

Operating Support FY24

ArtsMemphis

Application Information

The FY24 Operating Support grant application is in two parts:

1. **LOI (this form) - serves as an organizational profile.**
2. **Application - available after completing and submitting the LOI. ArtsMemphis staff must advance your LOI to application stage for you to access the application. We monitor the system daily, Monday-Friday.**

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. You may also invite colleagues to collaborate on the application to complete specific sections or questions. Tutorials to assist you are linked in the text above.

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. ArtsMemphis uses the information you provide through this application in aggregate, to advocate for the sector and generate support for the arts.

Organization Overview

Organization Name for Publication*

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

Character Limit: 250

Application Name*

For the FY24 Operating Support grant, you **MUST** enter the application name as follows:
Your Organization Name_FY24_Operating Support

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

Example: ArtsMemphis_FY24_Operating Support

Character Limit: 100

Group Designation*

For review process logistics, organizations are grouped into one of two budget groups.

Group A: Expense average below \$500,000

Group B: Expense average above \$500,000

Please select your group designation, based on a 3-year average of reported expenses as noted in your Form 990.

- ArtsMemphis will verify your group designation by obtaining your 990 Expenses for the last three years through your LIVEGIVEmidsouth profile.
- Your profile must be up to date by March 6, 2023. Please make sure your most recent Form 990 is uploaded to your profile.
- If you do not have a current LIVEGIVEmidsouth profile, you will enter your most recent 990 expense totals in the financial reporting section.

Choices

Group A: Expense average below \$500,000

Group B: Expense average above \$500,000

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

Organization Short Description*

Please provide a one-sentence description of your organization.

Character Limit: 500

Year Founded*

Character Limit: 250

Incorporation Year*

Character Limit: 250

EIN*

Please enter your organization's tax identification number.

Character Limit: 250

UEI (SAM) Number

Please note your Unique Entity ID (UEI) number, obtained through SAM.gov.

If you do not have a UEI (SAM), please refer to the websites below.

[Help For the Transition from UEI \(DUNS\) to UEI \(SAM\)](#)

[DUNS to Unique Entity ID \(SAM\) Transition](#)

Character Limit: 100

LIVEGIVEmidSouth Profile*

Do you have a current LIVEGIVEmidSouth profile?

Only check "Yes" if your profile has been updated with current financial statements, staff and board listings.

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.

If your organization has a current profile, but submits a 990 postcard, please select "No" so that the system will prompt you to provide this information via this form.

Character Limit: 2000

LIVE GIVE Profile - No

ArtsMemphis expects organizations with a fiscal year (FY) end date between January - June to have final numbers for FY22. Please enter your total reported expenses for FY22, FY21, and FY20.

Organizations that have a fiscal year end date between July - December may provide total reported expenses for FY21, FY20, and FY19, if your FY22 numbers are not final.

Form 990 - FY22 or FY21

Please upload your Form 990 for the past three fiscal years. This information will be used to verify your group designation.

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

File Size Limit: 5 MB

Form 990 - FY21 or FY20 Upload #2

File Size Limit: 5 MB

Form 990 - FY20 or FY19 Upload #3

File Size Limit: 5 MB

990-N Filers - Expense Total FY22

If you file a 990-N Postcard, please provide your total expenses for your last three completed fiscal years. Please note your FY22 expenses below, if available.

Character Limit: 20

990-N Filers - Expense Total FY21

If you file a 990-N Postcard, please note your total expenses for FY21.

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Character Limit: 20

990-N Filers - Expense Total FY20

If you file a 990-N Postcard, please note your total expenses for FY20.

Character Limit: 20

990-N Filers - Expense Total FY19

If you file a 990-N Postcard, please note your total expenses for FY19 if you do not have FY22 actuals.

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 List

Please provide a list of up to 20 current staff and their demographic information in the table below.

Please use the following Underserved Population Codes as designated by Tennessee Arts Commission, to describe your staff:

- S = Senior Citizen over age 65
- C=Person of Color

Optional other designations:

- Male / Female / Non-binary
- Lesbian / Gay / Bisexual / Asexual

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

Financial Report - Revenue

Please provide a financial report using the tables below. Line items conform to the Tennessee Arts Commission grant applications for consistency and efficiency.

Information requested includes:

- FY22 Revenue & Expense Actuals*
- FY23 Revenue & Expense Budget
- FY23 Revenue & Expense Year-to-Date (YTD) Actuals

*If your fiscal year ends between July 31 and December 31, please provide FY22 preliminary Year-End actuals.

If you have no information for a particular cell in the tables below, please enter "0". A number answer is required in every cell in both the revenue and expense tables. Please round your numbers to the nearest dollar.

