



ARTSWESTCHESTER

ArtsWestchester, Westchester County's designated arts agency, was established in 1965 as a leadership and service organization. Formerly known as Westchester Arts Council, it is now the largest private, not-for-profit arts council in New York State. ArtsWestchester fosters the arts in all their diverse forms, with the goal of making the arts available and accessible to all county residents. We address this goal by providing financial support and technical assistance to Westchester's cultural organizations and artists and by providing direct services to the public.

ArtsWestchester is the prime promoter of the local cultural community, helping to build participation in the arts through an extensive program of marketing and information services.

We also serve as the leading advocate for the arts, building partnerships with leaders in business, education and government.

ArtsWestchester owns and operates a historic, nine-story building, known as the Exchange, in downtown White Plains, which it has adapted for use as a cultural center. The building houses artists' studios, venues for exhibitions and performances, rehearsal and meeting space for not-for-profit cultural groups and office space for our affiliates and arts-related businesses.

The belief that the arts are for everyone is fundamental to ArtsWestchester and informs all our programs and activities including decisions regarding awarding of grants.

LEADERSHIP

John Peckham, Chair

Joseph Oates, President

Janet Langsam, CEO

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What's New for 2011

- Clarified distinctions among tiers and their eligibility requirements
- Added a new tier, Tier IV, making it easier for the panelists to review groups that are similar in size and scope.
- Adjusted maximum awards in most tiers to reflect reduction in county funds
- Streamlined application form
- Streamlined the process for funding in the Challenge category: no pledge form necessary

The Cultural Data Project (CDP)

If your organization participates in the Cultural Data Project (CDP), please include your ArtsWestchester Funder Report.

If you have not participated in the Cultural Data Project, we encourage you to do so. Applicants not currently participating in the Cultural Data Project are encouraged to do so. To register and create your organization's data profile please visit: <http://www.nysculturaldata.org/home.aspx>

In 2012 all organizations applying for Basic Program Support will be required to participate in the CDP.

I. OVERVIEW OF THE BASIC SUPPORT FUNDING CATEGORY

WHAT ARE BASIC PROGRAM SUPPORT GRANTS?

Basic Program Support grants support arts organizations and historic sites that provide a full season of cultural programs with income of at least \$50,000. Rather than supporting a specific program or activity, these awards provide organizational support. Unlike grants based upon the merits of a particular project, Basic Program Support grants are based on the merits of your operation, including artistic merit *and* issues such as financial stability, the strength and involvement of the board, scope of programming, geographic area and number of people served, inclusiveness at all levels of operation (including board, staff, audience), and financial stability.

Basic Program Support is one of the ways in which ArtsWestchester supports your organization. ArtsWestchester's Chief Executive Officer is available to meet with you to provide advice and assistance, particularly at times when your organization may face challenges. Please feel free to contact the Executive Assistant at 428.4220 ext 307 to schedule an appointment.

HOW ARE BASIC SUPPORT GRANTS FUNDED?

Basic Program Support Grants are made possible with funds from Westchester County.

WHAT TYPES OF ORGANIZATIONS RECEIVE BASIC PROGRAM SUPPORT GRANTS?

ArtsWestchester provides Basic Program Support to a wide variety of not-for-profit arts organizations and historic sites. Eligible organizations include those that are volunteer-run, as well as those with a professional staff. The Basic Program Support category is structured into four tiers so, to the extent possible, the panel will review your application against those submitted by organizations of similar size and scope.

New for instructional organizations. If your organization's primary mission is providing skill-based instruction in a discipline, you may apply for Basic Program Support, however, your award will be targeted to need-based financial aid.

ArtsWestchester does not fund organizations whose primary activities are educational, therapeutic or recreational (except through special initiatives); government agencies, religious institutions; colleges or universities or their departments.

WHAT ARE YOUR RESPONSIBILITIES AS A GRANTEE?

If ArtsWestchester's Board of Trustees approves a grant to your organization, you sign a contract for services. The contract indicates the amount of your grant and the scope of service (based on your application) that you agree to provide during the contract year. The contract also states your responsibilities, the terms and conditions Westchester County's requirements of our subcontractors, and reporting requirements.

