

Arts & Cultural Organizational Development: Stabilization and Recovery Fund (ACOD-SRF)

2023 Guidelines



Funding Purpose + Overview

The ACOD-SRF grant is intended to stabilize operations for Tompkins County based arts and culture organizations that are experiencing severe financial distress. The goal of this grant is to assist arts and culture organizations with efforts to grow audiences and secure earned and contributed revenue. This grant is funded by Hotel Room Occupancy Tax collected in Tompkins County, NY, A total of \$665,000 is budgeted for this program.

ACOD-SRF grant recipients will be required to engage with an external advisor to provide organizational mentoring.

Key Details

- Maximum award: \$125,000 or 10% of organizational budget (whichever is less)
- Deadline: June 5, 2023
- Contact: Nick Helmholdt – tourism@tompkins-co.org – 607-274-5560

All applications must be submitted online through [Common Grant Application](#).

Eligibility

Eligible Applicants

Current 2023 ACOD grant recipients are eligible for ACOD-SRF if they meet **at least two** of the following conditions:

- Cash on hand is less than 90 days of operational expenses.
- Earned revenue (ticket sales, subscriptions, admissions, etc.) for the past 12 months is at or below 80% of the average of earned revenue from 2017 to 2019.
- Contributed revenue (donations, sponsorships, etc.) for the past 12 months at or below 80% of the average of contributed revenue from 2017 to 2019.
- In person audience attendance for the past 12 months at or below 80% of attendance in 2019.
- Organization staffing (number of FTE staff, not contractors) reduced by 20% compared to 2019.
- Grade of C-minus or lower assigned in most recent ACOD financial analysis (contact us to get your grade).
- Board approved statement that organization is experiencing severe financial distress and is at a high risk of permanent closure in the next 6 to 12 months.

Eligible Activities

This grant provides **temporary operating support** in the interest of enhancing organizational stability. Temporary operating support awards are allowed only for specific uses. Examples of allowed uses for temporary operating support include:

- Subsidy for development staff to grow donations and gifts.
- Subsidy for marketing staff to prepare a marketing plan and grow audience and revenues.
- Subsidy for core organizational staff (executive director, accountant, etc.) to ensure organizational stability.
- Financial match for earned revenue (ticket sales, admissions, etc.)

Examples of ineligible uses include:

- Capital expenses
- Architectural and engineering consultation
- Equipment, furniture and fixtures
- Debt retirement

Temporary operating support awards will be prioritized for those organizations experiencing the most severe financial distress and those organizations responsible for maintenance of a facility that supports the development of arts and culture tourism.

As a benefit of this grant, organizations receiving temporary operating support will engage with an organizational mentoring firm. The County will issue a Request for Qualifications to identify and retain one or more firms that can provide organizational mentoring services in the following categories:

- Business Management
- Organizational Strategy
- Financial Analysis
- Human Resources
- Marketing
- Fund Development / Fundraising

The list of approved firms will be shared with all ACOD-SRF recipients.

Grant Award Term

Grant award terms will coincide with current ACOD grant awards. Funding is conditional on the availability of hotel room occupancy tax revenue.

Award Decision and Disbursement Process

- The Tourism Program Director will review applications for completeness and eligibility. Complete and eligible applications are shared with the grant review committee.
- The grant review committee will review applications and make a funding recommendation to the STPB.
- The STPB will make a funding recommendation to the Tompkins County Legislature.
- The Legislature will vote on the grant awards.
- Tompkins County Department of Planning and Sustainability staff send emails to all applicants with funding decision and a contract amendment.
- Grants will be disbursed on a quarterly basis, dependent on evaluation.

Grant Recipient Responsibilities

Recipients will be required to amend their current ACOD contract with Tompkins County. Specific grant recipient responsibilities will be described in the contract amendment.

All awards will be paid directly to eligible awardees.

All unspent funds must be returned to the County.

All ACOD-SRF recipients will be required to:

- engage with an external organizational mentoring firm selected by the County,
- participate in quarterly meetings with staff from Community Arts Partnership (CAP), and
- prepare and submit quarterly progress reports to the County and CAP (a template quarterly progress report will be provided).

Failure to meet these requirements will result in the suspension of temporary operating assistance payments.

Prepare and Submit Your Application

All applications must be submitted through Common Grant Application. Use the link below to start an application:

- [Log in to start an application.](#)