Cultural Endowment Application

A – Contacts (Applicant Information)

> **<Display applicant information *read only*>**
> a. Applicant Name (org or individual)
> b. FEID
> c. Phone number (with extension if applicable)
> d. Principal Address
> e. Mailing Address
> f. Website
> g. Org Type (e.g. nonprofit, school board, etc.)
> h. Org Category (e.g. public library, SOE, etc.)
> i. County

1. **Grant Contact***
   Select a person from your organization to serve as the primary contact for this grant application. The contact should be able to answer direct questions about the application, provide update information or materials if requested by the Division, and complete required reports. The contact may be different from the authorizing official who is typically the executive director or a board member. Provide an email address and phone number that will go directly to the contact (if possible), not one for the general organization.
   > <Select from Organization Contacts>
   > First & Last Name
   > Phone Number + Extension
   > Email Address

2. **Chief Financial Officer for the Applicant***
   > <Select from Organization Contacts>
   > First & Last Name
   > Phone Number + Extension
   > Email Address

3. **Authorized Official***
   Provide the name and contact information for the person authorized to sign contracts on behalf of the organization. This is usually the Executive Director or a board member.
   > <Select from Organization Contacts>
   > First & Last Name
   > Phone Number + Extension
   > Email Address

4. Fiscal Year End Date*

Enter Month and Day (MM/DD) that your Fiscal Year ends.

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5. Application Type*
- o Requesting Designation as a Cultural Sponsoring Organization
- o Requesting a State Matching Share (only select this option if your organization has already been designated as a Cultural Sponsoring Organization)

B – Cultural Sponsoring Organization Eligibility

1. **Organization Mission Statement***

   500 characters remaining

2. **Overview of Cultural Programming Activities***

   Provide an overview of the organization's cultural programming activities throughout the year. The overview description should sufficiently detailed to give readers an understanding of the nature and scope of offerings conducted by the organization.

   5,000 characters remaining

C – State Matching Share Eligibility

1. **Date of Designation as a Cultural Sponsoring Organization (or Fine Arts Sponsoring Organization)**
   <Select Month> <Select Year>

2. **Date of Receipt of Last State Matching Share**
   <Select Month> <Select Year>

3. **How many State Matching Shares has your organization previously been awarded?***
   _____

D – Attachments & Support Materials

Complete the support materials list using the following definitions.

- **Title**: A few brief but descriptive words. Example: "Support Letter from John Doe".

- **Description**: (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.

- **File**: The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

1. **Required Attachments List**
   Please upload your required attachments in the spaces provided.

   Letter from Board Chair or President of Organization*

Choose file:	Upload file

   Eligibility to Receive Contributions (IRS Determination Letter)*

Choose file:	Upload file

   Supporting Documentation for Programming Activities*

Choose file:	Upload file

   List of Current Board Members*

Choose file:	Upload file

Annual Independent Certified Audit*

Choose file:	Upload file

Documentation of Contributions*

Documentation establishing that the organization has deposited, prior to the application deadline, new contributions having a total annual value of at least $360,000 for each individual endowment.

Choose file:	Upload file

Documentation of Cultural Sponsoring Organization designation*

Choose file:	Upload file

Certification Statement from Board Chair or President of Organization*

Choose file:	Upload file

2. **Additional Support Materials (optional)**

   Title

   _____

   File

   To add a support material enter a title and optional description. Then select a file and click the Upload File button.

Choose file:	Upload file

   Description (optional)

   Additional details about the support materials that may be helpful to staff or panelists.

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