

Greene County Legislature



Greene County Cultural Fund

2024 Application Guidelines

Funding is provided by Greene County Legislature
For Greene County Arts & Cultural Organizations **Only**

Application Deadline: January 15, 2024

Any applicant/organization which receives a Greene County Cultural Fund Grant agrees to defend, indemnify, and hold Greene County, its employees, officers, and agents, harmless from any liability arising from the organization's actions and/or omissions related to the organization's project and/or event.

Special Notes:

- The Greene County Legislature should not be seen as a long-term funding source.
- Submitting an application does not guarantee selection. Getting funded one year does not guarantee funding another year.
- Review or approval of any application is not based on gender, race, religion, nationality, or any other protected class.
- If selected, your organization shall sign an Agreement with Greene County.

History:

Greene County Legislature has allocated funds to major arts and cultural organizations within Greene County and has taken an active role in the delivery of arts programs and services. Greene County continues to have a positive impact on the state of the artistic and cultural quality of life in Greene County.

Purpose:

The purpose of this program is to provide general operating or programmatic support to major Greene County organizations that offer quality professional services and programs of benefit to the residents of Greene County. This funding is intended to promote the development, growth, and viability of major cultural organizations.

Please note: Organizations receiving funds from state and federal agencies, including the New York State Council on the Arts, should apply to this fund. Organizations applying through the NYSCA Decentralization Program **may not** apply to this program.

Who Can Apply:

- Organizations that have been resident in Greene County for at least two years.
- Organizations that provide regularly scheduled or full seasonal cultural programs and/or services in Greene County.
- Organizations that, generally, have annual operating budgets more than \$20,000 including in-kind contributed services and goods.

Please note: Previously funded organizations must have submitted a final report to be eligible for future funding. Any organization that has not submitted a final report will not be considered.

Application must include:

1. One of the following:
 - a. An IRS letter of tax-exempt status, 501(c)(3).
 - b. Receipt from the Department of State Office of Charities Registration, Section 172 of the Executive Law.
 - c. Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law.
 - d. Official authorization as an arm of local government such as submission of a letter on formal stationery signed by the appropriate county, city, town, or village executive.
 - e. Acceptance of Incorporation Section 402 of the Not-for-Profit Law.
2. An active Board of Directors or other volunteer group actively guiding the organization's policies.

3. Programming, administrative practice, and board membership that does not discriminate based on race, color, national origin, sex, or handicap. (See also 1991 Americans with Disabilities Act).
4. Demonstrated sound managerial and fiscal competence.
5. Cultural programs or services for which funds are being requested in Greene County.
6. Demonstrated need for funding.
7. Complete application with supporting materials.

Organizations may apply for funding for programs or projects taking place between January 1, 2024, and December 31, 2024. All applicants should notify Greene County of intent to apply prior to December 29, 2023.

The following is a list of required support materials:

1. List of Board of Directors and current staff (paid and volunteer)
2. Newspaper articles, brochures, flyers, reviews pertaining to programs sponsored by your organization
3. Proof of non-profit status
4. Brief resume/bio of principal administrator or artistic personnel
5. Artistic work samples with description
6. Itemized budget with in-kind contributions

Budget:

Your organization's total projected operating budget for the fiscal year you are applying for funding.

Total Budget must include:

- Income – Include any revenue, or projected revenue, which will be applied to the organization or project.
- Earned – Include income from admissions (ticket sales and subscriptions), memberships, contractual services (sales of services, performances, or productions), tuition, class, workshop fees, fundraising gross, advertising, sales, and concessions.
- Contributed – Include contributions from corporations and businesses, foundations, individual and private contributions, cash donations, federal (NEA) grants, state (NYSCA) grants, local government (county or municipal governments) grants, or other (such as interest).
- In-kind contributions – Include donated services, materials, or facilities (not to be included in the project budget). Identify donor source and estimated dollar value of donation.

- Expenses – Include all expenses relating to personnel (gross salaries, wages, benefits) of administrative and artistic staff, program directors, and other support staff (including technical or production employees).
- Outside Professional Fees/Services – Include payments to firms or persons who are not employees of the organization (artists and non-artist consultants and honoraria).
- Space Rental – Include office, rehearsal, theatre, gallery, etc.
- Travel – Include project related travel including toll charges, mileage allowance on personal vehicles, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, car rental costs, etc.
- Promotion/Marketing/Advertising – Do not include payments to individuals or firms which belong under “personnel” or “outside professional fees & services”. Include costs of newspaper, radio and television ads, printing and mailing of brochures, flyers, and posters. Itemize each category separately.
- Remaining Operating – Include all expenses not entered in other categories - electricity, telephone, non-promotional postage, office, and art supplies, sets and props, equipment rental, and insurance fees. Itemize each category separately.
- Your request may not exceed the difference between your project expenses less project income. Please specify which portion of your expenses you would like the Greene County Cultural Fund to fund.

