



For Organizations Awarded a Multi-Year Grant in 2017 for 2017, 2018, and 2019

2019 Art & Culture Grant Interim Report Instructions

Deadline December 21, 2018 at 5:00 PM

In order to receive a 2019 grant all organizations awarded a multi-year grant in 2017 must:

- Continue to meet the Philadelphia Cultural Fund’s eligibility requirements.
 - 2019 Art & Culture Grant eligibility requirements are provided on the Philadelphia Cultural Fund’s website: <http://www.philaculturalfund.org/grantprograms/>
 - See sections labeled “Eligibility Requirements” and “The following are not eligible for Cultural Fund grants”.
- Submit a complete 2019 Art & Culture Grant Interim Report through the Wizehive Grant Management System by the deadline indicated above.
 - If a complete Interim Report is not received by or before the deadline, your organization will NOT be eligible to receive the grant funds associated with its multi-year grant and will be required to re-apply for future funding.

Interim Report Elements:

1. Organizational Information
 - The information you provide will generate your 2019 grant check, so be sure it is accurate!
2. Operating Budget
 - Attach current fiscal year operating budget; fiscal year that includes December 21, 2018.
3. Updated 990 (Form 990, 990-EZ, 990-N)
 - Attach 990 filed for most recently completed fiscal year; fiscally sponsored organizations must provide your fiscal sponsor’s 990.
4. Updated DataArts Funder Report
 - This Funder Report will be different from the one you provided to the Cultural Fund to qualify for your 2018 grant, as it must reflect the most recent fiscal year.
 - Four years of data must be provided.
 - The most recent year on the Funder Report should reflect the Form 990 attached to your Interim Report.
 - Attach the correct report; not an annual report or a data profile, be sure to attach the Funder Report. You will upload as instructed below.
5. Narrative

- Description of any significant changes to the organization or its primary programs over the past year, if any;
 - An anecdotal story that highlights the impact of your organization’s programming on your audience/participants/stakeholders OR a story that articulates how receiving funding from the Philadelphia Cultural Fund made a difference to your organization.
6. Art & Culture Sector Impacts for the City of Philadelphia
- Philadelphia Cultural Fund grants are made possible by an annual allocation from the City of Philadelphia. The responses to these questions inform a portion of our reporting to the City and speak to the impact that the Philadelphia Cultural Fund and its grantees have on the City. Please read and answer carefully; each question is unique and the accuracy of your responses important.
 - Home District – In which Philadelphia City Council District is your organization officially located – use your organization’s official address with the IRS.
 - Non-narrative question set regarding your organization’s work or programming with Philadelphia pre-K and or school aged children.
 - Programming Locations— list of venue name, address, and venue type for each location in Philadelphia where the organization provided public programming (free or paid) between July 1, 2017 and June 30, 2018.

2017 Multi-Year Recipients Enter the Wizehive Grant Management System using this link:
<https://app.wizehive.com/apps/Established2017>

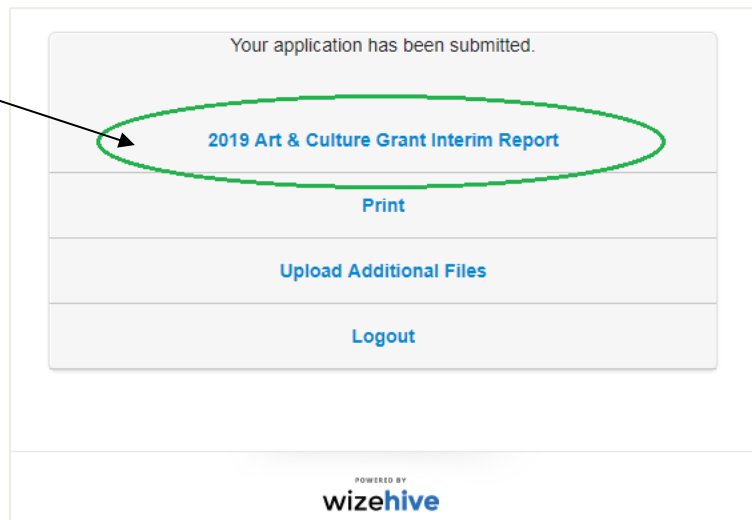
Your **username and password** will be the email address and password used to create and submit your 2017 application. Depending on the length or strength of your password Wizehive may prompt you to create a new password.

