF MY ORGANIZATION DOES NOT MEET THE ELIGIBILITY REQUIREMENTS FOR BASIC PROGRAM SUPPORT, ARE THERE OTHER FUNDING OPPORTUNITIES?

Yes. If your organization does not meet the requirements for Basic Program Support, please review the guidelines for Project Support. The maximum Project Support award is $15,000. Activities that may be eligible for Project Support include (but are not limited to):
- An exhibition or concert series
- An individual exhibition, concert, or program
- Arts education programs at your site or in schools or community-based settings
**If My Organization Is Eligible for Basic Program Support, May I Apply for Project Support?**

You may opt to apply for Project Support instead of Basic Program support, however you may not apply for both Basic Program Support and Project Support in the same year. Nor can you apply for an Arts Alive Grant and either Basic Program Support or Project Support in the same grant year.

**Why Are There Tiers in the Basic Support Category?**

Westchester’s cultural community is exceedingly diverse, encompassing organizations of various sizes, with differing missions and disciplines. Each contributes in its own way to the county’s vibrant cultural life. A tier structure enables your organization’s application to be reviewed, to the extent possible, against organizations of similar size and scope. There are three tiers in Basic Program Support. Please review the eligibility requirements below to determine which tier is most appropriate for your organization. ArtsWestchester’s staff is available to discuss your eligibility and request prior to the application deadline.

**What Are the Specific Eligibility Criteria for Each Tier?**

**Cultural Destinations**  
**Maximum Grant: $40,000**

Grants in this tier are intended to support organizations that have evolved as destinations, attracting a significant number of tourists and visitors from the tri-state region, in addition to serving Westchester residents.

You belong in this tier if your organization:

- Had an annual operating income of at least $1,500,000 in 2016 (or your most recently completed fiscal year).
- Received a 2016 Basic Program Support grant in this tier or a Basic Program Support grant in the Signature or Cornerstone tier for the past two consecutive years.
- Operates a site where the primary components of your season take place.
- Has an executive director and at least two other full-time professional staff members who are responsible for the organization’s ongoing operations.
- Provides a full season of public programs, spanning at least seven months.
- Has presented at least three full seasons in Westchester County prior to submitting an application for 2017-18 funding.
- Draws a regional audience, attracting people from throughout Westchester County and beyond.

Requests may not exceed 5% of your organization’s total income for the last completed fiscal year.

**Signature Organizations**  
**Maximum Grant: $40,000**

Grants in this tier support organizations that provide public programs at least ten months of the year and that serve residents from the entire county or from a broad region within the county such as the Sound Shore region, River Towns, or Northern Westchester.
You belong in this category if your organization:

- Had an annual operating income of at least $500,000 in 2016 (or your most recently completed fiscal year).
- Has an executive director and at least one full-time, professional staff member who is responsible for the organization’s ongoing operations.
- Provides a full season of public programs.
- Has presented at least three full seasons in Westchester County prior to submitting an application for 2017-18 funding.

Requests may not exceed 15% of your organization’s total income for the last completed fiscal year. First-time awards generally do not exceed $5,000.

If your organization’s primary purpose is to provide skill-based instruction, you may apply only for need-based financial aid.

**Cornerstone Organizations**

**Maximum Grant: $30,000**

Grants in this tier support organizations that play a central role in delivering cultural services to a limited area (primarily a local community). Your organization may operate with paid or volunteer staff.

You belong in this tier if your organization:

- Had an annual operating income of at least $100,000 in 2016 (or your most recently completed fiscal year).
- Provides a full season of public programs.
- Has presented at least three full seasons in Westchester County prior to submitting an application for 2017-18 funding.

Requests may not exceed 15% of your organization’s total income for the last completed fiscal year. First time awards generally do not exceed $3,000.

If your organization’s primary purpose is to provide skill-based instruction, you may apply only for need-based financial aid.

**How Are Basic Program Support Grants Determined?**

Once your application is submitted, ArtsWestchester’s staff reviews it for completeness. As part of the review process, a staff member may contact you by telephone to clarify certain information; however, it is your responsibility to submit a complete and accurate application. An independent panel reviews your application, along with all applications in the same category.

The panel recommends organizations for funding. The Grants Committee of ArtsWestchester’s Board of Trustees reviews applications and makes award recommendations to Board of Trustees, which makes the final decision on all grants.
**What Is the Composition of the Panel?**

The panel consists of a group of experts in a variety of disciplines; it has a sufficient number of participants to insure a wide diversity of viewpoints, ethnicities, and experiences.