Approval Process:

An independent review panel will approve applicants and determine the amount of funding to be awarded.

PLEASE NOTE: Greene County Legislators will not participate in the approval process.

Please email all correspondence to countyadministrator@greencountyny.gov

Or mail to: Greene County Administrator’s Office
411 Main Street, Suite 408
Catskill, New York 12414

Greene County Legislature



Greene County Cultural Fund 2024 Application

Application Deadline: January 15, 2024

Answer each question within the space provided.

Organization's Name: _____

Address: _____

Street

City

State

Zip Code

Organization's Website Address: _____

Organization's Email Address: _____

Organization's Phone Number: _____

Contact Person/Title: _____

Contact Person Email Address: _____

Contact Phone Number: _____

Describe the purpose and activities of your organization:

Has your organization applied for and/or received funding from NYSCA in FY 2022-2023?:

Has your organization received funds in past years from Greene County Cultural Fund or the former CIP program? If yes, please provide the most recent awards by year, amount granted, and program funded.

Please give a complete description of programs for which funds are being requested. While Greene County Cultural Fund support is general operating support in nature, public programs must result. Your request will be evaluated heavily based on this narrative. (Add pages if necessary.)

Who is served by your programs and how will they benefit?

If applicable, what other program/projects do you present exclusive of your request?

If Greene County artists are not being used, please explain why.

How will you evaluate the success of your program(s)?

What sources of funding (both in-kind and cash) will you have for your programs other than from the Greene County Cultural Fund?

Please describe how you will develop community outreach and support for the continuation of your programs if Greene County funding is not available?

What is the artistic discipline of the organization? _____

What is the nonprofit status of the applicant? _____

Please make sure to attach the following:

1. List of Board of Directors and current staff (paid and volunteer)
2. Newspaper articles or reviews of programs sponsored by your organization
3. Proof of non-profit status
4. Program schedule for the most recently completed or projected year
5. Brief resume/bio of principal administrator or artistic personnel
6. Artistic work samples with description
7. Itemized budget with in-kind contributions

Please email completed application with supporting documents to:

countyadministrator@greencountyny.gov

or

Applications can also be either dropped off or mailed to:

Greene County Administrator's Office
411 Main Street, Suite 408
Catskill, New York 12414

If you have any questions, feel free to call: (518) 719-3270

Application Deadline: January 15, 2024

Budget Information:

Organization's Total Budget: Enter figures for organization's total projected budget for the fiscal year in which the programs will take place.

Fiscal Year Ending: _____ Income: \$ _____ Expenses: \$ _____

Organization's Budget or Program Budget: If funds are requested only for specific programs, use figures for those programs. Itemize/describe all expenses and income on a separate sheet. Do not include in-kind contributions in cash budget. Itemize all in-kind contributions and list total dollar value in the space provided below. **(Refer to Budget Instructions for help.)**

2024 FISCAL YEAR			
INCOME	AMOUNT	EXPENSES	AMOUNT
Earned		Personnel	
Admissions		Administrative	
Memberships		Artistic	
Contractual Services		Other	
Tuition/Workshop Fees			
Fundraising Gross		Outside Professionals	
Advertising & Sales		Artistic	
Total Earned		Other	
Contributed		Space Rental	
Corp/Business Donations			
Foundations		Travel	
Individual Contributions			
Federal (Specify)		Promotion	
State (Specify)			
Local Government		Remaining Operating	
Other (Specify)			
Total Unearned			
TOTAL INCOME		TOTAL EXPENSES	
Amount Being Requested			
TOTAL EXPENSES			
SUBTRACT TOTAL INCOME			-
Amount Being Requested is TOTAL EXPENSES Minus TOTAL INCOME			

Please specify which portion of your expenses you would like to fund through the Greene County Cultural Fund (ie: Artist fees, marketing, promotion, etc.)

IN-KIND CONTRIBUTIONS: \$ _____