If you cannot recall your password, click ‘Forgot Password?’ Wizehive Support may take 24 to 48 hours to respond.

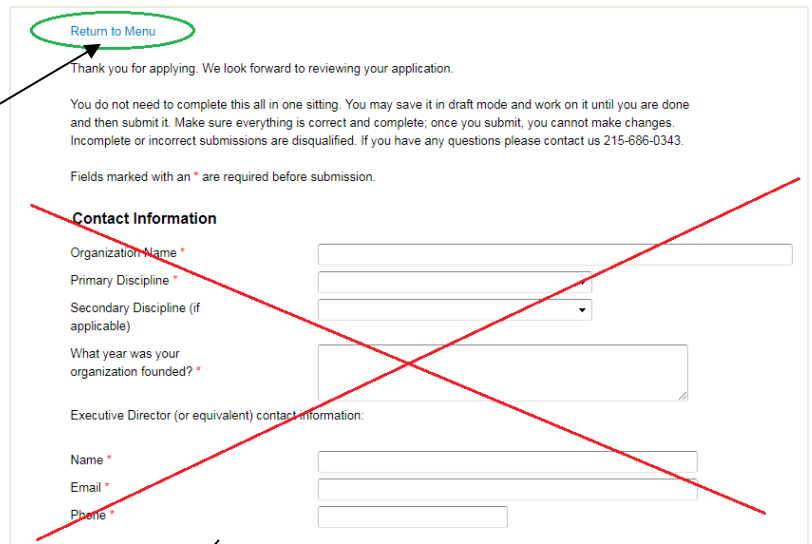
If this is your first time completing the report for your organization create new log-in credentials; “SIGNUP” to make a new username and password for yourself.

Accessing the 2019 Interim Report

TIP: Multi-year organizations using the same username and password combination as used to submit the 2017 Art & Culture Grant and their 2018 Interim Report will see this screen. Click “2019 Art & Culture Grant Interim Report”.



TIP: Multi-Year Organizations with a new username and password will see a blank application upon logging-in. This is not the Interim Report! Click "Return to Menu".



[Return to Menu](#)

Thank you for applying. We look forward to reviewing your application.

You do not need to complete this all in one sitting. You may save it in draft mode and work on it until you are done and then submit it. Make sure everything is correct and complete; once you submit, you cannot make changes. Incomplete or incorrect submissions are disqualified. If you have any questions please contact us 215-686-0343.

Fields marked with an * are required before submission.

Contact Information

Organization Name *

Primary Discipline *

Secondary Discipline (if applicable)

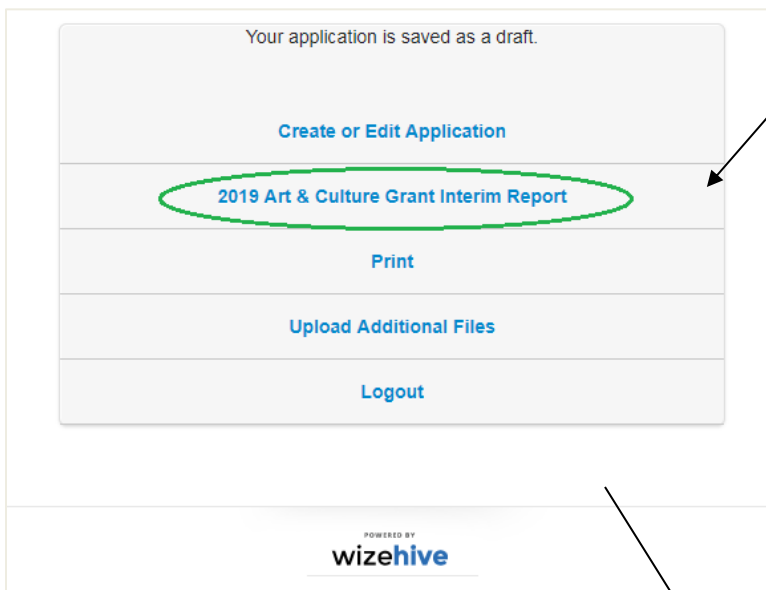
What year was your organization founded? *

Executive Director (or equivalent) contact information:

Name *

Email *

Phone *



Your application is saved as a draft.

