Cover Page and Contact Information

	If you are applying for this grant with a fiscal sponsor, the questions in this application should be answered from the perspective of the sponsored project unless otherwise specified. Questions regarding fiscal sponsorship can be directed to the Tourism Program: tourism@tompkins-co.org.
Organization Name*: (Max. Characters: 300)	
Doing Business As / Also Known As: (Max. Characters: 300)	
Federal Employer Identification Number *: (Max. Characters: 11)	
Primary Contact Name*: (Max. Characters: 300)	*Name of individual who will be contacted for all grant related correspondence.*
Primary Contact Email Address*: (Max. Characters: 300)	
Phone Number*: (Max. Characters: 20)	
Address 1*: (Max. Characters: 50)	
Address 2: (Max. Characters: 50)	
City*: (Max. Characters: 50)	
State*:	
ZIP Code*: (Max. Characters: 10)	
Organization Website*: (Max. Characters: 255)	
Executive Director*: (Max. Characters: 300)	
Executive Director Email Address*: (Max. Characters: 300)	
Organization Mission Statement*: (Max. Characters: 1000)	
Organization Type and Discipline*:	*Select the option that best defines your organization's work.*
Organization budget for the current year*: (Max. Characters: 12)	*The budget is defined as the total expenses excluding any capital project expenses.*

SAMPLE

Facilities / Venues*: (Max. Characters: 1000)	Describe your organization's facilities in terms of its capacity, utilization, and operational requirements. Please note if your organization owns or leases the facility. Describe if outside groups can use your venue(s) and the requirements for reserving your space(s). If your organization does not have a physical facility or venue, please describe how you typically secure locations for performances.
Operating Schedule*: (Max. Characters: 1000)	Describe when you are typically open to the public. If your organization has a performance season, describe the typical dates when your season starts and ends and the frequency of performances.
Social Media: (Max. Characters: 1000)	Provide links to all active social media accounts.

SAMPLE

Eligibility

What best describes the organization?*:	
Does your organization have paid professional staff? *:	
Organization Foundation Year (YYYY)*: (Max. Characters: 4)	
Does your organization have an elected board of directors? *:	
Has your organization worked on long-range planning?*:	
Does your organization have a policy on diversity, equity, and inclusion? *:	
Fiscal Sponsorship*:	*Please indicate if you are applying with a fiscal sponsor. Fiscal sponsorship agreements must be attached to this application.*

SAMPLE

Audience

Number of people served in the past 12 months.*: (Max. Characters: 50)	*Total number of tickets sold or attendance numbers for the past 12 months. Do not include online/virtual attendance or participation.*
Projected total attendance/participation for 2026*: (Max. Characters: 300)	*Do not include online/virtual attendance or participation.*
Actual attendance/participation for 2025*: (Max. Characters: 300)	Do not include online/virtual attendance or participation.
Attendance notes: (Max. Characters: 1000)	*please provide any additional notes that would help us understand your attendance figures, e.g., "10,000 in person attendance means 1,000 workshop students and 9,000 performance attendees."*
Percent of attendance from outside Tompkins County*: (Max. Characters: 10)	*please enter a percentage from 0 to 100*
Percent of attendance from over 50 miles away: (Max. Characters: 10)	*please enter a percentage from 0 to 100*
How many days of public programming does your organization offer annually in Tompkins County?*: (Max. Characters: 50)	

SAMPLE

Narrative: Creativity

Vision Statement: **(Max. Characters: 1000)**	
Creativity*: **(Max. Characters: 6000)**	*Tell us about your organization's history, including a programmatic overview that illustrates your mission and vision.* *Provide several detailed examples of your work that align with your mission and vision. This may include any projected programs or initiatives for the coming year.*

SAMPLE

Narrative: Community and Tourism Impact

Community and Tourism Impact*: **(Max. Characters: 6000)**	*Describe the audience(s) you serve and how you serve them.* *Describe your marketing and advertising (both locally and out-of-county) and provide examples of successful efforts.* *Describe how you uplift Tompkins County's profile as an arts and culture destination.*