To insure impartiality and to avoid conflicts of interest, ArtsWestchester selects panelists primarily from outside Westchester to adjudicate applications for Basic Program Support funding. Recommendations are solicited from individuals and organizations that have expertise in particular artistic fields.

You may recommend a panelist by visiting our website, www.artswestchester.org, and clicking on “Get Involved” located in the “Support” tab.

**What Criteria Does the Panel Consider as They Review Applications?**

The panel reviewing your application for a Basic Program Support grant considers the merits of your organization as a whole, including its mission, capacity, scope of services, financial stability, efforts and accomplishments regarding inclusiveness, and the completeness and accuracy of your application.

Make sure you address/discuss/demonstrate the following in your application:

**A. Artistic Merit of Programs**
- Quality of programming; evidence of creativity and vision
- Qualifications, background, and experience of the artists involved. (As part of your application, be sure to include bios or resumes and support materials that help the Committee judge artistic merit.)

**B. Impact and Community Need**
- Benefit(s) the public receives from your organization, its programs, and its activities. Benefits might include, but are not limited to, providing access to artistic disciplines/experiences under-represented in the county; employing/contracting with Westchester artists; furthering the local economy; or serving/engaging Westchester’s underserved communities. (ArtsWestchester considers as “underserved” people who have limited access to arts services. Their participation in the arts may be marginalized due to geography, race, economic status, gender, sexual preference, age, religion, or disability.)
- Scope of programs, activities, and people served
- Evidence of community support

**C. Financial Viability and Organizational Stability**
- Effectiveness of fundraising efforts
- Fiscal stability
- Organizational history, leadership, and accomplishments

**D. Diversity and Inclusiveness**
- Ongoing efforts to be inclusive in every aspect of operations, including board, staff, artists, programs and activities, audience, marketing and communications, and contractual services
- Evidence of inclusive audiences/participants based on the demographics of your service area
For Cultural Destinations only:
- Efforts to build a regional audience
- Results of these efforts

For organizations whose primary mission is instructional and/or who derive 40% or more of their annual income from tuition or fees for workshops, classes, and instructional programs:
- Process for determining need-based financial aid is distributed
- Strategies for informing the public about the opportunity to apply for need-based financial aid
- Impact of existing financial aid practices—organization’s current allocation for need-based financial aid, exclusive of ArtsWestchester support.

**How Important Is Diversity/Inclusiveness?**

Diversity/inclusiveness is very important. ArtsWestchester’s Basic Program Support grants are supported by public dollars. Therefore, we seek to support organizations that demonstrate ongoing efforts to include people of all races, ethnicities, nationalities, socio-economic backgrounds, genders, sexual orientations, and religions, as well as those with disabilities. We expect funded organizations to reflect inclusiveness in the all areas of operation— including policy, administration, programming, and audience.

An organization’s efforts to become more diverse and inclusive at every level of operations are significant factors in determining an award. At the same time, we recognize that an organization’s service area informs its efforts to be inclusive, and that organizations will address diversity/inclusiveness in different ways.

**Is Application Assistance Available?**

Yes. If you would like to speak with a program officer about your application, please contact Sue Abbott at 914-428-4220, ext. 304, or sabbott@artswestchester.org, to schedule an appointment.

**When Will We Know If We Have Been Awarded a Basic Program Support Grant?**

ArtsWestchester will announce awards in mid-June 2017.

**What Is the Appeals Process?**

ArtsWestchester will review written requests for reconsideration if we do not fund your proposal. You may appeal the funding decision under the following circumstances only:
- The review committee did not adhere to the guidelines.
- ArtsWestchester provided incomplete or incorrect information to the review committee.

ArtsWestchester will accept appeal requests up to thirty days after the date of the rejection notification. Requests must be made in writing, addressed to Joanne Mongelli, Deputy Director, ArtsWestchester, 31 Mamaroneck Avenue, White Plains, New York, 10601.
IV. COMPLETING THE APPLICATION FORM

The following information provides guidance in answering the questions on the application form. Please review the evaluation criteria and keep them in mind as you complete your application. Remember to save your work at the bottom of each page.

Several of the text boxes limit the number of characters you may use in your answers. The limit is sufficient. Please remember, however, that panelists want clear, concise, and specific answers. Bullets are a helpful device. Do not feel you have to use the maximum number of characters in your answers.

We recommend drafting answers in Microsoft Word (or comparable program) then copying and pasting into the application.

On the application form, point to this symbol for further details.

Under ORGANIZATION INFORMATION

Organizational History: Describe key developments in and accomplishments of your organization, as well as its financial viability (4,000 characters maximum).

