

## **Frequently Asked Questions**

**We are an organization that conducts 100% of our programs in Philadelphia but our physical address is not in the City of Philadelphia, are we eligible to apply?**

No. The Philadelphia Cultural Fund's annual allocation from the City of Philadelphia is generated from city taxes, eligible organizations must have their official place of business located in the City of Philadelphia as demonstrated by the address on the organization's latest 990 filing, SMU|DataArts Philadelphia Cultural Fund Funder Report, website, letterhead, and printed public materials. The address of a staff member, board member, or volunteer, or that of a fiscal sponsor/parent organization, unless the official address of the organization, will not be accepted.

**We are a small arts collective that operates on a project by project basis. Can we apply for a program grant?**

No. The Philadelphia Cultural Fund is not offering program grants for the 2022 Art & Culture Grant cycle due to the reduction in funding from the City. All grants this year will be general operating grants for arts and culture organizations.

**How do we apply with a Fiscal Sponsor/Parent Organization? We are not a 501 (c) (3) organization.** All fiscal sponsors/parent organizations must be pre-approved by the Philadelphia Cultural Fund through an application process. If your organization currently has a fiscal sponsor, please review the list on our website to determine if your fiscal sponsor/parent organization is pre-approved so you can move ahead with your Art & Culture Grant application. 501 (c) (3) non-profits that wish to be approved as a fiscal sponsor/parent organization for the 2022 grant cycle must submit an application-by **Friday, December 10, 2021 at 5:00 pm**. Any questions, call 267-419-7641. The application is on our website and available [here](#).

**What are the Budget Size categories?** The budget size categories are utilized to organize and understand the applicants and grantees. An organization's budget size is determined by averaging the most recent years of annual expenses as reported on the SMU|DataArts Philadelphia Cultural Fund Funder Report (PCF Funder Report). The amount will automatically be calculated and appear in the Funder Report. To determine which budget size category your organization belongs in, first update your SMU|DataArts Cultural Data Profile with your most recently completed fiscal year. Next, create a Philadelphia Cultural Fund (PCF)Funder Report. If the organization has existed and produced programming for 4 or more years, the PCF Funder Report will have four columns of completed data representing the four most recently completed fiscal years. You will find your Average Budget on the first page of the Report. The Philadelphia Cultural Fund applications are grouped by the following budget categories:

- Budgets under \$50,000
- Budgets \$50,000 to \$150,000
- Budgets \$150,000 to \$400,000
- Budgets \$400,000 to \$1,500,000 (\$1.5 Million)
- Budgets Over \$1.5 Million

**\*\*Note: Due to a reduction in funding from the City of Philadelphia for FY22, applications for the 2022 grant cycle (1-yr general operating grant) are open only to organizations that have an Average Budget below \$800,000 as shown on their current SMU|DataArts Philadelphia Cultural Fund (PCF) Funder Report.**

### **What is SMU|DataArts?**

Provided by SMU DataArts: “SMU DataArts is building a national culture of data-driven decision making for the arts and culture sector. We provide valuable tools and evidence-based resources to make high-quality data accessible and useful. Our goal is to empower arts and cultural leaders by illuminating strengths, challenges, and opportunities to help ensure long-term stability for every arts and cultural organization.”

The Philadelphia Cultural Fund, along with other art funders across the nation, partners with DataArts, the provider of the Cultural Data Profile (CDP). PCF requires applicants to complete a Cultural Data Profile annually through the [SMU|DataArts website](#). See *About the Required SMU|DataArts Philadelphia Cultural Fund Funder Report* in the Application Tools to learn more.

### **How long does it take to complete the PCF Funder Report?**

The length of time it takes to complete the Funder Report depends on each organization. Established organizations (groups operating programming for over 5 years), must provide at least four consecutive years of fiscal and programmatic data. What PCF refer to as New & Emerging Organizations (groups operating programming less than 5 years), enter data for the year(s) they have been in operation – keeping in mind that the data is entered after the fiscal year is closed.

Users completing the Funder Report for the first time that have operated for more than 4 years, may need as little as a week or as many as three weeks to enter all four Cultural Data Profiles. Organizations that complete the Funder Report annually and only have one year of data to enter each year may be able to complete the report in a few days.

### **How do we complete the required Philadelphia Cultural Fund (PCF) Funder Report?**

[How to Run a Funder Report](#) (the content of this link is managed by SMU|DataArts)

See *About the Required CDP Funder Report* in the Application Tools.

**Should we reflect In-Kind expenses and income in our financials?** PFC applications ask for the “Average Budget” amount (which includes In-Kind) on the PCF Funder Report, not the “Average Budget Less In-Kind”. Fully reporting In-Kind expenses and income consistently (financial statements, budgets, PCF Funder Report) may be advantageous but it's important that it is done properly. We recommend carefully reviewing these SMU | DataArts resources on how to properly account for and record In-Kind, both expenses and income.

- Article: [What are in-kind contributions, and how do I record them in the Data Profile?](#)
- Learning Break Webinar Session 2: [Revenue, Part 1: Demystifying Earned, Contributed, In-Kind and Non-operating Revenue](#)

See *About the Required CDP Funder Report* in the Application Tools.