You also sign an agreement to acknowledge our support by using our logo and credit line on printed and electronic materials (announcement cards, posters, programs, and your website), as well as under the appropriate category on your list of contributors. These acknowledgements help build greater public awareness of the importance of public support.

Please Note: Basic Program Support awards support your *full season* of activities. If you receive an award in this category you must include this acknowledgement on all materials, rather than on those related to particular projects such as a concert or exhibition.

How Does a Basic Program Support Grant Impact Your Fund-Raising?

You may solicit funds from other sources with two important restrictions:

1. Westchester County Government. ArtsWestchester works in partnership with local cultural organizations to raise funds from Westchester County for Basic Program Support grants. This united approach is essential to our success and to maintaining a process that is fair, impartial and apolitical. If you receive a Basic Program Support award, therefore, you are prohibited from requesting, accepting or receiving county funds during the contract period. To do so is a violation of your contract and may result in loss of funding.
2. Corporations. Some corporate contributors to ArtsWestchester ask to be on a restricted list. We provide grantees with a list of the corporations from which you may not solicit funds.

II. APPLYING FOR A BASIC PROGRAM SUPPORT GRANT: DEADLINE APRIL 18, 2011

WHAT ARE THE BASIC ELIGIBILITY REQUIREMENTS ?

To be eligible for a Basic Program Support Grant, your organization must:

- Demonstrate 501(c)(3) federal tax exempt status as a private, not for profit organization incorporated in New York State
- Have a mission statement that clearly delineates the arts or local history as primary, both in focus and in actual operation (“arts” includes developing skill in or knowledge of a discipline)
- Have a governing board that meets regularly, operates under a set of Bylaws and has at least one-third of its members residing in Westchester County
- Present a full season of programs in Westchester that are open and accessible to the public
- Must be in good standing regarding submission of required reports

Organizations that are currently funded through the Arts Alive category may not apply for Basic Program Support in the same year.

ARE THERE FUNDING RESTRICTIONS?

Yes. Basic Program Support funds may not be used do not support:

- Activities conducted outside of Westchester County
- Activities opened only to your members
- Benefits, fund-raising activities, development staff or other fund-raising activities
- Capital expenses or projects
- Deficit reduction
- Fund-raising and development expenses
- Prize money or awards
- Purchase of equipment
- Refreshments
- Classes, activities and programs offered by instructional organizations, except need-based financial aid

WHY ARE THERE TIERS IN THE BASIC SUPPORT CATEGORY?

Westchester's cultural community is exceedingly diverse, encompassing organizations of various sizes, with differing missions and disciplines. Each contributes in its own way to the county's vibrant cultural life. A tier structure enables your organization's application to be reviewed, to the extent possible, against organizations of similar size and scope.

HOW DO I KNOW WHICH TIER FITS MY ORGANIZATION?

You easily determine which tier is most appropriate for your organization by reviewing the eligibility requirements below. ArtsWestchester's staff is available to discuss your eligibility and request prior to the application deadline to help you determine the category in which you should apply.

WHAT ARE THE SPECIFIC ELIGIBILITY CRITERIA FOR EACH TIER?

Tier I / Cultural Destinations

Maximum Grant: \$50,000 (\$10,000 of which is a Challenge, made possible through the Board of Legislators, and must be matched.)

Grants in this category are intended to support organizations that have developed as destinations attracting visitors and tourists from the tri-state region to Westchester, in addition to serving county residents.

You belong in this tier if your organization:

- Has received a Basic Program Support Tier II or Tier III grant for at least the past two consecutive years.
- Budgeted income of at least \$1,500,000 for general operating in 2011 (your current fiscal year.)
- Operates a site where the primary components of your season take place.

- Has at least two paid, full-time professional staff members who are responsible for the organization's on-going operations and additional paid, full-time professional staff members
- Provides a full-season of public programs, spanning at least eight months.
- Has presented at least three full seasons in Westchester County prior to the time of application
- Draws a regional audience attracting people from throughout Westchester County and beyond.