[Create or Edit Application](#)

[2019 Art & Culture Grant Interim Report](#)

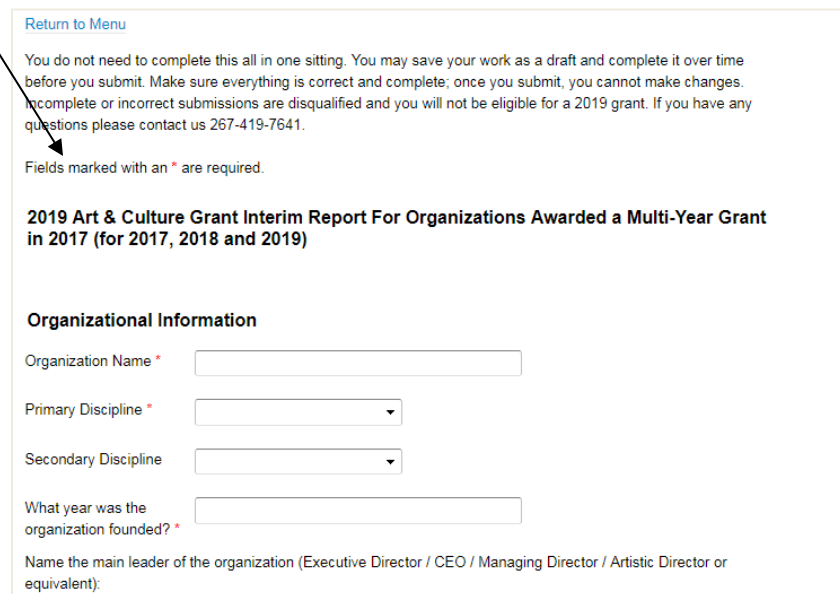
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POWERED BY **wizehive**

TIP: If you see this screen you are in the right place!



[Return to Menu](#)

You do not need to complete this all in one sitting. You may save your work as a draft and complete it over time before you submit. Make sure everything is correct and complete; once you submit, you cannot make changes. Incomplete or incorrect submissions are disqualified and you will not be eligible for a 2019 grant. If you have any questions please contact us 267-419-7641.

Fields marked with an * are required.

2019 Art & Culture Grant Interim Report For Organizations Awarded a Multi-Year Grant in 2017 (for 2017, 2018 and 2019)

Organizational Information

Organization Name *

Primary Discipline *

Secondary Discipline

What year was the organization founded? *

Name the main leader of the organization (Executive Director / CEO / Managing Director / Artistic Director or equivalent):

Conditional Fields

Similar to your 2017 Art & Culture Grant application, the Interim Report uses conditional fields. If you answer “Yes” to certain questions on the Interim Report additional questions will appear.

Are you using a Fiscal Sponsor? Answer "Yes" if you are using another organization's Federal EIN.

Yes or No *

Federal EIN (If you use a Fiscal Sponsor enter their EIN): *

Make sure to answer all dropdown questions.

DataArts Funder Report

All organizations are required to upload an updated DataArts Funder Report.

Your most recently completed fiscal year data must be entered before you can generate the Philadelphia Cultural Fund’s Funder Report.

Here is a brief video tutorial on [how to run the DataArts Funder Report](#).

