HOWARD GILMAN FOUNDATION

Fluxx 2023 Renewal Request

This document details the questions in Fluxx for Renewal Requests
*An * indicates that the field is required*

To start a request, please click on "Apply for Funding" on the left-hand menu in our Grants Portal.
Then click on the [CURRENT GRANTEES 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 Information

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

Annual Operating Budget*
  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.

	Expenses	Revenue	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.

Upload your organization's most recent audit or professional review. If your organization does not have audited or professionally reviewed financial statements, you can submit your organization's most recent 990.*

Provide 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)

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

Summarize your organization's activities during the last grant period. Possible topics to touch on include artistic programming, financial information, fundraising, staffing and/or Board. If you received a two-year grant, you need only summarize activities that occurred in the past 12 months.*
Suggested length: three to four paragraphs
Answering this question satisfies the reporting requirements of your prior year grant.

Renewal Request

Please note that this renewal form does not include space for a grant request amount. Current Grantees may generally expect to receive a renewal at their established annual amount (typically your prior year's general operating support amount). Your Program Officer will have a detailed conversation with you about any additional needs and concerns.

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, project start and end dates, 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

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.*