Requests may not exceed 5% of the organization's total income for the last completed fiscal year.

Tier II /Signature Organizations

Maximum Grant: \$40,000 (with the potential for an additional \$5,000 through the Challenge category, and distributed on a first-come, first-served basis. Challenge funds are made possible through the Board of Legislators.)

Grants in this tier support organizations that provide public programs at least ten months of the year, serving residents from throughout Westchester or from a region within the county such as the Sound Shore, the river towns, or northern Westchester.

If your organization's primary purpose is to provide skill-based instruction, you may apply in this category, but only for need-based financial aid. First-time awards generally do not exceed \$5,000. You belong in this tier if your organization:

- Budgeted annual income of at least \$500,000 in 2011 (your current fiscal year)
- Has at least two paid, full-time professional staff member who are responsible for the organization's on-going operations.
- Provides a full-season of public programs
- Has presented at least three full seasons in Westchester County prior to submitting an application for 2011 funding.

Requests may not exceed 15% of the organization's total income for the last completed fiscal year.

Tier III / Cornerstone Organizations

Maximum Grant: \$30,000 (with the potential of an additional \$5,000 through the Challenge category, and distributed on a first-come, first-served basis. Challenge funds are made possible through the Board of Legislators.)

Grants in this tier support organizations that play a central role in delivering cultural services to the community through a full season of programs and activities, with a limited service area (primarily serving a local community). Your organizations may operate with a paid or volunteer staff. First time awards generally do not exceed \$3,000. You belong in this tier if your organization:

- Budgeted annual income of at least \$100,000 in 2011 (your current fiscal year)
- Provides a full season of public programs
- Has presented at least three full seasons in Westchester County prior to February 1, 2011.

Requests may not exceed 15% of the organization's total income for the last completed fiscal year.

Tier IV / Core Organizations

Maximum Grant: \$10,000 (with the potential of an additional \$2,500 via the Challenge category, which are distributed on a first-come, first served basis. Challenge funds are made possible through the Board of Legislators)

Grants in this tier support small and/or developing organizations that provide a more limited number programs throughout the year, but play an important role in delivering cultural services at the local level.

Generally organizations in this tier have a limited service area.

Your organizations may operate with a paid or volunteer staff. For many organizations this category serves as a transition from project support (Arts Alive) to Basic Program Support. First time awards generally do not exceed \$3,000.

You belong in this tier if your organization:

- Has budgeted annual income of at least \$50,000 in 2011 (your current fiscal year)
- Provides a full season of public programs
- Has presented at least three full seasons in Westchester County prior to submitting this application.

Requests may not exceed 15% of the organization's total income for the last completed fiscal year.

HOW ARE BASIC PROGRAM SUPPORT GRANTS DETERMINED?

Once your application is submitted **(be sure to include CDP)**, ArtsWestchester's staff reviews it for completeness. As part of the review process, a staff member may contact you by telephone to clarify certain information; however, it is your responsibility to submit a complete and accurate application. An independent panel reviews your application, along with other applications in the same tier.

The panel recommends organizations for funding as well as the dollar amount of awards. The Grants Committee of ArtsWestchester's Board of Trustees reviews the panel's recommendations and makes its recommendation to ArtsWestchester's Board of Trustees, which makes the final decision on all grants.

WHAT IS THE COMPOSITION OF THE PANEL?

To insure impartiality and to avoid conflicts of interest, ArtsWestchester selects panelists primarily from outside Westchester to adjudicate applications for the Basic Program Support category.

ArtsWestchester also solicits recommendations for panelists from individuals and organizations that have expertise in particular artistic fields. Each panel consists of a group of experts in a variety of disciplines. Each panel has a sufficient number of participants to insure a wide diversity of viewpoints, ethnicities, experiences, and artistic disciplines.

You may recommend a panelist by visiting our website, www.artswestchester.org and clicking on "Get Involved."

WHAT CRITERIA DOES THE PANEL CONSIDER AS THEY REVIEW APPLICATIONS?

