



2024-25 Creative Sector Flex Fund Information Session

Your Hosts

- Rachael Hartman, Community Impact Director
- Krista Williams, Grants & Scholarship Administrator

Centre Foundation

Community Foundation serving Centre County since 1981

Our mission: to inspire and facilitate a culture of giving and engagement that cultivates a vibrant, equitable, and inclusive community

Over \$4m invested in our community annually through programs, scholarships, and grants

Agenda

- Creative Sector Flex Fund Overview
- Guidelines and Eligibility
- Application Process
- Tips for a Successful Application

Creative Sector Flex Fund Overview



Pennsylvania Council on the Arts

- The mission of the **Pennsylvania Council on the Arts (PCA)** is to strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts.
- **Overarching value: diversity, equity, and inclusion** – Promote equitable access for all Pennsylvanians to participate fully in a creative life and in the diverse forms of arts and culture in the commonwealth.
- **Learn More:** <https://www.arts.pa.gov/>

Creative Sector Flex Fund (CSFF)

- Program of the Pennsylvania Council of the Arts through the Pennsylvania Partners in the Arts regional partnership
- Centre Foundation supports arts organizations and arts programs in Region 11: **Centre, Clearfield, Clinton, and Huntingdon** counties
- Provides \$5,000 flexible grants for administrative, programmatic, or project-related expenses
- For 2023-24, nine grants totaling \$45,000 were made
- All organizations must apply each year

2024-25 Timeline

- **Application opens:** Tuesday, June 4
- **Deadline for application review:** Sunday, July 14
- **Application closes:** Thursday, July 25
- **Review panel:** September-October 2024
- **Award notification:** November 2024
- **Grant awards issued:** December 2024
- **Grant activity period:** January-December 2025

Guidelines and Eligibility

Guidelines

- Guidelines available online: [Creative Sector Flex Fund](#)



**GUIDELINES FOR
PA COUNCIL ON THE ARTS
CREATIVE SECTOR FLEX FUND**

DUE DATE: TBD by the [PA Partners in the Arts \(PPA\)](#) partner organization for your region. Please contact [your regional PPA partner organization](#) for the exact date.

***PLEASE NOTE THAT EXTENSIONS WILL NOT BE GRANTED. INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE AND WILL NOT BE REVIEWED.**

GRANT ACTIVITY PERIOD: January 1, 2025 - December 31, 2025

GRANT AMOUNT: \$5,000 (please see below for more information)

Creative Sector Flex Fund Description

The Creative Sector Flex Fund provides support to eligible applicants that provide consistent annual levels of artistic programming and/or arts services in Pennsylvania. One application per applicant per year may be submitted. Eligible uses of funds are flexible, including the support of applicants' administrative, programmatic, and project-related expenses.

- Depending on the Pennsylvania Council on the Arts' (PCA) budget and availability of funds, grant amounts will be \$5,000 per applicant.
- Annual grants are not guaranteed.

For the purposes of the Creative Sector Flex Fund Application, applicants are classified by either being an Arts Organization or an Arts Program of a Non-Arts Organization.

Organizational Classification

- Arts Organization** – An eligible nonprofit corporation whose mission is to create, perform, present, promote or serve the arts sector (e.g., symphonies, arts councils, theatres, etc.).
- Arts Program of Non-Arts Organization** – A solely arts-related program of a larger, eligible, nonprofit corporation or unit of government whose mission is not solely arts-related (e.g., charitable or community service organization).

Please note there are different requirements for Arts Organizations versus Arts Programs; noted in the eligibility section below.

If you are unsure how your organization is classified, please contact your PPA Partner.

Eligibility

Applicants must:

- Be a nonprofit, tax-exempt corporation, or a unit of local government (counties, cities, boroughs, townships, and parochial schools including all charter schools are NOT eligible. K-12 schools should contact the Arts in Education Program of the PCA for other opportunities).
- Be located in Pennsylvania, except for nonprofit, tax-exempt corporations acting as a fiscal sponsor on behalf of an unincorporated group or not-for-profit limited liability company (LLC) that is located in Pennsylvania.
- Be registered with the Pennsylvania Bureau of Corporations, except for local governments and fiscal sponsors.
- Have a history of at least TWO years of consistent arts programming in Pennsylvania.

Agency Mission:
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Overarching Values:
Diversity, Equity, and Inclusion
Promote equitable access for all Pennsylvanians to participate fully in a creative life and in the diverse forms of arts and culture in the Commonwealth.

