

Arts Fund for Rockland

Policies and Operating Guidelines

(adopted November 1, 1989; amended 7/90, 9/90, 11/91, 7/94, 4/96, 6/96, 4/97, 4/98, 10/05)

Preface

The Arts Fund for Rockland (Arts Fund) was created in 1989 as an "Other Committee" of the Arts Council of Rockland (ACOR), as defined in its by-laws, to further ACOR's mission of encouraging and assisting Rockland County's nonprofit arts and cultural organizations.

1. Statement of Purpose:

Arts Fund, a project of the Arts Council of Rockland, generates and distributes funds to support artistic and cultural expression by not-for-profit organizations in Rockland County.

2. Implementation:

WHO: Arts Fund assists Rockland-based eligible organizations whose primary function is artistic. Those organizations which fulfill all of the eligibility requirements shall receive the benefit of full membership. Those organizations which fulfill some, but not all, of the eligibility requirements will receive the benefits of associate membership.

WHAT: Arts Fund activities in Rockland County will:

- Demonstrate county and regional recognition of the importance of the arts to the quality of life;
- Deepen awareness, understanding and appreciation of the arts;
- Increase the performance, exhibition, and transmission of the arts;
- Support opportunities for artists to develop their talents;
- Assist in the creation, production, and presentation/exhibition of innovative and diverse work that has the potential to affect the art form;
- Improve the institutional capacity of arts organizations to develop, produce, present, and exhibit bold and varied fare;
- Promote the financial and managerial stability of arts and cultural organizations.

HOW: Arts Fund will effectuate its mission by organizing, coordinating, and conducting annual fund-raising campaigns to raise, allocate, and distribute general operating funds for eligible arts organizations in Rockland County. General operating support is defined as unrestricted funding for ongoing institutional activities. Arts Fund support is aimed at benefiting all people regardless of sex, race, creed, national origin, handicap, or age.

3. Governance:

The governance of the Arts Fund shall be under the direction of the Board of Directors of ACOR. ACOR is charged with:

- a) Establishing annual campaign fund-raising goals.
- b) Conducting annual fund-raising campaigns.

- c) Determining the level of operating funds support to be provided to eligible member organizations.
- d) Accepting for eligibility or rejection of membership applicants.
- e) Making recommendations to the ACOR Board regarding revoking of eligible membership.
- f) Recommending policy to the Board of ACOR. The day to day implementation will be the duty of staff.

The Admission and Evaluation Process will include:

- a) Study and review the eligibility of applicant organizations to determine whether the applicant meets the requirements for membership prescribed in Paragraph Four (4).
- b) Make such investigations, conduct hearings and interviews, and take such other actions as it deems necessary and advisable to accomplish its purposes.
- c) Report to the Board of ACOR its recommendations for membership, making specific reference to the applicant organization's eligibility in the case of a positive recommendation, and making specific reference to the reason(s) for ineligibility for membership in the case of a recommendation to deny membership.
- d) Prescribe the scope, format, and timing of review material to be provided by member organizations to support their funding requests.

4. Membership:

Organizations eligible for ASSOCIATE MEMBERSHIP must:

- a) Have a primary mission that is artistic or cultural.
- b) Not be government owned or controlled, or possess the power to levy taxes on their own behalf.
- c) Be tax exempt under Section 501(C)3, and not a private foundation under 509(A) of the Internal Revenue Code or be confirmed by the University of the State of New York under Section 216 of the Education Law.
- d) Undertake regularly scheduled exhibitions, workshops, performance, and/or other artistic or cultural activities open to the general public.
- e) Have a functioning Board of Directors in place for at least one (1) year prior to the date of application.
- f) Be an Affiliate Member in good standing with the Arts Council of Rockland.
- g) Be primarily based in Rockland County.