The panel reviewing your application for a Basic Program Support grant considers the merits of your organization as a whole—including, for example, your mission, the completeness and accuracy of your application, your efforts and accomplishments regarding inclusiveness, your organization's capacity, scope of services and financial stability.

Make sure you address the following points in your application:

Artistic Merit of Programs

Quality of artistic/cultural programming that is consistent with and furthers your organization's mission.

- Programming that demonstrates creativity and vision.
- Programming that demonstrates consistently high quality, whether in innovative or traditional genres or approaches.
- Effective use of interpretive materials and/or techniques.
- Qualifications, background, and experience of the artists involved.

Note: As part of your application, be sure to include bios or resumes and support materials that help the panel judge artistic merit.

Diversity and Inclusiveness

- Success in meeting annual goals related to diversity/inclusiveness.
- Demonstration of ongoing efforts to be inclusive at every level of operations, including board, staff, artists, programs and activities, audience, selection of vendors, marketing and communications.
- Evidence of inclusiveness on the board and staff, based upon quantitative data.
- Evidence of an inclusive audience/participants based on the demographics of your service area.
- Evidence of a strategy for engaging diverse participation. Please include with your application a copy of your up-dated diversity plan.

Note: As you answer the question about inclusiveness in the application, describe your goals, your efforts to meet those goals and your accomplishments.

Audience Development, Participation and Outreach

- Commitment to and effectiveness of educational/interpretive programs
- Effectiveness of marketing efforts
- Community support through evidence of attendance, participation, volunteers, etc.

Management & Organization History

- Qualifications, background and experience of staff or volunteer administrators.
- Demonstration of effective fundraising efforts.
- Demonstration of fiscal stability.
- Demonstration of effective planning.
- Evidence of an active and supportive board.
- Previous record of administering ArtsWestchester grants and/or grants from other funding sources.
- Evidence of community support.

Note: Be sure to include

1. Resumes of principal staff members and a board list as part of your application.
2. **CDP report, if your organization is participating in the CDP this year.**

For Tier I / Cultural Destinations Only

- Efforts to build a regional audience.
- Results of these efforts.
- Strategies for expanding your audience base from outside the county.

For Organizations Whose Primary Mission Is Instructional (New)

- Basis upon which need-based financial aid is distributed.
- Strategies and effectiveness at informing the public about the opportunity to apply for need-based financial aid.

HOW IMPORTANT IS DIVERSITY / INCLUSIVENESS?

Very. ArtsWestchester's Basic Program Support grants are supported by public dollars. Therefore, we seek to support organizations that demonstrate on-going efforts to include people of all races, ethnicities, nationalities, socio-economic status, genders, sexual orientations, religions and those with disabilities. We expect that funded organizations reflect inclusiveness in the areas of policy, administration, artistic, technical, programming and audience and any other areas that may be relevant.

At the same time, we recognize that your organization's service area informs its efforts to be inclusive, and that organizations will address diversity / inclusiveness in different ways.

As part of its recent strategic planning process, ArtsWestchester's Board of Trustees determined that your organization's efforts to become more diverse and inclusive at every level of operations will be an increasingly important factor in determining your award.

The panel reviewing your application will assess your organization's goals for increasing diversity at every level of your organization, and your accomplishments.

How Does My Organization Participate in the Challenge?

If your organization receives a 2011 Basic Program Support Grant you are eligible for matching funds in the Challenge category. These matching funds are made possible with the support of Westchester County Board of Legislators through ArtsWestchester's Challenge category. Please refer to the guidelines on p. 11.

Is Multi-Year Funding in the Basic Program Support Category Available?

Yes. In general, this application will be considered a request for funding in 2011 and 2012, unless:

- Your organization is a first-time applicant.
- You applied in 2010, but did not receive an award.
- You anticipate a substantial change in your organization and its programming over the next two years.
- There are changes in the amount of re-grant funds available to ArtsWestchester.
- Whether or not an organization receives multi-year funding will be decided by the Grants Committee based on the panel's recommendations and the availability of funds.