For line items marked with an asterixis (*) please provide a description of the composition of those revenues or expenses in the text box below the tables. This includes the following line items:

- Earned Income - Other
- Contributions - Individual/Other Private
- Other Income
- Contracted Fees and Services - Other
- Other Expenses

REVENUES	FY22 Revenue Actuals	FY23 Revenue Budget	FY23 Revenue YTD Actuals
Earned Income - Admissions			
Earned Income - Contract Services			
Earned Income - Other*			

Contributions - Corporate			
Contributions - Foundation			
Contributions - Individual/Other Private*			
Government Support - Federal			
Government Support - State/Regional			
Government Support - City/County			
Existing Funds (Please note only funds used for budgeting purposes, not total savings or reserves.)			
Other Income*			
ArtsMemphis Grants: ABC, ArtsFirst, ArtsZone, Operating Support, Enhancement, etc.			
TOTAL REVENUES			
In-Kind Contribution Value			

Financial Report - Expenses

EXPENSES	FY22 Expense Actuals	FY23 Expense Budget	FY23 Expense YTD Actuals
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Permanent Staff - Administrative			
Permanent Staff - Artistic			
Permanent Staff - Technical/Production			
Contracted Fees and Services - Administrative			
Contracted Fees and Services - Artistic			
Contracted Fees and Services - Technical/Production			
Contracted Fees and Services - Other*			
Accessibility			
Space Rental			
Travel			
Marketing			
Remaining Operating Expenses			
Capital Expenditure/Equipment Acquisitions			

Other Expenses*			
TOTAL EXPENSES			

Financial Report: Explanations*

Please provide brief descriptions of information noted in these line items in the above tables:

- Earned Income - Other
- Contributions - Individual/Other Private
- Other Income
- In-Kind Contribution Value
- Contracted Fees and Services - Other
- Other Expenses

If you do not have revenue or expenses in any of these line items, please note "N/A".

Character Limit: 2500

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.

Balance Sheet Group B

Balance Sheet

If your organization is in budget Group B, please provide a balance sheet for your most recent reporting period.

Character Limit: 2500 | File Size Limit: 5 MB

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 your endowment to preserve the corpus. Please note your current fiscal year projected distribution percentage, if applicable.

Character Limit: 2500

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 your reserve fund to preserve the corpus. Please note your current fiscal year projected distribution percentage, if applicable.

Character Limit: 2500

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 campaign goals. Please also provide a campaign budget, prospectus, or any collateral you have available. You may upload up to 3 documents.

Character Limit: 10000 | File Size Limit: 5 MB

Capital Campaign Document #2

Optional capital campaign document upload.

File Size Limit: 5 MB

Capital Campaign Document #3

Optional capital campaign document upload.

File Size Limit: 5 MB

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

Staff and Board Information

BIPOC-Led and/or -Serving Organization*

To enable our annual report to the Midsouth Philanthropy Network's Equity Audit, please indicate which of the following describes your organization.

BIPOC-led and -serving:

- Your Executive Director or CEO is a person of color AND a majority of your board members are people of color.
- A majority of your participants are people of color.

BIPOC-serving:

- Your Executive Director or CEO AND/OR a majority of your board members are not people of color.
- A majority of your participants are people of color.

Not BIPOC-led/-serving:

- Your Executive Director or CEO AND/OR a majority of your board members are not people of color.
- A majority of your participants are not people of color.

Choices

BIPOC-led and -serving

BIPOC-serving

Not BIPOC-led/-serving

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. Please include artists in this number.

Character Limit: 250

Staff Details - Number of Full-time Staff*

Please note the number of full-time staff at your organization currently. Please include artists in this number.

Character Limit: 250

Staff Details - Number of Part-time Staff*

Please note the number of part-time staff at your organization currently. Please include artists in this number.

Character Limit: 250

Staff Details - Number of Contract/Temporary*

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

Character Limit: 250

Staff Details - Number of Volunteers*

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

Character Limit: 250

Competitive Compensation*

Do your staff salary ranges align with the average or median salary reported in the most recent Momentum Nonprofit Partners Compensation Report for their comparable positions?

Choices

Yes

No

I'm not sure

Fair Compensation*

Do you compensate all employees, contract staff and interns at minimally \$15 per hour?

Choices

Yes

No

Fair and Competitive Compensation

Please provide any information you feel is important for ArtsMemphis to know about your compensation rates for employees, contract staff and interns.

If you answered "no" to either question above, please provide any information you may have on your efforts to increase compensation.

Character Limit: 2500

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

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.

Choices

38002

38016

38017

38018

38028

38053

38103

38104

38105

38106

38107

38108

38109

38111

38112

38113

38114

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38116

38117

38118

38119

38120

38122

38125

38126

38127

38128

38133

38134

38135

38138

38139

38141

Outside of Shelby County

Outside of Tennessee

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 upload a list of program locations.

