



**Impact Operational Support Grant**

**Guidelines**

## **Program Overview**

The Cultural Alliance of York County serves the community by investing in high-performing arts and cultural organizations and their ability to innovate, evolve and serve the community. Operating Support Grants support ongoing artistic and administrative activities of eligible arts and cultural organizations. Operating Support Grants are made possible by contributions to the Cultural Alliance of York County annual campaign by businesses, community members, and foundations.

## **Program Objectives**

The Cultural Alliance Board of Directors is committed to the responsible stewardship of community resources. We created this grants process in order to:

- Ensure a fair and principled approach to allocating resources to arts and culture organizations;
- Demonstrate responsible stewardship of the community's funds that have been invested in the Cultural Alliance through our annual campaign;
- Provide clarity and transparency to donors, grant recipients and the community at large; and
- Give arts and culture organizations a mechanism to share their impact on our community through their work.

## **Eligibility Criteria**

Impact Support Grants are invested in nonprofit organizations that satisfy the following eligibility criteria.

### **General**

- Organization is a private, nonprofit, tax-exempt agency in good standing with 501(c)3 status from the Internal Revenue Service and is incorporated in the state of Pennsylvania
- Organization is physically headquartered in York County, Pennsylvania
- Organization has been in continual operation for at least 3 years

Organizations are NOT eligible if they are:

- A public or private entity governed by a county, municipality, school district, community college, college, university, or an agency of state government
- Media companies (TV/radio/print)
- Faith-based organizations
- Fraternal or sports organizations
- Political causes, candidates, organizations, or campaigns
- Hospitals, health, and disease-specific organizations
- Organizations that are a local arm of a state or national organization
- Organizations that are adjuncts to for-profit organizations

## **Mission and Programming**

- Organization operates with arts, culture or history as the organization's primary mission and/or purpose (defined as production, presentation, or instruction of performing, visual, literary, media arts, or history and heritage.)
- Majority of the organization's artistic or cultural programming engages the local community in the production, creation, curation and presentation
- Organization is in operation throughout the year and presents programming to the community
- Organization's programming is accessible and directly benefits the general public, and does not discriminate on the basis of race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status.

## Evidence of Collaboration

- Organization demonstrates a commitment to collaboration, sharing resources, avoiding programmatic duplication and minimizing negative competition.
- Evidence of collaboration may include but is not limited to:
- Support of the Cultural Alliance Annual Campaign
- Programmatic collaboration with other arts and cultural organizations
- Participation in community-wide events/celebrations

## Governance

- Organization's board of directors demonstrate strong governance practices and engagement
- Organization's bylaws require term limits for its board members
- Organization is guided by a strategic direction that has been developed and adopted by its board of directors

## Financial Statements

- Organization's board of directors reviews interim financial statements throughout the year
- Organization has Internally prepared, compiled, reviewed or audited financial statements (see Pennsylvania Bureau of Charitable Organization definition of 'internally prepared financial statements below.)

***Internally prepared financial statements shall contain a balance sheet and statements of revenue, expenses and changes in fund balances indicating the organization's gross revenue, the amount of funds received from solicitations or other fundraising activities and all expenditures for supplies, equipment, goods, services, programs, activities or other expenses, a detailed list of all salaries and wages paid and expenses allowed to any officer or employee if the organization is not required to file an Internal Revenue Service Form 990 and the disposition of the net proceeds received from solicited contributions or other fundraising activities. Compiled financial statements must be prepared by an independent licensed certified public accountant or independent licensed public accountant in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Reviews and audits must be performed by an independent licensed certified public accountant or independent licensed public accountant. Reviews must be performed in accordance with the American Institute of Certified Public Accountants' Statements on Standards for Accounting and Review Services. Audits must be performed in accordance with the American Institute of Certified Public Accountants' Statements on Auditing Standards.***

## Guidelines

### Purpose of the Review Process

The Cultural Alliance Board of Directors establishes an Allocations Committee consisting of donors to conduct an annual review process for each applicant organization. Funding decisions are discussed, reviewed and approved by the Board of Directors upon the recommendation of the Allocations Committee. Cultural Alliance's professional staff provide administrative support to the Allocations Committee but do not provide input during the review process. The members of the Allocations Committee seek to:

- Understand how the organization is achieving excellence and quality programming, pivoting its programming to improve access for diverse individuals through COVID-19, and advancing arts and culture as a regional priority;
- Become better-informed advocates for the organizations that receive operating support;
- Compile data that demonstrates the collective impact of York County's nonprofit arts and cultural organizations to donors, funders and community leaders; and

- Demonstrate good stewardship of community resources and invest financial support wisely.

#### Review of Programming & Site Visit-Virtual in 2021

The Allocations Committee will conduct a virtual meeting that will act as a site visit with each organization applying for an Impact Operating Support Grant. The site visit will be scheduled at a time that is mutually agreeable between the applicant organization and the committee member assigned. Ideally, the site visit will include the organization's executive director, board chair and/or treasurer. The committee member assigned to the site visit will report to the full committee the findings from their site visit.

#### Scoring Criteria

The Allocations Committee will use the following scoring criteria to guide their review.

- Alignment with two of the four focus areas of Diverse Cultures Connect Us, Arts Deepen Our Roots, Arts Help Learning at All Ages & Stages, and Strong Art Builds Strong Community (50 points)
- Leadership, Governance and Administration (25 points)
- Financial Sustainability (25 points)

The Allocation Panel Score will determine % of operating revenue, from 5% to 18% based on campaign allocation pool, with allocations per organization capped at no more than \$10,000 per operational grant.

Please call Kelley Gibson, President of the Cultural Alliance of York County at 717-812-9255 or email [kelley@culturalyork.org](mailto:kelley@culturalyork.org) with any grant questions or to schedule a one-on-one review of the application and guidelines.