HOWARD
GILMAN
FOUNDATION

Fluxx 2024 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 "Grantee Portal" in our Fluxx 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 Information

- Organization:
- Location:
- Grant Contact*: (with the option to choose from one of the existing contacts associated with the Organization, or to Add New)
  The Grant Contact should be the staff member who will interact most frequently with the grant portal. This is often the person who is writing the applications.
- Executive Leader*: (with the option to choose from one of the existing contacts associated with the Organization, or to Add New)
  If awarded a grant, the Executive Leader is the staff member that will be addressed in any award letters and will act as the signatory for grant contracts. If these two contacts are the same, please choose the same person for both. Further details can be found in our Grants Portal User & Contact Guide.
- Would this grant be paid to a Fiscal Sponsor?* (Y/N)
- If Y, the form requires Fiscal Sponsor Organization Name, Contact Name, Email, and Address
- If Y, the following instructions appear: "Upload your signed and dated Fiscal Sponsorship Agreement between the sponsor and sponsored group.*"

The information below is from the part of the grantee portal called the "Organization Profile." To fill it in, click "Save and Close" on this application and navigate to the Organization Profile on the menu on the left-hand side of the screen. Please complete all questions in the Organization Profile before submitting this form, and they will then automatically populate in this application.

You will only have to update this section if anything about your organization's mission, contacts, or location changes.

Organization Profile Information

- Discipline
- Borough
- Fiscal Year End Date
- Year Incorporated
- The majority of my organization's programming is devoted to the performing arts (yes/no).

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

Recently, we have added some demographic questions to our request form, to help us better understand our applicant and grantee pools. If you have any questions about this process, feel free to contact grants@howardgilmanfoundation.org.

Organizational Background

Tell us about your organization's history and defining accomplishments.*
Suggested length: one to two paragraphs

The Foundation seeks to understand the varied and unique ways that organizations contribute to the New York City performing arts landscape. To that end, briefly identify your organization's role in the discipline(s) of dance, music, and/or theatre; its place in the City's cultural sector; and its connection to your local community.*
Suggested length: *one to two paragraphs*

Pulled from Org Card: Mission Statement

The mission statement above comes from the organizational information you provided us when you registered. If it needs to be revised (or if it is blank), navigate to your Organization Profile to edit it. Instructions on that process can be found here: *https://howardgilmanfoundation.org/resources/.*

Is it part of your organization's mission to support artmaking by and for People of Color?*
- Yes
- No

Is it part of your organization's mission to support artmaking by and for LGBQ and/or trans/non-binary people?*
- Yes
- No

Is it part of your organization's mission to support artmaking by and for people with disabilities?*
- Yes
- No

Current 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 the last completed year's financial information, please provide actuals. For your current fiscal year, please provide your most recent re-projections, not what was originally projected. We know that next year's budget may still be in formation; please provide us with your best estimates as of now. You will have an opportunity to provide updated numbers over the course of the review period.
- For organizations applying in Cycle 1, please provide FY'22, FY'23, and FY'24 financial information.
- For organizations applying in Cycle 2, please provide FY'23, FY'24, and FY'25 financial information.
- For organizations applying in Cycle 3, please provide FY'23, FY'24, and FY'25 financial information.

	Revenue	Expenses
FY'25		
FY'24*		
FY'23*		

FY'22		

Upload a detailed side-by-side organizational budget (revenue and expenses).* (line break)
For the last completed year's financial information, please provide actuals. For your current fiscal year, please provide your most recent projections. We know that next year's budget may still be in formation; please provide us with your best estimates as of now. You will have an opportunity to provide updated numbers over the course of the review period. Please include a column for relevant budget notes. If possible, upload as a PDF to preserve formatting.
- For organizations applying in Cycle 1, please provide FY'22, FY'23, and FY'24 budgets.
- For organizations applying in Cycle 2, please provide FY'23, FY'24, and FY'25 (if available) budgets.
- For organizations applying in Cycle 3, please provide FY'23, FY'24, and FY'25 budgets.

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.*

Staff Leadership Questions
Please use your organization's internal definition of Staff Leadership when answering the following three questions.

Leadership by Race
Please consider whether your organization currently has staff leadership by People of Color, then choose the option that best describes your organization. Our organization's staff:*
- Is led by People of Color
- Has significant (more than half) leadership by People of Color
- Has less than half leadership by People of Color

Leadership by Gender and Sexual Orientation
Please consider whether your organization currently has staff leadership from LGBQ people and/or trans and non-binary people, then choose the option that best describes your organization. Our organization's staff:*
- Is led by LGBQ and/or trans/non-binary people
- Has significant (more than half) leadership made up of LGBQ and/or trans/non-binary people
- Has less than half leadership from LGBQ and/or trans/non-binary people

Leadership by Dis/ability

Please consider whether your organization currently has staff leadership by people with disabilities, then choose the option that best describes your organization. Our organization's staff:*
- Is led by people with disabilities
- Has significant (more than half) leadership by people with disabilities
- Has less than half leadership by people with disabilities

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 a 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

Board by Race
Please consider the demographics of your organization's Board in terms of race, then choose the option that best describes your Board. Our organization's Board:*
- Is made up of all, or virtually all, People of Color
- Has significant (more than half) representation from People of Color
- Has less than half representation from People of Color

Board by Gender and Sexual Orientation
Please consider the demographics of your organization's Board in terms of gender identity and sexual orientation, then choose the option that best describes your Board. Our organization's Board:*
- Is made up of all, or virtually all, LGBQ and/or trans/non-binary people
- Has significant (more than half) representation from LGBQ and/or trans/non-binary people
- Has less than half representation from LGBQ and/or trans/non-binary people

Board by Dis/ability
Please consider the demographics of your organization's Board in terms of dis/ability, then choose the option that best describes your Board. Our organization's Board:*
- Is made up of all, or virtually all, people with disabilities
- Has significant (more than half) representation from people with disabilities
- Has less than half representation from people with disabilities

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: The X Arts 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)*
Choosing between General Operating Support and Project Support will affect the question(s) asked below. Choose one of the options to see the question details.

Title of Request*

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'24).

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.*

Request Summary

If the applicant chooses 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, and staffing. Additionally, we encourage you to discuss how your organization and programming meets our current priorities, which can be found here: "New Applicants."*
Suggested length: four to six paragraphs

If the applicant chooses project support, the following 3 questions automatically generate:
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 how your organization and programming meets our current priorities, which can be found here: "New Applicants."
Suggested length: four to six paragraphs

If the applicant chooses Project Support:
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.*
Note: Please click on the green plus icon to the right of 'Proposed Project Budget' to upload your document.

Racial equity is a funding priority for the Howard Gilman Foundation. We recognize, however, that numbers only tell part of the story. We invite you to share how your organization engages with racial equity in the organization's administration (staff and Board), artistic choices, audience/community outreach, and/or how your organization's

programming contributes to greater racial equity in the field at large. You are welcome to address gender equity, disability and access, other forms of equity, or additional communities served by your mission, as well. You are also welcome to upload any materials relevant to your organization's equity work.

Note: Organizations by and for People of Color are not required to answer this question but are welcome to speak to their work in this area or regarding other kinds of equity if desired.

If your organization has materials reflecting your work on equity, such as strategic planning documents, action plans, consultant reports, etc, you may upload them here.
+Upload
+Upload

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? We welcome you 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.*