

**2022**  
**Grant Application General Information and Schedule**  
**Ralph C. Wilson, Jr. Foundation Arts Initiative**  
**Administered by the Community Foundation for Greater Buffalo**

In December 2021, the Ralph C. Wilson, Jr. Foundation announced a gift to support arts and culture in the eight counties of Western New York, plus Monroe County, in recognition of the key role creatives play in economic development. Part of that announcement includes \$500,000 in annual funding to be awarded primarily to support small to mid-sized arts and cultural organizations in the nine counties. The Community Foundation for Greater Buffalo is managing and operating the endowment and grants program.

Since January, the Community Foundation for Greater Buffalo has connected with, listened to and learned from over 100 representatives of arts and cultural organizations, including arts councils, advocacy groups, nonprofits and funders from Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Monroe, Niagara, Orleans and Wyoming counties. This included three listening sessions which were open to all arts and culture organizations in the nine counties. As a result, in 2022, the Community Foundation will be requesting applications for two opportunities:

1. A single arts and culture nonprofit organization may apply for up to \$10,000 for operating funding. Preference will be given to organizations for which \$10,000 will make a meaningful impact on their annual operations. Applicant organizations must have had no more than \$3 million in revenue in their Fiscal Year 2021 to be eligible to apply.
2. Multiple arts and culture organizations may apply together for funding to support collaborative efforts to advance inclusion up to \$25,000. Preference will be given to collaborations which will have a meaningful impact on inclusion and for which small to mid-sized arts and culture organizations receive the majority of the funding requested.

To be eligible for funding, the applicant organization must meet the following criteria:

- Applicant organization must be a current 501(c)(3) status as determined by the Internal Revenue Service
- Applicant organizations must have arts and culture as core to their mission
  - Two exceptions to the core mission may be made:
    1. Fiscal sponsors may apply on behalf of a small to midsize arts and culture applicant organization; however, the underlying applicant organization must meet all other criteria and funding awarded must go directly to the applicant organization
    2. In rural communities with limited independent arts and cultural organizations, other 501(c)(3) organizations which provide arts and culture opportunities for their community may apply. **Exceptions must be granted by the Community Foundation in writing. Please write to [WilsonArts@cfgb.org](mailto:WilsonArts@cfgb.org) to explain the unique circumstances in your rural community by September 9.**
- Applicant organizations must that are physically located in and/or operate from the one or more of nine counties (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Monroe, Niagara, Orleans, Wyoming)

Additionally:

- Applications MUST be submitted electronically online. No paper, emailed, or pdf applications will be accepted. A simple report will also be requested at the end of the year and will be available through the same online system. For your convenience, on page 2 are the guidelines and an outline of the questions you will be required to address when completing your electronic application.
- The total amount available for disbursement in 2022 is approximately \$500,000.
- The Community Foundation will not consider funding for:
  - Higher education scholarships (separate application, deadlines, and process)
  - Religious purposes
  - Projects exclusively for residents of other counties than the nine listed above.
  - Schools not registered with the New York State Education Department
  - Attendance at or sponsorship of fundraising events for organizations
  - Any partisan political activity. Funds from the Community Foundation cannot be used to support or oppose a candidate for political office.
  - Projects and activities that have occurred. The Community Foundation will not, except in extraordinary cases, provide payment or reimbursement for expenses incurred prior to the funding decision being communicated to the applicant.
- The Community Foundation requires all grants be closed out by submitting a simple report online within one year of receipt of funds.
- The Community Foundation reserves the right to conduct an independent evaluation of grant expenditures for up to four years. The grantee agrees to provide the information necessary to complete such an evaluation. Failure to submit requested information in a timely fashion may obligate the grantee to refund the grant.
- The use of grant funds for purposes not pre-approved by the Community Foundation or not supported through required documentation will result in a request that those grant funds be returned to the Community Foundation.
- The failure of an applicant to properly close out a grant in a timely manner will be a factor when considering new grants.
- The Community Foundation is a supporter of the BoardStrong initiative which assists public charities in achieving the highest standards of board leadership, governance and oversight. We recommend organizations utilize this service to improve their capacity strengthen their boards by providing access to a pool of talent for board service and governance resources: [www.boardstrong.org](http://www.boardstrong.org)
- The Community Foundation embraces the benefits of diversity, equity, and inclusion. In its grantmaking decisions, the Community Foundation supports organizations, projects, and programs that share its belief that no person in the United States shall on the basis of the Protected Characteristics, or any other improper criterion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its programs or activities.

