



greater
philadelphia

cultural
ALLIANCE



pennsylvania
COUNCIL ON THE ARTS

Building stronger communities takes creativity.

**2024-2025 CREATIVE
SECTOR FLEX FUND
INFORMATION SESSION**

Greater Philadelphia Cultural Alliance

We lead, strengthen and amplify the voices of a cultural community that ignites creativity, inspires people and is essential for a healthy region.

Our key program areas:

Advocacy
Research
Creative Youth Development
Grantmaking



Photo by
Greater Philadelphia Cultural Alliance

Going's On at Greater Philadelphia Cultural Alliance

Upcoming Workshops:

HR Lunch and Learn Workshops led by Ade Lawal on Thursday, June 13

- 12:00-1:00 p.m. — Workshop 1: Navigating Hiring and Retention Strategies Post-Pandemic with Ade Lawal
- 1:30-2:30 p.m. — Workshop 2: Understanding and Managing Generations in the Workplace

PR & Marketing Lunch and Learn Workshops led by Nina Zucker on Tuesday, June 18

- 12:00-1:00 p.m. — Workshop 1: HOW TO GET NOTICED! PR and Marketing for Small Nonprofits on a Shoestring Budget, Part 1
- 1:30-2:30 p.m. — Workshop 2: HOW TO GET NOTICED! PR and Marketing for Small Nonprofits on a Shoestring Budget, Part 2

Use Code GPCALive2024 to register for free!

Going's On at Greater Philadelphia Cultural Alliance

Arts, Culture & Economic Prosperity: Greater Philadelphia *Released April 30*

- Arts and Social Impact Study of arts and culture nonprofits in Greater Philadelphia region, done in partnership with Americans for the Arts every five years
- Custom Organization Reports with YOUR data available starting at \$200

Membership Information Sessions:

- Chester/Bucks County: June 20, 2024 via Zoom
- Montgomery County: June 27, 2024 via Zoom
- Delaware County: July 11, 2024 at Darlington Arts Center
- Philadelphia County: July 18, 2024 at CultureWorks Greater Philadelphia

PENNSYLVANIA COUNCIL ON THE ARTS

Who we are and what we do

The mission of the Pennsylvania Council on the Arts (PCA) is to strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts.

Cross-cutting value: diversity, equity, and inclusion

Promote equitable access for all Pennsylvanians to participate fully in a creative life and in the diverse forms of arts and culture in the commonwealth.



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GRANTMAKING AT THE ALLIANCE

Partner with the Pennsylvania Council on the Arts to offer two grant programs:

- **CREATIVE ENTREPRENEUR ACCELERATOR PROGRAM:** provides creative entrepreneurs who aspire to start their own for-profit business, or who operate an existing for-profit micro business, with access to existing small business consulting services and financial resources via a \$2,000 grant.
- **CREATIVE SECTOR FLEX FUND:** offering \$5,000 flexible grants to organizations with two-year annual average revenue between \$10,000 - \$200,000. Available to Arts Organizations or Arts Programs of Non-Arts Organizations.

GET STARTED : www.philaculture.org/services/grantmaking



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CREATIVE SECTOR FLEX FUND

Replaces Program Stream
and Entry to Program
Stream/Project Stream

- Flexible Grant of \$5,000
- Launched in 2023-2024: **80 Grants totalling \$400,000**
- For Arts Organizations or Arts Programs of Non-Arts Organizations
- One year Grant Period (Jan 1, 2025 - December 31, 2025)
- All organizations must apply every year

GET STARTED : www.philaculture.org/creative-sector-flex-fund-csff



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2024-2025 Timeline

- **Application opens:** Monday, June 3 at 12:00 PM
- **Application closes:** Wednesday, July 31 at 5:00 PM
- **Eligibility and Panel review:** August - September 2024
- **Award notification:** November 2024
- **Grants Award Agreements processed/Award payments sent:** December 2024
- **Grant Activity Period:** January - December 2025

GET STARTED : www.philaculture.org/creative-sector-flex-fund-csff



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ORGANIZATIONAL CLASSIFICATION

- **Arts Organization** – An eligible nonprofit corporation whose mission is to create, perform, present, promote or serve the arts sector (e.g., symphonies, arts councils, theatres, etc).
- **Arts Program of Non-Arts Organization** – A solely arts-related program of a larger, eligible, nonprofit corporation or unit of government whose mission is not solely arts-related (e.g., charitable or community service organization).