ArtsWestchester generally requires a modified application in alternative years.

ArtsWestchester reserves the right to award funds based on available funding and/or changes in an organization's eligibility and programming at any time.

IS APPLICATION ASSISTANCE AVAILABLE?

Yes. We highly recommend that you attend one of the pre-application sessions at ArtsWestchester, 31 Mamaroneck Avenue, 3rd Floor White Plains:

9:00 a.m. March 16, 2011

5:00 p.m. March 24, 2011

9:00 a.m. April 8, 2011

Please RSVP to Eric Siegel at (914) 428-4220, ext. 324. If you are not able to attend any of the application seminars, you may schedule an appointment with an ArtsWestchester staff member.

WHEN WILL WE KNOW IF WE HAVE BEEN AWARDED A BASIC PROGRAM SUPPORT GRANT?

ArtsWestchester will announce awards in mid-June 2011.

WHAT IS THE APPEALS PROCESS?

ArtsWestchester will review written requests for reconsideration if we do not fund your request. You may only appeal the funding decision under the following circumstances, demonstrating:

- That the review committee did not adhere to the guidelines
- That ArtsWestchester provided incomplete or incorrect information to the review committee

ArtsWestchester will accept appeal requests up to thirty days after the date of the rejection notification. Requests must be made in writing, addressed to Joanne Mongelli, Deputy Director, ArtsWestchester, 31 Mamaroneck Avenue, White Plains New York, 10601.

III. GUIDELINES FOR THE 2011 CHALLENGE CATEGORY sponsored by WESTCHESTER COUNTY BOARD OF LEGISLATORS CHALLENGE PERIOD: JULY 1, 2011 THROUGH DECEMBER 31, 2011

WHAT IS THE CHALLENGE?

The Challenge category provides matching funds that are intended to help your organization raise new funds to support your general operations (not capital expenses or deficit reduction). These funds are made possible with support from Westchester County's Board of Legislators.

IS MY ORGANIZATION ELIGIBLE FOR MATCHING FUNDS THROUGH THE 2011 CHALLENGE?

If ArtsWestchester awards your organization a 2011 Basic Program Support grant, you are eligible to participate in the Challenge.

WHAT ARE THE MAXIMUM AWARDS?

Maximum awards vary according to the Basic Program Support tiers:

Tier I / Cultural Destinations	\$10,000
Tier II / Signature Organizations	\$ 5,000 *
Tier III / Cornerstone Organizations	\$ 5,000 *
Tier IV / Core Organizations	\$ 2,500 *

*funding for tiers II, III and IV are available on a first come/first serve basis.

WHAT IS THE PROCESS FOR OBTAINING CHALLENGE FUNDS?

New for 2011. You no longer have to submit pledge forms, only proof of payment and the donor certification forms are required. The donor certification form will be on-line at www.artswestchester.org in June 2011. To be eligible for a match, you must demonstrate that:

- 1) the funds to be matched are *new*
- 2) the contributor(s) provided the funds expressly for the 2011 Challenge
- 3) you raised the funds during the designated period.

What Is the Designated Challenge Period ?

For 2011, the designated period is July 1, 2011 through December 31, 2011. This means contributions made prior to July 1 or after December 31 are not eligible for the match. Documentation (copy of check/credit card receipt/money order receipt/cash receipt) and certification form(s) must be received at ArtsWestchester by December 31, 2011.

WHAT DOCUMENTATION IS REQUIRED?

- You must submit a donor certification form, along with documentation of payment, by December 31, 2011 (deadline, not postmark date) for the funds to be eligible for the match.
- Please do not submit documentation/certification forms until you are requesting a total match of at least \$100
- Please note: Tier II, III, and IV Challenge Match is competitive because ArtsWestchester distributes awards on a first-come, first served basis, due to limited funds.

HOW DO I DEMONSTRATE THE FUNDS I RAISED ARE NEW?

Only first-time gifts or amounts above a current contributor's highest annual contribution for the past two years are eligible to be matched. For example:

If Mr. Jones made a first-time contribution to your organization between July 1, 2011 and December 31, 2011, the entire \$1,000 is eligible, pending availability of funds.

