

## 2025-2026 Creative Sector Flex Fund Application Questions

*Please note all applications must be submitted via Submittable.*

Thank you for your interest in applying for the Creative Sector Flex Fund, a Pennsylvania Creative Industries (Powered by the Pennsylvania Council on the Arts) Program. Please respond to the following questions and submit all required materials.

Please note: Draft applications can be saved/returned to without losing information.

**Applications CANNOT be modified or edited once submitted.** Please ensure ALL application materials are correct before submitting.

**Incomplete applications such as missing a required document, constitute an application being considered “ineligible.”**

Guidelines are strictly enforced and unfortunately, we are unable to accommodate organizations making corrections to their application materials after the application window closes.

If you have any questions, please contact [grants@philaculture.org](mailto:grants@philaculture.org).

### **PART I: APPLICANT INFORMATION**

Organization

Address/City/State/Zip

County where organization operates

Web URL

PA House District & PA Senate District

Contact Information (First Name, Last Name, Title, Phone, Email)

Organization EIN

*If you are fiscally sponsored, this is your fiscal sponsor's EIN*

#### **Organizational Classification**

Are you applying as an: (choose one)

Arts Organization (Fiscally Sponsored or standalone 501c3) or

Arts Program of Non-Arts Organization (including local government)

Do you have a Fiscal Sponsor? Yes/No

*(If yes:)*

Fiscal Sponsor Organization

Fiscal Sponsor Address/City/State/Zip

Fiscal Sponsor Web URL

Fiscal Sponsor Contact Information (First Name, Last Name, Email)

If awarded, grant payments are made online through BILL.com payment platform. Please enter the email address associated with your BILL.com account. If you do not use this platform, we send this email an “invitation” to connect and you will be prompted to create an account.

Bill.com Payment Email:

## **PART II: FINANCIAL INFORMATION**

End Date of your most recently completed Fiscal Year: Select a calendar date  
(e.g. if your FY 2025 ran from July 1, 2024 to June 30, 2025, then the end date would be 6/30/2025)

Total revenue for your most recently completed fiscal year:

Total revenue for the FISCAL YEAR PRIOR to your most recently completed fiscal year:

*This is typically reported on your IRS Form 990 line 12 (revenue means all contributed and earned cash income, and realized income from investments, as applicable. Do not include in kind).*

*If you are fiscally sponsored or an arts program of a non-arts organization, report total revenue from your financial statements.*

### **Job Information**

Current Number of Full-Time Equivalent (FTE) jobs, where FTE is calculated as a minimum of 35 hours per week.

- As applicable, include contractors or leased employees providing consistent services under your organization’s direct supervision.
- For non-arts organizations, provide the number of FTEs working within your arts program.
- If your FTE count varies during the year due to seasonality of programming or operational needs, provide your anticipated high mark of FTE jobs through the end of the grant period.

Please add any clarifying notes on your fiscal years or job information:

## **PART III: NARRATIVE**

### **Overview**

Word counts for each question are 400 words.

1. Mission Statement/Overview. Provide your mission statement and a description of your work.  
*If you represent an arts program within a larger non-arts organization that does not have an arts-specific mission, provide an artistic statement and the goals of your arts program.*
2. Briefly describe the community you serve and why.

### **VALUES**

Each value section has a question in parentheses. This question is intended to offer more clarity on the topic of the value section as a whole and to provide the perspective you should be using to answer the questions within the section.

For each question there is a statement and corresponding question. Please consider BOTH the statement and the question as you answer. These statements and questions directly correspond to the review rubric.

Word counts for each question within the values sections are 600 words.

#### **Community Value:**

(What are you doing as an organization that provides value to your community?)

Applicant Demonstrates:

**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 and creative endeavors for community members.**

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

#### **Participation & Engagement Value**

(How are you engaging your audiences to increase participation?)

Applicant Demonstrates:

**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 the design of your work and its feedback related to your artistic products and/or services.

**Plans and action-oriented practices toward community participation, and access in ways that are relevant to the community, including efforts to reach new audiences.**

5. Over the past year, describe your organization's plans and work to advance community participation, including efforts to reach new audiences.

**Stewardship Value**

(How does your organization appropriately manage activities and funds?)

Applicant Demonstrates:

**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.

**PART IV: ATTACHMENTS**

1. IRS Determination Letter confirming nonprofit 501(c) status (does not apply to Local Governments. If you are Fiscally Sponsored, this is your Fiscal Sponsor's letter.)
2. TWO YEARS of Completed Financial Information:  
*(In Submittable, the requirements will pop up based on your organizational classification)*

- a. ARTS ORGS: These must be 990s (or 990-N or 990-EZ) of your most recently completed fiscal year and the prior year, except:
  - i. If you submit a “postcard” 990 (organizations whose annual revenue is below \$50,000): you must include financial statements.
  - ii. Fiscally-Sponsored Arts Organizations: Submit Board/Committee approved financial statements. You do not need to submit 990s of your fiscal sponsor.
- b. ARTS PROGRAMS of NON-ARTS ORGANIZATION: Submit Board/Committee approved arts-specific program financial statements

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.

3. FOR FISCALLY-SPONSORED ORGS ONLY:

- a. If you are an LLC, you must also submit your Certificate of Organization-Domestic Limited Liability Company filed with the Pennsylvania Department of State Bureau of Corporations and Charitable Organizations. At least two organizers must be listed in the Certificate of Organization.
- b. Agreement/Memorandum of Understanding with Fiscal Sponsor

4. List of Activities

- a. Provide a succinct (no more than one page) list of arts activities (EXAMPLE: 3 concerts; 2 workshops; 5 exhibitions)
- b. You may additionally submit up to three links to artistic content or programmatic highlights you generated during the previous two years. (Note: links can be to file sharing sites Google Drive, DropBox, YouTube, Vimeo, websites, Instagram accounts, etc.) Please be sure to grant proper access, as applicable. This is not a requirement but is reviewed by panelists in support of your application.

## **PART V: REPRESENTATIONS AND WARRANTIES**

The Applicant makes the following representations and warranties to the Greater Philadelphia Cultural Alliance. Effective as of the submission of this Application, the Applicant hereby represents and warrants to the best of its knowledge and belief that:

1. The information the Applicant presents in this application, and any attachments thereto is true and correct.
2. The Applicant has ongoing operational expenses.

3. The Applicant has not received an audit finding in respect of its status as a going concern and expects to remain a going concern at least through the grant term.
4. The Applicant expects to deliver arts-related programming or services and fulfill its obligations under the grant, whether virtually or in person, during the applicable grant term.

Name & Date\*

This will serve as the electronic signature of the person submitting this form.