Please note there are different requirements for Arts Organizations versus Art Programs, noted in the eligibility section. If you are unsure how your organization is classified, please contact GPCA

ELIGIBILITY

Applicants must:

- Be a nonprofit, tax-exempt corporation, or a unit of local government (counties, cities, boroughs, townships, and municipal authorities). Pre-K-12 public, private and parochial schools including all charter schools are NOT eligible. (K-12 schools should contact the Arts in Education Program of the PCA for other opportunities).
- Be located in Pennsylvania, except for nonprofit, tax-exempt corporations acting as a fiscal sponsor on behalf of an unincorporated group or not-for-profit limited liability company (LLC) that is located in Pennsylvania.
- Be registered with the Pennsylvania Bureau of Corporations, except for local governments and fiscal sponsors.
- Have a history of at least TWO years of consistent arts programming in Pennsylvania.

ELIGIBILITY, cont'd

Those with budgets over \$200k may be eligible for funding via PCA's "AOAP"

- Have an annual average arts revenue of \$10,000 to \$200,000.

PPA Partners determine revenue size by a **two-year average** demonstrated by:

- **Arts Organization:** most recent IRS form 990 of the U.S. Department of the Treasury Internal Revenue Service
- **Arts Program of Non-Arts Organization or whose 990 is a postcard:** applicant's board/committee approved, arts-specific program financial statement from the most recently completed TWO fiscal years.
 - The program financial statement must detail program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses. In-kind is not included.

Unincorporated groups or Pennsylvania not-for-profit limited liability companies (LLCs) must apply through a nonprofit, tax-exempt organization that acts as a fiscal sponsor. **Individuals and LLCs with fewer than two organizers/members are not eligible to apply.**

Review Process

Eligibility Review

Cultural Alliance staff review applications for eligibility once the application window closes.

Eligibility guidelines set by PCA are strictly enforced

Community Panel Review

Panelists evaluate applications based on the criteria laid out in the guidelines.

Grants Committee

Cultural Alliance Board Grant's Committee provides oversight and final approval.

GET STARTED : www.philaculture.org/creative-sector-flex-fund-csff



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Application Criteria

Applicants are asked to share information about their organization and art-based programming through a variety of materials (overview of their organization, financial information, links to program examples, and more) with a focus on the following 3 areas:

Community Value

Diversity, Equity and Inclusion Value

Stewardship Value



Community Value

Artistic offerings that strengthen its community culturally, educationally, and/or economically.

1. Over the past year, how did your artistic offerings and/or services support your community culturally, educationally, and/or economically? *(Your response may include a description of the value provided to your community, whether adding to its cultural landscape, educational opportunities, or economic opportunities promoted directly or indirectly within your community).*

Artists and artistic offerings and/or services involve and are meaningful to the community being served.

2. Over the past year, describe how artistic decisions were made and by whom. How did you know your artistic products and/or services were meaningful to your community?

Relevant arts learning opportunities and creative endeavors for community members.

3. Over the past year, describe how you defined and determined the impact of your arts learning initiatives within your community.

Diversity, Equity and Inclusion Value

Apart from being audience members or beneficiaries, community members are central to the design of the applicant's work.

1. Over the past year, describe your community's involvement in the design of your work and its feedback related to your work.

Plans and action-oriented practices toward diversity, equity, inclusion, and access in ways that are relevant to the community, including efforts to reach new audiences.

2. Over the past year, describe your organization's plans and work to advance diversity, equity, inclusion and/or access. How did you know that plans and actions were relevant to your community?

Stewardship Value

Planning processes appropriate to the organization, mission, and goals.

1. Describe your most recently completed planning process, including who was involved. Describe the key findings and goals that followed this planning process, and how you track and measure progress.

Capacity to carry out programs and projects as planned.

2. Over the past year, how did you ensure that you were able to carry about your programs or projects? To what degree were you able to carry out programs as planned?

Appropriate financial planning and oversight practices.

3. Describe your financial planning and oversight practices, including who participates in and is accountable for financial management and organizational oversight. Describe the financial condition of your organization and key actions taken to ensure adequate resources are available to carry out your mission or arts program.



