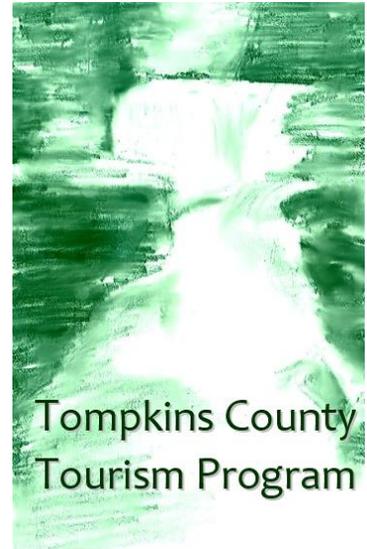


COVER PAGE

2017 Budget Request Form

Tompkins County Tourism Program



I. BASIC INFORMATION

Program: Arts & Culture Organizational Development Grants

Applicant Organization: Community Arts Partnership

Contact Person: John Spence

Phone: 607-273-5072 Ext 19 Email: director@artspartner.org

2017 Request: \$202,512 for Product Development

Year	Tourism Program Allocation**	\$ Change	% Change	% of Program Budget*
2013	200,773			100%
2014	206,755	6,022	3%	100%
2015	205,000	-1,755	-1%	100%
2016	210,000	7,000	3%	100%
Request 2017	213,150	3,150	1.5%	100%
OTR 2017	-	-	-	-

* Enter the % of the total program budget that would come from the Tompkins County Tourism Program.

** Enter modified budget amounts where applicable.

II. PROGRAM DESCRIPTION

Describe the program in two or three sentences.

The Arts & Culture Organizational Development program provides necessary financial support to our major arts and cultural assets with an approach designed to support long-term capacity building and contribute to Tompkins County's brand as a cultural destination through individual and collaborative marketing. A list of organizations funded in 2016 is attached.

III. CHALLENGES & OPPORTUNITIES

Very briefly state overarching challenges and opportunities related to your program (current or anticipated in 2017) and describe you how propose to address them.

In 2015 a special taskforce documented the eligibility requirements to receive ACOD funding and in 2016 three additional organizations met those requirements and received funding. The amount of funding grew by 3% from 2015 and the number of applicants grew by 43%. Future funding will be based on a more competitive application process.

IV. BUDGET NARRATIVE

Describe how you propose to use the requested funds. You may also use this section to expand on your answers to questions II and III.

The funds as requested are allocated for

- 1) One and two-year capacity building grant support to eligible arts organizations in Tompkins County,
- 2) CAP's administration of the grant program, and
- 3) Professional services to assist funded organizations with specific structural challenges. Up until 2016 funds were set aside specifically for a professional accountant to conduct an in depth organizational audit of finances and governance of one, or two, organizations receiving ACOD funding. The accountant, Jack Little, retired at the end of 2015. That specific audit program was not continued in 2016 because of the small number of organizations being served in a given year and because the organizations were not finding the information helpful enough to justify the related effort and cost. However, funding has been included in the current budget that can be made available, through a separate application process, to a funded organization looking for professional assistance with strategic planning and/or implementation of needed policies and procedures.

V. PROGRAM GOALS

List and describe program goals for 2017, using the sample format. For each goal listed, describe how you will measure achievement of that goal (you may list more than one measure of achievement for each goal). This will require you to consider appropriate numerical measures and baselines.

The goal of the ACOD program is the strengthening of the flag-ship cultural institutions of Tompkins County, increasing their capacity to deliver high quality programs that support the county's brand as a cultural destination thereby increasing tourism and the quality of life for local residents.

In 2016 seven arts organizations were funded with two year contracts. For 2017 these organizations will be required to provide year-end reports covering 2016's progress and/or challenges.

Three arts organizations received ACOD funding for the first time under one-year contracts. Those three organizations will be required to submit new applications for funding in 2017.

Goal 1: *In the fall of 2016 all currently funded organizations will provide year-end progress reports describing progress on the goals outlined in their grant applications and confirm that they still meet the eligibility requirements for ACOD funding.*

Measure of Achievement 1: *These year-end progress reports from the ten organizations funded in 2016 will be reviewed by a panel convened for that purpose.*

Goal 2: *First-time funded organizations will provide year-end reports and, should they choose to reapply, provide new applications for 2017 funding. At the end of 2017 all funded organizations will be on the same timetable for reporting and new applications.*

Measure of Achievement 2: *The year-end progress reports from the three new organizations operating under one-year contracts will be reviewed by a panel convened for that purpose. If these organizations apply for continued funding for 2017 the same panel will review those applications at the same time.*

Goal 3: *CAP will host a meeting for representatives of each of the funded organizations to emphasize: 1. The purpose of the funding, and 2. Encourage collaborative thinking and implantation of marketing initiatives to build Tompkins County's cultural brand.*

Measure of Achievement 3: *100% participation by the funded organizations at the meeting described above.*

Also, which goals and critical actions of the Tompkins County Strategic Tourism Plan does this program respond to, and how do your proposed program goals align with goals stated in the 2020 Strategic Tourism Plan?

Develop Ithaca and Tompkins County as a central arts cultural and heritage tourism destination in the Finger Lakes.

The grants provided through this program strengthen and enhance the standards of professionalism at our flagship arts and culture organizations and align with the strategic tourism goal to develop Ithaca and Tompkins County as a central arts, cultural and heritage tourism destination in the Finger Lakes.

VI. ACHIEVEMENTS

Please describe your most significant program achievements during 2015 and the first quarter (January through March) of 2016. If possible, please use this as an opportunity to restate your program goals for the 2015 and 2016 budget years and describe progress towards these goals.

