



## 2024 Art & Culture Grant

### Eligibility & Guidelines

#### **APPLICATION DEADLINE:**

**Monday, January 17, 2024, at 11:59 PM**

#### **IMPORTANT NOTES TO APPLICANTS:**

For FY24, PCF will continue to follow eligibility guidelines that were established during the pandemic to better support the Philadelphia arts & culture sector, including:

- Accepting new applications from organizations with ***an average budget of \$1.5M or less***
- Continuing a streamlined application process to minimize time and effort for applicants to qualify for funding, including a simplified application and the elimination of site visits

**PCF will also be implementing a pilot Panel Review Committee for all NEW applications in FY24.**

**Through this process:**

- PCF staff and panelists will review all new applications
- Grant amounts will be determined through the use of a modified funding formula that takes into consideration the operating budget of the organization.

#### **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 composed 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.

## The overall goals of the Philadelphia Cultural Fund are:

- to provide general operating support to Philadelphia-based arts and cultural organizations.
- to foster a community among Philadelphia cultural leaders; PCF grantees and city representatives.
- to advocate for the value of the arts in daily life and its importance to the growth and future of the city.
- 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 audience engagement and participation in the Philadelphia arts and culture sector.
- 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 its official place of business in the City of Philadelphia as demonstrated by the address on latest 990 filing for 501(c)(3)s, the SMU|DataArts PCF Funder Report, website, letterhead, and printed public materials. PCF will only accept the official address of the organization. We will not accept the address of a staff member, board member, or volunteer.
2. Have an average budget of \$1.5M or less as shown on the organization's SMU|DataArts Philadelphia Cultural Fund (PCF) Funder Report. The organization must provide information for its most recently completed and audited fiscal year (i.e. FY22 or FY23).
3. 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.**
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 conducted public programming (in person or virtually) for at least one year.

8. 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.
9. Have the capacity to carry out its intended programming goals through the support of staff, board, advisors and/or volunteers (paid or unpaid).
10. Have a plan or planning process that demonstrates how the organization will achieve its stated mission and vision.
11. Be in compliance with all applicable laws, rules and regulations including, without limitation, those of the IRS and the Commonwealth of PA.
12. 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>

**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 2024 General Operating Budget **OR** have received unrestricted monies, pledges or commitment of monies from any City department in excess of \$10,000 between July 1, 2022 - June 30, 2023.

**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 Submittable, 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, etc.) must be attached and correctly formatted.

***Please note:*** If an applicant is unable to provide all required information as requested by PCF staff during the due diligence review, or the organization is found ineligible during the pre-screening process, the application will be ineligible and will 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, events and/or productions.
- **Community Engagement & 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:** Sound financial systems and practices are in place.

### 2024 Grant Calendar

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| <b>November 8, 2023:</b>    | Application Live                       |
| <b>January 17, 2024:</b>    | Application Deadline                   |
| <b>February/March 2024:</b> | Applications reviewed                  |
| <b>Spring, 2024:</b>        | Applicants notified/Grants distributed |

### How to Apply

- All applications are completed and submitted online in [Submittable](#), PCF's grant management system. No hard copies will be accepted. Applications can be worked on over time and saved after each session.
- You will need to create a free Submittable account or sign in with Google or Facebook credentials to apply. **Important: The login email used to apply, will be the primary account holder for this application and will receive all communications through the platform.**
- Use the following link to apply. [Art & Culture Grants - The Philadelphia Cultural Fund](#)

### Resources & Info Sessions

- **Submittable Resources:** Check out the [Submitter Resource Center](#) or contact [Submittable Customer Support](#).
- **November 15, 2023** - [Movimiento Administradores de Arte en Pensilvania \(MAAP\)](#)
- **November 30, 2023** - [Philadelphia Cultural Fund Art & Culture Grant Info Session](#) (Co-Hosted by Culture Works)
- [2024 Art & Culture Grant Scoring Rubric](#) (for new applicants)