Staff Information/List the principal staff members whose responsibilities are agency-wide: Positions with agency-wide responsibilities include, for example, executive director, director of marketing, managing director, development director, as well as principal artistic staff (not contractors or freelancers) such as artistic director, curator. If your agency does not have paid staff, indicate N/A.

Note: ArtsWestchester is not interested in what a particular individual is paid. You may indicate a range for each position, as long as it reasonably conveys the information needed for evaluation. Salary information is exempt from disclosure under the New York State Freedom of Information Law, and ArtsWestchester will not release it to a third party.

Impact and Community Need: Briefly describe how your organization and the programs, activities, and services it provides benefit the community. Describe the impact your organization has in Westchester or in your community, and the community needs your programs and services address. Relevant information might include, for example, the scope of your programming; the artistic programs and activities your organization provides that are under-represented in Westchester; the programs and services your organization provides to underserved communities/populations; outreach programs and/or community partnerships, the type and number of Westchester artists your organization employs/contracts with; the economic benefits to your community/to the county (1,800 characters maximum).

Service area: Your primary service area may be limited to the area in which you are located, neighboring communities, a region within Westchester (for example, the Sound Shore region, River Towns, or Northern Westchester), the entire county, or Westchester and surrounding areas. Your service area should align with your mission, the number of people you serve, and the scope of your programming and marketing.
**Diversity/Inclusiveness:** Based on your organization’s service area and mission, describe your organization’s accomplishments in and goals for becoming more diverse at every level, including board, administration, and staff; programming; contractual services, and other relevant areas. Refer to measures you use to assess progress during the past year. It is important to include information concerning board diversity (2,000 characters maximum).

Note: ArtsWestchester defines “diversity” and “inclusiveness” broadly, including national origin; race; age; physical, cognitive and developmental disabilities; gender, etc.

**Marketing:** Describe your organization’s overall marketing plans as they relate to building participation in your programs/services, engaging diverse audiences, increasing community impact and/or economic development (2,000 characters maximum).

**Under PROGRAMS AND SERVICES**

**Programs and Services Overview:** Provide information that enables the Committee to understand your organization, the scope and artistic merit of your programs and services. Describe, for example, your ongoing programs and activities; the artists/artworks you present and how they are selected; the artistic vision that informs your public programming (4,500 characters maximum).

**List of Programs – Current Year and Request Year:** Upload (at the end of the application form) a comprehensive list of programs and activities for the current season (2016–2017) and, to the extent possible, for the request year (2017–2018). Include type of program/activity; title; and duration or number of presentations/sessions. Adapt the sample chart below to best align with your organization’s activities. Under “Duration or Number of Presentations/Sessions” list the number of times the program/project/activity takes place. For a class or workshop, list the number of sessions per class/workshop.

### 2017–2018 Scope of Services

<table>
<thead>
<tr>
<th>Type of Program/Activity</th>
<th>Title and/or Description</th>
<th>Duration or Number of Presentations/Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition</td>
<td>“Beyond the Bed: The American Quilt Evolution”: 35 quilt masterpieces trace the evolution of the North American quilt – in form, fashion, and function – from the beginning of the 19th century to the present day.</td>
<td>1 exhibition; 4 months</td>
</tr>
<tr>
<td>Performance</td>
<td>“Beauty and the Beast”: ballet for young audiences</td>
<td>1 performance</td>
</tr>
<tr>
<td>Concert</td>
<td>Jaime Laredo, violin &amp; conductor, Jennifer Koh, violin (includes open rehearsal and pre-concert discussion with artists)</td>
<td>2 performances</td>
</tr>
<tr>
<td>Classes for adults</td>
<td>Ceramics, painting, video, sculpture, photography</td>
<td>32 distinct courses;</td>
</tr>
<tr>
<td>Film</td>
<td>Westchester Jewish Film Festival: documentaries, dramas, and live appearances celebrating the diversity of the Jewish experience</td>
<td>34 films, 76 screenings</td>
</tr>
</tbody>
</table>

**Arts Education Programs and Activities:** This section enables you to provide the panel with information about programs designed for students, integrating the arts into the core curricula, on-site education programs, and outreach programs in the community. If your organization primarily provides skill-based instruction, you do not have to complete this section.

**Additional Arts-in-Education Information** (optional): If you would like to provide a more detailed description of your arts-in-education programs, you may do so here (1,500 characters maximum).

**Skilled-Based Instruction:** This section is designed for organizations such as music, dance, or theatre schools that primarily provide skill-based training, and for organizations that derive 40% or more of their income from instructional activities such as courses, classes, or workshops. Please note: Basic Program Support to organizations whose primary mission is to provide skill-based instruction is limited to funding for need-based financial aid.

