

Howard Gilman Foundation New Applicant: Application

For your convenience, any answer you provided on the Letter of Inquiry will automatically populate this application form.

Eligibility

This section helps Foundation staff determine an organization's eligibility for funding. Funding priorities include dance, music, and theatre companies/ensembles; venues with a primary mission to present the performing arts; and organizations that provide services to performing arts organizations and/or artists.

As a reminder, to be considered for funding, an organization must:

- Be incorporated and based in one of the five boroughs of New York City.
- Have a minimum operating budget of \$250,000.
- Have 501(c)(3) status or be fiscally sponsored by a 501(c)(3).

To view the Foundation's full priorities and eligibility criteria, visit the [Howard Gilman Foundation website](#).

The majority of my organization's programming is devoted to the performing arts.*

- Yes
- No

If no, please explain how your organization fits within our funding priorities.

Discipline*

- Dance
- Music
- Theatre
- Multidisciplinary
- Other

If you chose "Other," please explain.

Borough*

- Brooklyn
- Bronx
- Manhattan
- Queens
- Staten Island

Annual Budget Range*

- \$250K to less than \$1M
- \$1M to less than \$3M
- \$3M to less than \$5M
- \$5M to less than \$10M
- \$10M and above

Non-Profit Status*

- My organization is a 501(c)(3).
- My organization is fiscally sponsored by a 501(c)(3).

Fiscal Sponsor

If applicable, provide the name of your organization's fiscal sponsor.

Fiscal Year*

What is the closing date of your fiscal year? (MM/DD)

Howard Gilman Foundation New Applicant: Application

Year Incorporated*

In what year was your organization incorporated? If your organization is not incorporated, in what year was your organization founded?

Full Legal Name*

Enter your organization's full legal name. If your organization is sponsored by a fiscal agent, enter the fiscal agent's full legal name. If awarded funding, the check will be made out to the name provided in this field.

Organizational Background and Finances

This section familiarizes Foundation staff with the history, structure, mission, and finances of your organization.

Mission*

What is your organization's mission statement?

Organizational Background*

Tell us about your organization's history and defining accomplishments.

Suggested length: two to three paragraphs [2,500 character limit]

Key Personnel*

Provide a list of your organization's key personnel and the staff engaged in work related to this grant request, including a brief bio for each.

Ecosystem*

The Foundation seeks to understand the varied and unique roles that organizations play in the performing arts landscape. To that end, briefly identify your organization's position in the discipline(s) of dance, music, and/or theatre; its place in the City's cultural sector and/or local community; and its connection to the wider performing arts ecosystem.

Suggested length: four to five sentences [1,000 character limit]

Future Fiscal Year Operating Budget: Revenue (if available)

Future Fiscal Year Operating Budget: Expenses (if available)

Current Fiscal Year Operating Budget: Revenue*

Current Fiscal Year Operating Budget: Expenses*

Last Fiscal Year Revenue*

Last Fiscal Year Expenses*

Last Fiscal Year Net Assets (if available)

Are your last fiscal year numbers projected, audited, or professionally reviewed?*

- Projected
- Audited
- Professional reviewed

If your last fiscal year numbers are projected, when do you anticipate completing your audit/review?

Budget Comparison*

Upload a detailed side-by-side organizational budget (revenue and expenses) for the last, current, and

Howard Gilman Foundation New Applicant: Application

future fiscal years. Include a column for relevant budget notes. If possible, upload this budget as a PDF to preserve formatting.

Financial Statement*

Upload your organization's most recent audit. If your organization does not have audited financial statements, you can submit an Independent Accountants' Review (IAR) or your organization's most recent 990. If your organization is not required to have an IAR or a 990, you must submit a professionally generated financial statement.

Reserve Funds*

Does your organization maintain any reserve funds?

- Yes
- No

Reserve Funds for Last Fiscal Year

If yes, what was the balance (or anticipated balance) of your reserve fund(s) at the close of your last fiscal year?

Reserve Funds for Prior Fiscal Year

If yes, what was the balance (or anticipated balance) of your reserve fund(s) at the close of your prior fiscal year?

Purpose of Reserve Fund(s)*

If your organization maintains any reserve funds, please describe the type(s) and purpose(s) of the account(s). If your organization does not maintain any reserve funds, discuss any plans to develop reserves in the future.

Board of Trustees*

Provide a complete list of the members of your board.

Format: Name, Board Title, Professional Affiliation

You may also upload a list of the members of your board below. If you choose to upload a list, please write "Uploaded" in the space below.

Board of Trustees List

If you did not already provide this list above, upload a complete list of the members of your board.

Trustee Give/Get Policy*

If your organization has a trustee give/get policy, please describe.