- In the fall of 2015 all seven of the funded organizations completed their three-year contracts. 2015 year-end progress reports were received and reviewed by a panel convened for this purpose, along with new applications for funding for 2016-2017. The panel consisted of six volunteers representing the STPB, the County Legislature, and the community.
- New applicants were asked to complete an Eligibility Checklist to determine eligibility for ACOD funding before putting in the effort on a full application. One of four interested organizations withdrew after being deemed ineligible after completing the Checklist.
- Four new organizations were eligible for funding and three submitted applications. All three were funded under one year contracts.
- Three new organizations and seven returning organizations for a total of ten received ACOD funding in 2016.

- An in depth agency audit was completed, and a report generated, on the merged organizations the Paleontological Research Institute and the Cayuga Nature Center (PRI/CNC). The report was shared with PRI/CNC and the Strategic Tourism Planning Board.

VII. IMPACT OF FUNDING

What would be the specific impact of receiving less funding than you are requesting? For example, what are the things that you would like to be able to do that you would not be able to do? What would be removed or reduced from your plans if you had to make do with less than requested?

Scaling back at this point would be difficult because seven of the organizations receiving funding are operating on two year contracts for 2016 and 2017. A reduction of funding for 2017 would result in less support for the three new organizations and/or less funding for the professional assistance described above.

VIII. COLLABORATION

What steps have you taken and/or what new steps do you propose to take to collaborate, coordinate, partner, and share information and resources between your program(s) and other room-tax funded programs?

While the E.D. of CAP regularly meets with representatives of ACOD funded organizations, in a variety of contexts, the organizations themselves do not come together to discuss challenges and opportunities. It is my understanding that the Discovery Trail representatives met on a monthly basis and found that opportunity for exchange to be valuable. It is our goal that required attendance at a meeting each year, facilitated by CAP, will lead ACOD funded organizations to see the benefit and decide to meet more often.

ATTACHMENTS

____ Attachment A
2016 project budget in Microsoft Excel.

CAP - Arts & Culture Organizational Development Grants

2017 Budget Request - Tompkins County Tourism Program

For previous years budgets, used modified budget amounts.

REVENUE - ACOD		2014 Budget	2015 Budget	2016 Budget	2017 Request	Notes
<i>List major categories of revenues</i>	TCTP*	201000	199519	210000	213150	
<i>Add or delete lines/rows as needed</i>	Unspent Funds			2173	173	
<i>Separate by project if more than one project</i>	Other (name)					
<i>Include value of in-kind support as "other".</i>	SUBTOTAL	\$201,000	\$199,519	\$212,173	\$213,323	
	TOTAL REVENUES	\$201,000	\$199,519	\$212,173	\$213,323	
	TOTAL TCTP*	\$201,000	\$199,519	\$212,173	\$213,323	
	TCTP Share	100.0%	100.0%	100.0%	100.0%	
ACOD						
<i>List major categories of expenses</i>	Grants	\$188,000	\$192,000	\$197,000	\$198,000	
<i>Add or delete lines/rows as needed</i>	Professional Fees	\$3,000	\$3,000	\$5,000	\$5,000	
<i>Separate by project if more than one project</i>	Administrative	\$10,000	\$10,000	\$10,000	\$10,000	
	Other (name)					
	SUBTOTAL	\$201,000	\$205,000	\$212,000	\$213,000	
	TOTAL EXPENSES	\$201,000	\$205,000	\$212,000	\$213,000	
	TOTAL TCTP*	\$201,000	\$199,519	\$212,173	\$213,323	
	TCTP share	100.0%	97.3%	100.1%	100.2%	
	REVENUES LESS EXPENSES	\$0	-\$5,481	\$173	\$323	

*TCTP-Tompkins County Tourism Program

ARTS AND CULTURE ORGANIZATIONAL DEVELOPMENT GRANTS			
a part of the Tompkins County Tourism Program, with support from the Community Arts Partnership			
	2015	2016	2017
Cayuga Chamber Orchestra	\$27,000	\$20,000	\$20,000
Cayuga Nature Center			
Hangar Theatre	\$27,000	\$24,500	\$24,500
History Center	\$27,000	\$22,000	\$22,000
Kitchen Theatre	\$27,000	\$30,000	\$30,000
PRI/MOTE	\$40,000	\$30,000	\$30,000
Sciencenter	\$17,000	\$20,000	\$20,000
State Theatre	\$27,000	\$25,000	\$25,000
Light in Winter			
CSMA		\$7,000	<i>TBD</i>
Shakespeare		\$5,000	<i>TBD</i>
Cinemapolis		\$13,500	<i>TBD</i>
TOTAL GRANTS	\$192,000	\$197,000	\$171,500
Prof Development		\$0	
Accounting Consultant	\$2,700	\$5,000	\$5,000
Admin (CAP)	\$10,000	\$10,000	\$10,000
Total Used	\$204,700	\$212,000	\$186,500
PROGRAM Budget (Room Tax Allocation)	\$199,519	\$210,000	\$213,150
Previous years budgeted/unspent (Re-allocate via)	\$7,654	\$2,473	\$473
MODIFIED PROGRAM Budget	\$207,173	\$212,473	\$213,623
End of year budgeted/unspent (Balance)	\$2,473	\$473	\$26,650
<u>Ticket Center Rampdown</u>			
Payment Reduction (Kitchen Theatre)			
Reallocation to CAP from Previous Year Roll Forward			
Reallocation to CAP from Reduction (Kitchen Theatre)			
Reallocation to CAP from Reduction (State Theatre)			
Updated by TK 3/31/16			