



Fluxx 2026 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](#).

Welcome to the Howard Gilman Foundation Grants Portal. If you have questions while working on the form below, feel free to contact the Grants Team at grants@howardgilmanfoundation.org.

Please note: **The portal does not autosave**; therefore, you must click the [Save] button as you work and the [Save and Close] button before you exit the application to ensure your data will not be lost. Please note that there are no word or character limits within the request form, but we do provide suggested lengths for each narrative question.

An asterisk (*) indicates a required question. A caret sign (^) indicates the question was designed by the New York Grantmakers in the Arts' Common Application Committee. By standardizing question language across applications, this effort seeks to reduce the amount of time New York artists and arts organizations spend on grant proposals. If you encounter one of these questions on another funder's application, you are encouraged to copy and paste the same answer. This work is based on the efforts of the Common Application for the Arts - Bay Area.

If you have concerns about documenting any aspects of your work within this request form given the current political context, do not hesitate to contact your program officer to discuss it.

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 application.
- 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 agreements. If the Grant and the Executive Leadership 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 the Fiscal Sponsor Organization Name, Contact Name, Email, and Address and requires that the applicant upload a signed and dated Fiscal Sponsorship Agreement between the fiscal sponsor and your organization.*

The information below is from the part of the grantee portal called the "Organization Profile." To fill in or edit, 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 [Grants Portal User & Contact Guide](#) for instructions on how to access this section.

Organization Profile Information

- Discipline
- Borough
- Fiscal Year End Date
- Year Incorporated

Organizational Background and Financial Information

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](#).

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'24, FY'25, and FY'26 financial information.
- For organizations applying in Cycle 2, please provide FY'25, FY'26, and FY'27 (if available) financial information.
- For organizations applying in Cycle 3, please provide FY'25, FY'26, and FY'27 financial information.

	Revenue	Expenses
FY'27		
FY'26*		
FY'25*		
FY'24*		

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. You are welcome to upload a Revenue and Expense budget you recently submitted to DCLA or other institutional funders, as long as they include:

- Actuals for the last completed year
- Most recent projections for your current fiscal year

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'24, FY'25, and FY'26 budgets.
- For organizations applying in Cycle 2, please provide FY'25, FY'26, and FY'27 (if available) budgets.
- For organizations applying in Cycle 3, please provide FY'25, FY'26, and FY'27 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. We are also interested in whether you have any of the following: Working Capital/Internal Line of Credit; Bank Line of Credit; Operating Reserves; Building Reserves; Artistic Reserves; and/or an Endowment. If you are in the process of a Capital Campaign, please also note that here.



Please note that we do not assume that your organization has any of these financial assets, and we do not penalize organizations that do not.*

Suggested length: one to two paragraphs

Upload your organization's most recent audit or CPA's review. If your organization does not have any 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 a 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: 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

Answering this question satisfies the reporting requirements of your prior year's 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 multi-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 application 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.

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.

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

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'XX).

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, racial or other kinds of equity work, and staffing.

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.

Suggested length: four to six paragraphs

Describe the communities your organization is rooted in, engages, and/or serves. (^)*

Suggested length: 400 words or two to three paragraphs.



The Foundation's application review process often includes attending a performance or other activity, such as a rehearsal or workshop. Please list any upcoming opportunities in the New York City area to see your organization's work in person.*