



Mass Cultural Council - Cultural Investment Portfolio - Gateway FY21

XYZ Ensemble

Application #GA0020

Primary Contact: Ms. Sara Glidden
Phone: (617) 555-5555
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Document Generated: Wednesday, December 18th 2019, 1:24 pm

Applicant Profile

Applicant Type	Organization
Legal Name	XYZ Ensemble
Date of 501(c)3 incorporation	01/01/2001
Address	0 ABC Street Boston, Massachusetts 02116 UNITED STATES
Telephone	(617) 555-5555
Primary Contact	Ms. Sara Glidden Phone: (617) 555-5555 Email: sara.glidden@art.state.ma.us
Applicant Status	Organization - Non-Profit
Applicant Institution	Performing Group
Applicant Discipline	Music
FEIN / TAX ID	12-1234123
DUNS Number	000000000
Web Address	XYZensemble.org



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Narrative

Grant Application Review Criteria

Public Value (60 points total)

- Core programming and relevance to the mission (20 points)
- Community engagement (20 points)
- Efforts and success in reaching out to diverse or underserved communities, such as ethnically and economically diverse, rural, elderly, veterans, and people with disabilities. (10 points)
- Participation of Massachusetts artists, interpretive scientists, and/or humanists (10 points)

Organizational Capacity and Sustainability (40 points total)

- Financial health of the organization (10 points)
- Appropriate program staff to develop and implement programming (10 points)
- Ability of the administrative staff and/or governing board to manage the organization (10 points)
- Success in organizational planning and evaluation. (10 points)

Introduction

Provide an overview of the organization, including history, and geographic location. For Cultural Affiliates, state the mission of the parent organization and describe your relationship to the parent organization's mission.

Provide an overview of your organization. Up to 1500 characters. Save your work!

Public Value

Describe your organization's core programs and services in order of importance, and their significance to the discipline and/or the community you serve. Include information on how many events or programs you support per year, and/or other indicators that measure the level of activity, such as length of season, number of publications, programming calendar, or other information that relates to your organization's cultural discipline. Describe how this relates to your mission.

Describe your core programs, in order of importance. Up to 2000 characters. Save your work!

Describe your work to engage with your community. How do you define your community? What steps do you take to solicit community input about programs and the audiences served, including your efforts in audience engagement. Provide examples of community involvement, community collaborations, and support for your organization.

Describe your work to engage with your community. Up to 1500 characters. Save your work!



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Describe your efforts and success in reaching diverse populations in your programming, as participants, artists, board, and staff. Include your work in providing physical and programmatic access to people with disabilities. It is helpful to provide demographic information about the geographic area that you serve to provide context for your response.

Describe your efforts and success at reaching diverse populations in your programming. Up to 1000 characters. Save your work!

Describe the involvement of Massachusetts artists, humanists, and/or interpretive scientists in your programming, as volunteers or as compensated participants.

Describe the involvement of Massachusetts artists, humanists, and/or interpretive scientists in your programming, Up to 1000 characters. Save your work!

Organizational Capacity and Sustainability

Briefly describe your organization's financial circumstances, including any information that will help panelists understand your financial position. For example, explain large fluctuations from year to year. Describe your efforts to maintain, diversify, and/or expand your base of financial support. If you have a deficit, describe your plans for deficit reduction and elimination.

Explain your financial circumstances. Up to 1000 characters. Save your work!

Who are the key players involved in leading, developing, and implementing the programming to carry out your mission? What are their qualifications and expertise?

(The required Board of Directors form and organization chart should align with this question up to 1,000 characters)

Describe the key participants in leading your programming. Up to 1000 characters. Save your work!

Who are the key players in leading the organization? What are their qualifications and experience? Are they employees or volunteers?

Describe the key participants in leading the organization. Up to 1000 characters. Save your work!

How does your organization conduct planning, both short and long term? Describe your long term goals, your specific and measurable objectives, and your recent progress toward those objectives. How do you evaluate the quality and success of your programs, services, and administration? Do you have a strategic plan?

Describe your planning and evaluation activities. Up to 1000 characters. Save your work!



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Organization & Financial Information

Upload all required documents.

Save work after each upload.

Instructions for Financial Information

1. Provide your FY20 budget, and your FY19 actual financial information, including the FY19 year-end balance sheet.
2. Note whether the FY19 information is your final, board-approved audited financials or preliminary financial reporting.
3. Provide the line items, with sufficient detail for the reviewers to understand your expenses, and your earned and contributed revenue sources, with a breakdown of contributions from individuals, foundations, corporations, and government supporters.

Please complete and upload the Board of Directors form.

No File Uploaded

Organization chart (provide your own chart)

- **An Organization chart is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.**
- ***You can find templates in Microsoft Word, or on the internet.***

Upload your organization chart

No File Uploaded

Upload a PDF of your most recent IRS Form 990. Make sure that it is not password protected.

(If you are applying as a Cultural Affiliate (an entity with a parent organization), do not attach the 990 for the parent organization. Simply attach a memo stating that you are applying as a Cultural Affiliate, and do not have your own 990.)

No File Uploaded

Upload your FY20 budget, and your FY19 actual financial information, including the FY19 year-end balance sheet.

No File Uploaded

Complete the Cultural Data Profile (CDP) on SMU DataArts

1. **Create a user account and log in to SMU|DataArts.**



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2. Complete the Cultural Data Profile (CDP).
3. Please submit the completed CIP Funder Report to “Gateway Applicants for FY21/22”.