In addition to items a - g (above), organizations eligible for Full Membership must:

- a) Have at least a five (5) year history of artistic programming prior to the date of application and the ability to document it.
- b) Have at least one professionally compensated full-time administrator or an annual minimum income of \$25,000 for the last completed fiscal year and a full-time volunteer administrator.
- c) Have an independent audited financial statement, prepared by a certified public accountant (CPA), for its most recently completed fiscal year prior to application. If the last day of an organization's fiscal year occurs within six months prior to the application deadline, the prior year's independently audited financial statement will satisfy this requirement.
- d) Submit an IRS Form 990 for the most recently completed year.

5. Application for Membership:

- a) All applications must be authorized by a resolution approved by a majority of that organization's Board of Directors and signed by an officer of the organization.

- b) Applications must be received no later than the deadline noted on each year's Arts Fund Application. **THERE WILL BE NO EXCEPTIONS AND/OR EXTENSIONS.**
- c) Applicant organizations may not request and will not receive any funding for accumulated deficits incurred by the applicant prior to the year for which funds are first requested.
- d) Member organizations must file annually with Arts Fund:
 - 1. A list of names and addresses of its board members.
 - 2. A list of names and addresses of its officers.
- e) Member organizations must keep a regular book of accounts in detail appropriate to the organization's purposes, and must maintain appropriate and adequate internal controls for the handling, disbursing, and safeguarding of funds.
- f) Member organizations will not undertake solicitations for operating funds from prior donors for the prior five years to Arts Fund during the period of the Arts Fund Drive (September 1 - November 30).
- g) Member organizations will be expected to cooperate with the Arts Fund Drive campaign to ensure its success.

6. Responsibilities of Membership:

- 1. Upon acceptance by ACOR's Board of Directors, member organizations will receive a Standard Arts Fund Contract which must be signed by the Chairperson of that organization's Board. That contract must be complied with or risk revocation of membership. This includes but is not limited to agreeing to note in all promotional material in 9 point type or larger generated by the member organization the following: "... name of organization ... gratefully acknowledges support from the Arts Fund for Rockland, a project of the Arts Council of Rockland."
- 2. For any special events produced by Arts Fund, all Members, both Full and Associate, need to provide mailing labels (Rockland addresses only) printed on label stock and sorted by zip code.
- 3. For any special event produced by Arts Fund, Full Members will need to provide 6 hours of volunteer time to assist ACOR staff with mailings related to the event. Associate Members will need to provide 2 hours for the same purpose.
- 4. For any special event produced by Arts Fund, Full Members will need to provide 6 hours of volunteer support time at the event. Associate Members will need to provide 2 hours for the same purpose.

7. Revocation of Membership:

A two-thirds vote of the Board of Directors of ACOR may revoke the privilege of membership of any organization. Revocation of membership can occur when, in the judgment of the members of the ACOR Board, a member organization:

- 1. Is not meeting the requirements of membership in Arts Fund
- 2. Ceases or fails to operate as an arts or cultural organization.
- 3. Operates in a manner not in keeping with the purposes of the Arts Fund
- 4. Operates in a manner detrimental to Arts Fund and/or its member organizations.

8. Operating Guidelines:

- a) Business donors may give to Arts Fund an unencumbered contribution.
- b) The funds raised each year by the Arts Fund shall be allotted in the following manner:

1. To cover costs of administration, ACOR will receive 20% of the total donated plus the cost of direct expenses.
 2. Of the amount remaining, 90% will be distributed amongst the Member organizations. The amount to be awarded to these organizations shall be consistent with their approved allocation percentage, to be determined in the following manner:
 - The percentage relationship of the individual member's filed previous year IRS Form 990 total income will form the basis for allocation of the current year's funding combined with the form 990 totals from all Full Members.
 - No Full Member will receive more than 30% of the amount available for Full Members.
 - If it comes to pass that a Full Members percentage exceeds 30% of the total of the combined Form 990's, then the award to the remaining Full Members will be divided based on their percentage of the total of the Form 990's.
 3. The remaining 10% of the net funds collected will be used to fund Associate Members divided equally amongst all Associate Members.
- c) Nothing in these policies shall be construed or interpreted to interfere with member organizations' solicitation of Rockland County businesses for their participation in:
1. Special programs or events sponsorship
 2. Program advertising
 3. Organization membership
 4. Provision of in-kind services and materials
 5. Provision of awards and prizes
 6. Scholarship support
 7. Capital fund contributions
- d) Nothing in these policies shall be construed or interpreted to interfere with member organizations' seeking and receiving funds from the:
1. Federal government
 2. State government
 3. County government
 4. Town government
 5. Village government.
 6. Foundations
 7. Endowments