**Timeline**

**RFP accepted online:** August 15, 2022

**Application deadline:** September 16, 2022 at 4 PM

*NOTE: Applications in draft form on the website after the deadline will be considered abandoned and will not be eligible to be considered for funding.*

**Decision notification:** Mid-December 2022

Questions may be directed to [WilsonArts@cfgb.org](mailto:WilsonArts@cfgb.org)

## 2022 Grant Application Questions for Operating Funding

### Basic Eligibility Questions:

1. Name and Address of Organization
  - If Fiscal Sponsor – Name of organization you are applying on behalf of and the nature of the relationship with that organization
2. County
  - Please list the eligible county(ies) in which your organization is physically located and/or operates from. Eligible counties are Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Monroe, Niagara, Orleans and Wyoming counties
3. Select the primary category of your organization
  - Arts Education, Crafts, Cultural, Dance, Design Arts, Folk Arts, Interdisciplinary, Literature, Media Arts, Multi-Disciplinary, Museum, Music, Opera/Musical Theater, Photography, Theater, Visual Arts, Other
4. Was the revenue/income of your organization less than \$3 million in its most recent past fiscal year?
5. Amount requested

### Narrative/Core Questions:

1. Purpose of organization and mission – List your organization’s mission and describe how you serve your community. Please including a brief description of your mission-driven activities and programs (2,000 character limit)
  - a. If the mission of your organization is not primarily an arts and cultural organization and you have been granted an exception by the Community Foundation to apply, please answer with the following information: please explain how your organization advances arts and culture in your community and upload exception approval as an attachment
2. Briefly describe the primary community or audience your organization serves (2,000 character limit)
3. How does the leadership of your organization (i.e. board and senior staff) and the organization’s practices reflect the community you serve? (2,000 character limit)
4. Describe how you will use this funding to strengthen your organization and increase inclusion (2,000 character limit)
5. What is your revenue goal for 2023? How will this grant make a meaningful difference to your 2023 budget and help your organization conduct its work? (2,000 character limit)

**Other required information:**

- Certification that the executive director and a board officer have approved submittal of the grant request and that all information provided is accurate.
- Confirmation that organization has a Conflict of Interest policy in accordance with New York State Law.
- List of all board members.

**Other optional information:**

- There will be two optional places to upload documents to provide additional information about your organization

## 2022 Grant Application Questions for Collaborative Funding

### Basic Eligibility Questions for Each Organization in Collaboration:

- Name and Address of Organization
  - If Fiscal Sponsor – Name of organization you are applying on behalf of and the nature of the relationship with that organization
- County
  - Please list the eligible county(ies) in which your organization is physically located and/or operates from. Eligible counties are Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Monroe, Niagara, Orleans and Wyoming counties
- Select the primary category of your organization
  - Arts Education, Crafts, Cultural, Dance, Design Arts, Folk Arts, Interdisciplinary, Literature, Media Arts, Multi-Disciplinary, Museum, Music, Opera/Musical Theater, Photography, Theater, Visual Arts, Other
- Was the revenue/income of each of your organizations less than \$3 million in its most recent past fiscal year?
  - If no, is the majority of the funding going to organization(s) with less than \$3 million in revenue/income

### Narrative/Core Questions:

1. Amount requested and date grant is required
2. Purpose of organizations and missions – List the primary and collaborating organizations' missions and briefly outline mission-driven activities and programs (2,000 character limit)
3. Briefly describe the primary community or audience your project would serve (2,000 character limit)
4. How does the leadership of this collaboration and practices reflect the community you intend to serve? (2,000 character limit)
5. Describe what will be done and how this collaboration would increase inclusion (2,000 character limit)
6. Describe how the collaborative work would strengthen each of your organizations and the potential community impact (2,000 character limit)
7. Project budget – Please create a complete detailed budget breakdown outlining costs of the individual items that constitute your funding request to the Community Foundation and which collaborator(s) will receive funding.
8. Budget narrative (optional) - If necessary, a budget narrative elaborating on your budget lines may be submitted

9. Partial funding - If the Fund were only able to partially fund your request, can you proceed? If yes, how would your programming be affected? Please detail. (1,500 limit)

**Other required information:**

- Certification that the executive director and a board officer have approved submittal of the grant request and that all information provided is accurate.
- Confirmation that organization has a Conflict-of-Interest policy in accordance with New York State Law.
- List of all board members.
- Memoranda of understanding/letters of support - A letter of support is required from each of the collaborating organization named above.

**Other optional information:**

- There will be two additional places to upload documents to provide additional information.