

# 2009 Arts & Cultural Council for Greater Rochester Capacity Building Grant Program

A program of the Arts & Cultural Council for Greater Rochester, Inc. made possible with funds from Rochester Area Community Foundation for Nonprofit Cultural Organizations in Genesee, Livingston, Monroe, Ontario, Orleans, and Wayne Counties  
**COMPLETE GUIDELINES AND APPLICATION FOR 2009**

A large print version of this document is available upon request.

**Grants Due by 5 p.m. Thursday, November 6, 2008**

If there are any accommodations that the Arts & Cultural Council can provide to facilitate your participation in the Capacity Building Grant Program, please call (585)473-4000, ext. 202.

## ● What is Capacity Building Program?

**ACCGR CAPACITY BUILDING GRANT PROGRAM** is a competitive grant program that provides financial and technical assistance to nonprofit arts and cultural organizations in Genesee, Livingston, Monroe, Ontario, Orleans and Wayne Counties with budgets under **\$600,000**. Grants are for projects that improve management, develop audiences, strengthen fundraising, and/or achieve operating efficiencies through shared resources. Priority is given to direct providers of artistic services. The grants are awarded for specific projects occurring between January 1, 2008 and December 31, 2009.

The Arts & Cultural Council for Greater Rochester (ACCGR) administers the Capacity Building program with funds provided by Rochester Area Community Foundation (RACF).

*Priority is given to proposals submitted by organizations that produce art as their primary mission.*

## ● Are there information meetings that I must attend that will explain the ACCGR Capacity Building program?

**YES, you must either attend an Application Seminar to discuss this program and your proposed application.** Application Seminars are held at a minimum of eight locations across the region. These seminars provide an understanding of the ACCGR Capacity Building Program Guidelines and the mechanics of the application form. **Attendance at a seminar is mandatory for all applicants. No exceptions will be made!**

## **-RESERVATIONS ARE REQUIRED-** Space at some locations is limited

Please call (585)473-4000, ex 202, or email [mfutter@artsrochester.org](mailto:mfutter@artsrochester.org) to reserve a space at a seminar listed below or to schedule a meeting to discuss your project.

If your organization would like to host an ACCGR Grant Application Seminar, please contact us to discuss arrangements.

## **Arts & Cultural Council Capacity Building Application Seminars:**

(On average, seminars are 1.5 hours length)

- **Tuesday, August 26, 2008, 3:30 p.m.**  
**Arts & Cultural Council Offices**  
277 N. Goodman Street, Rochester, 14607  
(585)473-4000, ext. 202  
**ABBREVIATED SESSION**  
**FOR THOSE THAT APPLIED IN 2006 or 2007 ONLY!**
- **Thursday, August 28, 2008, 2:30 p.m.**  
**Henrietta Public Library**  
455 Calkins Road, Henrietta, 14476  
(585)359-7092
- **Wednesday, September 3, 2008, 2:00 p.m.**  
**Seymour Public Library**  
161 East Avenue, Brockport, 14420  
(585)637-1050
- **Monday, September 8, 2008, 3:00 p.m.**  
**Maplewood Community Library**  
1111 Dewey Avenue, 14613  
(585)428-8220
- **Monday, September 15, 2008, 4:00 p.m.**  
**Arts & Cultural Council Offices**  
277 N. Goodman Street, Rochester, 14607  
(585) 473-4000, ext. 202  
**ABBREVIATED SESSION FOR THOSE THAT APPLIED IN  
2006 or 2007 ONLY!**

- **Tuesday, September 16, 2008, 5:30 p.m.**  
**Arts & Cultural Council Offices**  
277 N. Goodman Street, Rochester, 14607  
(585)473-4000, ext. 202
- **Thursday, September 18, 2008, 12:30 p.m.**  
**Arts & Cultural Council Offices**  
277 N. Goodman Street, Rochester, 14607  
(585)473-4000, ext. 202
- **Tuesday, September 23, 2008, 6:00 p.m.**  
**Arnett Branch Library**  
310 Arnett Blvd., Rochester, 14619  
(585) 428-8214
- **Wednesday, September 24, 2008, 10:00 a.m.**  
**Arts & Cultural Council Offices**  
277 N. Goodman Street, Rochester, 14607  
(585)473-4000, ext. 202

*Please call (585) 473-4000, ext. 202 to register.*

### ● **When is the Application Deadline?**

Applications must be received – *not postmarked* – in the Arts & Cultural Council office not later than **5 PM on Thursday, November 6, 2008**. Early submissions are encouraged. *Applications received after the deadline will not be considered.* Applications **WILL NOT** be accepted late, incomplete, faxed, emailed, or on disc.

