**High Point Arts Council**

**Basic Operating Grant Application**

**Fiscal Year 2024-2025**

## **Deadline: Thursday, October 21, 2024**

# **Part I. Identification**

1. **Organization Name:**
2. **Address:**
3. **Phone:**
4. **Contact Person:**
5. **E-mail:**
6. **Board President/Chair:**
7. **Phone:**
8. **E-mail:**
9. **Total Operating Grant Amount Requested for Fiscal Year 2024-2025:**

**Part II. Organization Description**

1. **Please state the mission and/or purpose of your organization including your target audience.**
2. **Please describe the type of programming your organization offers and its benefits to participants *(e.g. educational, community building, increasing health outcomes*).**
3. **Please elaborate on how your organization addresses the diversity *(cultural, racial, gender*) not only your organizational structure but also your public programming.**
4. **Please share the demographic breakdown of your program participants and board. Kindly include as much information as possible on race, sex, age, disability, etc.**
5. **How many people in the community are reached by your organization and in what manner *(e.g., number of people attending performances, enrollment in class, visitors to art exhibits, etc*.)? Please use specific numbers in your description.**

**Part III. Organizational Stability**

### **A. What have been your organization's greatest successes this past year?**

### **What are your organization's greatest weaknesses, and how do you plan to address them?**

### **What are your long-term goals for your organization?**

### **Part IV. Service & Community Engagement**

**A. Briefly describe how your existing programs serve the community.**

**B. Has your organization partnered with other nonprofits to integrate the arts in our community? If so, how.**

**C. How do you evaluate your qualitative, not quantitative, performance in reaching and satisfying your target audience? How does that evaluation influence the next and future years' plans?**

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##### **Part V. Respect, Service, and Commitment to HPAC’s Mission**

**A. Please check the boxes below that indicate your organization’s support of HPAC**

* *For past BOG recipients:* 100% of the applicant's Board of Directors donated to HPAC’s Fund Drive.
* *For past BOG recipients:* Applicant’s board members solicited pledges and donations on behalf of HPAC’s Fund Drive.
* Applicant provided volunteer assistance to the Fund Drive, such as volunteering with Park for the Arts, assisting with mailings, participating with the Phone-A-Thon, performing at kick-off events, etc in the past year.

**B. Please check the boxes below that indicate your organization’s support of the High Point Arts Council:**

* Organization recognizes its affiliation with the High Point Arts Council in all print materials and communications, including use of the Arts Council’s logo.
* Applicant shares HPAC’S support via special announcements or logo recognition on social media, press releases, and/or newsletter.
* Applicant’s board members attend, volunteer, or support the Arts Council’s events.
* Applicant participates in Day in the Park
* Applicant participates in other HPAC event *(please specify which event/program)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Applicant participates in Park for the Arts

**C. Please share how you ensure that your programs and events are promoted to the public.**

* Submit press releases and photos to the Arts Council for promotion in e-newsletter and social media.
* Submit press releases to all local newspapers, magazines, television, and radio stations.
* Other *(please specify)* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part VI. Financial Information**

Please provide the following documentation:

A. Consolidated Budgets―Income & Expenses

C. Balance Sheet

D. Statement of Reserves and Endowment (*if applicable*)

**Part VII. Financial Stability**

1. **Were there any significant revenue and expense changes (10%+/-) last year. If so, explain briefly (use bullet points).**
2. **If your organization has a cumulative deficit, what is the total amount? Describe your deficit reduction plan.**
3. **What additional funding sources has your organization sought in addition to ticket sales, subscriptions, and the allocation received from the High Point Arts Council (i.e., grants, tuitions, fund-raising events, etc.).**
4. **If your budget request/projections for 2023-2024 are not realized, what action will you take to balance your budget? If your income exceeds your projections what plans do you have for those funds? Please prioritize your lists.**

**Part VIII. Basic Operating Grant Supplemental Attachments**

*Please attach the following to the Basic Operating Grant request:*

1. Copy of IRS Tax Exempt Letter, if not already on file.
2. Copy of full unaudited financial report as of 6-30-23.
3. Copy of current Solicitation License granted by Secretary of State (pertains to organizations with $25,000+ in gross receipts annually).
4. Copy of current IRS form 990.
5. One copy of your current long range plan, if not on file with the Arts Council office.

***If selected as an awardee, please be prepared to provide the following documents:***

1. Copy of audited financial report (as conducted by a Certified Public Accountant). May be one of three levels: Review, Compilation, or Full Audit. If the audited financial report is not available when the Agreement is submitted, it should be forwarded to the Arts Council no later than November 1, 2023.
2. Roster of current Board of Directors, indicating officers of the organization complete with name, address, telephone number, and e-mail address.
3. Staff Roster with position title.