

# Creative Sector Flex Fund (2024-25)

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## *Centre Foundation*

### *Applicant Information*

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#### **Applicant Name\***

*Character Limit: 100*

#### **Web URL\***

*Character Limit: 2000*

#### **PA House District\***

**Use this website** to look up PA House and Senate districts.

*Character Limit: 25*

#### **PA Senate District\***

**Use this website** to look up PA House and Senate districts.

*Character Limit: 25*

#### **Applicant Type\***

Which type of organization is the applicant?

##### **Choices**

501(c)(3) Nonprofit Organization

Unit of Government

Neither 501(c)(3) nor Unit of Government (Requires Fiscal Sponsor)

### *IRS Letter of Determination*

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#### **IRS Determination Letter**

Upload the applicant's IRS Determination Letter confirming nonprofit 501(c)(3) status. Does not apply to Local Governments.

*File Size Limit: 2 MB*

### *Fiscal Sponsor Information*

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Applicants that are neither 501(c)(3) nonprofit organizations nor units of government must use a fiscal sponsor that is a 501(c)(3) nonprofit organization.

### **Fiscal Sponsor Name**

*Character Limit: 100*

### **Fiscal Sponsor Street Address**

*Character Limit: 100*

### **Fiscal Sponsor City**

*Character Limit: 100*

### **Fiscal Sponsor State**

*Character Limit: 2*

### **Fiscal Sponsor Zip**

*Character Limit: 15*

### **Fiscal Sponsor Organization County**

*Character Limit: 100*

### **Fiscal Sponsor Web URL**

*Character Limit: 2000*

### **Fiscal Sponsor Contact First Name**

*Character Limit: 100*

### **Fiscal Sponsor Contact Last Name**

*Character Limit: 100*

### **Fiscal Sponsor Contact Title**

*Character Limit: 100*

### **Fiscally Sponsored Organization Contact Phone**

*Character Limit: 25*

### **Fiscal Sponsor Contact Email**

*Character Limit: 254*

### **Fiscal Sponsor IRS Determination Letter**

Upload the fiscal sponsor's IRS Determination Letter confirming nonprofit 501(c)(3) status.

*File Size Limit: 2 MB*

### **Fiscal Sponsorship Agreement**

Please upload your fully-executed and active Fiscal Sponsorship Agreement between the fiscal sponsor and the entity being sponsored. This must include:

- duties and responsibilities of each part,
- the term of the agreement,

- termination provisions,
- ownership of intellectual property,
- dispute and indemnification clauses,
- and the method of the holding and distribution of funds.

*File Size Limit: 2 MB*

### Certificate of Organization-Domestic Limited Liability Company

For LLCs only: Upload your Pennsylvania Department of State Bureau of Corporations and Charitable Organization's Certificate of Organization-Domestic Limited Liability Company. At least three organizers/members must be listed in the Certificate of Organization.

*File Size Limit: 2 MB*

## *Financial and Job Information*

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### Total Revenue\*

Total revenue for your **most recently completed fiscal year** as reported on your IRS Form 990 line 12 (revenue means all contributed and earned cash income, and realized income from investments, as applicable. Do not include in kind).

If your revenue is below \$50,000 and you submit a postcard 990 OR you are a non-arts organization with an arts program, you **MUST** attach Board/Committee financial statements for your most recently completed **TWO** fiscal years below. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.

*Character Limit: 20*

### Current Number of Full-Time Equivalent (FTE) Jobs\*

FTE is calculated as a minimum of 35 hours per week. As applicable, include contractors or leased employees providing consistent services under your organization's direct supervision. For non-arts organizations, provide the number of FTEs working within your arts program.

*Character Limit: 20*

### Maximum Number of Full-Time Equivalent (FTE) Jobs\*

To the extent that your FTE count varies during the year due to seasonality of programming or operational needs, provide your anticipated high mark of FTE jobs through the end of the grant period. As applicable, include contractors or leased employees providing consistent services under your organization's direct supervision.

*Character Limit: 20*

## 990/Financial Statements

- **For arts organizations:** Upload your **TWO** most recently completed form of 990 (or 990-EZ or 990-N) IRS tax filings. If your revenue is below \$50,000 and you submit a postcard 990 (990-N), you **MUST** additionally attach a Board/Committee approved financial statement for your most recently completed TWO fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.
- **For non-arts organizations:** Upload a Board/Committee approved arts-specific program financial statement for your most recently completed TWO fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses. In-kind is not included.
- **For fiscally sponsored applicants:** Upload the fiscally sponsored entity's arts-specific program financial statement for its TWO most recently completed fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.

### Arts Organizations: Form 990, 990-EZ, or 990-N (#1)

*File Size Limit: 5 MB*

### Arts Organizations: Form 990, 990-EZ, or 990-N (#2)

*File Size Limit: 5 MB*

### Financial Statement (#1)

*File Size Limit: 3 MB*

### Financial Statement (#2)

*File Size Limit: 2 MB*

## *Mission and Programming*

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### **Mission Statement\***

Provide your mission statement. If you represent an arts program within a larger non-arts organization that does not have an arts-specific mission, provide an artistic statement and the goals of your arts program.

