

BROOME COUNTY ARTS COUNCIL

**UNITED CULTURAL FUND
GENERAL OPERATING SUPPORT GRANT**

2021 ELIGIBILITY & PROCEDURE
GUIDELINES

SUBMISSION DEADLINE:
5:00 p.m. Monday, January 18, 2021
(This is a *receipt* deadline)

UCF General Operating Support Grants are a program of the Broome County Arts Council
95 Court Street Box 2, Binghamton, NY 13901
Phone: 607-723-4620
E-mail: rbrowne@broomearts.org
<https://broomearts.org/ucf-grant-information/>

**BROOME COUNTY ARTS COUNCIL (BCAC)
2021 UNITED CULTURAL FUND (UCF)**

SUBMISSION (RECEIPT) DEADLINE:

Online 5:00 p.m. Monday, January 18, 2021

Broome County Arts Council, 95 Court Street 1M, Binghamton, NY 13901

DATES/DEADLINES

- Application Consultations with BCAC Executive Director: December 21, 2020 – January 15, 2021, *by appointment only*.
- Application Receipt Deadline: January 18, 2021 (5pm)
- UCF Allocation Panel Convenes: February 2021
- BCAC Board Approval of UCF Allocation Panel's Recommendations: February BCAC Board Meeting
- Notification to Applicants: Late February 2021/Early March
- UCF Press Conference: Mid-March 2021
- First Quarterly Payment to UCF-GOS Recipients: Mid-March 2021 (upon BCAC receipt of signed contract)
- No application fee

ELIGIBILITY

UCF General Operating Support Grants are intended to support organizations that:

- Are located in Broome County and provide on-going, quality arts and cultural activities and public programs that benefit its residents.
- Are tax-exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code and any comparable provisions of state and local law.
- Have an annual operating budget of at least \$150,000 for 3 years prior to applying for UCF general operating support.
- Employ full-time staff, including an Executive Director or CEO authorized to implement policy, hire personnel, and manage day-to-day operations.
- Maintain an active Board of Directors/Trustees that meets regularly to determine and review policy and exercise effective financial, programmatic and administrative control.
- Conduct operations, including board membership, personnel policies and practices, and community programs and services without discrimination on the basis of race, religion, ethnicity, age, gender, sexual orientation, national origin, disability or marital status.
- Demonstrate sound business practice and financial management for no less than 3 years prior to applying for UCF general operating support.
- Demonstrate consistent community interest and support.
- Demonstrate success in raising additional revenue and securing grants from local, statewide and/or national funding sources.
- Demonstrate ability to complete new initiatives and collaborate effectively.
- Demonstrate ability to effectively market and promote services and programs.

REQUIREMENTS & RESTRICTIONS

- All NEW applicants for UCF general operating support must be invited to submit a proposal at the discretion of the BCAC Board of Directors. A consultation with BCAC's Executive Director and approval by the Board of Directors is required to determine whether an invitation will be issued.
- All CURRENT recipients of UCF general operating support are *required* to consult with BCAC's Executive Director BEFORE preparing an application for another round of funding and have submitted an interim report for 2021.
- Individual artists, community groups, and non-arts related non-profits are *not* eligible for UCF general operating support grants.
- Applicants for and recipients of UCF general operating support grants are *not* eligible for UCF project grants.

APPLICATION REVIEW PROCESS

PANEL REVIEW: Applications are reviewed by a UCF Allocation Panel convened by the BCAC Executive Director and approved by the BCAC Board of Directors. The panel is composed of members of the BCAC Board of Directors, community leaders, artists and/or arts professionals.

Panelists agree to subscribe to a Code of Ethics with regard to confidentiality and conflict-of-interest issues. Panelists affiliated in any way with applicant organizations must declare the conflict and are not permitted to participate in discussion or voting on that application.

BCAC staff members are present during panel meetings to objectively facilitate discussion. Staff is not permitted to vote, or to volunteer opinion. Staff will research or provide information not submitted with the application only by direct request from the panel.