Trustee Giving*

What was the total amount of individual trustee giving for the most recently completed fiscal year?

Trustee Giving Range*

What was the dollar range of individual trustee gifts for the most recently completed fiscal year? (e.g., \$200 - \$100,000)

Trustee Giving Percentage*

What percentage of trustees made a personal monetary donation during your organization's most recently completed fiscal year?

Additional Trustee Information

Discuss your Board's involvement with the organization, beyond monetary support. If relevant, discuss how the Board is growing and/or evolving.

Howard Gilman Foundation New Applicant: Application

Corporate Funding*

List your organization's top five corporate funding sources for the last completed fiscal year. Include each award's amount and purpose.

Format: Name, Amount, Purpose

Example: Corporation X, \$10,000, General Operating Support

Foundation Funding*

List your organization's top five foundation funding sources for the last completed fiscal year. Include each award's amount and purpose.

Format: Name, Amount, Purpose

Example: John Doe Foundation, \$15,000, Technology Initiative

Government Funding*

List your organization's top five government funding sources for the last completed fiscal year. Include each award's amount and purpose.

Format: Name, Amount, Purpose

Example: Local Government Agency, \$10,000, Untitled New Production

New Funding*

List any corporate, foundation, or government funding that your organization has received in the current fiscal year that you did not receive in the last completed fiscal year. Include each award's amount and purpose.

Format: Name, Amount, Purpose

Example: New Foundation, \$25,000, Performing Arts Programming

My organization agrees to allow the Howard Gilman Foundation to access its SMU DataArts profile.*

Each year, the Foundation creates an aggregated cumulative study of our grantee pool to share with staff, Board, peers, and grantees. We use this information to better understand the opportunities and needs of the field, and bolster our work supporting our grantees. Your participation in this tool has been instrumental in helping us do that.

Checking this box allows us access to your organization's current profile. We ask that you complete your most recent fiscal year's SMU DataArts profile by September of 2019. The report on aggregate grantee data will be shared with grantees in early 2020. If you do not have an SMU DataArts account or have any questions about this tool, please contact SMU DataArts directly at 877-707-DATA (877-707-3282) or help@culturaldata.org.

- Allow

Request

This section familiarizes Foundation staff with the nature and details of your request.

Type of Support Requested*

- General Operating Support
- Project Support

Title of Request*

If you are applying for general operating support, write "General Operating for" and the fiscal year for which you are seeking support (e.g., General Operating for FY'19). If you are seeking project support, enter the name of the project.

Letter of Inquiry (LOI) Amount Requested*

This field cannot be changed. If you've been advised to adjust your request amount, please enter the new amount in the "Application Amount Requested" box.

Howard Gilman Foundation New Applicant: Application

Application Amount Requested*

Reenter the above amount or enter the new amount requested.

Please note that the requested amount does not necessarily imply that your organization will be funded at this level.

Project Timeline

If applying for project support, specify the start and end dates (MM/YY-MM/YY) of the project, including any preparations, rehearsals, etc. If applying for general operating support, leave this area blank.

Project Budget

If applying for project support, enter the total amount of the project's expense budget. If applying for general operating support, leave this area blank.

Proposed Project Budget

If you are applying for project support, upload the project budget (revenue and expenses). Include a column containing budget notes.

In which borough(s) would the activities of this specific grant take place?*

Check all that apply.

- Brooklyn
- Bronx
- Manhattan
- Queens
- Staten Island

Detailed Grant Request*

Provide a three to four paragraph detailed description of the request.

For general operating support, provide information about your organization's activities in the fiscal year for which you are applying. Include information about your organization's core programming, upcoming season, and strategic goals.

For project support, provide details about the project for which you are seeking funding, including key personnel, timelines, strategic goals, and expected outcomes.

Suggested length: three to four paragraphs [7,500 character limit]

Partnerships*

Discuss ways in which your organization partners with other institutions and/or across disciplines in creative ways.

Suggested length: one to two paragraphs [2,500 character limit]

Audience/Membership*

Discuss the ways in which your organization makes programming available and affordable to audiences that reflect the diversity of New York City.

Suggested length: one to two paragraphs [2,500 character limit]

Artist Compensation*

Discuss your organization's policies and practices regarding artist compensation. If your organization does not employ artists directly, you may enter "N/A."

Suggested length: one to two paragraphs [2,500 character limit]

Upcoming Activity*

The Foundation's application review process often includes attending a performance or other activity, such as a rehearsal or workshop. What would you most like us to see?

Please list up to five opportunities in the New York City area to see your organization's work between now

Howard Gilman Foundation New Applicant: Application

and the end of this grants cycle. If invited to apply, you will have the opportunity to update or modify this information.