*Character Limit: 2500*

### **Community Served\***

Briefly describe the community you serve and why.

*Character Limit: 2500*

### Summary of Arts Activities\*

Provide a succinct bulleted list of arts activities for the previous two years (for example: 3 concerts; 2 workshops; 5 exhibitions).

*Character Limit: 5000*

### Program Highlights

You may submit up to three links (URLs) to artistic content or programmatic highlights you generated during the previous two years. Note: Links can be to file sharing sites (Google Drive, DropBox, etc.), YouTube, Vimeo, websites, Instagram accounts, etc. Please be sure to grant proper access as applicable.

*Character Limit: 1000*

## Community Value

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The Applicant Demonstrates **Community Value** Through:

-Artistic offerings and/or services that strengthen its community culturally, educationally, and/or

economically.

-Artists and artistic offerings and/or services that involve and are meaningful to the community being served.

-Relevant arts learning opportunities for community members.

### Community Impact\*

Over the past year, how did your artistic offerings and/or services support your community culturally, educationally, and/or economically? (Your response may include a description of the value provided to your community, whether adding to its cultural landscape, educational opportunities, or economic opportunities promoted directly or indirectly within your community).

*Character Limit: 10000*

### Decision Making and Meaningfulness\*

Over the past year, describe how artistic decisions were made and by whom. How did you know your artistic products and/or services were meaningful to your community?

*Character Limit: 5000*

### Arts Learning Opportunities\*

Over the past year, describe how you defined and determined the impact of your arts learning initiatives within your community.

*Character Limit: 5000*

### *Diversity, Equity, and Inclusion Value*

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The applicant demonstrates **Diversity, Equity, and Inclusion Value** through:

- Centering community members in the design of the applicant's work, apart from being audience members or beneficiaries.
- Developing plans and action-oriented practices toward diversity, equity, inclusion, and access in ways that are relevant to your community, including reaching new audiences.

### Community Involvement\*

Over the past year, describe your community's involvement in your work and its feedback related to your artistic product and/or services.

*Character Limit: 5000*

### Plans and Practices\*

Over the past year, describe your organization's plans and work to advance diversity, equity, inclusion, and/or access. How did you know that the plans and actions were relevant to your community?

*Character Limit: 5000*

### *Stewardship Value*

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The applicant demonstrates **Stewardship Value** through:

- Planning processes that are appropriate to the organization, mission, and goals.
- Its capacity to carry out programs and projects as planned.
- Appropriate financial planning and oversight practices.

### Planning Process\*

Describe your most recently completed planning process, including who was involved. Describe the key findings and goals that followed this planning process, and how you track and measure progress.

*Character Limit: 5000*

### Capacity\*

Over the past year, how did you ensure that you were able to carry out your programs or projects? To what degree were you able to carry out programs as planned?

*Character Limit: 5000*

### Financial Planning\*

Describe your financial planning and oversight practices, including who participates in and is accountable for financial management and organizational oversight. Describe the financial condition of your organization and key actions taken to ensure adequate resources are available to carry out your mission or arts program.

*Character Limit: 5000*

## *Representations and Warranties*

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### Representations and Warranties

The Applicants makes the following representations and warranties to Centre Foundation. Effective as of the submission of this application, the applicant hereby represents and warrants to the best of its knowledge and belief that:

1. The Information the Applicant presents in this application and any attachments thereto is true and correct.
2. The Applicant has ongoing organizational expenses.
3. The Applicant has not received an audit finding in respect of its status as a going concern and expects to remain a going concern through the grant term.
4. The Applicant expects to deliver arts-related programming or services and fulfill its obligations under the grant, whether virtually or in person, during the applicable grant term.

### I hereby agree:\*

#### Choices

Yes

No

### Signing Authority

Centre Foundation has implemented an electronic contracting procedure for awarded funds using an e-signature process. Please provide the name and email address of the authorized individual who will execute a contract, if awarded.

**Name\****Character Limit: 100***Email\****Character Limit: 254*

## *Submission*

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Upon submission of your application, a confirmation email will be sent to the email address you provided. If you have not received the confirmation email within a few minutes, please check your Spam or Junk folder.

Applicants will be notified of grant award decisions following a panel review process in November-December 2024.

If you have any questions, please contact Rachael Hartman, Centre Foundation's Community Impact Director, at [rachael@centre-foundation.org](mailto:rachael@centre-foundation.org) or call (814) 237-6229.

**Application Review\***

If you are submitting this application **on or before July 14, 2024**, you may request that Centre Foundation staff review your application for completeness.

Would you like Centre Foundation to review your application?

**Choices**

Yes

No