*Mail or hand deliver materials to:*

**Arts & Cultural Council for Greater Rochester**  
**Attention: Michael Futter, Director of Development and Grant Programs**  
**277 N. Goodman Street**  
**Rochester, NY 14607**

### ● **Is there a maximum funding support?**

**YES.** Maximum funding support to any one organization cannot exceed \$5,000 and typically ranges from \$500 to \$4,500.

### ● **Is there a minimum funding support?**

**YES.** ACCGR Capacity Building grants are not made below \$500.

### ● **If my organization received a Capacity Building Grant in the past, may I still apply?**

**YES.** If you have received funding in the past, you are eligible to apply again, provided it is for a new project that will build capacity. Your organization should also be in good standing with regard to previous Arts & Cultural Council grant agreements.

### ● **Who is eligible to apply?\***

- Nonprofit 501(c)(3) organizations whose primary focus is artistic or cultural for a capacity building activity that takes place between January 1 and December 31, 2009
- Cultural organization must be based in Genesee, Livingston, Monroe, Ontario, Orleans, or Wayne County
- Annual budget under \$600,000
- Priority given to direct providers of cultural services

**\*Groups that are fiscally sponsored by the Arts & Cultural Council for Greater Rochester may not apply.**

**Additionally, your organization MUST fulfill all of the following conditions:**

- Have a Board of Directors or governing body that meets to determine and review policy
- Conduct all activities using non-discriminating practices of any kind (race, color, national origin, sex, or disability) relating to programming, administration, and board participation
- Note: Financial need is not a requirement of funding

### **How does my organization demonstrate nonprofit status?**

Your organization must have the following document that applies to your organization:

- IRS Tax Exempt Letter 501 (c)(3)

The address on the document **MUST BE FROM WITHIN ELIGIBLE COUNTIES--NO EXCEPTIONS.**

**NOTE:** A New York State Tax Exemption Certificate from the Department of Taxation and Finance is **NOT** considered proof of nonprofit status and should not be submitted.

### ● **What types of organizations are ineligible to apply?**

**The following are NOT eligible to apply:**

- An organization that does not attend an ACCGR Application Seminar
- Previously funded organizations who have failed to provide interim and/or final reports or have failed to comply with previous contracts

- Organizations that are not located in Genesee, Livingston, Monroe, Ontario, Orleans or Wayne County
- Organizations for which ACCGR serves as fiscal sponsor

### ● What types of activities are not eligible for support?

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- Programs taking place outside of Genesee, Livingston, Monroe, Ontario, Orleans or Wayne County
- Administrative costs unrelated to the proposed project
- Budget requests that are greater than an applicant's project expenses minus the total project income
- Entertainment costs such as theater parties, gallery/museum openings, receptions, and fund raisers
- Activities and programs which cannot be completed between January 1 and December 31, 2009
- Requests that are less than \$500, or exceeding \$5,000
- Operating expenses of privately owned facilities (i.e. homes and studios)
- Programs in which the primary benefit is the financial gain by an individual
- Acquisitions of works of art

### FURTHER, applications will **NOT** be accepted if the:

- Applicant has not attended an application seminar or met with ACCGR staff to discuss their project
- Applicant submits an application using the form from prior cycles - applicants **MUST** submit their requests on the 2009 application form included with these guidelines
- Applicant does not adhere to ACCGR Capacity Building guidelines and policies
- Applicant did not follow reporting guidelines for previous Capacity Building Grants
- Applicant does not include the requested supplemental materials with the application
- If the application arrives after the **Thursday, November 6, 2008 at 5:00 PM** deadline – **NO EXCEPTIONS!**

### ● How are grants determined?

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All applications are reviewed for eligibility, completeness, and accuracy by Arts & Cultural Council staff. As part of the evaluation process, Arts & Cultural Council Staff may contact you by telephone or e-mail to clarify certain information.

