



APPLICANT INFORMATION

Legal Name of Organization: _____

Organization dba: _____

FEIN: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Year Founded: _____

Operating Budget: _____

Authorized Signatory & Title: _____

Email: _____

Daytime Phone #: _____

of FT Employees: _____ # of PT Employees: _____ # Volunteers: _____

Total Annual Attendance: _____

Organization Mission Statement:

A Mission provides an overview of the group's plan to realize their vision. This statement should not be more than a paragraph.



PROJECT INFORMATION

Project Contact Person: _____

Daytime Phone: _____

Email: _____

Title of Project: _____

Project Time Period: _____

Total Project Cost: _____

of People Served by Project: _____

Project Discipline:

Arts Education: _____

Music: _____

Visual Arts: _____

Musical Theatre: _____

Dance: _____

Theater: _____

Folk & Traditional Arts: _____

Literature: _____

Architecture & Design: _____

Electronic Media & Film: _____

Presenting & Multidisciplinary: _____

of Artists Hired by Project: _____

Workshop Attendance date _____



1. ARTISTIC/PROJECT VIBRANCY (SCALE 1-5)

Project Overview

This funding opportunity is seeking projects that embody the highest level of artistry and artistic vibrancy; and projects that foster cultural participation in order to build strong communities.

- Describe your event.
- Describe how your event helps to build or enhance the community in its geographic region.
- Discuss any previous experience you or your organization may have had with similar projects.
- If this is an annual program, please tell us how 2021 will be different (for example: different repertoire, new use of social media, etc.).



Project Artists and Technical Personnel

A strong project fosters proactive engagement of essential artistic and technical personnel. Please provide the following information:

- Names of essential artistic and technical personnel.
- An abbreviated bio for each person listed.
- Additional relevant information for each person listed, i.e.: web page address, IMDB link, etc.
- Indicate if this artist(s) is or recently has performed in your region, or is this artist presenting an art form that is scarce.
- Discuss how your project incorporates or encourages presentations of underrepresented artists and/or arts reflecting ethnic and indigenous traditions in order to amplify the voice of underrepresented communities and celebrate the diversity of Suffolk County.



Project Collaborators

Collaboration can provide great depth to enlist partners in the development and presentation for a community arts project. Please note that although collaborative partners may be an asset, it is not necessary for a successful art project. Collaborative partners should be cross-sectoral (alliances between non-profit, business, and government) in nature. These should be genuine partnerships and show evidence of active engagement. Hiring an artist is not collaboration.

- Please describe your collaborators and/or partners and the nature of the engagement, if any.



2. SERVICE AND OUTREACH TO THE PUBLIC (SCALE 1-5)

Outreach and Marketing Plan

A good marketing plan can help you reach your target audience, boost your supporter base and increase your project's participation rate. A marketing plan helps you set clear, realistic and measurable objectives for your project.

- Tell us about your target audience, for example--are they seniors, LGBTQ+, or neuro-divergent?
- Describe the marketing and promotional plan.
- Describe what clear, realistic and measurable objectives are expected from the project.
- Indicate expected number of attendees.



Accessibility

Suffolk County is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its projects, programs or activities on the basis of race, color, national origin (including Limited English Proficiency), gender, disability or age, as provided in Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act and Title IX of the Education Amendments of 1972.

To learn more about the Suffolk County non-discrimination policy please click here: <https://suffolkcountyny.gov/Elected-Officials/County-Executive/Minority-Affairs/Non-Discrimination-Policy>

The County of Suffolk's Office of Film and Cultural Affairs is committed to making the arts accessible to all the citizens of Suffolk County. Our goal is to support artistic and cultural activities, which meet our mission, that serve traditionally underserved communities or populations, including but not limited to those in economically distressed neighborhoods, LGBTQ+, indigenous and neuro-divergent populations.

- Please describe how your project will encourage accessibility to all.
- Is the site ADA compliant?
- Explain how the project will or may provide accessibility accommodations (for example: large print programs, sign language interpreters, etc.).
- Explain how your project may serve traditionally underserved communities.



Cultural Tourism

A successful project will bolster the visitor base of Suffolk County's downtown centers by promoting a positive downtown image and increasing the visibility of local arts and culture through engaging cultural events and innovative public art projects. Please note the definition of Downtown on page 17.