9. Withdrawal:

A member organization may withdraw from membership as of December 31st of any calendar year by giving no less than six (6) months written notice to Arts Fund. Such written notice shall be pursuant to an enabling resolution of the withdrawing member's board of directors. A member who withdraws as of the end of the calendar year shall receive its share of the proceeds of the Arts Fund Drive held during the year in which it terminates membership.

10. Limitation of Liability:

None of the member organizations or their governing bodies shall be in any way responsible or liable for the actions of Arts Fund, nor shall Arts Fund and/or ACOR be in any way responsible for the actions of any of its member organizations.

Arts Fund for Rockland

2008 Application Form

DEADLINE: Tuesday, June 10, 2008, received at the Arts Council of Rockland

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

Legal Name of Applicant Organization		
Also known as		
Mailing Address		
City	State	Zip
Daytime Telephone		Fax Number
Contact Person and Title		
Mailing Address		
City	State	Zip
E-mail Address:		
Organization's Employment Identification Number (EIN):		
Organization's Date of Incorporation		Organization's Fiscal Year (From/To)
Number of Years that Organization has been presenting artistic/cultural programs:		
For those organizations applying for Full Membership list the title and name of the organization's full-time administrator and that individual's salary.		
Title	Annual Salary	
Employee's Name		

Certification of this Application:

The undersigned certifies that to the best of his or her personal knowledge, all information contained herein is accurate or represents a reasonable estimate of future operations based on information available at this time and there are no mis-statements or mis-representation in the information submitted herein or supplement to this application.

Signature	
Title	Date

Arts Fund for Rockland

Required Attachments

The following attachments must be labeled as indicated and submitted with this page.

- 501 (c) 3 (not-for-profit) determination letter from the IRS or Section 216 of the Education Law from the University of New York (Labeled "Attachment 1")
- Copy of your organization's Mission Statement (Labeled "Attachment 2")
- List of Board of Directors which includes their names, addresses and officers (Labeled "Attachment 3") (Solicitation letters will be sent to all Board members of all Arts Fund Members.)
- Copy of the minutes of the meeting of your organization's Board of Directors signed by an officer of the organization specific to the resolution authorizing approval for your organization to apply for funding through the Arts Fund 2008 (Labeled "Attachment 4")
- Three (3) samples of your most recently published printed material that best represents your organization (Labeled "Attachment 5")

PLEASE NOTE:

Samples submitted by organizations that received funds from the 2007 Arts Fund must include acknowledgement of the Arts Fund and the Arts Council of Rockland as identified in your Contract.

FOR FULL MEMBERS ONLY:

- Audited financial statement prepared by an independent Certified Public Accountant for your most recently completed fiscal year. (If your organization's fiscal year ends between December 1 and June 1, the prior year's audited financial statement will satisfy this requirement.) (Labeled "Attachment 6")
- Signed 2007 Federal Tax Return (Form 990) (Labeled "Attachment 7")

DEADLINE:

Tuesday, June 10, 2008

RECEIVED AT THE ARTS COUNCIL OF ROCKLAND
INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

Please return completed application with attachments to:

Arts Fund for Rockland
Arts Council of Rockland
7 Perlman Drive, Spring Valley, New York 10977