

**BROOME COUNTY ARTS COUNCIL**

**UNITED CULTURAL FUND  
GENERAL OPERATING SUPPORT GRANT  
PROGRAM**

**2012 GUIDELINES & APPLICATION**

**SUBMISSION DEADLINE:  
5:00 p.m. Tuesday, January 17, 2012**

The UCF Grant Program  
is sponsored and administered by the

**Broome County Arts Council**  
81 State St, Ste 501  
Binghamton, NY 13901  
607-723-4620 Ext. 100  
[information@bcartscouncil.com](mailto:information@bcartscouncil.com)  
[www.bcartscouncil.com](http://www.bcartscouncil.com)

**BROOME COUNTY ARTS COUNCIL  
2012 UNITED CULTURAL FUND (UCF)  
GENERAL OPERATING SUPPORT GRANT APPLICATION**

**SUBMISSION (RECEIPT) DEADLINE: 5:00 p.m. Tuesday, January 17, 2012  
Broome County Arts Council, 81 State St, Suite 501, Binghamton, NY 13901**

**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 services 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.

**RESTRICTIONS**

- **NEW** applicants for UCF general operating support grants **MUST** consult with BCAC BEFORE submitting an application to ensure that the organization meets eligibility requirements for consideration.
- Individual artists are not eligible for UCF general operating support grants.
- Applicants and recipients of UCF general operating support grants are not eligible for UCF project grants.

**For more information, contact:**

Broome County Arts Council, 81 State St, Ste 501, Binghamton, NY 13901 ph: (607) 723-4620 Ext. 100  
e-mail: [information@bcartscouncil.com](mailto:information@bcartscouncil.com) website: [www.bcartscouncil.com](http://www.bcartscouncil.com)

**BROOME COUNTY ARTS COUNCIL**

81 State St, Ste 501, Binghamton, New York 13901

Phone (607) 723-4620 Ext. 100 Fax (607) 723-2232

[information@bcartscouncil.com](mailto:information@bcartscouncil.com) website: [www.bcartscouncil.com](http://www.bcartscouncil.com)

**2012 UNITED CULTURAL FUND  
GENERAL OPERATING SUPPORT GRANT APPLICATION  
COVER SHEET**

Applicant/Organization Legal Name

Mailing Address & Physical Address, if different from Mailing Address (PO Box/Street/City/Zip)

**GRANT REQUEST: \$ \_\_\_\_\_ PRIOR YEAR'S UCF GOS AWARD: \$ \_\_\_\_\_**

**Contact Person** Name/Title                      Contact Phone Day                      Evening

Mailing address of contact person if different from organization address.

E-mail    Fax #

Website \_\_\_\_\_

**FUNDING SUMMARY (Most recently completed fiscal year):**

Federal funding:      Source \_\_\_\_\_ Amount \_\_\_\_\_  
                                  Source \_\_\_\_\_ Amount \_\_\_\_\_  
                                  Source \_\_\_\_\_ Amount \_\_\_\_\_

**New York State Council on the Arts funding:**

Program \_\_\_\_\_ Amount \_\_\_\_\_  
Program \_\_\_\_\_ Amount \_\_\_\_\_  
Program \_\_\_\_\_ Amount \_\_\_\_\_

Additional State Funding:      Source \_\_\_\_\_ Amount \_\_\_\_\_  
  Source \_\_\_\_\_ Amount \_\_\_\_\_  
  Source \_\_\_\_\_ Amount \_\_\_\_\_



**GUIDELINES**  
**2012 UNITED CULTURAL FUND GENERAL OPERATING SUPPORT GRANT**  
**APPLICATION**

- Type the narrative, 11-point font minimum.
- Answer **all** questions in the order listed.
- Use the headings, subheading and numbers provided.
- Do not exceed a total of four single-spaced typed pages.
- Place the name of your organization at the top of each page.
- Provide supplemental material to support your application. Brochures, photographs, tapes, etc. Indicate items to be returned. Do not submit original artwork.
- Submit **eight (8) COMPLETE copies** of your application and supplemental materials.
- **ALL pages MUST be three-hole** punched to fit a standard three ring binder.
- Do not permanently bind copies together. Copies may be clipped together and separated by colored paper or removable dividers.

## **NARRATIVE**

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1. **APPLICANT ORGANIZATION AND MISSION.** Briefly describe history and development of your organization. Describe the purpose and activities of your organization.
2. **PROGRAM INFORMATION.** Please provide detailed information on the artistic and cultural programs provided by your organization, constituents served (students, artists, others) and community needs addressed. What percentage of your organization's programming dedicated to arts and culture? Describe your current marketing efforts.
3. **FINANCIAL INFORMATION.** Briefly describe your income and expenses related to your artistic and cultural programming. Provide information on any major expenses, changes or improvements in programming or facilities that have impacted your finances. This section of the narrative will provide clarification for each Budget Allocation Form submitted with your application. A Budget Allocation Form must be completed for each artistic or cultural program provided by your organization. If your organization is solely dedicated to providing artistic or cultural programming, only one Budget Allocation Form is necessary. Please also detail contingency plans developed by your organizations to cope with the current economy and the decline in charitable giving.
4. **GENERAL OPERATING SUPPORT REQUEST.** Please describe your plans for the current and upcoming years. Highlight new or expanded activities. Describe any recent significant changes or developments. Describe plans to increase earned income and other sources of support for your organization. Identify the most critical issues facing your organization.
5. **REQUIRED ATTACHMENTS:**
  - Completed Budget Allocation Form(s).
  - Completed Marketing/Economic Impact Form.
  - Copy of your most recent audited financial statement. (1 copy ONLY)
  - List of contributions by LOCAL foundations, corporations and governments for the current year and the prior fiscal year.
  - List of the principal administrative and artistic staff by title and current annual salary.
  - List of your current board members indicating professional affiliations.
  - Copy of your IRS tax exempt 501(c)3 determination letter (1 copy ONLY)
  - \$25 Application Fee. Waived for BCAC Members (Checks only, payable to "BCAC")

## **2012 United Cultural Fund General Operating Support Grant Application Marketing/Economic Impact Form**

1. Please list capital projects that your organization has executed in the past five years indicating what the project was, total dollars spent and amount of those funds spent in Broome County.
  
2. Break down your audience demographic into children, adults and seniors served. Indicate the numbers of local and visiting participants, if possible. Indicate where audience outside of Broome County is coming from.
  
3. Indicate the number of performances/events provided by your organization annually, the attendance at these events and the number of artists involved, indicating local and visiting artists employed.
  
4. Succinctly describe your arts in education programs with a basic description, grades and number of students served and artists in residence employed.
  
5. Provide the number of volunteers participating with your organization annually. Briefly describe particularly important contributions made or jobs performed by your volunteers. Estimate the number of volunteer hours per year.
  
6. Indicate the price range charged for your performances/events. Provide the number of free performances/events annually.
  
7. Of your organization's total operating budget, what percentage of those funds are spent in Broome County?
  
8. Additional comments: