2020 Art & Culture Grant Applicant Information Session

We'll start shortly.

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About the Philadelphia Cultural Fund

Cultural Fund board, staff, and volunteers at 2019 Art & Culture Grant Ceremony
photo credit Chris Koontz

- A non-profit organization founded in 1991 to support and enhance the cultural life and vitality of the City and its residents

- Grants are made from a City budget allocation to the Cultural Fund

- Staff
  - Barbara Silzle, Executive Director
  - Michelle Currica, Program Manager
  - Alfi Nurdin, Office/Program Assistant

Eligibility

See full list of requirements in the 2020 Art & Culture Guidelines at
https://www.philaculturalfund.org/grant-programs/art-culture-grants/

The following are NOT eligible:

- Individual artists

- Sole proprietorships or other groups that are neither a 501 (c)(3) corporation or operating under a contract with a fiscal sponsor that has not been pre-approved by the Philadelphia Cultural Fund.

- Religious institutions

- Agencies and departments of city, state and federal governments

- Elementary or secondary schools, public, charter or private

- Colleges and universities, with some exceptions (please speak to Cultural Fund staff before applying)

- Organizations that are a line item allocation in the City's 2020 General Operating Budget **OR** have received unrestricted monies, pledges or commitment of monies from any City department in excess of $10,000, cumulatively, between October 1, 2018 and September 30, 2019.

Overview

Staff

- Facilitate + manage the grant process
- Attend all panel sessions + take notes to provide feedback to applicants after the grant cycle has ended
- Do not evaluate applications

Application Process

- 3 parts
  - Online application
  - SMU|DataArts Funder Report
  - Site Visit
- Resources
  - 2020 Guidelines
  - Applicant Info Sessions
  - Criteria Rubric
  - Application Tips
  - PCF Staff

Peer Review Process

- Applications are evaluated by a multi-disciplinary panel of peer reviewers
- Grant amounts are not requested; they are determined by your panel score + variables in a funding formula

Types of Grant Applications

- The online application is tailored to an applicant's situation
- **Applicant organizations are either:**
  - Established <u>or</u> New & Emerging
    - Established: have operated programs for 5 or more years
    - New & Emerging: have operated programs for less than 5 years
  - a 501 (c) (3) or contracted with a pre-approved fiscal sponsor/parent organization
  - applying for a General Operating or Program grant

Anna Crusis Women's Choir
photo credit Natalie Clesi

What Can We Apply For?

- Established organizations*:

    - General Operating Grant: 3 yrs.

    - Program Grant: 1 yr.

* May submit an application for this cycle if NOT awarded a multi-year grant in 2018 or 2019.

- New & Emerging organizations:

    - General Operating Grant: 1 yr.

    - Program Grant: 1 yr.

Usiloquy Dance Designs
photo credit Brian Mengini

How to Prepare

Download 2020 Art & Culture Application Tips, available on Philadelphia Cultural Fund website

• Read all materials carefully and follow instructions!

• Applying with a Fiscal Sponsor/Parent Organization? Make sure it has been pre-approved.

• Complete your PCF Funder Report first; it will affect the questions you have to answer in the grant application.

• Give yourself plenty of time. Start early! Check for accuracy.

• Utilize the Application Tips and Criteria Rubric for your application type.

• Don't hesitate to call!

Criteria Rubric & Peer Review Process

Fairmount Park Conservancy
photo credit Ed Miller

- Applications are scored utilizing a Criteria Rubric:
  - Program Merit & Strength (15%)
  - Community Impact (25%)
  - Operations & Managerial Capacity (15%)
  - Ability to Plan & Evaluate (15%)
  - Leadership & Governance (15%)
  - Integrity & Fiscal Responsibility (15%)
- Neither need nor artistic merit are part of the scoring criteria.
- Your application will be evaluated through a peer panel process
  - with organizations of a similar budget size but of varying disciplines
  - read by panelists from varying disciplines and backgrounds
  - Be transparent, demonstrate awareness

Questions?

Things to keep in mind

- You are not competing against other organizations

- Be thoughtful about everything: your discipline(s); your question set; utilizing the word count and the additional documentation.

- Conditional Fields

- Application organized by Criteria Rubric

- Audited Financial Statements requirements

- Additional Comments to the Peer Panel

- Art & Culture Sector Impacts for the City of Philadelphia

Established Organization Grant Type

This application uses conditional fields. Applicants must select a grant type and answer the additional prompts in this section to access the full application for the grant they seek.

Select grant type: *

Attach current SMU|DataArts Philadelphia Cultural Fund (PCF) Funder Report. *

➕ Select a file ❓

What is the Average Budget as shown on your PCF Funder Report? Do not round this number. Use the exact value. *

$

Look for the "Average Budget" on page 1 of the PCF Funder Report.

2020 Art & Culture Grant Narrative and Required Documents

Screenshot: Established Organizations Application / Conditional Fields

Common Errors to Avoid

- Typos in contact information

- Selecting incorrect application type *(example: Established groups applying as New & Emerging)*

- Established organizations applying for General Operating selecting the incorrect budget category *(use the CDP Funder Report, Average Budget)*

- Current PCF Funder Report is not uploaded *(last completed fiscal year must be included, contact Philadelphia Cultural Fund staff if you are unsure)*

- Providing incomplete documentation (ex. Budgets, fiscal sponsor agreement, etc.) which means an incomplete application.

- Starting too late and running out of time. *The online server will shut out applicants at deadline time.*

Deadline is
Monday, September 30, 2019 at 5 pm!

No exceptions
Be sure your application is complete and accurate!
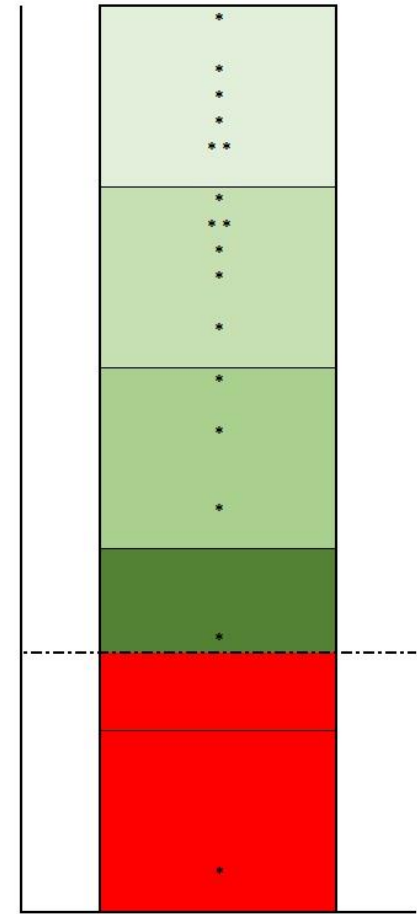## Check and then double check before you hit "submit"

An incomplete application will be disqualified

Bowerbird
photo credit Ryan Collerd

After the Deadline

- Pre-Screening by PCF staff, October

- Site Visit, November into December
  - ➤ *Mandatory!*

- Peer Panels meet in December

- First Notifications, early February

- Grants distributed, March or April

- Feedback encouraged and available

Quintile Graph indicating how applicants ranked by panel based on their scores, part of Feedback

2020 Grant Reporting

Reports are **mandatory** for the following to remain eligible for future grants:

Multi-Year, General Operating Grantees

Interim Reports due December 2020 and 2021

Report includes:

- Current contact information
- Significant changes to organization
- Updated PCF Funder Report
- Narrative of success/story of the last year
- Art & Culture Sector Impacts
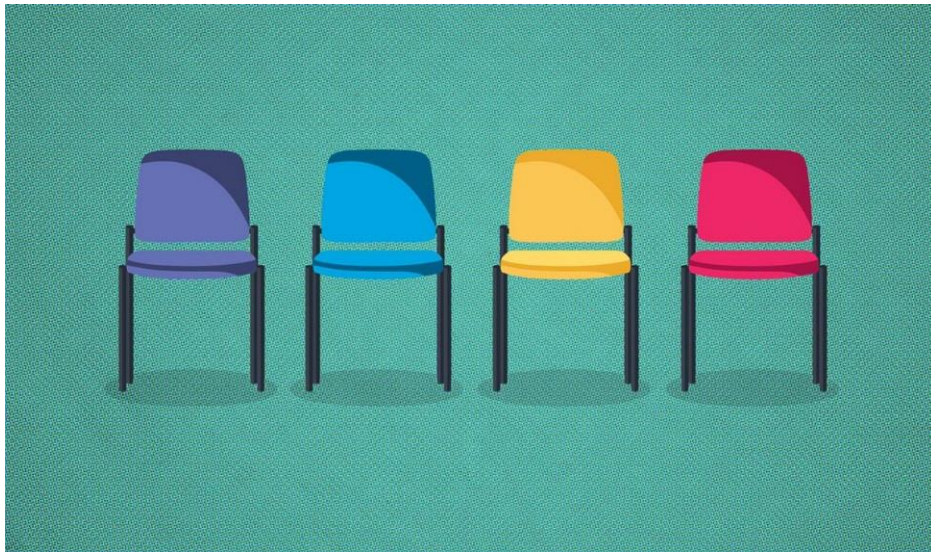- List of program locations

One-Year Program Grantees

Program Grant Status Report due September 2020, to qualify for 2021 funding

Report includes:

- Current contact information
- Significant changes to program
- Future plans for program

Consider serving as a Peer Panelist

- It is not a conflict of interest to apply for a grant and serve as a peer panelist.

- Go to https://www.philaculturalfund.org/peer-panelists/

Thank you for attending!

Questions after the session?

Call: 267-419-7641

Email: info@philaculturalfund.org
Visit: Pipeline Philadelphia, 30 South 15th Street, 15th Floor

https://www.philaculturalfund.org/grant-programs/art-culture-grants/