

2017 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 arts and cultural organizations located in
Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, and Yates Counties

ABOUT THE PROGRAM

Through a competitive panel review process, the **Capacity Building Grant** funds nonprofit arts and cultural organizations located in **Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, and Yates Counties** with annual operating budgets at or below **\$500,000**.

Grants support projects that improve management, develop audiences, strengthen fundraising, and/or achieve operating efficiencies. The grants are awarded for specific projects occurring between **January 1, 2018, and December 31, 2018**. Funding requests must be at least **\$500** and no greater than **\$2,000**.

HOW GRANTS ARE AWARDED

Grants are made through a highly competitive review process. A panel of artists, 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. Please note that funding is based on quality and feasibility of the proposed project, not on financial need.

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

Activities not eligible for support:

- Programs taking place outside of Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, or Yates 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, 2018

HOW TO APPLY

Application deadline: Applications delivered by **November 1, 2017**. Applications must be submitted in hard copy. Any application that is incomplete or postmarked/delivered after the deadline will not be considered. Early submissions are encouraged. Application packages must be sent by U.S. mail or common carrier. Hand deliveries by applicants cannot be accepted after 4:00 p.m. on the deadline date.

Address application packages to:

**Arts & Cultural Council for Greater Rochester
31 Prince Street
Rochester, NY 14607**

A Complete Application Package Consists of:

- 1 original signed Application and Budget Forms and all attachments**

PLUS

- 9 photocopies of Application and Budget Forms and all attachments**

FOR A TOTAL OF 10 COMPLETE PACKAGES, INCLUDING THE ORIGINAL

Required Attachments:

- 501c3 Letter indicating non-profit status**

- List of Board of Directors with contact information (address, phone number, and email) and affiliations**

- Previous Year Budget Summary**

(Audited or reviewed financial statements and recommendations from certified public accountant for most recently completed fiscal year. In lieu of this, a signed Treasurer's Report, containing the same information, may be permissible).

- Current Organization Budget**

(Current fiscal year)

- Résumés of Key Project Personnel**

- Support Documentation**

(Copies of letters of commitment, contracts, or price quotes necessary for the project)

- Optional: Marketing Samples (limit 2)**