



2021 Application Guidelines and Instructions

ELIGIBILITY GUIDELINES

An applicant must:

- be a governmental entity or nonprofit, tax-exempt corporation with an IRS 501(c)3 certificate on file with the District at the time of application.
- have a minimum of two current fiscal years entered in the DataArts project.
- have a board-adopted budget and regular financial reporting to its board.
- have an independent audit if requesting a total of \$25,000 or more in RAD support.
- be the owner/beneficial owner and operator of the program or facility for which funds are sought. (No “pass through” or fiscal agent arrangements are permitted)
- be current on all government taxation and regulatory compliance matters.
- provide the majority of its programming or services in Allegheny County.
- have a Board adopted diversity plan.
- have a designated accessibility coordinator.
- be compliant with all RAD requirements

NOT ELIGIBLE FOR FUNDING:

- any health care facility (Act 77 prohibits)
- institutions of elementary, secondary or higher education (Act 77 prohibits)
- any park less than 200 acres except for linear parks located in more than one municipality (Act 77 prohibits)
- any asset that fails to serve a significant number of residents outside the municipality in which the asset is located (Act 77 prohibits)
- any library not part of a library system serving multiple municipalities (Act 77 prohibits)
- social/human service agencies and programs
- parades, single or short term events or festivals
- local recreation programs, facilities and activities such as teams and leagues
- economic and housing development agencies and programs
- project grants for planning and feasibility studies
- governmental-type services such as public safety and health programs, water and sewer projects, bridges, vistas and roads
- historical monuments unless part of an otherwise regional asset, such as a regional park or museum, or sufficient funds have been raised and set aside at the time of the application.
- organizations not open to the public on a regular and consistent basis

◆ RAD CONTACT INFORMATION

Allegheny Regional Asset District
436 Seventh Avenue, Suite 2201
Pittsburgh, PA 15219
412-227-1900 (all staff) 412-227-1905 (fax)

info@radworkshere.org;

www.radworkshere.org

About RAD

Act 77 of 1993 charged the Allegheny Regional Asset District (RAD) Board with distributing via grants half of the proceeds from the 1% county sales tax to regional assets in the areas of culture, regional parks, libraries, sports facilities and other areas determined by the Board.

Seven Board members govern the District: the Allegheny County Chief Executive appoints four and the Mayor of Pittsburgh appoints two. The six appointed members elect a seventh member. Six of the seven members must authorize each grant. The Board sets the goals of the District, evaluates the progress towards the goals and makes the final decisions on the use of the funds.

◆ APPLICATION PROCESS

The application is an online document. To work on an application you must have a user name and password. New representatives can obtain user name and password through the registration process which is also online.

The application is in two parts:

- ◆ Part 1 is a series of folders/tabs that contains requests for information in Q&A, narrative and data entry formats.
- ◆ Part 2 is a series of "Tasks." The system allows you to upload information to RAD.

The Tasks include attaching a current DataArts report. DataArts collects standardized financial and organizational information from organizations. Access to this separate, online system is explained in the instructions on Page 9

- ◆ **You must electronically sign the application before it can be accepted by RAD.** Receipt by RAD will be confirmed with a date of receipt on the home page of your application.

More information can be found in the **GRANT PROGRAM/Grant Application and Management** section of:

radworkshere.org.

First time applicants and applicants that have not been funded in the past three years must meet with District staff prior to filing an application to discuss eligibility and requirements. **Please contact the District office to schedule an appointment.**

412-227-1900 or dh@radworkshere.org.

◆ FILING DEADLINES/AWARD DATES

- Applications must be “electronically signed” and submitted by July 8, 2020 at 4:30pm.
- The District will notify the applicant contact regarding the scheduling of public review sessions to be held in late August/early September at which time a representative can present the request to members of the District Board.
- The District will release a preliminary budget on or about September 26 and adopt a final budget on or about December 1. Grant agreements are then sent out in early January and contain a cash flow schedule.