[arts.pa.gov](#)



- Have an annual average arts revenue of \$10,000 to \$200,000. PPA Partners determine revenue size by a two-year average demonstrated by:
 - Arts Organization:** most recent form 990 of the U.S. Department of the Treasury Internal Revenue Service.
 - Arts Program of Non-Arts Organization or whose 990 is a postcard:** applicant's board/committee approved, arts specific program financial statement from the most recently completed TWO fiscal years.
 - The program financial statement must detail program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses. In-kind is not included.

Unincorporated groups or Pennsylvania not-for-profit limited liability companies (LLCs) must apply through a nonprofit, tax-exempt organization that acts as a fiscal sponsor. **Individuals and LLCs with fewer than two organizers/members are not eligible to apply.**

Fiscal Sponsorships

Unincorporated groups and Pennsylvania not-for-profit LLCs with more than two member conducting arts activities in Pennsylvania for an expressly not-for-profit purpose must apply to the PPA Partner through a nonprofit, tax-exempt organization that serves as a fiscal sponsor. LLCs applying through a fiscal sponsor must meet the same requirements as other applicants, except for tax-exempt status. If an LLC has a purpose that is not for-profit, its purpose must be stated in its certificate of organization filed with the Pennsylvania Department of State, a copy of which must be included in the application materials. Groups applying through a fiscal sponsor must meet the same requirements as other applicants, except for tax-exempt status and being registered with the Pennsylvania Bureau of Corporations.

The fiscal sponsor is responsible for the administration of the grant award agreement (contract), including all reporting requirements, has discretion and control over the grant funds, and may charge a reasonable fee for its services. The fiscal sponsor receives the grant payment directly from the PPA Partner and is responsible for ensuring the completion of the final reports.

Fiscally sponsored groups must have a fully executed, active agreement with the fiscal sponsor, a copy of which must be submitted with the application materials.

New Guidance: Parent (and Related) Organizations

A parent organization that includes separately identifiable and independent components (e.g., a university campus that has a presenting organization and a radio station) may apply for each such eligible component.

An eligible independent component must be a unit that is both programmatically and administratively distinct from the parent organization. This independent status is demonstrated by the component's:

- Unique mission, separate and distinct from the parent entity;
- Dedicated staff, with duties specific to the mission of the component;
- Independent board/committee, mostly consisting of members not associated with the parent entity and generally functioning with substantial oversight and management of the component;
- Separate budget, maintained by the component; and
- Two-year history of arts programming undertaken by the component.

To qualify as an eligible independent component, it should be equivalent to a stand-alone institution. A parent organization should consult with [the PPA partner organization for their region](#) to verify eligibility of the component before preparing an application.

Matching Requirements

- All grants must be matched on a dollar-for-dollar basis in cash.
- In-kind goods and services may not be used to match PCA funds.
- Creative Sector Flex Fund grant funds cannot be used to match other PCA grants.

Funding Restrictions

Grant funds cannot be used for any of the following:

- Activities outside the activity period of the grant.
- Activities that have a religious purpose.

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[arts.pa.gov](#)



- Payments to lobbyists.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses (i.e., receptions, parties, gallery openings).
- Capital expenditures, including equipment costing \$500 or more.
- Competitions.
- Performances and exhibitions not available to the public.

Application Process

Applications must be submitted to the applicable [PPA partner](#). The PPA partner is based on the Pennsylvania county of residence of the applicant, or in the case of fiscal sponsorship, the unincorporated group or not-for-profit LLC. Application due dates are TBD by the PPA Partner for the **grant activity period of January 1, 2025 - December 31, 2025**. For consistency and equity of the program Statewide, late applications will not be accepted, extensions to apply will not be granted, and incomplete applications will be deemed ineligible and will not be reviewed. Grant Applications must be submitted every year.

Application Review Process

- PPA Partner staff review applications for eligibility.
- Applicants will be notified of the status of their applications, award amounts, and grant award agreements.
- PPA Partner advisory panels evaluate application based on the following criteria:

Community Value

Applicant demonstrates:

- Artistic offerings that strengthen its community culturally, educationally, and/or economically.
- Artists and artistic offerings and services involve and are meaningful to the community being served.
- Relevant arts learning opportunities and creative endeavors for community members.

Diversity, Equity, and Inclusion Value

Applicant demonstrates:

- Apart from being audience members or beneficiaries, community members are central to the design of the applicant's work.
- Plans and action-oriented practices toward diversity, equity, inclusion, and access in ways that are relevant to the community, including efforts to reach new audiences.

Stewardship Value

Applicant demonstrates:

- Planning processes appropriate to its organization, mission, and goals.
- Capacity to carry out programs and projects as planned.
- Appropriate financial planning and oversight practices.