If you provided programming outside Shelby County or outside Tennessee, please provide

details on those program locations.

Character Limit: 5000 | File Size Limit: 5 MB

Program Location - Virtual Locations (Optional)

Please tell us any details you know or feel are important about your virtual audiences.

Character Limit: 2500

Total Participants: All Programs*

As a requirement of funding from the Tennessee Arts Commission and other funders, ArtsMemphis reports on demographic information of all grantees and their participants.

"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.

Character Limit: 250

Total Participants - Virtual Programs*

Please note the total number of virtual participants you had in your most recently completed 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 your most recently completed 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*

Please briefly explain your Participant Number tracking method.

Character Limit: 1000

Participant Demographics

Of your TOTAL PARTICIPANTS, please note the number of participants for each demographic question. Please provide an estimate if you do not have an exact number.

PLEASE NOTE: We are asking for numbers, not percentages, as we have in years past. We are also asking for numbers based on the total participant number you provided above.

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

A number must be entered into every demographic question field.

Participants under age 18*

Please note the **NUMBER** of total participants who are under age 18 for your most recently completed fiscal year.

Character Limit: 250

Participants over age 65*

Please note the **NUMBER** of total participants who are over age 65 for your most recently completed fiscal year.

Character Limit: 250

Participants living in rural or isolated settings*

Please note the **NUMBER** of total participants living in rural or isolated communities for your most recently completed fiscal year.

Character Limit: 250

Participants living with disabilities*

Please note the **NUMBER** of total participants living with a disability for your most recently completed fiscal year.

Character Limit: 250

Participants who are White*

Please note the **NUMBER** of total participants who are White for your most recently completed fiscal year.

Character Limit: 250

Participants who are Black / African American*

Please note the **NUMBER** of total participants who are Black / African American for your most recently completed fiscal year.

Character Limit: 250

Participants who are Hispanic / Latinx*

Please note the **NUMBER** of total participants who are Hispanic / Latinx for your most recently completed fiscal year.

Character Limit: 250

Participants who are Asian / Asian American / Pacific Islander*

Please note the **NUMBER** of total participants who are Asian / Asian American / Pacific Islander for your most recently completed fiscal year.

Character Limit: 250

Participants who are of another heritage*

Please note the **NUMBER** of total participants who are of another heritage 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

POC Prioritization*

Does your organization specifically prioritize people of color?

Choices

Yes

No

POC Prioritization - Detail

If you answered "yes" in the question above, please provide any detail you feel is important to explain how your organization prioritizes people of color through your programs, operations, or other activities.

Character Limit: 2500

Demographic Data Collection Method*

Please indicate how you collect participant demographic data. Select all that apply.

Choices

Registration Form

School demographic data

Community / zip code demographic data

Survey

Observation

Do Not Track

Other

Demographic Data Collection Method - Explanation

If you provided estimates for the questions above, please explain why you do not track participant demographic numbers.

If you selected "Do Not Track" above, please note how you determined the demographic numbers provided.

Please share any additional information you wish to provide about how you collect participant demographic numbers.

Character Limit: 2500

Artist Information

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

"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, or teaching artists.

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

Of the artists engaged in your organization in your most recently completed fiscal year, please note the number of artists for each demographic question. Please provide an estimate if you do not have an exact number.

PLEASE NOTE: We are asking for numbers, not percentages, as we have in years past. We are also asking for numbers based on the total number of Adult Artists engaged that you provided above.

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

A number must be entered into every demographic question field.

Artists who are White

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

Character Limit: 250

Artists who are Black / African American

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

Character Limit: 250

Artists who are Hispanic / Latinx

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

Character Limit: 250

Artists who are Asian / Asian American / Pacific Islander

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

Character Limit: 250

Artists who are of another heritage

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

Character Limit: 250

Artist Diversity & Inclusion*

Are a majority of your total adult artists engaged people of color? (Youth artists should be counted as your participants.)

Choices

Yes

No

Artist Demographic Data Collection*

Please indicate how you collect artist demographic data. Select all that apply.

Choices

Contract / Hiring Documents

Survey

Conversation

Observation

Do Not Track

Other

Artist Demographic Data Collection - Explanation

If you do not track artist demographic numbers please explain why not.

If you selected "Do Not Track" above, please note how you determined the demographic numbers provided.

Please share any additional information you wish to provide about how you collect artist demographic numbers.

Character Limit: 1000

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 works 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.

The Memphis Child Advocacy Center recommends that the policy be reviewed with all new board members, new hires and new volunteers when onboarding, and that the policy is reviewed with all parties minimally every 2 years, but preferably every year.

Character Limit: 10