GENERAL INFORMATION

◆ District Goals

The goal of the District’s grant program is to preserve, to improve and to develop a diverse group of well-managed and financially sound regional assets, including libraries, regional parks, civic and cultural facilities and programs, and regional sports facilities, and to ensure that the activities of the assets are widely available to the public.

Applicants will be evaluated in four areas:

- *Governance*, including: an active and involved board, realistic measurable goals; progress toward meeting the goals, regular strategic planning, accurate and timely financial reporting; realistic projections, operating within means, diversification of revenue, utilization of cash flow monitoring and ability to deal with financial stress (e.g., available cash reserves, low debt); efforts to reduce administrative and overhead costs through cost sharing initiatives.
- *Programming*, including: scheduled, quality programming, outreach, audience development and community impact.
- *Diversity*, including: efforts to encourage and to sustain board, staff and programming diversity through implementation of diversity plans.
- *Accessibility and Inclusion*, including: efforts to accommodate and to increase participation by people with physical and cognitive disabilities.

◆ Funding Categories

Applications will only be accepted for 2021 general operating support. RAD is not accepting capital requests in 2021.

◆ Reporting Requirements

- Information submitted to the District is a matter of public record and is available for public examination on request.
- Successful applicants will be required to enter into an agreement setting forth the terms and conditions of the grant. Grantees must be in and remain in compliance with all governmental requirements including tax filings. Assets must submit reports as requested and will be subject to audit and/or procedural reviews by the District staff or representative. Grantees are required to maintain records concerning the grant for a period of two years after the completion of the grant year.

◆ General Instructions

The District accepts one annual operating grant application.

1. Although there is some budget information requested in Part 1, most of the financial and other statistical data is gathered from the SMU Data Arts system which is outlined in Part 4.
2. Applicants requesting a total of \$25,000 or more must submit independently **audited** financial statements signed by a CPA from the last completed fiscal year and available within nine months of the end of that year. This should include the auditor's financial opinion and management letters, the financial statements and the notes to the financial statements. In Part 2, "Tasks," please upload your most recent (FY 2019) audit here even if it has been previously sent to the District. If FY2019 audit is not available, provide year end financial statements.
3. Applicants requesting less than \$25,000 must submit a copy of their most recent IRS 990 report along with the most recent FY19 year-end financial statements including a Statement of Activities and Statement of Financial Position (Balance Sheet), certified by a board/executive officer that was used to complete the information you provided in the SMU Data Arts section. Please upload the information in Part 2, "Tasks" even if it has been previously provided to the District.
4. Applicants must have a Board adopted diversity plan. In Part 2, "Tasks," upload your most recent plan even if it is on file with the District.
5. Once you have completed and signed your application you do not need to mail it. Staff will contact you if something else is required.
6. The system has validation features that will not allow you to sign and submit the application until required questions are answered. Error messages will appear and you will need to clear all of these messages before signing.
7. ***Follow instructions about saving work carefully. DO NOT CLOSE THE SYSTEM WITHOUT SAVING YOUR WORK OR IT WILL BE LOST. If you want to keep the ability to make changes, save your work in one of the draft options until you have completed editing.***
8. Once you have signed and submitted the application you will see a confirmation on the **Home page**.

Detailed Instructions

Registration

In order to use RAD's online system you must have a username and password that is linked to your *current* organization. If you moved from the staff of one asset to another you must request new credentials linked to the new organization.

Only one username and password can be assigned to an organization. For this reason, new staff assigned to complete the RAD application should register for their own credentials rather than use another staff person's. RAD will delete the other staff person's credentials when the new one is assigned.

If you need to create a new registration, you must have your organization's Tax ID number and make sure that RAD has a copy of your organization's IRS 501(c)3 designation letter. This letter is already on file for all previous applicants. Otherwise, it can be sent via email. You will also be asked for a brief summary of what your organization does.

Everything begins at the **Sign In page**:

<http://ims.radworkshere.org/assets>

Here you will either

- Login using your activated username and password.
- Begin a new registration.