A peer panel of arts administrators and community leaders evaluates each application and recommends a level of funding based on the evaluation criteria and the funding priorities.

Upon request, panelists will be furnished with final and interim reports as well as audit information and correspondence when considering organizations/ individuals who have been funded in prior years.

Suggestions and comments regarding applicants by previous panel deliberations are also available to the panel.

The panel's recommendations are reviewed by the Arts & Cultural Council Board of Directors, which has the final authority for all decisions.

### ● What are the evaluative criteria that the Panel will use?

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- Quality of proposed project
- Board involvement
- Community benefit
- Organizational history, stability, and fiscal competence
- Funding is based on quality and feasibility of proposed project, not financial need

### ● Is technical assistance available?

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**YES**, technical assistance is provided at the Application Seminars. In addition ACCGR staff can work with you individually to develop and fine-tune your request.

ACCGR staff can review and comment on draft applications if the draft is received no later than Thursday, October 30, 2008. This is optional and it should not be viewed as a commitment for either the applicant or ACCGR staff.

### ● How will I know if my project is funded?

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The Arts & Cultural Council notifies all applicants by mail regarding the status of their applications after Board approval. This usually occurs by the end of December.

Grant checks totaling half the grant amount (paid in full if grant is for less than \$1,000) are issued at an Awards Ceremony to be held in early 2009. Checks are issued only after a review of panel recommendations with the ACCGR staff and receipt of the signed contract and all other requested information. Final payment is issued after receipt of a final report. Interim reports may be required on a case by case basis.

## ● If I receive an Arts & Cultural Council Capacity Building Grant, what will my responsibilities include?

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### If you receive a grant you will be required to:

- Sign and adhere to the terms of a project contract
- Credit ACCGR and the Rochester Area Community Foundation for funding on all relevant materials according to language used in the project contract as well as including both logos on all printed material relative to your funded project
- Attend the Awards Ceremony, Date: TBD, 2009
- File a revised budget, if required
- File a final report. Final reports should be submitted within 30 days of project completion, and no later than January 31, 2010. The Arts Council may request grantees file an interim report.
- **The Arts & Cultural Council must approve any changes to your project including dates, times, and places where events are to be held**

## ● Is there an Appeals Process?

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There is no appeals process for the ACCGR Capacity Building Grant Program.

## ● How do I get another copy of the ACCGR Capacity Building Grant Application Form?

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Additional copies may be downloaded in PDF format online at the ACCGR website [www.artsrochester.org](http://www.artsrochester.org). The Application PDF format will enable you to type directly onto the application and then print it out.

**The budget form is available for download in Microsoft Excel Spreadsheet format. Please review the “Instructions for Completing the CAPACITY BUILDING Budget Form” document for more information.**

You may call the ACCGR staff at (585)473-4000, ext. 202 and request one to be mailed or e-mailed to you. **Please remember that completed applications will not be accepted from organizations that have not attended an Application Seminar, and that all applications must be typed or computer generated. Handwritten applications will not be accepted.**

## ● How do I fill out the Application Form?

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Typed or computer printed applications are required. Hand written applications are not competitive.

To obtain a computer version of this application form for your personal computer, simply download the MS Word document online at the ACCGR website

[www.artsrochester.org](http://www.artsrochester.org). You may also request that ACCGR staff mail you a version by calling (585)473-4000.

Use the form provided with these guidelines. Fill in all the blanks. Do not use a font type smaller than 12 pt.

**BACKGROUND** - Complete the basic information requested about the nonprofit organization. **Do not leave any blanks.**

**PROJECT CONTACT INFORMATION** - Provide the basic information requested about the Project Manager and 2nd Contact information as well. Remember to include all resumes.

**CERTIFICATION** - Have the person **legally authorized** by the nonprofit organization sign the application. This may differ between organizations (Executive Director, Board President, etc.).

