FY21 Operating Support Application Requirements for OSI and OSIII Organizations

Operating Support Grant Applications are due no later than noon on Monday, March 16, 2020. Late applications will not be considered for funding. For assistance with this application, please reach out to ASC’s Grants & Services Team for assistance prior to the deadline: grants@artsandscience.org

This file contains a description of each required element of the application for unrestricted operating support. Please visit https://www.artsandscience.org/grants/grants-for-organizations/operating-support/ for complete guidelines and resources for applicants.

Organizational Details

- Organization’s Legal Name
- What is the organization’s mission and vision statements?
- Provide a one-paragraph overview of your programming
- Organization Type
- Organization City Council District Number
- Organization Country Commission District Number
- Enter Your Organizations Fiscal year end date
- Enter North Carolina Solicitation License Number
- Enter North Carolina Solicitation License Number Expiration Date
- Total Number of Full-Time Employees
- Total Number of Part-Time Employees
- Total Number of Contract Employees
- Total Number of Volunteers
- Of the staff numbers above, how many are
  - Asian American
  - Black/African American
  - Latino
  - Native American/American Indian
  - White
  - Multi-ethnic
- Total number of creative individuals (i.e. artists, scientists, and historians)
- What percentage of creative individuals are paid?
- What percentage of your creative individuals are not paid?
- Current number of board members
- Number of board positions authorized by your bylaws
- Average percentage of board meeting attendance
- Of the board members above how many are:
  - Asian American
Black/African American
Latino
Native American/American Indian
White
Multi-ethnic

- Contact Info for Organization’s Executive Director/President/CEO
- Does your organization have Directors & Officers Insurance
- IF your organization works with children or youth (K-12), check if you perform background checks
- Check if your organization is a member of local, regional, national, or international professional organizations (e.g. American Association for State and Local History, Opera America, Association of Science-Technology Centers)
- If you checked the box above, please indicate organizations.
- Contact information for the person who will be administering the Operating Support Grant
- Certification that the information contained in this application, including attachments and supporting materials, is true and correct to the best of your knowledge.

Excellence & Innovation Section
These attachments will be reviewed by the Peer Panel, and will make up 30 points of the total score.

Each of these categories is worth 10 points:
- Create, foster and evaluate innovative, distinctive and stimulating programs
- Attract and nurture high quality creative talent
- Provide local, regional, statewide, national and/or international programmatic leadership

Attachments:
- **Excellence & Innovation Narrative**: Answer the following four questions on Excellence and Innovation using no more than two 8½” x 11” typed pages in 10-point Arial font with a one-inch margin on all sides.
  - Describe how your organization is leading or aspires to be an industry leader (locally, regionally, statewide, etc.). How does this inform your programming? You may want to include benchmarking data, industry awards, or special recognitions.
  - Describe ways in which your organization is courageous, adaptive, or innovative, and what you are learning in this process.
  - Describe your organization's internal monitoring for continuous improvement and/or external evaluation for mission effectiveness. You may choose to include quantitative or qualitative metrics you collect and analyze. How does your organization use evaluation to foster a culture that values learning?
• Describe how your organization attracts, selects, and nurtures high quality creative talent (i.e., artists, scientists and historians). What people-focused approaches have you adopted?

• **FY21 Programming:** Summarize major exhibitions, performances or programs proposed for July 1, 2020 - June 30, 2021 using no more than two 8 ½” x 11” typed pages in 10-point Arial font with a one-inch margin on all sides.

• **Work Sample/Video Documentation:** Please submit a video of no more than 5 minutes in length to Vimeo or YouTube that highlights your organization and provides a representation of the creative product and audience experience. This video will be used solely for panel review purposes and will not be shared with any external audiences.

**Relevance Section**
The Relevance & Participation Narrative will be reviewed by the Peer Panel and will make up 30 points of the total score.

