

# 2012 Arts & Cultural Council for Greater Rochester Capacity Building Grant Program

A program of the Arts & Cultural Council for Greater Rochester, made possible with funds from Rochester Area Community Foundation for Nonprofit Cultural Organizations in Genesee, Livingston, Monroe, Ontario, Orleans, and Wayne Counties

## COMPLETE GUIDELINES FOR 2011

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

Grants due by 5 p.m. Thursday, November 3, 2011

If there are any accommodations that the Arts & Cultural Council can provide to facilitate your participation in the Capacity Building Grant Program, please call Jennifer Hale at (585) 473-4000, ext. 208.

● **The Capacity Building Grant** 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 at or below **\$800,000**.

Grants are intended for projects that improve management, develop audiences, strengthen fundraising, and/or achieve operating efficiencies through shared resources. The grants are awarded for specific projects occurring between January 1, 2012 and December 31, 2012.

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

● **The application deadline is Thursday, November 3, 2011 by 5PM.** Applications must be submitting in hardcopy. Any application that is incomplete or received after the deadline will not be considered or accepted. Early submissions are encouraged.

*Mail or hand-deliver materials to:*

**Arts & Cultural Council for Greater Rochester  
Attention: Jennifer Hale  
277 N. Goodman Street  
Rochester, NY 14607**

● **Funding requests must be between \$500 and \$5,000.**

● **Past funding does not guarantee continued support.** Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria.

### ● **Basic eligibility requirements:**

- Cultural organization must be based in Genesee, Livingston, Monroe, Ontario, Orleans, or Wayne County
- Organizations with annual budgets at or below \$800,000
- 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, 2012

Nonprofit status may be demonstrated with an IRS Tax Exempt Letter 501 (c)(3)

### ● **Activities not eligible for support**

- Programs taking place outside of Genesee, Livingston, Monroe, Ontario, Orleans or Wayne Counties
- Ongoing operating or administrative expenses, including staffing and recurring expenses, such as supplies, mailing costs, web hosting, etc.
- Costs unrelated to the proposed project
- Entertainment costs such as parties, openings, receptions, and fundraisers
- Activities and programs which cannot be completed between January 1 and December 31, 2012

● **Grants are made through** a highly competitive grant review process. A panel of artists, arts administrators, and community leaders evaluates each application and recommends to the Arts & Cultural Council Board of Directors a level of funding based on the evaluation criteria, the funding priorities, and the amount of funding available.

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● The panel will make funding recommendations based primarily on the following criteria:

- Degree to which proposed project has potential to increase organizational capacity
- Project feasibility, including clarity and qualifications of project team (staff, board, consultants, etc.)
- Overall quality of proposed project
- Applicant's history of sound fiscal and organizational management
- Funding is based on quality and feasibility of proposed project, not financial need

● **Notification of funding usually occurs by the end of December.** This grant program is offered contingent on the Arts & Cultural Council for Greater Rochester's receipt of funding. The Arts & Cultural Council reserves the right to cancel grant programs at any time.

● **Technical assistance** is provided at application seminars. In addition, staff can work with you individually to answer questions and provide general guidance related to your request.

● **Application information meetings** provide an understanding of the Guidelines and the mechanics of the application form. Attendance at a seminar is not required but is strongly recommended for all applicants.

Call Jennifer Hale at (585) 473-4000, extension 208, or email [jhale@artsrochester.org](mailto:jhale@artsrochester.org) to register for one of the following seminars.

**Friday, September 23, 2011, 3:00 p.m.**

**Monday, September 26, 2011, 12:00 p.m.**

**Tuesday, October 4, 2011, 4:00 p.m.**

**Friday, October 7, 2011, 11:00 a.m.**

All seminars located at 277 N. Goodman Street, Rochester, NY 14607

## ● CAPACITY BUILDING CHECKLIST:

### Complete Application Package Consists of:

- 1 original signed Application Form** (and all attachments)
- 9 photocopies of Application Form** (and all attachments)

### Attachments: (10 collated copies of all attachments)

- A 501c3 Letter indicating non-Profit Status**
- B List of Board of Directors** (w/affiliations)
- 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 of key persons**
- F Support Documentation** (Copies of letters of commitment, contracts, or price quotes necessary for the project)
- G Marketing Samples-Optional** (limit 2)

Please call Jennifer Hale, Director of Development and Grant Programs at (585) 473-4000, ext. 208 with any questions regarding the Capacity Building Grant Program.