PHILADELPHIA CULTURAL FUND

2022 Art & Culture Grant Program

Eligibility & Guidelines

DEADLINE: Friday, December 17, 2021, at 5:00 PM

Attention: Due to a reduction in funding from the City of Philadelphia for FY22, the Philadelphia Cultural Fund's (PCF) approach to the 2022 grant cycle and the application process have been modified from years past. PCF will award one-year general operating grants either through this application process or via a regrant to some organizations that received a 2020 Art & Culture Grant. In an attempt to resume PCF's normal operations as our capacity allows, and to more fully support the Philadelphia arts sector, this year PCF will accept new applications which we were unable to do in FY21. This will allow organizations that were not in the 2020 funding cycle for whatever reason to apply for a one-year general operating grant and not be prevented from receiving city support through PCF for two consecutive years. Because of the difficulties of the pandemic we will use a streamlined process that will minimize the amount of time and effort for applicants to qualify for funding. The application has been modified. There will be no panels or site visits. PCF staff will review the modified applications. Applicant organizations do not request a specific grant amount (as usual); grant amounts will be determined through the use of a modified funding formula that takes into consideration the operating budget of the organization. Organizations that received a 2020 Art & Culture Grant should not submit an application in order to be considered for a grant.

About the Philadelphia Cultural Fund and the Art & Culture Grant Program

The Philadelphia Cultural Fund (PCF) was established in 1991 when Philadelphia's Mayor and City Council authorized creation of an independent nonprofit 501 (c) (3) corporation whose mission is to provide funds to enhance the cultural life and vitality of the City of Philadelphia and its residents. PCF is managed by a professional philanthropy staff, with governance provided by a board comprised of arts leaders, community members and representatives named by the Mayor and City Council President.

This operational structure enhances the integrity of the grant-making process and ensures continuity across mayoral administrations in terms of PCF-grantee relationships and funding practices. Grants are made from a City budget allocation to PCF and provide operating support for Philadelphia-based arts and culture organizations dedicated to creating, preserving and/or exhibiting visual, literary and performing arts, architecture, science, history and the humanities.

Among the overall goals of the Philadelphia Cultural Fund are:

- to provide general operating support to Philadelphia-based arts and cultural organizations
- to advocate for the value of the arts in daily life and their importance to the growth and future of the community

- to promote arts and culture as engines of social, educational and economic development in Philadelphia
- to recognize the contributions of Philadelphia-based organizations, both emerging and established, that have a demonstrated track record of service, and the financial management and programming capacity to continue providing service
- to recognize and nurture artistic quality
- to encourage and increase opportunities for involvement and participation in arts and cultural activities by culturally diverse constituencies
- to preserve and protect the cultural heritage of Philadelphia and encourage a sense of pride and commitment in the city
- to provide accountability and transparency in how PCF funds are managed, adhering to federal and state requirements as well as evolving best practices in grantmaking

Eligibility Requirements

An applicant organization must:
1. Have an Average Budget below $800,000 as shown on the organization's current (meaning up to date) SMU|DataArts Philadelphia Cultural Fund (PCF) Funder Report.
2. Have a mission that is dedicated to art and culture. Art and culture is defined as creating, preserving and/or exhibiting visual, literary and performing arts, architecture, science, history and the humanities. Non-art and culture organizations that operate an art and culture program are not eligible.
3. Have its official place of business in the City of Philadelphia as demonstrated by the address on latest 990 filing, SMU|DataArts PCF Funder Report, website, letterhead, and printed public materials. The address of a staff member, board member, volunteer, or that of a fiscal sponsor/parent organization, unless the official address of the organization, will not be accepted.
4. Be incorporated as a 501 (c) (3) non-profit in good standing *OR* has contracted with a fiscal sponsor/parent organization that has been pre-approved by the Philadelphia Cultural Fund. Unincorporated organizations, such as LLCs, regardless of size, may apply using a fiscal sponsor/parent organization if they can demonstrate that their organization has a mission dedicated to art and culture and meets all other criteria.
5. Present at least 60% of its programming in the City of Philadelphia, thus demonstrating a commitment to provide art and culture to the residents of the City of Philadelphia. Note: While the pandemic has had a profound impact on how programming has been and can be presented, the primary audience/community served, by whatever means, must be the residents of the City of Philadelphia.
6. Have at least 60% of its current operating budget devoted to art and culture.
7. Have programs accessible to the public (provided for a charge or free). Example of ineligible programming: a private library collection of valuable documents not open to the public for study or research.
8. Have conducted public programming (in person or virtually) for at least one year.
9. Have a Governing body. If a 501 (c) (3) organization, has a board of directors; if contracted with a pre-approved fiscal sponsor/parent organization, has an advisory group, such as an advisory council, board or committee that oversees the operations of the organization.
10. Have non-discriminatory employment and personnel practices.
11. Have three or more people that share organizational responsibilities (paid or unpaid).
12. Have at least one person responsible for ensuring programmatic and fiscal accountability.