If Ms. Young made contributions of \$1,000 in 2009 and in 2010, and makes a contribution of \$1,500 between July 1, 2011 and December 31, 2011, \$500 is eligible, pending availability of funds.

IS THERE SOMEONE I MAY CALL WITH QUESTIONS?

Yes. Please feel free to contact Eric Siegel at 914.428.4220 ext 324 or esiegel@www.artswestchester.org, if you have questions or need more information.

IV. WHAT ARE THE COMPONENTS OF A COMPLETE BASIC PROGRAM SUPPORT APPLICATION?

The Basic Program Support application consists of the application form *and* the required materials described below, including work samples.

You must provide the original and nine copies unless otherwise noted. Please do not use folders or binders. Fasten applications with clips. Compile sets in the following order and attach a copy of this check list to the original.

Required. The following items are *required*. If any are missing, your application is incomplete and may be determined ineligible to submit for review.

1. Completed and signed application form (one original and nine copies)

2. Attach to each application form :

Organizational history (one page maximum)

List of Board of Directors including name, profession, city of residence, and number of years on the board

Diversity Plan for 2010-2011

Resumes or bios of key administrative and artistic personnel.

IRS tax exempt letter 501 (c)(3) (one copy)

Current Bylaws (one copy)

Most recent audited financial statements or IRS Form 990 (within last 18 months).

Annual Report

Cultural Data Project ArtsWestchester Funder Report

Note: If annual operating expenses are more than \$150,000 your organization must submit an audited financial statement; if less than \$150,000, an IRS Form 990 will suffice (one copy)

If your organization owns and/or operates a site, include your capital budget

3. Work Sample

Please submit a sample of work completed in the last year that represents your organization's programming. Follow the format described below, and submit a work sample in **one** of the following formats (multi-arts centers may submit more than one type of work sample):

- CD-Roms. Number each jpg and identify as follows: artist's name (last, first), date created, title of work, medium, dimensions. number of jpg from one to eight. Each jpg must have a resolution of at least 72 dpi and be 4 inches by 6 inches in size. Include a hard copy jpg list with the same information, as well as the name of your organization. Label the disc with the name of your organization.

- DVD of a live performance. Label both box and the dvd with applicant organization name, title of work, date completed, name of artist or performing group. Panels generally review dvd's for between three to five minutes. If your dvd is longer than five minutes, please include a note indicating what section you would like the panel to review.

- Compact disc of a live performance. Label both disc and box with applicant organization name, title of work, date completed, name of artist or performing group, playing time, and production credits, including your role(s) in the production. The panel generally reviews compact discs for between three to five minutes. If the disc you submit is longer than five minutes, please include a note indicating the section you would like the panel to review.
- Manuscript. Up to ten pages. We cannot accept hand-written text.

Support Materials. We encourage you to include, as appropriate:

- Current strategic plan
- Current diversity plan
- News paper clippings, reviews (no more than three)

Note: Return of Materials. Although we take the greatest care in handling and returning support materials, ArtsWestchester is not responsible for any loss or damage. If you would like to have your collateral materials and work samples mailed back, enclose a self-addressed envelope with sufficient postage and protection. If you would like to pick up your materials from ArtsWestchester you may do so during a three-week period in May 2011. Due to a lack of storage space, all unclaimed materials will be discarded after the pick-up period. Please indicate how you wish ArtsWestchester to handle return of materials on your application check list.

IV. INCOME AND EXPENSE FORM / GLOSSARY

Income

Each income item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the revenue is received. Show the gross revenue amount received in each category.

Do not report loans or prior year's surplus as income.

Earned income includes the following:

1. Admissions/ Memberships – Revenue derived from the sale of admissions tickets, subscriptions, etc.
2. Contracted Services – Revenue derived from fees earned through the sale of services. Include sale of services, such as workshops; to other community organizations, government contracts for specific services, performances, or residency fees, etc.
3. Tuition/Class Fees – Include any fees earned from your own classes or workshops.
4. Other Earned Income – Include gross income derived from concessions, sales, parking, publications, rentals, etc. (specify).
5. Total Earned Income – Total of lines 1-4.