Required Attachments

If any of the following items are not submitted, the application will not be considered for funding.

- IRS Determination Letter confirming nonprofit 501(c) status (does not apply to Local Governments).
- Arts Organizations:** attach the TWO most recently submitted form 990 IRS tax filings.
- Arts Program of Non-Arts Organizations:** attach a board/committee approved, arts specific program financial statement for the most recently completed TWO fiscal years. The program financial statement must include program revenue, contributed and earned income, and income realized from investments, as applicable, and expenses. In-kind is not included.
 - For entities applying through a fiscal sponsor:
 - Attach the fiscally sponsored entity's arts-specific program financial statement for the TWO most recently completed fiscal years. The program financial statement must detail program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.
 - Attach the Sponsorship Agreement between the fiscal sponsor and the sponsored entity.
- LLCs **MUST** also submit their Certificate of Organization-Domestic Limited Liability Company Filed with the Pennsylvania Department of State Bureau of Corporations and Charitable Organizations. At least Two (cont'd. next page)

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Organization Classification

- **Arts Organization** – An eligible nonprofit corporation whose mission is to create, perform, present, promote or serve the arts sector (e.g., symphonies, arts councils, theatres, etc.).
- **Arts Program of Non-Arts Organization** – A solely arts-related program of a larger, eligible, nonprofit corporation or unit of government whose mission is not solely arts-related (e.g., charitable or community service organization).

Please note there are different requirements for Arts Organizations versus Art Programs; noted in the eligibility section of the guidelines.

Eligibility

Applicants must:

- **Be a nonprofit, tax-exempt corporation, or a unit of local government** (counties, cities, boroughs, townships, and municipal authorities); Unincorporated groups may apply through a 501(c)(3) fiscal sponsor
- **Be located in Pennsylvania**, except for nonprofit, tax-exempt corporations acting as a fiscal sponsor on behalf of an unincorporated group or not-for-profit limited liability company (LLC) located in Pennsylvania
- **Be registered with the Pennsylvania Bureau of Corporations**, except for local governments and fiscal sponsors

Please note: Pre-K–12 public, private and parochial schools, including all charter schools, are not eligible for this program.

Eligibility, Continued

Applicants must:

- Have a history of at least **two years of consistent arts programming**
- Have a two-year average annual revenue between **\$10,000 – \$200,000** demonstrated by...
 - **Arts Organizations:** Two most recent IRS Form 990
 - **Arts Programs of Non-Arts Organizations or applicants who file 990-N (postcard):** Applicant's board/committee approved, arts-specific program financial statement from the most recently completed TWO fiscal years.

The program financial statement must detail program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses. In-kind is not included.

Fiscal Sponsorships

- Unincorporated groups or Pennsylvania not-for-profit limited liability companies (LLCs) must apply through a nonprofit, tax-exempt organization that acts as a fiscal sponsor.
- Fiscally sponsored groups must have a fully executed, active agreement with the fiscal sponsor, a copy of which must be submitted with the application materials.
- **Individuals and LLCs with fewer than two organizers/members are not eligible to apply.**

Parent and Related Organizations

- A **parent organization that includes separately identifiable and independent components** (e.g., a university campus that has a presenting organization and a radio station) may apply for each such eligible component.
- An eligible independent component must be a unit that is both programmatically and administratively distinct from the parent organization.
- To qualify as an eligible independent component, it should be equivalent to a stand-alone institution.

Matching Requirements

- **All grants must be matched on a dollar-for-dollar basis in cash**
- In-kind goods and services may not be used to match PCA funds
- Creative Sector Flex Funding grant funds cannot be used to match other PCA grants

Funding Restrictions

Grant funds **cannot be used** for any of the following:

- Activities outside the activity period of the grant
- Activities that have a religious purpose
- Payments to lobbyists
- Cash prizes and awards
- Benefit activities
- Hospitality expenses (i.e., receptions, parties, gallery openings)
- Capital expenditures, including equipment costing \$500 or more
- Competitions
- Performances and exhibitions not available to the public

Application Process and Online Grant Portal

How to Apply

Applications must be submitted through Centre Foundation's Online Grant Portal at www.centre-foundation.org



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Celebration of Voices

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Logon

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LOG ON

CREATE NEW ACCOUNT

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Welcome to Centre Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. For guidance on creating your account and using this system, view [this tutorial](#).

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Rachael Hartman at rachael@centre-foundation.org or (814) 237-6229 to receive your username.

Creating a New Account

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

 Using the browser's back button will delete your registration information.

 This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

If applying for a Creative Entrepreneur Accelerator Program grant, please enter your **business name**.

