Print Form

Trust for Cultural Resources of the County of Onondaga

c/o Onondaga County Department of Economic Development

Program Support Application

Program Support Guidelines

MISSION AND PURPOSE

1.1 Mission of the Cultural Resource Trust

As set forth in Article 20 and 22 of the Arts and Cultural Affairs Law of the State of New York, the mission of the Trust for Cultural Resources (Trust) is to support, promote and protect the major cultural institutions that provide cultural, educational and recreational opportunities to the people of Onondaga County and New York State, and improve the viability and growth of these organizations.

1.2 Purpose

Program support awarded by the Trust is intended to be used to support major cultural organizations by:

· Developing and improving cultural facilities.

· Assisting projects that will bring regional, national or international recognition to our arts and cultural community or otherwise deemed significant cultural events.

DEFINITIONS

2.1 The term "*cultural organization*" means:

· An entity that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code; and

· Exists primarily for the purpose of producing, promoting or presenting the arts, heritage and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources.

2.2 A "major" cultural organization is an organization that exhibits or has more than one of these attributes:

· Wide breadth of support

· Established community presence

· Fiscal soundness

· Recognized regionally, nationally, or internationally as a significant cultural asset

· Is the primary or premiere organization in the County offering this cultural resource or asset

SUPPORT PROGRAMS

3.1 Program Descriptions

Eligible major cultural organizations can apply for the following:

a. Capital Project Support

· Capital Project grants are intended for use in constructing, rehabilitating, restoring, stabilizing, renovating improving, expanding, or purchasing new or existing buildings, structures or equipment utilized by organizations.

b. Highly Significant Project Support

· Cultural opportunities deemed highly significant and desirable for the community.

c. Critical Need Support

· Critical need of a major cultural organization.

PROGRAM ELIGIBILITY GUIDELINES

4.1 Organizations deemed to be major cultural institutions must satisfy the following program eligibility guidelines:

a. Capital Projects

· The project support funds must be for use in constructing, rehabilitating, restoring, stabilizing, renovating, improving, expanding, or purchasing new or existing buildings, structures or equipment utilized by organizations; and

·The organization must either own or have (or will purchase or receive with proceeds) a legal interest in the property; and

· The project must have potential for a significant or long-term beneficial impact on the community; and

b. Highly Significant Projects

· Must provide compelling evidence that establishes that the cultural opportunity will impart a significant benefit to the residents of the County and/or New York State.

c. Critical Need Projects

· The request for funding must support a critical need of a major cultural organization.

· The applicant should describe in detail how the lack of program support will adversely affect the organization.

APPLICATION PROCESS

5.1 How to Apply

Applicants are strongly encouraged to discuss projects in advance of submission with Trust staff. Applications should only be submitted if there is a reasonable match between the applicant, its request, and the Trust's mission and eligibility requirements.

To be considered for a grant, the Applicant must submit the formal grant application which should include:

· Proof of IRS 501(c) (3) designation; and
· A project description of no more than three (3) pages (**see details below**); and
· The most recently approved Annual Report of the Organization; and
· For capital projects, organization must either own or have a legal interest (or will purchase or receive a legal interest with grant proceeds) in the property.

5.2 Application Project Description

In addition to satisfying the eligibility guidelines of section 4.1, each application should also include a project description that provides the Board with a thorough understanding of the project and its impact on the residents of the county/state.

The <u>required information</u> on *all* project description applications must include:

- Description of the project and its core activities and its goals.
- Number of persons and geographic distribution to be served directly by the project.
- How the project's goals align with the priorities of the IDEAS Collaborative.
- Detailed description of ***all*** sources and uses of funding required to complete the project and also identify the funds that have already been committed.

5.3 Evaluation of Applications

Once deemed eligible, the application will be further evaluated based on:

- **Access:** The likelihood of the project to increase the accessibility of cultural resources to the residents of the county/state.

- **Preservation:** The likelihood of the project to preserve the cultural heritage of the county/state by recovering, preserving or protecting historic assets.

- **Appreciation:** The likelihood of the project to broaden the public knowledge, understanding or appreciation of the arts and culture generally, and/or the county/state's cultural, educational and recreational assets.

- **Project Personnel:** The project personnel are qualified.

5.4 Application Period

Applicants' will receive written notice of the Board's decision within 60 days of application deadline.

5.5 Submission of Applications

- Applications and attachments may be submitted to the Trust by mail or by e-mail. To submit an application by mail, please send 1 copy of the grant application and attachments to:

The Cultural Resources Trust of Onondaga County
Office of Economic Development
335 Montgomery Street, 2nd Floor
Syracuse, NY 13202

PDF documents of executed applications and attachments may be submitted electronically to:
alexisrodrigurez@onondaga.gov

- Electronic submission of the Application and Annual Report is encouraged. Attachments other than the Annual Report of the organization are discouraged.

- A qualified organization may only submit one application per year.

- Please call the Trust at 315-435-3770, if you have questions about the application process or the availability of funding.

OTHER CONSIDERATIONS

6.1 The Trust has a very limited pool of funds that it can dedicate. Applications may be returned to the Applicant and/or not considered by the Board solely due to the lack of available funding.

6.2 Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Trust (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant's competitive position, this Applicant may identify such elements in writing and request that such elements be kept confidential. In accordance with Article 6 of the Public Officers Law, the Trust may also redact personal, private, and/or proprietary information from publicly disseminated documents.

6.3 The Board of the Trust reserves the sole right to determine the eligibility of an organization.

Onondaga County Trust for Cultural Resources

Program Support Application

To apply applicants should submit:

1. A signed application.
2. Proof of IRS 501(c)(3) designation.
3. A project description of no more than three (3) pages including:
    a. Description of the project and its core activities and goals.
    b. Number of persons and geographic distribution to be served directly by the project.
    c. Detailed description of all sources and uses of funding required to complete the project as well as identifying funds that have already been committed.
4. The most recently approved Annual Report of the organization.
5. For capital projects, the organization must either own, have a legal interest in, or purchase/receive a legal interest with grant proceeds the property.

**Applicants may be required to submit additional information that the CRT deems necessary*

Organization Name: _____

Organization Website:_____

Mailing Address: _____

City/State/ZIP: _____

Contact Person/ Phone Number:_____

Email Address: _____

Executive Director/President: _____

Executive Director/President's Email:_____

Title of Proposed Project: _____

Estimated Project Start Date:_____

Estimated Project End Date: _____

Total Project Budget: _____

Funding Requested: _____

Use this page to describe the project and the specific nature of what the requested funds will be used for within the broader context of the project. Please write "See attached" and attach additional documentation if needed.

Primary Purpose of Proposed Project:

_____
_____
_____
_____
_____
_____
_____
_____

Primary Purpose of Requested Funds:

_____
_____
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_____

☐ I have read paragraph 6.2 of the instructions and understand that the applicant must identify in writing to CRT any information it deems proprietary and requests not be made publicly available.

☐ Please check here if you have marked information as confidential/proprietary.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of my knowledge, and this application is made with the approval of my board of directors.

Executive Director Signature: _____
Date: _____

Appendix A

CONFLICT OF INTEREST STATEMENT

List of Trustees and Staff:

Trustees

1. Gregory Lancette
2. Regina McArthur
3. Leslie Garcea
4. Nathaniel Stevens

Trust Officers/Staff

1. Billy Barlow – Executive Director
2. Alexis Rodriguez – Secretary
3. Robert Schoeneck – Treasurer

Trust Legal Counsel and Auditor

1. Joseph Frateschi, Esq., Harris Beach Murtha
2. Michael Lisson, CPA, Grossman St. Amour CPAs, PLLC