New registrants must work through the registration process by clicking **[Go to the next step]** after each page is complete. At the end you will select a password that is at least six characters in length. Click **[Submit User Account Request]**.

RAD will review the data, make sure what you do is eligible and verify that the 501(c)3 letter is on file. Within two business days you will receive an email assigning your user name and confirming your password.

Starting an Application

Enter your activated user name/password at the **Sign In Page**. You will be taken to the **Home Page**.

Click on **[Start a New Application]**. A page will come up with some brief instructions and a in the 2021 application box. Click **[Start this application]** and you will be taken back to the **Home Page** where your new application will be listed under the **Status Bar** in the middle of the screen.

Please note the symbols    explained on the Home Page that will help you understand what needs to be done.

Once you click on [“Work on application forms,”](#) you will be taken to a series of folder/tabs that make up Part 1. The first tab is an introduction and does not require any responses. Click on each tab after the Introduction tab and insert the information requested.

Where narrative response boxes appear, you may cut and paste plain text documents (not tables or pictures) from other files. Respond to the questions directly and as briefly as possible.

While you can work on the tabs in any order, it is recommended that you click **[Save this application]** as you complete each folder/tab. You will be given a choice to continue editing or return to Home Page and work on other items and/or log out. A third choice indicating you are finished will lock in responses to Part 1 and prevent further editing. *It should be selected only when you have completed all of Part 1.*

Here is what you will find on each folder/tab after the Introduction tab.

√ Tab - Contact Information

Insert current contact information along with the amount of your request.

√ Tab - Organizational Assessment

Answer the series of questions yes/no and provide any explanation needed in the text box next to the question. All questions must be answered.

This page is now in two sections, *General Questions* that relate to various administrative, recordkeeping and operational matters; and *Accessibility and Inclusion*, relating to how your organization is accommodating people with disabilities.

Under the Americans with Disabilities Act, all organizations that serve the public are required to make accommodations for people with disabilities to enjoy the benefits of the organization’s services. The Accessibility and Inclusion questions are designed to assist RAD in evaluating applicants’ efforts in this area. The questions seek information on:

- The title of the position or office you have designated to coordinate matters relating to accessibility for people with disabilities. This designation is required of all RAD applicants.
- Whether the facilities you rent or own meet accessibility requirements of federal, state and/or local codes. If they do not meet these requirements you are required to have a plan to bring them into compliance.
- Whether your programs include other accommodations for people with disabilities;
- Where you post accessibility information, including accessibility coordinator contact information, such as web sites and printed materials.

√ Tab - Narrative

Answer in narrative form a series of questions about your organization and its goals, programming and financial status. You can cut and paste from other plain text documents.

√ Tab - Budget Information – Operating Budget Only

Fill in the left chart with your estimate of how you ended or project to end the current fiscal year which is the year that ends some time in 2020.

Fill in the right chart with your estimate of revenue and expenses for the projected fiscal year, which is the year that ends sometime in 2021.

NEW: If you have completed a close out report for the past 3 years, the revenue and expenses lines will be auto populated for years 2019, 2018 and 2017.

2019 Contributed Operating Support – List the top 3 funding sources by name and dollar amount (sources should be individual and/or entity – i.e. RAD, Google or XYZ Foundation).

NEW: Fill in the number of contributors by category.

√ Tab - Organizational Diversity

Insert demographic data on your board and staff composition as instructed on the form.

In the first chart you will list the break down for all full or part-time personnel. Do not include volunteers or contracted staff.

This District wants to know how many of the total personnel listed in the first chart are classified as managerial/professional. Therefore, the second chart is a subset of the first chart. For guidance, this chart should include senior, first and mid-level managers as well as professional employees such as lawyers, CPAs etc. These are the same classifications used on the federal EEOC report filings.

The third chart is for providing the information on the Board of Directors. Do not include advisory board members here, only governing board members.