If applying for a Program Stream or Entry to Program Stream grant from the PA Council on the Arts and you are using a fiscal sponsor, please register using your **fiscal sponsor's information**.

Web Site

EIN / Tax ID (##-#####)*

Telephone Number (###-###-####)*

Grant Portal Features

- Apply for grants, view grant history, and submit follow-ups
- Preview grant application questions
- Auto-Save, save & return
- Collaborate with colleagues

Application Review Criteria

Applicants are asked to share information about their organization and art-based programming through a variety of materials (overview of their organization, financial information, links to program examples, and more) with a focus on the following 3 areas:

- **Community Value**
- **Diversity, Equity and Inclusion Value**
- **Stewardship Value**

Community Value

Artistic offerings and/or services that strengthen its community culturally, educationally, and/or economically.

1. Over the past year, how did your artistic offerings and/or services support your community culturally, educationally, and/or economically? (Your response may include a description of the value provided to your community, whether adding to its cultural landscape, educational opportunities, or economic opportunities promoted directly or indirectly within your community).

Artists and artistic offerings and/or services involve and are meaningful to the community being served.

2. Over the past year, describe how artistic decisions were made and by whom. How did you know your artistic products and/or services were meaningful to your community?

Relevant arts learning opportunities for community members.

3. Over the past year, describe how you defined and determined the impact of your arts learning initiatives within your community.

Diversity, Equity and Inclusion Value

Apart from being audience members or beneficiaries, community members are central to the design of the applicant's work.

4. Over the past year, describe your community's involvement in your work and its feedback related to your artistic products and/or services.

Plans and action-oriented practices toward diversity, equity, inclusion, and access in ways that are relevant to your community, including reaching new audiences.

5. Over the past year, describe your organization's plans and work to advance diversity, equity, inclusion and/or access. How did you know that plans and actions were relevant to your community?

Stewardship Value

Planning processes appropriate to the organization, mission, and goals.

6. Describe your most recently completed planning process, including who was involved. Describe the key findings and goals that followed this planning process, and how you track and measure progress.

Capacity to carry out programs and projects as planned.

7. Over the past year, how did you ensure that you were able to carry about your programs or projects? To what degree were you able to carry out programs as planned?

Appropriate financial planning and oversight practices.

8. Describe your financial planning and oversight practices, including who participates in and is accountable for financial management and organizational oversight. Describe the financial condition of your organization and key actions taken to ensure adequate resources are available to carry out your mission or arts program.

Required Materials

- **IRS Letter of Determination**
- **Two Years of Financial Information**
 - **Arts Organizations:** TWO most recently completed form of 990 (or 990-EZ or 990-N) IRS tax filings
 - **Non-Arts Organizations and those who file 990-N** (postcard): Board/Committee approved arts-specific program financial statement for your most recently completed TWO fiscal years.
- **For Fiscal Sponsorships Only:** Fiscal Sponsorship Agreement
- **For Not-for-Profit LLCs Only:** Pennsylvania Department of State Bureau of Corporations and Charitable Organization's Certificate of Organization-Domestic Limited Liability Company

Required Materials, Continued

- **Summary of Arts Activities:** Succinct list of arts activities over previous two years; can be a bulleted list
- **Program Highlights:** Up to three links (URLs) to artistic content or programmatic highlights from the previous two years
 - File sharing site (Google Drive, Dropbox, etc.), YouTube, Vimeo, websites, Instagram accounts etc.
 - Be sure to grant proper access as applicable

Review Process

- 1. Eligibility Review:** Centre Foundation staff conduct an initial eligibility review after the application closes
- 2. Evaluation Panel Review:** A panel of community members will score eligible applications based on the criteria outlined in the guidelines
- 3. Final Approval:** Centre Foundation's board of directors provides oversight and final approval

Tips for a Successful Application



Tips and Tricks

- Be as detailed and specific as possible
- Write narrative responses as if reader has never heard of your organization
 - Review panelists are community members from all backgrounds and may not be familiar with your organization or the arts work it does
- Remember that answers to the eight narrative questions are the basis for your application's score

Tips and Tricks, Continued

- Start application early!
- Make sure all materials are correct prior to submitting
 - Submit by July 14 for application review
- Applications **cannot be edited** after application closes at 11:59 pm on Thursday, July 25
- Contact Centre Foundation with any questions

Get in touch!

Centre Foundation

Web: www.centre-foundation.org

Phone: (814) 237-6229

Grants: Rachael Hartman, Rachael@centre-foundation.org

Grant Portal and Scholarships: Krista Williams,
Krista@centre-foundation.org



Questions?

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