**What policies and procedures guide the distribution of aid?** Provide a brief but thorough description of the decision-making process; include information about how you inform the general public about the opportunity to apply for aid (2,000 characters maximum).

**Additional Information** (optional): If there is anything you would like the Committee to know about your organization that has not been covered by the previous questions, you may provide a brief summary here. Use this space to discuss, for example, any initiatives planned for the coming year and/or to explain any changes in administration, financial standing, etc. If there has been a change in your administration, include information on the status of your search (1,500 characters maximum).

**Under PROJECT BUDGET**

**Income:** Please show actual income for the prior year and projections for the current and request years. Each income item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the revenue is received. Show the gross revenue amount received in each category. Do not report loans or prior year’s surplus as income. Lines 6, 18, and 19 will fill in automatically.

**Earned income includes the following:**
1. **Admissions/Memberships:** Revenue derived from the sale of admissions tickets, subscriptions, etc.
2. **Contracted Services:** Revenue derived from fees earned through the sale of services. Include sale of services (such as workshops) to other community organizations, government contracts for specific services, performance or residency fees, etc.
3. **Tuition/Class Fees**: Fees earned from your own classes or workshops
4. **Gross from Fundraising Events**: Gross proceeds from fundraising events such as galas, benefits, golf outings, etc.
5. **Other Earned Income**: Gross income derived from concessions, sales, parking, publications, rentals, etc. **(specify)**
6. **Total Earned Income**: Total of lines 1–5; this will fill in automatically.

**Unearned/Contributed income includes the following:**
7. **Corporate/Business Support**: Cash contributions from businesses, corporations, and corporate foundations
8. **Foundation Support**: Cash contributions from private foundations
9. **Individual Support**: Cash contributions from individual donors
10. **ArtsWestchester Grant(s) received**: Include any grants received from ArtsWestchester except for Basic Program Support. Include Mount Vernon Cultural Arts Initiative, Challenge, Special Needs, and Yonkers Cultural Initiative grants received.
11. **Government Support – NEA**: Funds from the National Endowment for the Arts received directly by your organization
12. **Government Support – Other Federal**: Funds from such federal agencies as the Institute of Museum and Library Services (IMLS), Community Development Block Grants, Urban Development Action Grants, National Endowment for the Humanities, Department of Education, etc., received directly by your organization
13. **Government Support – NYSCA**: Funds from the New York State Council on the Arts received directly by your organization
14. **Government Support – Other State**: Funds from any division of New York State government excluding NYSCA, received directly by your organization
15. **Government Support – County**: Funds from Westchester County Government received directly by your organization
16. **Government Support – Municipal**: Funds from any local municipal government received directly by your organization
17. **Other Unearned Support**: Include any other unearned income; please specify source.
18. **Total Unearned Income**: Total of lines 7–17; this will fill in automatically.
19. **Total Income**: Total of lines 6 and 18; this will fill in automatically.

**Expenses**: Please show actual expenses for the prior year and projections for the current and request years. Each item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the expenses are paid. Expense figures should include salaries and fees, whether for employees or independent contractors. Lines 12, 14, and 16 will fill in automatically.

1. **Personnel – Administrative**: (Personnel salaries are those for which your organization files a W-2 Wages Statement.) Administrative employees include executive and supervisory administrative staff, clerical and other front-of-the-house and box-office staff, maintenance and security staff.
2. **Personnel – Artistic**: Employee salaries and wages (W-2 form) for artistic directors, curators, and artists
3. **Personnel – Technical:** Employee salaries and wages (W-2 form) for technical or production staff and management
4. **Fringe Benefits:** Total of all fringe benefits paid to employees
5. **Contract Fees/Services – Artistic:** Contract (Consultant) fees (payments reported on Form 1099) to firms or persons for artistic services of individuals who are not ordinarily considered employees of your organization
6. **Contract Fees/Services – Other:** Contract (Consultant) fees (payments reported on Form 1099) to firms or persons for non-artistic services of individuals who are not ordinarily considered employees of the organization. These may be consultants or employees of other organizations whose services are specifically identified with the organization; for example: legal and accounting, advertising, design services.
7. **Space Rental:** Payments specifically identified with rental of office, rehearsal, theater hall, gallery, and other spaces
8. **Travel:** All costs directly related to the travel of individuals
9. **Marketing/Advertising:** All costs for marketing/publicity/promotion. Do not include payments to individuals or firms that belong under Personnel or Contract Fees/Services: Other.
10. **Fundraising:** All costs associated with fundraising events such as galas, benefits, golf-outings, etc.
11. **Remaining Operating Expenses:** All expenses not entered in other categories. Provide a detailed list for this expense category.
12. **Total Expense:** Total of lines 1–11; this will fill in automatically.
13. **Total Income:** Enter amount from line 19 in Income Table.
14. **Surplus (Deficit) before Basic Program Support award/request:** This will fill in automatically.
15. **Basic Program Support Award/Request** (for Request Year, this should be the exact inverse of line 14; for example, ($2,000) becomes $2,000.
16. **Surplus(Deficit) after Basic Program Support award/request:** Line 15 minus line 14; this will fill in automatically. For Request Year, this will be “0.”
17. **Total In-Kind Contributions:** The value of all donated services, materials, and facilities. In-kind contributions are **NOT** to be included in the operating budget above. Please detail any significant in-kind contributions anticipated during the request year, such as donated space or printing, in the space provided. Be sure to include any in-kind contributions from municipalities.