Contributed income includes the following:

6. Gross from Fundraising Events – Gross proceeds from fundraising events such as galas, benefits, golf-outings, etc.
7. Corporate / Business Support – Cash support from contributions given by businesses, corporations and corporate foundations.
8. Foundation Support – Cash support from contributions given by private foundations.
9. Individual Support – Cash support from contributions given by individual donors.
10. ArtsWestchester Grant(s) received – Include any grants received from ArtsWestchester except for Basic Program Support. Include: Arts Partners Challenge, Challenge for the Arts, JPMorgan Chase Regrant Program for Capacity, Municipal Challenge, Music Therapy and Yonkers Cultural Initiative grants received.
11. Other Private Support – Cash support received from any other non-governmental source. Please note the source of this funding.
12. Government Support: NEA – Funds from the National Endowment for the Arts received directly by your organization.
13. Government / Other Federal –: Funds from such federal agencies as the Institute of Museum Services (IMS), Community Development Block Grants, Urban Development Action Grants, National Endowment for the Humanities, Department of Education, etc. received directly by your organization.
14. Government Support: NYSCA – Funds from the New York State Council for the Arts received directly by your organization.
15. Government Support: Other State – Funds from any division of New York State government excluding NYSCA.
16. Government Support: County – Funds from Westchester County Government received directly by your organization.
17. Government Support: Municipal – Funds from any local municipal government.
18. Other Unearned – Include any other unearned income, please specify source.
19. Total Unearned Income: Total of lines 6 through 18.
20. Total Income: Total of lines 5 and 19.

Expenses

Each item should be entered in the fiscal year in which the project occurs or will occur, regardless of the year in which the expenses are paid. Expense figures should include salaries and fees whether from employees or independent contractors.

21. Personnel: Administrative – Personnel salaries are those for which your organization files a W-2 Wages Statement, including payments of salaries and wages for executive and supervisory administrative staff, clerical and other front-of-the-house and box office staff, maintenance, and security staff.
22. Personnel: Artistic – Employee salaries and wages for artistic directors and artists.
23. Personnel: Technical – Employee salaries and wages for technical or production staff and management.
24. Fringe Benefits – Total of all fringe benefits paid to employees.
25. Outside Fees/Services: Artistic – Outside fees are payments reported on Form 1099, including payments to firms or persons for artistic services of individuals who are not ordinarily considered employees of your organization.
26. Outside Fees/Services: Other – Payments to firms or persons for non-artistic services of individuals who are not ordinarily considered employees of the organization. These may be consultants or employees of other organizations whose services are specifically identified with the project. For example: legal and accounting, advertising, design services.
27. Space Rental – Payments specifically identified with rental of office, rehearsal, theater hall, gallery and other spaces.
28. Travel – All costs for travel directly related to the travel of individuals.
29. Marketing / Advertising – All costs for marketing / publicity / promotion. Do not include payments to individuals or firms that belong under Personnel or Outside Fees/Services: Other.
30. Fundraising- All costs associated with fundraising events such as galas, benefits, golf-outings, etc.
31. Remaining Operating Expenses – All expenses not entered in other categories. Provide a detailed list of this expense category.
32. Total Expense – Total of lines 21-31.

Budget Summary

33. Surplus (Deficit) before Basic Program Support award/request – Enter the difference between line 20 (Total Income) and line 32 (Total Expense)
34. Basic Program Support received / requested – For the two previous years show the actual Basic Support funds received, if any. In the Request Year column show your 2008-2009 request. The amount requested is usually equal to the amount in line 33.
35. Surplus (Deficit) after Basic Program Support award/request – Enter the difference between line 33 and Line 34.

In Kind Contributions

The value of all donated services, materials or facilities. In-kind contributions are **NOT** to be included in the operating budget above. Please detail any significant in-kind contributions anticipated during the request year, such as donated space or printing, in the space provided. Be sure to include any in-kind contributions from municipalities.