

ArtsZone FY23

ArtsMemphis

Application Information

The FY23 ArtsZone grant application is in two parts:

1. LOI (this form) - serves as an organizational profile
2. Application - available after completing and submitting the LOI

Please be aware that you must first submit this LOI form in order to access the online Application. BOTH parts are required for a complete application.

You will find a PDF and Word document of each form - the LOI and the Application - on our website. You may use these documents to begin compiling information for both the LOI and the application now, before completing and submitting them in the online platform.

Please remember that you can copy information from previous LOIs to this LOI and from previous Applications to this Application.

Permissions

The information collected in this application is critical to help ArtsMemphis maintain current and comprehensive sector data.

ArtsMemphis serves as the primary source for information about the arts sector for partners, including funders and government entities.

Your time in compiling this information is greatly appreciated, and enables us to advocate for the sector and to secure funding and resources.

Information Utilization*

ArtsMemphis uses the information you provide through this application in aggregate, to advocate and generate support for the arts. If you are willing to allow us to use your organization's information separately, please note the level of permission you will allow below.

Choices

Permission to share organization-specific data as needed.

Request my permission on case by case basis.

Permission to share data in aggregate only.

Organization Overview

Organization Name for Publication*

Please note how you would like your organization name to be listed in ArtsMemphis publications.

Character Limit: 250

Project Name*

For the FY23 ArtsZone grant, you MUST enter the application name as follows:
Your Organization Name_FY23_ArtsZone

Please enter the name of your organization in place of "Your Organization Name."

Example: ArtsMemphis_FY23_ArtsZone

Character Limit: 100

Artistic Discipline - Primary*

Please select your primary artistic discipline.

Choices

Dance
Literary Arts
Media Arts
Music
Performing Arts
Theater
Visual Art
Other

Artistic Discipline

Please select all disciplines that you address through your programs and activities.

Choices

Dance
Literary Arts
Media Arts
Music
Performing Arts
Theater
Visual Art
Other

Artistic Discipline - Detail

Please add any clarification or additional information you feel is important regarding artistic discipline.

Character Limit: 2000

Organization Website*

Character Limit: 2000

Mission Statement*

Please note your board-approved mission statement.

Character Limit: 10000

Vision or Impact Statement

Please note your board-approved vision or Impact statement, if applicable.

Character Limit: 10000

Year Founded*

Character Limit: 250

Incorporation Year*

Character Limit: 250

Milestone Anniversary

Does your organization have a milestone anniversary in the next 1-2 years?

If so, please list the year and milestone.

Character Limit: 500

EIN*

Please enter your organization's tax identification number.

Character Limit: 250

LIVEGIVEmidsouth Profile*

Do you have a current LIVEGIVEmidsouth profile?

Choices

Yes

No

LIVE GIVE Profile - Yes

LIVEGIVEmidsouth Profile Page

Please provide a link to your organization's LIVEGIVEmidsouth profile page.

Please make sure that your profile is up to date with all current staff and board members noted (make sure all current officers are indicated) and make sure your most recent financial statements have been uploaded.

Character Limit: 2000

LIVE GIVE Profile - No

Form 990

Please upload your most recent Form 990.

If you do not file a Form 990 due to your budget size, please see the instructions below.

File Size Limit: 5 MB

990-N Filers - Expense Total Last Fiscal Year

If you file a 990-N Postcard, please provide your total expenses for your last fiscal year.

Character Limit: 20

Audit

Please upload most recently completed audit. If you do not have an audit of your financials, please explain why.

Character Limit: 10000 | File Size Limit: 5 MB

Staff & Board List

Please provide a list of current staff and board members and their demographic information, using the template provided by ArtsMemphis.

File Size Limit: 5 MB

Financial Information

Fiscal Year End*

Please note the last day of your fiscal year. For example, June 30.

Character Limit: 250

Last Fiscal Year Operating Revenue Actuals*

Please enter your total revenue from the most recently completed fiscal year.

Character Limit: 20

Last Fiscal Year Operating Expense Actuals*

Please enter your total expenses from the most recently completed fiscal year.

Character Limit: 20

Current Fiscal Year Budgeted Operating Revenue*

Please note your total revenue budgeted for the current fiscal year.

Character Limit: 20

Current Fiscal Year Budgeted Operating Expenses*

Please note your total budgeted expenses for the current fiscal year.

Character Limit: 20

Endowment*

Do you have an Endowment?