Organization Information

Organization Name: Example Ballet Company
 City: Philadelphia
 State: PA
 County: Philadelphia
 Federal ID #: 123456789
 Year Organization Founded: 1975
 Organization Type: 501(c)3 nonprofit organization
 Fiscal Year End Date: 07-31
 Number of Board Members: 15
 Average Budget: \$10,135,602
 Average Budget less in-kind: \$10,135,602

Applicant is audited or reviewed by an independent accounting firm.

Unrestricted Activity	FY 2012	FY 2013	% Change	FY 2014	% Change	FY 2015	% Change
Unrestricted Operating Revenue							
Earned Program	\$4,354,163	\$4,392,011	1%	\$4,334,586	-1%	\$4,336,762	0%
Earned Non-program	\$391,270	\$382,441	9%	\$391,270	-8%	\$427,667	22%
Total Earned Revenue	\$4,705,433	\$4,774,452	1%	\$4,685,856	-2%	\$4,764,429	2%
Investment Revenue	\$402,580	\$415,036	-203%	\$402,580	197%	\$353,663	-12%
Contributed Revenue	\$1845,057	\$4,743,456	157%	\$3,567,201	-25%	\$5,492,869	54%
Total Unrestricted Operating Revenue	\$6,953,070	\$9,102,872	31%	\$8,655,637	-5%	\$10,610,961	23%
Operating Expenses							
Program	\$7,714,273	\$8,439,176	9%	\$8,015,479	-5%	\$8,730,389	9%
Fundraising	\$699,661	\$854,742	22%	\$686,240	-20%	\$635,767	-7%
General & Administrative	\$1,400,966	\$1,102,181	-21%	\$1,113,211	1%	\$1,150,321	3%
Total Operating Expenses	\$9,814,900	\$10,396,099	6%	\$9,814,930	-6%	\$10,516,477	7%
Net Unrestricted Activity - Operating	-\$2,861,830	-\$1,293,227	55%	-\$1,159,293	10%	-\$94,484	108%
Net Unrestricted Activity - Non-operating	\$0	\$7,000	n/a	\$5,000	-29%	\$235,285	4,606%
Total Net Unrestricted Activity	-\$2,861,830	-\$1,286,227	55%	-\$1,154,293	10%	-\$329,769	129%
Net Temporarily Restricted Activity	\$389,433	-\$135,328	-135%	\$854,102	731%	\$6,121,913	617%
Net Permanently Restricted Activity	\$464,953	\$37,867	-92%	\$32,740	-14%	\$28,704	-12%
Net Total Activity	-\$2,007,444	-\$1,383,688	31%	-\$267,451	81%	\$6,480,386	2,523%

Average Budget + Budget Range Categories

Locate the Average Budget at the top right of the first page of the DataArts Funder Report. You will enter this number into the Interim Report and use the value of the Average Budget to select which budget range your organization falls into. Do **NOT** use the amount for “Average Budget less in-kind” that appears below it or the amount of organization’s current budget.

Philadelphia Cultural Fund Budget Ranges:

- Less than \$50,000
- \$50,000 to \$150,000
- \$150,000 to \$400,000
- \$400,000 to \$1.5 Million
- Over \$1.5 Million

The DataArts Support Center is available Monday-Friday from 9:00AM- 8:00PM EST, if you have any questions concerning the Funder Report. You can call or email the Support Center.

P: 877-707-DATA (3282)

E: help@culturaldata.org

Philadelphia Cultural Fund Staff Availability

Philadelphia Cultural Fund staff will be in all-day peer panel sessions from November 28 through December 20 with limited access to phones or emails. We will be in the office on Mondays: November 26; December 3; December 10 and December 17. Don't hesitate to call or email Michelle if you have questions or difficulties, 267-419-7641 | michelle@philaculturalfund.org.

IMPORTANT: Interim Reports must be complete with attachments and submitted by Friday, December 21st at 5:00 PM. The Wizehive Grant Management System will automatically shut off at 5:00 PM. If you are working on your Interim Report and the system shuts you out, you will not be allowed back in. Failure to submit a complete Interim Report will result in your organization being ineligible to receive its 2019 grant. DO NOT wait until the last minute.