Fluxx 2025 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 "Grantee Portal" in our [Fluxx portal](#).
Then click on the [CURRENT GRANTEES APPLY HERE] button at the bottom of the page.
You may need to scroll down to the bottom of the page 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 or location changes. *Please reference page 4 of the [User Guide](#) for instructions on how to access this section.*

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).

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.

Pulled from Org Card: Mission Statement

The mission statement above comes from the Organization Profile section of your grantee portal. 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 on page 4 of the Grants Portal User & Contact Guide.

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*
   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 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 at this time. Your Program Officer may ask for updated numbers during the review period.
- For organizations applying in Cycle 1, please provide FY'23, FY'24, and FY'25 financial information.
- For organizations applying in Cycle 2, please provide FY'24, FY'25, and FY'26 (if available) financial information.
- For organizations applying in Cycle 3, please provide FY'24, FY'25, and FY'26 financial information.

	Revenue	Expenses
FY'26		
FY'25*		
FY'24*		
FY'23*		

Upload a detailed side-by-side organizational budget (revenue and expenses).*
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. Your Program Officer may ask for updated numbers during 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'23, FY'24, and FY'25 budgets.
- For organizations applying in Cycle 2, please provide FY'24, FY'25, and FY'26 (if available) budgets.
- For organizations applying in Cycle 3, please provide FY'24, FY'25, and FY'26 budgets.

The Howard Gilman Foundation strives to support the long-term financial health of our grantees. Please describe your organization's current fiscal health and level of sustainability. Please discuss your financial and budgetary goals and challenges, and whether you have reserve funds (e.g. Building Maintenance Funds, Artistic Funds, cash reserves), an endowment, or are in the process of a capital campaign. Please note that we

do not assume that your organization has reserve funds, and we do not penalize organizations that are not at that stage.*
Suggested length: one to two paragraphs

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.

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

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

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

Board Leadership Questions

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 a document

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

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

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

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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

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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

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Answering this question satisfies the reporting requirements of your prior year grant:

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

Renewal Request

Please note that this renewal form does not include space for a grant request amount. Your Program Officer will have a detailed conversation with you about your organization's current needs and concerns.

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'25).

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 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, and staffing. Additionally, we encourage you to discuss how your organization and programming meets our current priorities, which can be found here: Priorities.*
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 how your organization and programming meets our current priorities, which can be found here: Priorities.*
Suggested length: four to six paragraphs

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.
+ Equity Document 1 (optional):
+ Equity Document 2 (optional)

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? Please list any upcoming opportunities in the New York City area to see your organization's work in person.*