

Operating Support FY20

ArtsMemphis

Organization Overview

Project Name*

Character Limit: 250

Group Designation*

Select your Group assignment. Please note that Groups 2-4 are determined by averaging the 3-year expense average as reported on Form 990 for past 3 fiscal years.

- **Group 1:** Organizations with current fiscal year budget less than \$100,000 OR less than 3 years of ArtsMemphis grant support in past 5 fiscal years.
- **Group 2:** Three-year Budget average of \$100,000-\$399,999 AND 3 years of support from ArtsMemphis in past 5 fiscal years.
- **Group 3:** Three-year Budget average of \$400,000-\$1,499,999 AND 3 years of support from ArtsMemphis in past 5 fiscal years.
- **Group 4:** Three-year Budget average of \$1,500,000+ AND 3 years of support from ArtsMemphis in past 5 fiscal years.

Choices

Group 1

Group 2

Group 3

Group 4

Amount Requested*

Requests should not exceed 5% of current fiscal year budgeted expenses.

Character Limit: 20

Application Questions

Please refer to the **Criteria for Evaluation** for guidance in completing this section.

Provide clear and concise responses to address the criteria as much as possible. Please do not repeat information between questions.

Note that you are not required to write up to the word count limit, rather, you are encouraged to provide your responses as concisely as possible.

Please consider the impact areas along with the Criteria for Evaluation when writing your responses to the questions below.

Strategic Goals*

Please list your stated Strategic Goals. If you do not have a current strategic plan, please list your current annual goals or any other current goal statements if they are available. Please keep your responses brief and provide only the goal statement, not any additional information as to your objectives or tactics towards pursuit of a goal. If you are in the process of developing strategic goals, please provide any information available about your pending goals, and a date by which you anticipate having a completed plan.

Character Limit: 10000

Accomplishments Against Goals*

Please outline your accomplishments of the past 12 months against your stated goals for that time period and address any challenges you experienced. If you established impact goal(s) please summarize and explain your evaluation process.

Character Limit: 10000

Goals This Year*

Please briefly describe your goals for the 12 months ahead. Please note any challenges you anticipate in achieving these goals, including if and how evaluation was used in developing these goals

Character Limit: 10000

Capacity*

Please briefly describe your artistic and administrative capacity to carry out your goals for the year ahead, as noted above.

Character Limit: 10000

Mission Differentiation*

How do you differentiate your organization from others with a similar mission, and prevent the duplication of services?

Character Limit: 10000

Value Proposition*

What is your value proposition? Why is your organization unique and important to Memphis? Please briefly describe any efforts in advancing inclusion in the content of your programs and/or the audiences you serve. Please describe any current or developing partnerships or collaborations related to these efforts if applicable.

Character Limit: 10000

Governance*

Please briefly describe your board's committee structure and involvement in and support of the organization. Please note the percentage of board members who contribute financially to your organization.

Character Limit: 10000

Marketing*

Please describe how you will communicate your organization's mission and programs. If you have a Marketing Plan, please summarize your strategies and tactics. What plans exist to raise awareness about the accessibility of your organization to underserved populations and people living with disabilities?

Character Limit: 10000

Additional Content

Please provide links to any online content or videos that may help explain your mission, outcomes and impact.

Character Limit: 10000

Financial Questions

Financial Report*

A Financial Report using the template provided is required for all applicants. Please obtain the template from the ArtsMemphis Operating Support Grant website. Please note that "Current FY" refers to the fiscal year you are in as of March 29, 2019.

Line items noted on the template conform to line items on Tennessee Arts Commission grant application forms.

Once you have completed the form, please upload the file in Excel format.

File Size Limit: 5 MB

Capital Campaign

If you are currently engaged in, planning, or recently completed a capital campaign, please provide a summary of the following (as applicable):

- Campaign goals
- Total dollars to be raised
- Total dollars raised/pledged to date

Character Limit: 10000

Capital Campaign Prospectus

Please attach a prospectus for your capital campaign, if available.

File Size Limit: 5 MB

Attachments & Actions Check List

The following documents are required for all applicants:

- Staff and Board List using the template provided
- List of top 25 donors in your last fiscal year, including name, amount, and note if gift is restricted for a specific purpose.

Organizations in Group 3 or 4 are required to submit a Balance Sheet for your most recently completed reporting period (e.g. last month, last quarter).

Organizations that are awarded a grant are required to have a board-approved Child Protection Policy if you work with youth under age 18 as a program participant or volunteer.

Staff & Board List*

A list of your staff and board members using the template provided is required. Please obtain the template from the ArtsMemphis Operating Support Grant website.

The demographic designations requested conform to the Tennessee Arts Commission grant application forms.

For the staff list, please note names, titles, years on staff, and demographic information. You may include other demographic information if available, such as LGBTQ representation.

If your organization is volunteer-run, please note the names of your volunteers/board members and the role they serve. Please indicate if the positions are paid or unpaid.

For the board list, please note each board member's affiliation (their employer or role in the community), years on board, demographic information, their position on the board (e.g. Chair, Treasurer, Development Committee Chair), and length of their term.

Please provide the total number of staff and board members who represent the demographic information noted.

File Size Limit: 5 MB

Top Donors*

Please list the top 25 donors in your last fiscal year, including name, amount, and note if gift is restricted for a specific purpose. If you have fewer than 25 donors, please list as many as you are able.

If a donor is anonymous, they may be listed as Anonymous.

File Size Limit: 5 MB

Balance Sheet

Organizations in Group 3 or 4 are required to provide a Balance Sheet for your most recently completed reporting period (e.g. last month, last quarter).

File Size Limit: 5 MB

Child Protection Policy*

Any organization that works with youth under age 18 as a program participant or volunteer is required to have a board-approved Child Protection Policy in place in order to receive grant funds from ArtsMemphis.

If you have a board-approved policy, please upload your document.

If you need but do not yet have a policy in place, please provide a brief explanation of your plans to develop a policy or note any assistance you may require from ArtsMemphis to develop a policy.

Character Limit: 10000 | File Size Limit: 5 MB