

# 2026 Arts & Culture Initiative Grant Process

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*Community Foundation for Greater Buffalo*

## *Tips and Tricks for Completing This Application*

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### **Saving Your Work**

Your progress saves automatically as you work. To save manually, click "Save" in the bottom right corner. Return to your draft anytime via your dashboard by clicking "Edit Application". Work in one window or tab and on one computer at a time. Having the application open multiple places will prevent the application from saving properly.

### **Character Count**

Spaces count as characters! Character overages will prevent final submission of the application until this error is corrected.

### **File Uploads**

DO NOT upload zipped files. If a file upload is requested, please only use the following formats:

- Microsoft Word
- Microsoft Excel
- PDF
- JPG

If you wish to change an upload you've made, simply upload the new file over the old one to overwrite it or click the red X beside the file to delete it.

### **Collaboration**

Working with a team? Use the blue "Collaborate" button in the upper right corner to invite colleagues to work on your application together. For more information on this feature, please review this article. For information to send to the person you're inviting to collaborate, please review this article.

### **Copy Request**

Returning applicant? save time by clicking the "Copy Request" button in the top right corner to import answers from a previous application. Just be sure to review and update any Copied information before submitting. For more information on this feature, please review this article.

Please make sure all information is correct before submitting your application!

If you have any issues or questions filling out this application, please reach out Sarah Johnson, Grant Management Officer, at sarahj@cfgb.org. Please include your organization name/EIN, and a description of the issue you're running into.

## Basic Information

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### Project name\*

*Character Limit: 100*

### Concise one sentence summary of request\*

*Character Limit: 300*

### What is your total operating budget for your most recently-completed fiscal year?\*

*To be eligible for this application, the organization must have a total operating budget of \$500,000 or less in its most recently completed fiscal year.*

*The Community Foundation will also be reviewing your most recent IRS Form 990 online at the GuideStar website. Should there be none listed, we will request a copy of your most recent audit or financial review and its accompanying management letter.*

*Character Limit: 20*

### Which primary county is SERVED in this application?\*

*Reminder: Monroe County-based organizations must apply through the Rochester Area Community Foundation's grant portal.*

#### Choices

Allegany  
Cattaraugus  
Chautauqua  
Erie  
Genesee  
Niagara  
Orleans  
Wyoming

### Additional Counties

*If this request serves additional counties, you may select the appropriate counties below. This is not required.*

#### Choices

Allegany  
Cattaraugus  
Chautauqua  
Erie  
Genesee  
Monroe  
Niagara  
Orleans  
Wyoming

## Type of Arts and Cultural Organization\*

*Select the category that best describes your primary focus.*

### Choices

Architecture  
 Artist Community  
 Arts Education  
 Dance  
 Design  
 Folk & Traditional  
 Library  
 Literary Arts  
 Local Arts Agency  
 Media Arts  
 Museums  
 Music  
 Musical Theater  
 Opera  
 Other  
 Presenting & Multidisciplinary Work  
 Theater  
 Visual Arts

## Type of Arts and Cultural Organization (Other)

*If you selected Other for the type of arts & culture organization, please detail below.*

*Character Limit: 150*

## Organization Status\*

What status are you utilizing to submit this application?

### Choices

Our organization is submitting with our own 501(c)3 status.  
 Our organization is submitting through a fiscal sponsor.

## *Fiscal Sponsor*

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This application should be submitted by the fiscal sponsor, using the fiscal sponsor's own Foundant account. (This is a perfect situation to use the collaboration feature mentioned under "Tips and Tricks"!)

### **For the fiscal sponsor:**

- The fiscal sponsor is formally considered the applicant. The sponsor is legally responsible for grant fulfillment, including any reporting.
- This section should be completed by the fiscal sponsor.

**For the sponsored organization:**

All sections in the application, with the exception of this Fiscal Sponsor section, should be completed with the information for the sponsored organization.

**For fiscally-sponsored organization, this application should be submitted by the fiscal sponsor**

- The fields below should be completed by the fiscal sponsor. The fiscal sponsor is formally considered the applicant and legally responsible for grant fulfillment, including any reporting.
- All other application questions should be completed with the information for the sponsored organization.

**Fiscal Sponsor Name\***

*Provide the name of the fiscal sponsor.*

*Character Limit: 250*

**Sponsored Project/Organization\***

*Provide the name of the sponsored project or organization.*

*Character Limit: 250*

**Relationship Description\***

*Briefly describe the nature of your relationship with the sponsored project/organization.*

*Character Limit: 1000*

## *Mission & Program*

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**What is your mission statement?\***

*Ideally, this is your board-approved mission statement that is 1-sentence long.*

*Character Limit: 750*

**Program\***

*Provide a brief description of your programs.*

*Be sure to include information on how frequent your programming is and if appropriate, the number of individuals served.*

*Character Limit: 2000*

## Community

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*For the Community-related questions below, frame your answer within the context of the community you serve. Only if appropriate, your answer may reference your organizational values of equity around accessibility, race and ethnicity, income levels, gender, etc.*

### Community Served\*

**Which community or communities does your organization serve?**

*Character Limit: 1000*

### Community Need\*

**What would be lost to the community/ies served if your organization no longer existed?**

*Character Limit: 1000*

### Community Feedback\*

**How does feedback from the community or communities you serve influence your organization?**

*Consider how feedback influences your programming, governance, staffing, and/or other aspects of your organization.*

*Character Limit: 1500*

## Budget Request

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### Amount requested\*

*The maximum award is \$2,500.*

*Character Limit: 20*

### Goal\*

**What will you use the funds for?**

*Funds may be used for project or general operating expenses. The strongest answers list expenses and cost.*

*Character Limit: 3000*

### Success\*

**Based on your goal above, what will success look like for your organization once you have utilized the funds?**

*Character Limit: 2000*

## Uploads

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### Upload

***You may upload up to 3 pages of meaningful content that enhance the story of your organization and/or supplement the narrative you have already provided. The strongest uploads demonstrate support for your programming directly from your community served.***

#### **Guidelines:**

*Examples of meaningful content include photos, videos, testimonials from your community served, participant letters, survey results, media reviews, etc.*

- *Evaluators will review up to 3 uploaded pages.*
- *Evaluators will review up to 3 minutes of video content.*
- *If you are uploading a longer video, please specify the 3 minutes you would like reviewed. If nothing is specified, evaluators will review the first 3 minutes.*
- *To stay within maximum file sizes, upload a PDF with a link to the video. This PDF counts towards your total of 3 pages.*

*File Size Limit: 10 MB*

## Certification

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### Certification\*

Do you certify that the executive director and a board officer have approved of this grant request and that all information provided is accurate to the best of your knowledge?

#### Choices

Yes

No