Required Materials

1. IRS Determination Letter

2. TWO YEARS of Completed Financial Information:

- a. ARTS ORGS: These must be 990s (or 990-N or 990-EZ) of your most recently completed fiscal year and the prior year, except:
- b. ARTS PROGRAMS of NON-ARTS ORGANIZATION: Submit Board/Committee approved arts-specific program financial statements

3. Agreement/Memorandum of Understanding with Fiscal Sponsor (FOR FISCALLY-SPONSORED ORGS ONLY)

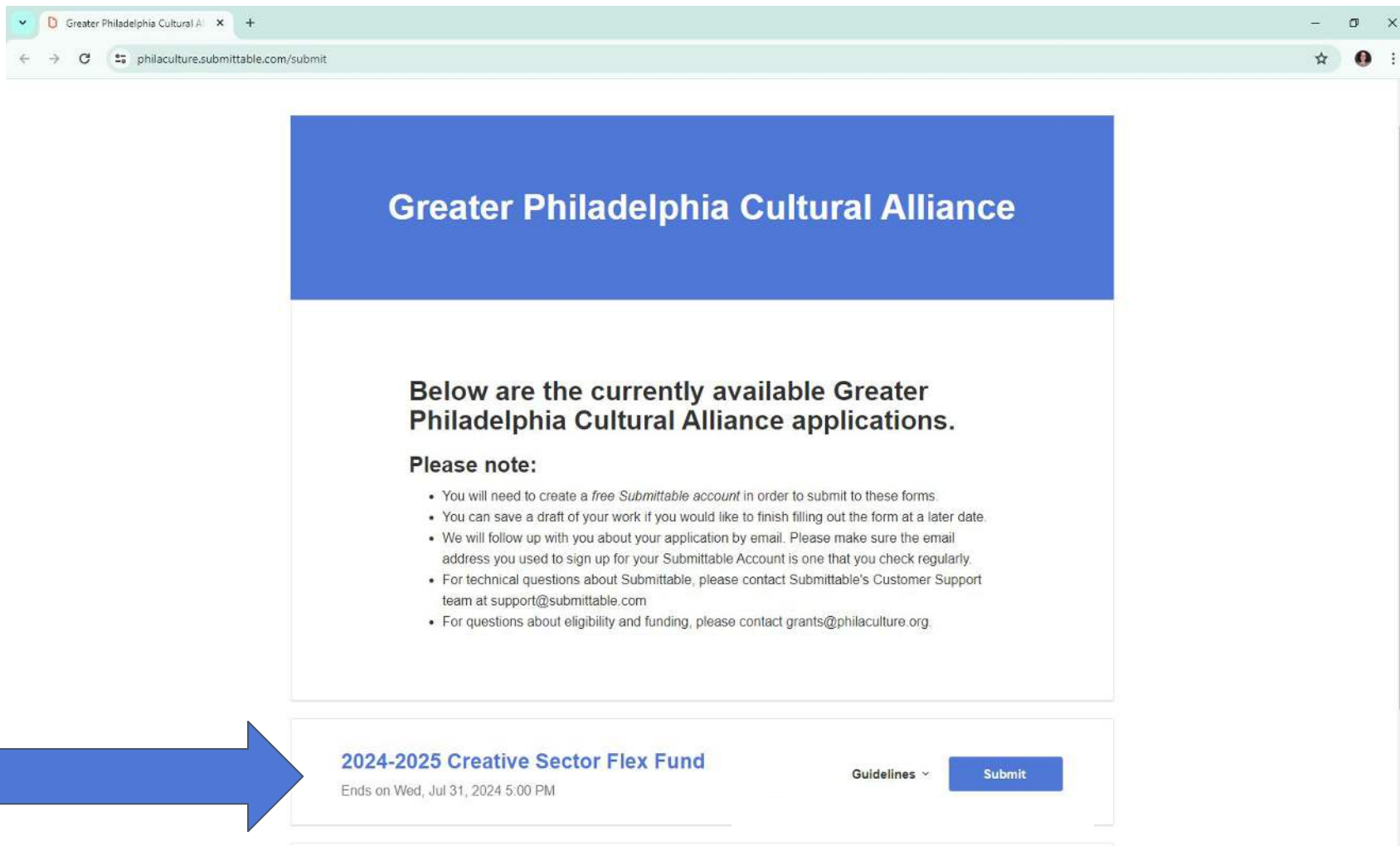
- a. If you are an LLC you must also submit your Certificate of Organization-Domestic Limited Liability Company

4. List of Activities

- a. Provide a succinct (no more than one page) list of arts activities
- b. You may additionally submit up to THREE links showing artistic content/programming

HOW TO APPLY

<https://philaculture.submittable.com/submit>



The screenshot shows a web browser window with the URL philaculture.submittable.com/submit. The page features a blue header with the text "Greater Philadelphia Cultural Alliance". Below the header, the text reads: "Below are the currently available Greater Philadelphia Cultural Alliance applications." This is followed by a "Please note:" section with a bulleted list of instructions. At the bottom of the page, a blue arrow points to a card for the "2024-2025 Creative Sector Flex Fund" application, which includes a "Submit" button and a "Guidelines" dropdown menu.