**PROJECT NARRATIVE** - Complete this section carefully. It is a crucial element of the application form. **Do not make assumptions about what you are asking the panel to understand - tell them.** Provide the information requested. It is important that the Panel understand who will make your project happen as well as all the steps. Presenting this information clearly and concisely demonstrates the ability of your organization to successfully complete the program. Use concrete examples of how you will measure the success of your project. Explain how you will publicize and promote your program. Describe your plans to generate matching income. Don't generalize.

**SUPPLEMENTAL MATERIALS** - Refer the list of requested materials. Provide a complete set of materials for every copy of your proposal.

**PROJECT BUDGET - DOWNLOAD THE “CAPACITY BUILDING BUDGET FORM - 2009” and “INSTRUCTIONS FOR COMPLETING THE CAPACITY BUILDING BUDGET FORM” from our website ([www.artsrochester.org](http://www.artsrochester.org)).** Hard copies available upon request.

**Project Income** (Column A) is for all the ways that your organization will generate TRUE and REAL CASH (not in-kind) for the proposed project. Provide examples of how you are generating this income (i.e. 200 tickets x \$5, or silent auction proceeds, etc.).

**Contributed Income** - If you are receiving \$500 or more in funds from grants or donations from any single organization/source, you must provide a letter of financial commitment (attachment E). **Do NOT show your ACCGR CAPACITY BUILDING request anywhere under project income.**

**Project Expenses** - are broken down into 2 columns: what you are asking ACCGR Capacity Building to pay for (Column B) and what your total expenses are

(Column C). **Note:** The total of column A must equal the total of column C.

**IN-KIND** - List all the non-cash items and services in this section. **Give an explanation** of each contribution and value as it relates to your proposed project. Provide a total figure. **Do not include in-kind in the income portion of your budget. The budget form will inform you if your budget does/does not balance.**

● **Do I have to submit any other materials with my completed Application Form?**

**YES**, you are required to submit one (1) typed, signed and completed application form **marked as original**. Your original will also include a copy of all required attachments (**see checklist**).

**Additionally**, you will submit ten (9), typed and collated copies of your application form and **all** attachments. The following Checklist was created for you to use as a guide to insure that all the materials are properly submitted with the Grant Application.

● **ACCGR CAPACITY BUILDING CHECKLIST:**

*Remember to put your organization's name on each page of your application. Label all attachments with your organization's name, address, and phone number. Incomplete or late applications will not be accepted.*

**Complete Application Package Consists of:**

- 1 original signed Application Form**  
(pages 1-8 and all attachments)
- 9 photocopies of Application Form**  
(pages 1-8 and Attachments B, C,D,E,F,G only)

**Attachments:**

- A Proof of Organization's Non Profit Status**  
(see eligibility section of guidelines)
- B Current Board of Director's List**  
(Names, addresses, and phone numbers)
- C Previous Year Budget Summary**  
(Most recent completed fiscal year, audit statement from accountant; signed treasurer's report. Highly Recommended: Statement of Cash Flows; Income Statement; and Balance Statement. IRS form 900 will not be accepted.)
- D Current Budget**  
(Current financial year not yet completed)
- E Resumes**  
(Project Managers, Technical Positions)
- F Support Documentation**  
(Provide copies of letters of commitment or contracts from contractors, other organizations, or agencies that are necessary for a successful project)

- G Fliers or Marketing Samples-Optional**  
(Choose **2** examples of posters, brochures, press clippings, programs etc.)

**ALL GRANT APPLICATIONS MUST BE RECEIVED BY the Arts & Cultural Council BY 5 PM on November 6, 2008**

**Please call the ACCGR DEC Staff at (585) 473-4000, ext. 202 with any questions regarding the ACCGR Capacity Building Grant Program.**

In an effort to represent the needs of constituents, the Arts & Cultural Council is continually seeking individuals to serve as panelists for the ACCGR Capacity Building Grant Program. Please submit the names and contact information for all residents interested in being a panelist to the Arts & Cultural Council, (585) 473-4000, ext. 202.