

# CULTUREBLOCKS



a community partnership with



## Application questions Non-Profit Organizations

**Request Eligibility & Funding Levels** \*Non-profit organizations applying for Culture Blocks funding will be categorized into three funding levels based on their average operating revenue over the past three fiscal years.

- Level 1: Organizations with operating revenues up to \$1 million
- Level 2: Organizations with operating revenues between \$1 million and \$5 million
- Level 3: Organizations with operating revenues above \$5 million

### Applicant Contact Information

- Leadership Contact Information
- Primary Contact Person
- Provider County District Number
- Provider City District Number
- W-9, applicant Tax ID Number
- Applicant 990 Form. **Note:** Newer nonprofits that have not yet filed a Form 990 may submit their IRS determination letter as proof of their 501(c)(3) status, along with a one-page budget overview, to provide additional insight into the organization's financial planning. If the organization does not yet have the IRS letter, an alternative option is to provide a copy of your solicitation license obtained through the state.

**Applicant Information:** This section is intended to provide relevant context about you to the panel. The information included here should be relevant to the project proposal and highlight how you engage the community through your creative practice.

- Please state the mission and/or vision of the Organization or an artist statement.
- Describe your leadership model and who leads your work. Help us understand who the primary decision makers are and why they are qualified to do this work. For organizations, this could include your executive director, senior leadership, board, and/or other leaders. For individual applicants, provide some context for your creative practice and/or key collaborators.
- Please describe relevant public programming you have offered or relevant experience providing arts/culture/science programming to the public.
- How do you seek to engage the community through your creative practice? For organizations, this may include engagement with distinct populations in alignment with your mission statement. For individual creatives, identifying how working with different communities across Mecklenburg County enhances your creative practice. How do you bring the community into your work?

**Program Information:** In the following section, applicants should outline their proposed program. Proposals should be informed by the [Community Feedback Document](#) and provide a clear vision for how the program will be delivered to its intended audience. It is incumbent on the applicant to provide sufficient detail for the panel to determine whether the program aligns with the spirit of Culture Blocks.

- **Program Title. Please use this format: To support Org's Program Title on Date at Location/Block #. OR To support Org's Program Title from (mm/yyyy) – (mm/yyyy) at Location/Block #.**
- Program Start Date
- Program End Date
- Programming that also addresses the County Identified Critical Access needs listed below is encouraged. If your project aligns with the County Critical Access needs, please identify which ones below.
- Please indicate the Culture Block where your program will occur.
- Please indicate the facility(s) name and addresses your program will occur. Please list the dates, times, locations, and number of participants expected in each program. **List as bullet points and use this**

**format: Marion Diehl Recreation Center, 2219 Tyvola Road, Charlotte, NC28210. May 2, 7, 15, 25. June 5, 8, 15, 25 from 1:00 to 3 pm. 30 Participants each day.**

- Describe/Outline the program. Provide details on the content of the program, and how the program will be delivered to your intended audience.
- Please indicate the community theme(s) to which your program responds. You may select up to 5.
- Describe the intended audience experience. What do you want the community to take away from this experience? (250 words)
- How does your program align to the community feedback for the block(s) you will be working in? How does the community feedback inform your proposal? (250 words)
- Please indicate the total number of participants you expect to engage with during the project.
- Culture Blocks is a partnership between ASC, Charlotte-Mecklenburg Library, and Mecklenburg County Parks and Recreation. Public facilities are available in each Block as venues for the Culture Blocks Programs and without cost.  
If you are using a Library or Rec Center, how did you choose this facility? If you are not using a Library or Rec Center, why did you choose this space, and how does using this facility enhance the experience of the participants? (250 words)
- Which age groups are your programs suitable for?
- Provide a list of the administrative and creative staff involved in delivering the program and a brief description of their contributions. This should include any paid or volunteer leaders responsible for executing the program. Name each individual, provide a brief description of the experience/expertise they are contributing and their connection to your intended audience. (Word limit 500)
- Marketing Overview: Outline the communications and promotions plan and timeline for the program. How do you plan to promote and spread the word about this project? Please include any details about marketing expenses you have included in the budget. (Word limit 500)
- Facility Host Agreement. If your team is using multiple venues, please upload all of the forms as 1 document/pdf.
- Describe how your team determined the budget you have included in this application. (Word limit 250).
- [Official CB Non-Profit Budget](#) Applicants must use the template provided in the application guidelines. **Failure to do so will disqualify an application.**