Choices

Yes

No

Reserve Fund*

Do you have a Reserve Fund? A reserve fund is not just a savings account but a fund controlled by a policy.

Choices

Yes

No

Line of Credit*

Do you have an available line of credit?

Choices

Yes

No

Other Debt*

Please note the total of any other debt you currently carry, including capital improvements/campaigns, credit cards, other debt. If you have no other debt, please enter zero.

Character Limit: 20

Financial Narrative - OPTIONAL

Please use this text box, or file upload option, to provide an explanation, if needed, for any of the following:

- Current or past budget deficit and plans to pay for or cover.
- Plans to eliminate debt or line of credit balance.
- Plans to start or grow a reserve or endowment fund.
- Financial report clarifications or additional detail.

Character Limit: 5000 | File Size Limit: 5 MB

Capital Campaign*

Do you currently have a capital campaign? Or plan to have a capital campaign within the next 1-2 years?

Choices

Yes

No

Endowment - Yes

Endowment Balance

If you have an endowment, please note the balance here.

Character Limit: 20

Endowment Distribution

Please briefly note your policies in place to restrict use of either your endowment to preserve the corpus. Please note your current fiscal year projected distribution percentage, if applicable.

Character Limit: 5000

Reserve Fund - Yes

Reserve Fund Balance

If you have a reserve fund, please note balance here.

Character Limit: 20

Reserve Fund Distribution

Please briefly note your policies in place to restrict use of either your reserve fund to preserve the corpus. Please note your current fiscal year projected distribution percentage, if applicable.

Character Limit: 5000

Line of Credit - Yes

Line of Credit - Funds Available

If you have a line of credit, please indicate the total funds available.

Character Limit: 20

Line of Credit - Balance

If you have a line of credit, please note the total amount you currently owe.

Character Limit: 20

Capital Campaign

Capital Campaign

Please provide a brief description of the current or planned campaign goals. You may upload a prospectus if available.

Note: Capital campaigns are not supported through ArtsZone funding. If you are interested in securing support for a capital campaign, please apply through the **AutoZone Greater Memphis Area Grant Application**.

Character Limit: 2000 | File Size Limit: 5 MB

Staff and Board Information

CEO/Executive Director*

Is your CEO/Executive Director a person of color?

Choices

Yes

No

Staff Diversity & Inclusion*

Are the majority of your staff members people of color?

Choices

Yes

No

Staff - People of Color*

Please note the PERCENTAGE of Administrative and Artistic Staff who identify as people of color.

Character Limit: 100

Total Staff*

Please note the total number of staff members, part- and full-time and contract/temporary at your organization currently.

Character Limit: 250

Staff Details - Number of Full-time Staff*

Please note the number of full-time staff at your organization currently.

Character Limit: 250

Staff Details - Number of Part-time Staff*

Please note the number of part-time staff at your organization currently.

Character Limit: 250

Staff Details - Number of Contract/Temporary*

Please note the number of contract/temporary staff at your organization in currently.

Character Limit: 250

Staff Details - Number of Volunteers*

Please note the number of volunteers at your organization in currently.

Character Limit: 250

Board Chair/Vice Chair*

Is your Board Chair and/or Vice Chair a person of color?

Choices

Yes

No

Board Diversity & Inclusion*

Are a majority of your board members people of color?

Choices

Yes

No

Total Board of Directors*

Please note the total number of members of your Board of Directors.

Character Limit: 250

Board Members - Contribute*

Please note the total number of members of your Board of Directors who contribute financially (including in-kind) to the organization.

Character Limit: 250

Core Program and Other Programs

Core Program Description*

Please provide a brief description of your Core Program.

Character Limit: 5000

Core Program - Volume*

Please note the total number of programs, performances or events you provided through your Core Program in the last fiscal year.

Character Limit: 250

Other Programs Description*

Please provide a brief description of your other program(s).

Character Limit: 5000

Other Programs - Volume*

Please note the total number of programs, performances or events you provided through your Other Programs in the last fiscal year.

Character Limit: 250

Underserved Populations*

Does your organization serve a majority of participants who are considered underserved?

As defined by the National Endowment for the Arts, underserved refers to those whose opportunities to experience the arts are limited by **geography, ethnicity, economics, or disability**. Age alone (e.g., youth, seniors) does not qualify a group as underserved.