- Describe how this project supports the mission to revitalize Suffolk County's downtown.
- Please explain how your organization defines "Season"?
- Is your Project off-season, during season or both? Off-Season _____ Season _____ Both Off- and On-Season _____



3. ADMINISTRATIVE COMPETENCY (SCALE 1-5)

Administrative personnel deliver organizational management as directed by the Board and its assessment is based on the comprehension of the leadership regarding their roles, advancement of organizational mission and its future plans.

- Please explain how the leaders have the skills required for an accountable, reliable, professional and high performing organization.



4. FISCAL COMPETENCY (SCALE 1-5)

This is a financial explanation of how your organization proposes to fund the program, as well as explain potential and realistic fundraising sources and revenue streams. Fiscal competency is evaluated by review of organizational budget or 990s, and scored on the project budget. A successful and strong non-profit organization will have diversified income.

- Please describe how your organization ensures fiscal competency and high quality financial management.



5. COMMUNITY SUPPORT (SCALE 1-5)

Community support and interest can be demonstrated by your ability to engage the local community and clearly articulate how they benefit from the proposed project.

- Describe community benefits achieved by the project.
- Discuss community support that exists for the project and/or opportunities for community engagement.



6. PROJECT COMMUNITY (SCALE 1-5)

A strong project is one that celebrates the diversity of Suffolk County by promoting the presentation of underrepresented artists and arts as well as attracting or being located in underrepresented communities. A strong project is one that promotes affordable and accessible arts and cultural experiences for the community. All projects must be open to the public.

- Scoring for this section will be automatically applied based on the project's location and the Distressed Communities scoring scale located in page 5 and, Exhibit B.

7. MATCHING REVENUE FUNDS (SCALE 1-5)

The proposed project budget (form below) must show how Suffolk County funds will be matched by additional sources. Additional project funding indicates that the organization is fundraising from its constituency and sponsors.

- Scoring for this section will be automatically applied based on the defined scale for matching revenue funds located on page 6.
- Please note that staff will no longer double check your numbers in advance of the application going to the CAB panel. Please proof your application accordingly.

PROGRAM BUDGET

INCOME

| Revenue Source | Explanation | Budget |
|------------------------------|-------------|-------------|
| Admissions | | \$ |
| Tuition, Workshop Fees, Etc. | | \$ |
| Sales, Concessions | | \$ |
| Other (Please Describe) | | \$ |
| Total | | \$ 0 |

CONTRIBUTED INCOME

| Revenue Source | Explanation | Budget |
|-------------------------|-------------|-------------|
| Individual | | \$ |
| Corporate Contributions | | \$ |
| Government Grants | | \$ |
| Fundraising Events | | \$ |
| Other (Please Describe) | | \$ |
| Other (Please Describe) | | \$ |
| Total: | | \$ 0 |

Grand Total Income



EXPENSES

| Personnel | Explanation | Budget | Amount Requested from SCOCA |
|----------------|-------------|-----------|-----------------------------|
| Administrative | | \$ | \$ |
| Artistic | | \$ | \$ |
| Technical | | \$ | \$ |
| Other | | \$ | \$ |
| Total: | | \$ | \$ |

| Other Expenses | Explanation | Budget | Amount Requested from SCOCA |
|------------------------------|-------------|-----------|-----------------------------|
| Space Rental | | \$ | \$ |
| Equipment Rental | | \$ | \$ |
| Travel & Transportation | | \$ | \$ |
| Advertising & Promotion | | \$ | \$ |
| Printing & Copying | | \$ | \$ |
| Postage | | \$ | \$ |
| Supplies & Materials | | \$ | \$ |
| Insurance | | \$ | \$ |
| Remaining Operating Expenses | | \$ | \$ |
| Total: | | \$ | \$ |



PROJECTED ORGANIZATION UNEARNED AND CONTRIBUTED INCOME for 2021

- Complete this information for the entire organization, not only for the project for which you are applying.
- Include the amount of the request for this application.
- This document is required by Suffolk County.

| SOURCE | AMOUNT | PROJECT |
|-------------------------|--------|---------|
| SCOCA REQUEST (page 13) | \$ | |
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PROJECT SCHEDULE AND VENUE INFORMATION

- Indicate the time of day for the event, the event name and the name of the venue and its complete address. If you require additional space, please add those page(s) to the submission package with the document title PROJECT VENUE_organizational name.

| DATE | TIME | EVENT NAME | VENUE & LOCATION |
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