After completing the charts, complete the text box with a report on the steps taken in the last year to implement your diversity plan. New applicants who have not submitted such a plan must do so in Part 2 of the application. ***All applicants must submit their most recent diversity plan, even if a plan is on file with the District***

√ Tab - Geographic Distribution/Attendance

RAD is required to verify that assets serve a significant number of people from more than one municipality. Explain in the text box how you collect this information. Using data from your most recently completed year, insert percentages where indicated on how many participants live in the City of Pittsburgh, Allegheny County outside of Pittsburgh, other parts of the state and outside the state. You will be contacted if more information is needed.

Attendance – List total attendance for 2017, 2018 and 2019. Attendance should be for your fiscal year. **Do not include virtual attendance.** If you have completed a close out report for the past three years, the attendance in the close out report will automatically be listed. **Please verify accuracy of attendance data.**

PART 2 - TASKS

Part 2 of the application involves “Tasks.” There are five tasks you must complete before you are able to sign and file.

When you are ready to work on the Tasks, return to the **Home Page**. On the **Status Bar** where it says “Tasks to Complete” you will find the number of tasks for you to complete, e.g. **“0 of 4 tasks completed.”** Further down on the home page find a list of the tasks and click on **“Work on this task”** to begin working on each one separately.

General Task Instructions

Each task must be reviewed and responded to even if you already have sent the information to RAD. You must enter a response in the box that says “*Your Response.*” The response choices are:

- *Report uploaded here*
- *List Attached*
- *Not applicable (for example, government agencies are not required to submit board lists)*

As you complete each task, a green check mark will appear beside it on the Home page. When all are complete, it will say “All tasks completed” in the “Tasks to complete” column.

Note: File uploads are limited to 6 Mb in size. Documents prepared with extensive tables, such as audit reports, or with pictures may be too large and will result in an error message. It is recommended that you send audits or any other large files to RAD via separate email, postal mail or fax. They should be received in the RAD office by the application due date, July 8. In this case, applicants should say “Report being mailed” in the “Your response” box and then Save Task Response.

If you are finished with the task, then select the option that appears after you save the task:

- *I want to **submit this task as complete** and do not need to make further edits to this task.*

You will be returned to the Task list to select the next task to work on.

Following is a brief description of each Task.

✓ Task 1 Audit/Financial Statement

Applicants that request \$25,000 or more in total funding are required to be independently audited on a regular basis. *RAD policy now requires audits to be submitted no later than nine months after completion of a fiscal year.*

If you request less than \$25,000, submit your most recent FY2018 financial statements certified by a board officer/executive can be substituted for an audit. You must also provide a current IRS 990 report.

✓ **Task 2 Board Diversity Plan**

All applicants must have a board-adopted diversity plan. In this task you must upload your organization's most recent plan.

✓ **Task 3 Board Member List**

RAD requires 501(c)3 organizations to submit a recent list of your Board members. Government entities are exempt from this requirement and should write "not applicable" in the "Your response" box.

✓ **Task 4 Attach SMU DataArts funder report**

All applicants must submit financial and demographic data for at least two years through DataArts . Additional information is found in the Application Guidelines and Instructions and at www.culturaldata.org.

Contact the Support Center with any questions.

Email: help@culturaldata.org

Phone: 1-877-707-3282

Data from a minimum of two fiscal years must be in the DataArts system for RAD to review and must be as current as possible. Upload a PDF file of RAD's Funder Report to your application.

SIGN AND FILE

When you have completed Part 1 and the Tasks in Part 2 you are ready to file the application with RAD. If you are not automatically taken to a signing page then go to the **Home Page** where you will see **Submit this application** in the **Status Bar**. Go ahead and click and follow the instructions.

When the signing page comes up, enter the full name of the person authorized to file the application (not user name) and the password you used to log onto the system. Entering this is your organization's electronic signature and has the same legally binding impact as if signed on paper.

The message on your home page under "Submission Status" on the **Status Bar** will state "Application Submitted–Date" and a green check mark will appear on the application line. This is your confirmation that your application has been received by RAD.