



## *Fluxx 2023 New Applicant Request*

This document details the questions in Fluxx for New Applicant Requests

*An \* indicates that the field is required*

*To start a request, please click on “Apply for Funding” in the left-side menu in our [Grants Portal](#).*

*Then click on the [NEW APPLICANTS APPLY HERE] button at the bottom of the page.*

*You may need to scroll down a bit in order to see it.*

*The APPLY HERE button will only be available while the cycle is open. Dates and deadlines can be found [here](#).*

### Organization Profile

*Your organization profile can be found in the menu on the left-hand side when you sign into the grants portal.*

- Organization’s name, address, Tax ID (or the ID for the Fiscal Sponsor), and primary contact
- Discipline
- Borough
- Fiscal Year End Date
- Year Incorporated
- Mission Statement
- The majority of my organization’s programming is devoted to the performing arts (yes/no).

Please be sure to update this information if your organization’s address, mission, or other key information change. You can change this Organizational Information at any time.

*Please reference page 4 of the User Guide at <https://howardgilmanfoundation.org/resources/> for instructions on how to access this section.*

### Organizational Background and Financial Information

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

*Suggested length: two to three paragraphs*



**Annual Operating Budget\***

*To be eligible for Foundation funding, organizations must have a minimum operating budget of \$250,000.*

Dropdown choices:

- \$250K to less than \$1M
- \$1M to less than \$3M
- \$3M to less than \$5M
- \$5M to less than \$10M
- \$10M to less than \$25M
- \$25M and above

Provide revenue and expense figures in the fields below.\*

- For organizations applying in Cycle 1, please provide FY'21, FY'22, and FY'23 financial information.
- For organizations applying in Cycle 2, please provide FY'21, FY'22, FY'23, and FY'24 (if available) financial information.
- For organizations applying in Cycle 3, please provide FY'22, FY'23, and FY'24 financial information.

	Revenue	Expenses	Status (Projected, Board Approved, Audited)
FY'21			
FY'22*			
FY'23*			
FY'24			

Upload a detailed side-by-side organizational budget (revenue and expenses).\*

- For organizations applying in Cycle 1, please provide FY'21, FY'22, and FY'23 budgets.
- For organizations applying in Cycle 2, please provide FY'21, FY'22, FY'23, and FY'24 (if available) budgets.
- For organizations applying in Cycle 3, please provide FY'22, FY'23, and FY'24 budgets.

Budget numbers for the current fiscal year should be your organization's most recent projections. Include a column for relevant budget notes.

- If possible, upload as a PDF to preserve formatting.



Provide below or upload a complete list of the members of your Board, including their professional affiliation and the year they joined the Board.\*

(This can either be pasted into a text box or uploaded as document)

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

*Suggested length: four to five sentences*

List your organization's top five corporate funding sources for the last twelve months. Include each award's amount and purpose.\*

*Format: Name, Amount, Purpose*

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

List your organization's top five foundation funding sources for the last twelve months. Include each award's amount and purpose.\*

*Format: Name, Amount, Purpose*

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

List your organization's top five government funding sources for the last twelve months. Include each award's amount and purpose.\*

*Format: Name, Amount, Purpose*

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

## Request Information

Type of Support Requested (General Operating Support or Project Support)

Title of Request

If project support: When entering the Title of Request, please enter the name of the project.

- Enter the total amount of the project's expense budget.\*



- Upload the project budget (revenue and expenses). Include a column containing budget notes. If possible, upload this budget as a PDF to preserve formatting.\*

If general operating support: When entering the Title of Request, write "General Operating for" and the fiscal year for which you are seeking support (e.g., General Operating for FY'23).

#### Request Summary

If general operating support: Please tell us about your organization's planned artistic and other activities in the fiscal year for which you are seeking funding. Possible topics to touch on include artistic programming, financial and fundraising considerations, workplace culture, staffing and/or Board. Additionally, we encourage you to discuss any current organizational needs or challenges as part of this narrative.\*

*Suggested length: four to six paragraphs*

If Project Support: Please tell us about the project for which you are seeking funding, including key personnel, timelines, goals, and expected outcomes. Additionally, we encourage you to discuss any current organizational needs or challenges as part of this narrative.\*

*Suggested length: four to six paragraphs*

Please describe your organization's philosophy and practices regarding wages, benefits, and artist fees.\*

*Suggested length: one to two paragraphs*

We strive to be a learning organization and know that we're not experts in every artistic discipline, form, technique, or culture. What might we need to know, read, research, or study to help us have a greater understanding of your work? You are welcome to list these resources and suggestions.

The Foundation's application review process often includes attending a performance or other activity, such as a rehearsal or workshop. Is there any in-person or digital programming you'd like us to see? Feel free to list opportunities in the New York City area to see your organization's work in person or share links to past performances or content on your website, YouTube, Vimeo, Instagram, Facebook, or elsewhere that you'd like us to view.\*