Each of these categories is worth 10 points:
• Offer accessible community programs to diverse constituency
• Attract and grow customers from the Charlotte Metropolitan Service Area
• Engage participants in a broad range of activities

**Attachments:**
• **Relevance & Participation Narrative:** Answer the following questions on Relevance using no more than three 8½” x 11” typed pages in 10-point Arial font with a one-inch margin on all sides.
  • What is the community benefit of your organization's work?
  • Define your audience. In what ways are you seeking to expand or evolve the audience you serve in the coming year(s)?
  • Describe how your organization works to understand, works with, and respects and responds to its community/audience in a meaningful way. How do you build meaningful relationships with community partners, audiences, visitors, participants, etc.?
  • Describe how your organization has prioritized becoming more accessible, inclusive, and equitable. What initiatives are currently underway, and what are you learning in the process? What strategies are you putting in place for the coming fiscal year?
  • Participation: Please discuss any changes, fluctuation, or trends in total annual participation over the past 3 completed years. How does your organization track attendance/participation? How do you measure feedback from participants/audience, and how do you incorporate feedback?
Sustainability Section

The Leadership Narrative and Key Staff Credentials will be reviewed by the Peer Panel and will make up 10 points of the total score for the criterion: Maintain professional & volunteer leadership that reflects Mecklenburg County’s diverse community to lead the organization.

The Financial Panel will receive all attachments (except the Key Staff Credentials), along with all financial reporting your organization has provided quarterly throughout FY20. The highest possible Financial Panel score is 20 points.

Attachments:
- **Leadership Narrative**: Answer the following four questions on Leadership using no more than two 8½” x 11” typed pages in 10-point Arial font with a one-inch margin on all sides.
  - Describe any significant staff changes over the past 12-18 months.
  - In what ways do your organization's board, staff (full-time, part-time, and contract), and volunteers reflect Charlotte-Mecklenburg’s diverse community? What strategies do you employ to attract a diverse applicant pool and a range of board members who represent diverse demographics?
  - Describe your organization's strategies to continually improve the expertise of its staff and to foster a learning culture to do even better for the people you serve. This may include professional development, evaluation that cultivates a learning environment, etc.
  - How does your board and senior management set expectations about the organization's financial sustainability? How do the organization's financial strategies align to and sustain the mission?

- **Key Staff Credentials**: To demonstrate strong industry professional leadership, provide one paragraph per key staff member citing the individual's professional credentials in the industry.

- **Budget Narrative Update**: This update is intended to supplement the Budget Narrative your organization provided to ASC through the monthly reporting process. Answer the following three questions using the form downloaded from the application.
  - Describe any significant changes in the business model, staffing or facilities that are anticipated for the next fiscal year (FY21). How will this impact your organization’s operations in the coming fiscal year?
  - Please give highlights of your YTD actual results compared to budget for the first six months of FY20. Have there been any surprises (positive or negative)? If so, how are you adjusting in the second half of the year to address them?
  - Has your Board adopted any new fiscal policies (e.g. Cash reserves) during FY20?

- **Cash Reserve Policy**: Please provide a copy of your organization's board approved Cash Reserve Policy.
Strategic Planning Section
These documents will be provided to the panel. Though Strategic Plans do not directly contribute to your score, they will help panelists understand your organization and may contribute indirectly to any of the scoring criteria. Panelists are not necessarily familiar with your organization so please provide details or context that will help them understand your work.

Attachments:
- **Strategic Plan**: please upload the most current board-approved strategic plan for your organization.

- **Strategic Plan Narrative**: Answer the following two questions about your organization’s Strategic Plan using no more than two 8½” x 11” typed pages in 10-point Arial font with a one-inch margin on all sides.
  - Briefly discuss how the Strategic Plan informs the organization’s work. You may want to include details about how the Plan is used as a management tool or to set priorities and guidelines. What plans does your organization have for updating the current Strategic Plan?
  - Please share with the panel where you are in the organizational life cycle, and any opportunities or challenges your organization has faced in recent fiscal years that would be helpful for the panelists to know.

Additional Attachments
- **Conflict of Interest Policy**: Please provide a copy of your organization’s board approved Conflict of Interest Policy for board and staff.

- **FY21 Survey of Organizational Practices**: Please complete the checklist, which is downloadable from the application. This information will not be shared with the panel and will not be scored. ASC is collecting this information to identify opportunities to provide additional resources (capacity building workshops, etc.)