APPLICATIONS ARE REVIEWED WITH REFERENCE TO THE FOLLOWING CRITERIA:

1. Enhances the quality of the arts and cultural activities and arts appreciation.
2. Promotes variety in the arts and cultural activities in Broome County.
3. Expands the public impact of the arts in Broome County.
4. Serves and/or benefits Broome County and its residents.
5. Enhances the accessibility of the arts and cultural activities to a broad and diverse audience.
6. Demonstrates sound financial management.
7. Encourages innovation in the arts and cultural activities that are beneficial to Broome County.
8. Encourage growth in the arts and cultural activities, consistent with financial responsibility and appropriate oversight.
9. Pursues and develops broad-based financial support aside from the UCF.

10. Cooperates and collaborates with other arts organizations and/or individual artists to offer new arts opportunities in the community, and/or to minimize duplication.

BOARD APPROVAL: The panel submits its funding recommendations to the BCAC Board of Directors for final approval. All applicants are notified in writing of funding decisions. Actual payments of grants are made upon satisfactory completion of the required forms, contracts and reports.

APPEALS: Upon receipt of notification of the status of their application, an applicant may appeal a funding decision if the applicant can cite specific, legitimate examples illustrating that:

1) submitted information was not presented to the panel, 2) BCAC staff misrepresented information during panel review, or 3) panel procedures were improperly followed. Decisions on appeals are final. The sole function of the appeal process is to ensure that applicants have been given a full and fair consideration by the review process. An appeal request will not be accepted solely on an applicant's disagreement with the dollar amount that was recommended or approved for funding; nor is new or additional information (i.e. information not submitted with the original application) accepted for consideration. Appeals must be submitted in writing to BCAC's Executive Director within 10 days of the date of the notification letter. The Executive Director will submit the written claim and all panel documentation to the BCAC Executive Committee, or to a three-member appeals panel appointed from the BCAC Board of Directors.

Minutes of the panel meetings are maintained as a matter of public record and refer only to general discussions, recommendations and questions raised during panel meetings, and do not specify opinions or questions raised by individual panelists. It is strongly recommended that applicants discuss the possibility of an appeal with the BCAC Executive Director prior to submission of the appeal.

GRANT PAYMENT, MONITORING & COMPLIANCE:

Grant contracts must be signed and returned to BCAC no later than 30 days after the date of issuance, unless otherwise agreed upon by BCAC before the due date passes, and only in extreme circumstances. Lack of signature and prompt return can be considered a nullification of the contract by the Allocations Panel and Board of BCAC.

In consideration of proper execution of the UCF GOS Grant Contract, grantees will be paid four quarterly payments in 2021. If changes occur within the organization that have any influence on the application submitted and contract agreement, recipients are *required* to notify the arts council, in writing, to evaluate compliance with the terms of the grant.

RECOGNITION OF SUPPORT: Recipients are required to credit the Broome County Arts Council and the United Cultural Fund as sources of funding. *Failure to credit the Broome County Arts Council and the United Cultural Fund may jeopardize future funding.* In any program or printed material, advertising, publications, websites, film, videotape exhibition, event signage, marquees or other visual or electronic materials recipients shall prominently credit the Broome County Arts Council for its funding with the BCAC logo and the statement: "General Operating Support is provided by a grant from the Broome County Arts Council's United Cultural Fund." Any public announcement at a performance should include this recognition of the UCF. In addition, the organization agrees to display UCF Donor lobby cards and/or banners, when supplied by BCAC, at its public programs and performances.

AUDITING: Organizations who receive funding are requested to allocate two complimentary admissions (tickets, passes, etc.) for the Broome County Arts Council to permit an auditor to attend as an audience member. During such attendance, auditors frequently obtain information that may be used in subsequent grant applications.

For more information, contact:

Broome County Arts Council, 95 Court Street 1M, Binghamton, NY 13901
P: (607) 723-4620 E: rbrowne@broomearts.org website: www.broomearts.org