SAMPLE

Narrative: Managerial and Financial

Organizational Overview*: (Max. Characters: 1500)	*Describe your organization's board structure, including oversight, governance, strategic planning, budgeting and committee structure. Detail how your organization meets nonprofit governance best practices, including conflict of interest policies.*
What percent of your total operating expenses are directly related to arts and culture programming?:	
Managerial and Financial : (Max. Characters: 6000)	*Staff – Briefly describe your organization's staffing structure. Highlight the skills and/or experiences of up to three key staff members representing different organizational areas.* *Challenges – Explain any hurdles your organization experienced within the past three years and what steps you took to resolve the issue/s (e.g. deficits, fund development, staffing, natural disasters). Your uploaded budgets should provide notes regarding any financial variances.* *Artist Compensation – If your organization works with artists, explain how they are compensated and the compensation structure utilized (e.g., staff, independent contractor, by rehearsal or teaching hour, or performance fee). Detail the number of artists involved and financial compensation including per diem.* *If your organization's IRS Form 990s show expenses exceeding revenue, and/or negative net assets for any of the past three years, briefly explain the cause.*

SAMPLE

Proposed Use of Grant Funds

Amount Requested*: **(Max. Characters: 10)**	
Request Summary*: **(Max. Characters: 1000)**	*Describe how you intend to use the grant funds. Be as specific as possible. Refer to the grant guidelines for a list of eligible expense categories.*
Specific Objectives*: **(Max. Characters: 3000)**	Identify your specific objectives for 2027 and 2028 that will strengthen your organization, its programs, and administrative capacity. Consider the following areas: governance; artistic/cultural programming (current and future); administrative management; operations and staff structure; or fundraising. For each objective, please provide: 1. A specific funding request and timeline for implementation 2. Methods for evaluating success toward reaching your objectives 3. Additional funding sources or avenues being explored or used to achieve your goals and objectives
Use of Most Recent ACOD Award: **(Max. Characters: 3000)**	Briefly describe how the most recent ACOD grant was used and progress on the stated objectives. Please explain any changes in any originally stated objectives. *Organizations who have not received a prior ACOD grant may skip this question.*

SAMPLE

Supporting Materials

Programming Examples

Provide up to three (3) examples of materials materials that support your described programming. Examples may be in audio, visual, or written formats. Recorded examples should be under 20 minutes long.

We strongly recommend that at least one of these represent one of the examples you described in the narrative.

Organizations with facilities are encouraged to include programming images that also show the exterior and interior of their spaces.

Links cannot be password protected and must remain live for 90 days. The County is not responsible for any broken, inactive or password protected links which may impact the organization's overall score.

Type		Name	Size	Updated
Programming example 1				
Notes				
Programming example 2				
Notes				
Programming example 3				
Notes				

SAMPLE

Board List

Please provide a list of your current board, identifying officers, length of terms and total years of service.

Provide a brief description of each board member (maximum 2 sentences).

If the applicant is sponsored and has an advisory board, include that information.

For transparency, please disclose any personal relationships between your organization's Senior Executive staff and board.

Type		Name	Size	Updated
Board list *				
Notes				

Financial Documents

Upload your organization's Statement of Activities (Income Statement showing both revenue and expenses) for the Fiscal Year Ending in 2025 (or most recent completed fiscal year) and an approved budget for the current Fiscal Year. Please provide the same format for both years and include notes to clarify any entries. Notes should explain significant variances or provide any additional information that panelists unfamiliar with your
organization may find helpful.

Documents should clearly identify any in-kind income/expenses and should outline payment fees to outside artists. Documents for each year should be no more than 2-3 pages.

Type		Name	Size	Updated
Statement of Activities *				
Notes				
Approved budget for current fiscal year *				
Notes				

Optional Materials

Type		Name	Size	Updated
Audit or financial review				
Notes				
Form 990				

SAMPLE

Type		Name	Size	Updated
Notes				
Bylaws				
Notes				
Strategic Plan				
Notes				
Current Organizational Marketing Plan				
Notes				
Fiscal Sponsorship Agreement				
Notes				

SAMPLE

Signature

	Please be aware that the source of this grant is the Tompkins County Hotel Room Occupancy Tax. There is a strong desire to demonstrate how funds awarded from this program serve visitors to our community. There is a requirement for organizations receiving this grant to participate in a one-hour marketing seminar hosted by the County's designated Tourism Promotion Agency (Visit Ithaca). Participation requires attendance by least one member of the funded organization's board of directors or one staff member . Funded organizations will be required to submit year-end reports that outline the progress made toward achieving that organization's stated objectives.
True and Accurate*:	
Signature*: **(Max. Characters: 300)**	

SAMPLE