

ARTS COUNCIL IN BUFFALO & ERIE COUNTY

700 Main Street, 1st Floor
Buffalo, New York 14202
(716) 856-7520

**LEGACY FOR TOMORROW/
THE WESTERN NEW YORK
TECHNICAL ASSISTANCE INITIATIVE**

Program Guideline Packet

**Application Postmark Deadline:
Wednesday, September 8, 2004**

**Funding for the Legacy for Tomorrow/WNYTAI program provided by:
The New York State Council on The Arts Special Arts Services Program**

**As administered by:
The Arts Council in Buffalo & Erie County**

Table of Contents

Program Purpose & Grant Category Descriptions ----- Page 3

Grant Guidelines ----- Page 4

Application Instructions ----- Page 5

Application Form ----- Page 6-12

For questions or concerns regarding the Legacy for Tomorrow/WNYTAI grant please contact:

**Kara Tucina Olidge, Project Consultant
856-7520 ext. 10
kara.olidge@artscouncilbuffalo.org.**

ACBEC'S Legacy for Tomorrow/WNYTAI

Program Purpose

Legacy for Tomorrow/ The Western New York Technical Assistance Initiative (WNYTAI) is designed to encourage organizational capacity through strengthening infrastructures and methods that improve program delivery and services for arts & cultural organizations of color.

The project was created in response to the need for such a program, and the successful results of the Northwestern Technical Assistance Initiative (NTAI) pilot launched by the New York State Council on the Arts Special Arts Services Program in June 2000 as part of its Technical Assistance Program. The pilot ended in 2002, but the original goal of the program to provide arts and cultural organizations of color or working within communities of color with the necessary information and tools to sustain and expand their programmatic missions continues with *Legacy for Tomorrow/WNYTAI*. Our intended outcome is that arts and cultural organizations of color or working within communities of color 1) develop a greater understanding of technical assistance/organizational development and 2) help organizations identify and address critical areas of administrative issues.

Funding is available for small to mid-sized cultural organizations (operating budgets of **\$450,000 or less**) to pay a professional consultant to provide technical assistance aimed at strengthening the management capacity of small and emerging arts and cultural organizations working within communities of color in underserved communities in Western New York. Funding will be awarded to organizations' on a competitive basis

Grant Category Descriptions

Planning and Assessment

Planning grants are intended to allow arts & cultural organizations prepare for technical assistance projects that intend to strengthen its management and/or develop a stronger presence in the communities it serves. Applicants can apply for a grant up to **\$4000** in this category.

Project Implementation

The Project Implementation category supports activities that arts and cultural organizations see as critical to the stability of the organization. Your organization must provide proof of planning and assessment activities to apply in this category. Applicants can apply for a grant up to **\$4000** in this category.

ACBEC's Legacy for Tomorrow/WNYTAI Grant Guidelines

General Guidelines: Eligibility Requirements

The Arts Council in Buffalo & Erie County is seeking arts & cultural organizations of color in **Erie, Niagara, Chautauqua, Cattaraugus, Monroe, Allegany and Wayne County** to participate in this initiative. We are using the following criteria when selecting organizations *for Legacy for Tomorrow/WNYTAI*:

1. Small and emerging not-for-profit arts and cultural organizations of color serving primarily communities and audiences of color with annual operating budgets of \$450,000 or less.
2. Organizations that have 501(c) 3 status OR NYS Charities Registration OR have a 501(c) 3 pass-through agency relationship that can be documented.
3. DEC or County funded
4. Evidence of high quality programs and support from their respective communities or target audience.
5. Organizations that can document an organizational history and programming for at least two years.
6. Demonstration of fiscal management and internal controls.
7. Organizations that have at least part-time staff or volunteers committed to the advancement and stabilization of the entity.
8. Groups that have a Board of Directors, or access to an advisory committee that oversees policy and fiduciary responsibilities.