Greater Philadelphia Cultural Alliance

Below are the currently available Greater Philadelphia Cultural Alliance applications.

Please note:

- You will need to create a *free Submittable account* in order to submit to these forms.
- You can save a draft of your work if you would like to finish filling out the form at a later date.
- We will follow up with you about your application by email. Please make sure the email address you used to sign up for your Submittable Account is one that you check regularly.
- For technical questions about Submittable, please contact Submittable's Customer Support team at support@submittable.com
- For questions about eligibility and funding, please contact grants@philaculture.org.


2024-2025 Creative Sector Flex Fund Guidelines Submit

Ends on Wed, Jul 31, 2024 5:00 PM

HOW TO APPLY

Associate your application with your Organization.

First, let's find your organization

Applicants can apply on behalf of a registered organization, or continue to the application. [Learn more about organization registration requirements](#) 

Organization EIN or UEI

e.g. 12-3456789 for EIN or ABCDE1234567 for UEI.

Search organizations

[Skip and continue to application](#)

If you are fiscally sponsored, this is your fiscal sponsor's EIN.

HOW TO APPLY

table.com/submit/8fc8f9c9-0739-4427-b945-fcecff8c42e8/2024-2025-creative-sector-flex-fund

[Manage Collaborators](#)

PART I: ORGANIZATION INFORMATION

Organization

Organization Address *

Country

Address

Address Line 2 (optional)

City

State, Province, or Region Zip or Postal Code



“Manage Collaborators” to invite others to access your application

Scroll for rest of application

HOW TO APPLY

Greater Philadelphia Cultural Alliance

philaculture.submittable.com/submit/8fc8f9c9-0739-4427-b945-fcecff8c42e8/2024-2025-creative-sector-flex-fund

Additional Link #3 (Optional)

example.com

PART V: REPRESENTATIONS AND WARRANTIES

The Applicant makes the following representations and warranties to Greater Philadelphia Cultural Alliance. Effective as of the submission of this Application, the Applicant hereby represents and warrants to the best of its knowledge and belief that:

1. The information the Applicant presents in this application and any attachments thereto is true and correct.
2. The Applicant has ongoing operational expenses.
3. The Applicant has not received an audit finding in respect of its status as a going concern and expects to remain a going concern at least through the grant term.
4. The Applicant expects to deliver arts-related programming or services and fulfill its obligations under the grant, whether virtually or in person, during the applicable grant term.

Type your Name Here

This will serve as the electronic signature of the person submitting this form.

[Save Draft](#) [Submit](#)

Drafts may be visible to the administrators of this program.

SAVE DRAFT or SUBMIT

Technical Help | Privacy Policy

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GENERAL TIPS

- Be as detailed as possible
- Write narrative as if reader has not heard of your organization;
 - The Panel Reviewers are community members from all backgrounds and may not be familiar with your organization or the type of arts and culture work
- Double check all materials before submitting!
- While working on a draft, make sure you have selected your “organizational classification” and the subsequent question about fiscal sponsorship. This adjusts which financial document questions show up later in the application.
- Please make sure financial statements can fit properly on pages when you PDF them

REMINDERS!



APPLICATIONS CANNOT BE EDITED AFTER THE WINDOW CLOSES ON JULY 31 AT 5 PM



MAKE SURE ALL MATERIALS ARE CORRECT PRIOR TO SUBMITTING



DRAFT APPLICATIONS CAN BE SAVED AND RETURNED TO (BUT NOT SUBMITTED ONES)

Q & A

Keep in Touch

Grant Questions: grants@philaculture.org

Stephanie Lerner, Director Of Grantmaking:

stephaniel@philaculture.org

PResearch/Prosperity Report: kristenv@philaculture.org

Membership: madelinea@philaculture.org