13. Have the capacity to carry out its intended programming goals through the support of staff, board, advisors and/or volunteers (paid or unpaid).
14. Have a plan or planning process that demonstrates how the organization will achieve its stated mission and vision.
15. Be in compliance with all applicable laws, rules and regulations including, without limitation, those of the IRS and the Commonwealth of PA.
16. Have appropriately filed financial statements that are completed within one year of filing the 990 tax return, if required (including 990-EZ). The PA Department of State's Bureau of Corporations and Charitable Organizations requires organizations with gross annual contributions of $750,000 or more to file audited financial statements. For more detailed information about filing requirements go to: http://www.dos.pa.gov/BusinessCharities/Charities/Resources/Pages/Information-for-Charitable-Organizations.aspx
17. Complete and submit a SMU|DataArts Philadelphia Cultural Fund Funder Report. All applicant organizations are required to provide a current PCF Funder Report representing the organization's operational and program data with their application. See *About the Required SMU|DataArts Philadelphia Cultural Fund Funder Report* in the Application Tools.

***The following are not eligible for Philadelphia Cultural Fund grants*:**
• Individual artists
• Sole proprietorships or other groups that are neither a 501 (c)(3) corporation or operating under contract with a fiscal sponsor/parent organization 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). Example exception: *an art gallery or performance venue housed within a university that has robust public arts programming, designated staff, an advisory board, discrete budgeting, etc.* When eligible, only the budget for the public arts and culture programming (not the budget of the umbrella/parent institution) will be considered for grant amount purposes.
• Organizations that are a line item allocation in the City's 2022 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, 2020 and September 30, 2021. Illuminate the Arts Grants do not apply.

About the Grant Application

Organizations will complete an online application.

Applicant organizations are either a 501 (c) (3) non-profit organization **or** are currently contracted with a fiscal sponsor/parent organization that is pre-approved by the Philadelphia Cultural Fund. See *How Do We Apply with a Fiscal Sponsor/Parent Organization?* in Frequently Asked Questions.

Organizations may apply for a 2022 grant if they were **not** awarded an Art & Culture Grant in 2020. If uncertain of your organization's status, please call the Philadelphia Cultural Fund staff at 267-419-7641.

Application Review Process

Applications must be 100% complete and all the correct supporting materials attached to be eligible for review.

Once an application has been submitted electronically through the Zengine application portal, it will be screened by PCF staff to ensure the submission is complete and qualifies for funding. All the required documents and materials (such as the current SMU|DataArts Philadelphia Cultural Fund Funder Report, bios, budgets, personnel lists, planning documents, etc.) must be attached and correctly formatted. *Important:* If an application is missing required information or the organization is found ineligible the application will be disqualified and not be considered for a grant.

Qualified Applications will be assessed utilizing the following criteria:

- **Program Merit & Strength:** There is a clearly articulated mission that strongly links to the programming.
- **Community Impact:** The community/communities the organization intends to serve is clearly defined. The operations and programs align to serve their self-defined community.
- **Operations & Managerial Capacity**: Effective and stable operations.
- **Ability to Plan & Evaluate**: Intentional and reflective approach to its operations and programming.
- **Leadership & Governance:** The organization is led and strengthened by its Board of Directors or, if fiscally sponsored/operates as the program of a parent organization, its oversight group/council/board.
- **Integrity & Fiscal Responsibility:** Robust financial systems and practices are in place.

Timeline:

December 17, 2021:   Application Deadline
January 2022:   Applications screened for qualification
February/March 2022:   Applications reviewed
March/April, 2022:   Applicants notified/Grants distributed

How to Apply

Accessing the Online Application
- All applications are completed and submitted online in Zengine, PCF's grant management system. No hard copies will be accepted. Applications can be worked on over time and saved after each session.
- All first time applicants will need to create a username and password prior to starting their 2022 application. All returning applicants (prior to the 2020 grant cycle) can simply log in to their registered account. Once registered, the user can just log in using those credentials for the duration of the time they are working on the 2022 application.
- Only one unique username is allowed per applicant organization. To protect your information from being corrupted, only one person at a time should be logged in and working on the application.
- [Click here](#) to apply.

Application Tools

We recommend you use these tools to guide you as you complete your application.

1. [Application Tips (PDF)](#)
2. [About the Required SMU|DataArts Philadelphia Cultural Fund Funder Report](#)
3. [Frequently Asked Questions](#)