Funding is NOT available for the following reasons

1. Applicants **NOT** in compliance with the aforementioned eligibility requirements.
2. Applicants that are State or municipal agencies.
3. Individuals, or the operating expenses of personally owned facilities (i.e., homes, private studios, etc.).
4. **Schools (public or private) or any degree-granting institutions PRIMARILY devoted to education and requesting funds for purposes, which are not public performance type services related to arts and culture.**
5. **Organizations requesting funds for the same programs and services from the County of Erie, Niagara, Chautauqua, Cattaraugus, Monroe, Allegany or Wayne County.**
6. Capital expenditures (i.e., mortgage payments, property purchase, building construction, and renovation of facility or purchase of permanent equipment).
7. Programs that are essentially social, recreational or rehabilitative in nature.
8. Entertainment costs (i.e., theatre parties, museum openings, receptions and fund-raising benefits).

ACBEC's Legacy for Tomorrow/WNYTAI Grant Guidelines

Application Instructions

1. All applicants must attend **one mandatory** application seminar.
2. All applicants must complete the *organizational information* section in the application, the appropriate *project information* page(s) where support is requested, and the necessary budget information.
3. Applicants can only apply in **one** category.
4. Answers must be restricted to the space allocated on the application form. Do not exceed more than two additional 8½" x 11 page attachment.
5. Font size is limited to **12-pt. Type**.
6. Use the following application checklist to ensure that you have provided all necessary information and attachments to your application (please submit the **original** and **5** copies of the entire application by the deadline on: **Monday, September 8, 2004**.
 - ___ Complete Organization Information
 - ___ Complete Project Information
 - ___ Actuals for your most recently completed fiscal year (actual), current year budget, year to date as of August 1, 2003 (actual), projected budget, and project budget
 - ___ Applicant's organization program & activities list for the last completed Fiscal Year (FY) and proposed FY
 - ___ Proof of not-for-profit status
 - ___ Biographies and/or resumes of artists, consultants, and program directors (where applicable)
 - ___ Support material directly related to the project (where applicable)

Legacy for Tomorrow/WNY Technical Assistance Initiative

APPLICATION FORM

Applicant Organization

Organization's Legal Name

Mailing Address

City State Zip + 4

Contact Person Title

Contact Daytime Phone # Fax # e-mail Address

Board Chair/President Phone

Mailing Address Board Chair/President

City State Zip + 4

Congressional Dist. #: _____ NYS Senate Dist. #: _____ NYS Assemb. Dist. #: _____

(Contact the Board of Elections or the League of Women Voters regarding current district information)

Fiscal Year Ends: _____ Incorporation Date or Date Formed: _____

Applicant Non-Profit Status (check all that apply):

- 1. Acceptance of non-profit status by the US Treasury Department Section 501 (c) 3 US Internal Revenue Code
- 2. Acceptance by the Board of Regents of the State of New York of filing under not-for-profit Section 216 of the Education Law
- 3. Acceptance by the New York State Department of State for filing under the Registration of Charitable Organizations Section 172 of the Executive Law

ACBEC's Legacy for Tomorrow/WNY Technical Assistance Initiative

Applicant Organization's Legal Name: _____

Applicant Organizational Information

6. Describe your organization's physical facilities and real estate (i.e. owned, rented, donated, shared, etc.). When does your lease expire? any relocations, expansions, renovations, major improvements, any planned improvements, etc.

7. What are your organization's technical assistance needs?
Please check off your organization's top three choices:

- | | |
|---|--|
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Audience Development |
| <input type="checkbox"/> Board Development & Training | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Public/Community Relations | <input type="checkbox"/> Staff Development & Training |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Budgeting/Financial Management | <input type="checkbox"/> Developing & Maintaining Volunteer Programs |
| <input type="checkbox"/> Marketing | |

ACBEC's Legacy for Tomorrow/WNY Technical Assistance Initiative

Applicant Organization's Legal Name: _____

Applicant Project Information

Please check off the category that you are requesting support from:

Planning and Assessment

Project Implementation

Total **project** expense is: _____

Total **request** amount is: _____

Directions: Please use no more than two (2) 8.5" x 11" pages to answer the following questions:

A: APPLICANT PROJECT DESCRIPTION

1. Please provide a description of your FY2005 TA Consultancy Project?
2. What are the immediate goals and anticipated outcomes of the project?
3. How will your organization evaluate the results of the project? What evaluation criteria will be used?
4. How will your organization be strengthened as a result of this project? What are some of the long-term benefits for your organization beyond the duration of this project?
5. List the names of staff and board or advisory members who will be directly involved in the proposed project.
6. Briefly describe the TA consultant's role, including a work plan for the proposed project. Please name the consultant(s) who will work with your organization and attach resume(s) and two(2) letters of reference.

ACBEC's Legacy for Tomorrow/WNY Technical Assistance Initiative

Applicant Organization's Legal Name: _____

Org. FY: _____

Applicant Project Budget

Please indicate which category your organization is applying in: Planning and Assessment Project Implementation

<i>Last Completed Fiscal Year (Actuals)</i>	<i>Current FY</i>	<i>INCOME:</i>	<i>Projected Budget</i>	<i>Project Budget</i>
		Earned Income		
		Membership		
		Admissions		
		Fundraising		
		Other		
		Total Earned Income		
		Unearned Income		
		State		
		County		
		Municipal		
		Other		
		Total Unearned Support		
		Total Cash Income (Earned, unearned + government)		
		EXPENSES:		
		Administrative Salaries		
		Artistic Salaries		
		Personnel-Technical/Production		
		Outside Artistic Fees and Services		
		Outside Other Fees and Services		
		Space Rental		
		Travel		
		Marketing/Advertising		
		Remaining Operating Expenses		
		Fundraising Expense		
		Total Cash Expenses		
		Deficit		
		In-Kind Good & Services [<i>not to exceed 25% of match in project budget</i>]		
		Legacy for Tomorrow/WNYTAI Grant Amount Requested		

ACBEC's Legacy for Tomorrow/WNY Technical Assistance Initiative

Participation Commitment

- Our organization will identify one staff person and one board member who understand that they are required to attend:
 - One (1) half-day participant orientation workshop to be held in Buffalo on October 15, 2004.
 - One (1) final regional evaluative workshop for all participants to be held in Buffalo in August (TBA).

- Our organization will release staff from daily responsibilities and assist volunteers who partner with us to participate in the aforementioned activities.

The project is termed for seven months, from October 15, 2004 to June 15, 2005. **There can be no exceptions to this time frame.** Final reports are due no later than thirty days after the project is completed or no later than July 30, 2005. Provide a brief outline of the project timetable listing the key or critical benchmarks in chronological order.

- Our organization agrees to complete and submit a final report by July 30, 2005.

Travel Subsidy

Travel subsidies will be available to participants who must travel more than thirty miles to the seminar/workshop sites. Note: travel subsidies are limited and not every individual will receive a travel subsidy.

Will you need a travel subsidy to attend the Orientation and Evaluative meeting in Buffalo?

- Yes No

ACBEC's Legacy for Tomorrow/WNY Technical Assistance Initiative

Applicant Organization's Legal Name: _____

Applicant Certification & Release

The undersigned certifies that s/he (1) is a principal officer of the applicant with authority to obligate it; (2) has knowledge of the information presented herein; (3) has read the guidelines of the Arts Council in Buffalo & Erie County, herein by reference, and that this applicant complies with, and is made subject to said guidelines; (4) on behalf of the applicant, releases the Arts Council in Buffalo & Erie County, its employees, and its agents with respect to damages to property or materials in connection herewith.

Organization Director _____

Title: _____

Signature: _____ Date: _____

Board President/Advisory Committee Member: _____

Title: _____

Signature: _____ Date: _____

**To make a reservation, please contact:
Kara Tucina Olidge, Project Consultant
(716) 856-7520
kara.olidge @artscouncilbuffalo.com**

**The Application Deadline is:
Postmarked by or hand-delivered by 5 pm on Monday, September 8, 2004
Fax or email applications will not be accepted.**