**Note:** Organizations with a mission that is primarily to provide skill-based instruction must allocate 100% of their Basic Program Support award to need-based financial aid. Organizations (such as art centers) that derive 40% or more of their income from tuition or fees for workshops and instructional programs must allocate 50% of their Basic Program Support award to need-based financial aid.

**Budget notes and details:** Please specify “Other Earned Income,” “Other Unearned Support,” “Remaining Operating Expenses,” as well as sources of funds that are secured. The more information you provide, the better the Committee will understand your organization (2,000 characters maximum).

**Budget Variances:** Please explain any unusual budget variances (income or expense) from year to year (1,000 characters maximum).
V. THE COMPONENTS OF A COMPLETE BASIC PROGRAM SUPPORT APPLICATION

Deadline: Friday, April 7th, 2017. Your electronic application must be completed and submitted by 11:59 pm, April 7, 2017.

The Basic Program Support application consists of the application form and the required materials described below, including work samples.

All materials are to be submitted online with your application form. The “upload” portal is at the bottom of this page on the application form.

Acceptable file types are Adobe Acrobat PDF, Excel, JPEG, MP3, and MP4. If materials are in the form of URLs, please create a separate PDF file titled “URL Materials,” including a description of the work sample/content and the URL (link) embedded in the text document. URLs cannot be password protected and must remain live through June 10, 2015. Arts Westchester reserves the right to review any/all of the online sources.

- Maximum number of files (including optional support materials)
  - PDF 15
  - Excel 5
  - JPEG 15
  - MP3 5
  - MP4 5
- Maximum size of all files combined — 250MB

**REQUIRED MATERIALS:** The following items are required. If any are missing, your application is considered incomplete and may be determined ineligible for review.

1. Completed online application form
2. Most recent financial statement

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>Type of Report Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than $500,000</td>
<td>Independent CPA Audit Report</td>
</tr>
<tr>
<td>$250,000–$500,000</td>
<td>Independent CPA Review Report</td>
</tr>
<tr>
<td>Less than $250,000</td>
<td>990 Form</td>
</tr>
</tbody>
</table>

- If your fiscal year ends in December and your 2016 audit/review/990 is not yet available, send 2015 audit/review/990 and 2016 unaudited year-end financials.
- If your fiscal year ends in June or August, you must submit your 2015-2016 audit/review/990.

3. Resumes or bios of key administrative and artistic personnel
4. **List of Current Board of Directors**, including name, profession, city of residence and number of years on the board


6. **Current Diversity Plan** *(this had previously been optional)*

7. **Work samples** that indicate the artistic merit of your organization’s programming during the past two years and, if possible, the request year. These may include, but are not limited to:
   - **Visual Artworks** uploaded as JPEG and MP4 files; include an explanatory list in a separate PDF file.
   - **Performances/Presentations** uploaded as MP3 and MP4 files. You may also include Web links to clips hosted on external sites (YouTube, VIZIO, etc.). The panel is unlikely to review more than 3 minutes; cue to the correct chapter or time stamp.
   - **Manuscripts, Catalogues, and other Printed Materials** uploaded as PDF files.

Instruction-based organizations and organizations that derive 40% or more of annual income from tuition or fees from classes or workshops must also include:

8. Sample of your application for need-based financial aid

**OPTIONAL SUPPORT MATERIALS:** We encourage you to include, as appropriate (submit as PDFs):

- Current strategic plan
- Most recent annual report
- Press clippings (maximum: three)
- Marketing materials: brochures/programs (maximum: three)

The “submit” button is located at the end of the “Signatures and Certification” page. Before you click “submit,” make a copy of your completed application for your files. You will not be able to access it after it is submitted.