Choices

Yes

No

Program and Participant Information

Program Locations - Zip Codes

Please check all zip codes in which you offered a program, event, or performance during your most recently completed fiscal year.

Do not check the zip codes of your audience members' homes, or zip codes of schools from which students visit your location. Rather, only check locations where you conducted programming.

Please Note: We understand that your in-person programming was dramatically affected due to the pandemic. You may leave this section blank if you do not have information to provide.

Choices

38002

38016

38017

38018

38028

38053
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38128
38133
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38138
38139
38141

Outside of Shelby County

Outside of Tennessee

Virtual Events Only

Program Locations - City Districts*

Please check all City Council Districts in which you provided a program, event, or performance in the past 12 months.

To identify in which district an address is located, enter the address into the search bar at the top left of this website: [Memphis City Council Districts Map](#)

Do not check the districts of your audience members' homes, or districts of schools from which students visit your location. Rather, only check locations where you conducted programming.

Choices

City Council District 1

City Council District 2

City Council District 3

City Council District 4
 City Council District 5
 City Council District 6
 City Council District 7
 City Council Super District 8
 City Council Super District 9
 I don't know

Program Locations - County Districts*

Please check all County Council Districts in which you provided a program, event, or performance in the next 12 months.

To identify in which district an address is located, enter the address into the search bar at the top left of this website:

<https://gis.shelbycountyttn.gov/ElectionDistricts/>

Then click the top right arrow in the pop up box for county commission district numbers.

Do not check the districts of your audience members' homes, or districts of schools from which students visit your location. Rather, only check locations where you conducted programming.

Choices

County Commission District 1
 County Commission District 2
 County Commission District 3
 County Commission District 4
 County Commission District 5
 County Commission District 6
 County Commission District 7
 County Commission District 8
 County Commission District 9
 County Commission District 10
 County Commission District 11
 County Commission District 12
 County Commission District 13
 I don't know

Program Location - Virtual Locations*

Please list cities/state/country outside of Shelby County that your program was able to reach due to virtual events.

Please list each location as one line. For example:

- Memphis, TN
- Albany, NY
- New Zealand

If you did not reach audiences via virtual programming, please write NA.

If you were not able to track the locations of your virtual participants, please note "DNT" for Did Not Track.

Character Limit: 10000

Program Locations - Detail (Optional)

Please list the location name and street address for up to five locations where you offered a program, event, or performance outside of your primary address during your most recently completed fiscal year. If you wish to enter location details for all programs, you may do so, or you may upload a list of program locations.

If you provided programming outside Shelby County or outside Tennessee, please provide details on those program locations.

Please Note: we understand that your in-person programming was dramatically affected due to the pandemic. You may leave this section blank if you do not have information to provide.

Character Limit: 5000 | File Size Limit: 5 MB

Arts Education Program Locations (Optional)

Please list the location name and street address for up to five locations where you offered an arts education program, event, or performance outside of your primary address during your most recently completed fiscal year for PreK-12 student audiences. If you wish to enter location details for all programs, you may do so or you may upload a list of program locations.

Please Note: we understand that your in-person programming was dramatically affected due to the pandemic. You may leave this section blank if you do not have information to provide.

Character Limit: 5000 | File Size Limit: 5 MB

Total Participants: All Programs*

As a requirement of funding from the Tennessee Arts Commission, ArtsMemphis reports on demographic information of all grantees.

"Participant" refers to the estimated total number of individuals **directly benefiting from your operations and program**. This may include donors, subscribers, members, ticket buyers, audiences, education/outreach/engagement program participants, event attendees, listeners, etc.

Please include virtual participant numbers in this total.

Please note the total participants in your organization for your most recently completed fiscal

year. Please make sure your numbers are accurate. If you do not track your total participants enter the number zero.

Character Limit: 250

Total Participants - Virtual Programs*

Please note the total number of virtual participants you had in the last fiscal year.

Please make sure your numbers are accurate. If you do not track your total virtual participants enter the number zero.

Character Limit: 250

Total Participants: Core Program*

Please note the total number of participants in your core program, as described above, in the last fiscal year.

Please make sure your numbers are accurate. If you do not track your core program participants enter the number zero.

Character Limit: 100

Participant Numbers - Explanation*

If you are unable to collect participation numbers, please briefly explain your impediments to collecting this data.

If you are able to provide participant numbers, please briefly explain your tracking method.

Character Limit: 5000

Participant Demographics*

Please select the participant totals about which you can report demographic information. If you do not track participant demographic data, please select "DNT" for Do Not Track.

Based on your selection, use the numbers provided above to calculate the **PERCENTAGES** requested below to answer the participant demographic questions.

ArtsMemphis uses the same demographic data points collected by the Tennessee Arts Commission, in order to create efficiencies and build capacities for applicants.

Choices

Total Participants: All Programs

Total Participants: Core Program

Total Participants: Other Programs

Other

DNT

Participants under age 18

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants over age 65

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants living in rural or isolated settings

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants living with disabilities

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Please make sure that the numbers you provide in the five questions below total 100%.

Participants who are White

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants who are Black / African American

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants who are Hispanic / Latinx

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants who are Asian / Asian American / Pacific Islander

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participants who are of another heritage

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Participant Diversity & Inclusion*

Are a majority of your total participants people of color?

Choices

Yes

No

Demographic Data Collection Method*

Please explain how you arrive at any participant demographic numbers noted above. For example: observation, intercept survey, email survey. If you do not track participant demographic numbers please explain why not.

Character Limit: 10000

Artist Information

As a requirement of funding from the Tennessee Arts Commission, ArtsMemphis reports on demographic information of all grantees.

"Artist" refers to the number of artists **directly involved in providing art or artistic services** specifically identified with an organizational program or activity; including the number of individual artists of a company, troupe, or touring group.

Total Adult Artists Engaged Last FY*

Please note the total adult artists engaged in your organization for your most recently completed fiscal year. Please make sure your numbers are accurate. If you do not track your total artists engaged enter the number zero.

Character Limit: 250

Total Youth Artists Engaged Last FY*

Please note the total youth artists (under age 18) engaged in your organization for your most recently completed fiscal year. Please make sure your numbers are accurate. If you do not track your total youth artists engaged enter the number zero.

Character Limit: 250

Paid Artists Last FY

Please note the number of paid artists participating your your most recently completed fiscal year programming.

Character Limit: 250

Unpaid Artists Last FY

Please note the number of unpaid artists participating in most recently completed fiscal year programming.

Character Limit: 250

Artist Payments*

Please note the total dollars paid to artists in your most recently completed fiscal year.

Character Limit: 20

Average Hourly Artist Payment

Please note the average hourly pay rate for artists paid during your most recently completed fiscal year.

Character Limit: 20

Artist Benefits

Please note any benefits or other support given to artists.

Character Limit: 5000

Please make sure that the numbers you provide in the five questions below total 100%.

Artists who are White

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Artists who are Black / African American

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Artists who are Hispanic / Latinx

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Artists who are Asian / Asian American / Pacific Islander

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Artists who are of another heritage

Please note the **PERCENTAGE** of total for your most recently completed fiscal year.

Character Limit: 250

Artist Diversity & Inclusion*

Are a majority of your total artists engaged people of color?

Choices

Yes

No

Artist Demographic Data Collection Method

Please explain how you arrive at any artist demographic numbers noted above. For example: observation, survey. If you do not track artist demographic numbers please explain why not.

Character Limit: 10000

Certifications

Civil Rights Act 1964, Title VI Compliance*

In order to be eligible for funding, you must certify that your programming will be accessible to all Shelby County citizens regardless of race, color, sex, religion, age, national origin, marital status, sexual orientation, disability or any characteristic protected by law.

Choices

Yes, this organization adheres to the Title VI of the Civil Rights Act of 1964.

Americans with Disabilities Act*

Please certify that your programs and events will be offered at facilities that comply with ADA regulations.

Choices

Yes, all in-person programs will be offered at accessible facilities.

Child Protection Policy*

By checking a box below, you acknowledge that a board-approved Child Protection Policy must be in place in order to receive grant funds from ArtsMemphis, if your organization works with anyone under the age of 18 as a participant in a program or in a volunteer capacity.

If your organization does work with anyone under the age of 18 as a participant in a program or in a volunteer capacity, but does not have a board-approved Child Protection Policy, please contact Tracy Lauritzen Wright, tlauritzenwright@artsmemphis.org, for information.

Choices

Yes, we have a board-approved Child Protection Policy.

Our organization does not work with anyone under the age of 18.

Our organization does not have a board-approved Child Protection Policy.

Child Protection Policy Date Reviewed

If you have a board-approved Child Protection Policy, please enter the date on which the policy was last reviewed with your board and/or staff.

Character Limit: 10