ELIGIBILITY GUIDELINES

AN APPLICANT SHALL:

· 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 SMU 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
· be current on all government taxation and regulatory compliance matters
· be domiciled in Allegheny County
· provide the majority of its programming or services in Allegheny County
· have a Board adopted current diversity plan
· have a designated accessibility coordinator
· be compliant with District requirements

NOT ELIGIBLE FOR FUNDING:

Act 77 Prohibits:
· any health care facility or institution which predominantly provides elementary, secondary or higher education or other training
· any park less than 200 acres except for linear parks located in more than one municipality
· any asset which fails to serve a significant number of residents outside of the municipality in which the asset is located
· any library which is not part of a library system serving multiple municipalities

In addition, the District will NOT provide funding for:
· 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
· 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
· "Pass through" or fiscal agent arrangements

ABOUT RAD

Act 77 of 1993 charged the Allegheny Regional Asset District (RAD) Board with distributing half of the proceeds from the 1% county sales tax to regional assets which include civic, recreational, library, sports, cultural, and other areas determined by the Board.

RAD is governed by a seven-member board; the Allegheny County Chief Executive appoints four members 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 RAD's goals, evaluates the progress towards the goals, and makes the final decisions on the use of the funds.

APPLICATION PROCESS

The application must be completed online. If you are unable to do so, contact the RAD office to determine other ways for submitting. To work on an application, you must have a username and password.

The application is in two parts:
§ Part 1 is a form consisting of a series of tabs requesting narrative responses and data entry.
§ Part 2 is a series of tasks for uploading required and optional documents.

First-time applicants and applicants that have not been funded in the past three years must meet with RAD staff prior to filing an application to discuss eligibility and requirements. See "Registration" below for more information on how new organizations can access the system. Please contact the RAD office to schedule an appointment: 412-227-1900 or info@radworkshere.org.

FILING DEADLINES/AWARD DATES

· Applications must be "electronically signed" and submitted by June 30, 2023 at 4:30pm EDT.
· RAD 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 RAD Board.
· RAD will release a preliminary budget on or about September 30 and adopt a final budget on or about December 1. Grant agreements are sent out in late December/early January and contain a cash flow schedule.

GENERAL INFORMATION

District Goals

The goal of RAD'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 be accepted for 2024 general operating and capital support.

Reporting Requirements
· Information submitted to RAD 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 RAD staff or representatives. Grantees are required to maintain records concerning the grant for a period of two years after the completion of the grant year.

General Instructions
RAD accepts operating grant applications one time each year. As you prepare your application, bear in mind that some requirements may be time-consuming.

1. RAD reviews budget information related to organizations' operations in the annual application as well as the SMU DataArts Funder report. The SMU DataArts report is **required**.

2. Applicants requesting $25,000 or more are **required** to submit independently audited financial statements signed by a CPA from the last completed fiscal year. The audit must be 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. You must upload the most recent (FY 2022) audit even if it has been previously sent to RAD. If the FY 2022 audit is not yet available, provide year-end financial statements.

3. Applicants requesting $24,999 or less are **required** to submit a copy of their most recent IRS 990 report along with the most recent FY 2022 year-end financial statements including a Statement of Activities and Statement of Financial Position (Balance Sheet), certified by a board/executive officer. This information should match the SMU DataArts Funder report. You must upload these documents even if they have been previously sent to RAD.

4. Applicants must have a Board-adopted diversity plan. You are **required** to upload this document even if it is on file with RAD.

5. Once you have completed and signed your application, do not mail it. RAD 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 at the top of Part 1 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 return later to make changes, save your work in one of the draft options until you have completed editing.

8. **You must electronically sign the application before it can be accepted by RAD.** Confirmation of submission will appear with "Application Submitted" and the date of submission on the Home Page of your application.

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 most current 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.

When creating a new registration, you will be asked for the organization name, Tax ID number (also known as Employer Identification Number or EIN), contact information, website, and your organization's Mission Statement or Summary of Activities. If applicable, you must also send your organization's IRS 501(c)3 designation letter to RAD via email to info@radworkshere.org. This letter is already on file for all previous applicants.

Everything begins at the **Sign-In Page:**

http://ims.radworkshere.org/assets/login.aspx

Here you will either log in with your activated username and password or begin a new registration.

New registrants must work through the registration process where it says **Need to create a user account? Click here**. After completing the registration form, 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 username and confirming your password.

Starting an Application

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

Click on **Start New Application.** A box will pop up with some brief instructions and a checkbox for the 2024 application. Click **Start this application** and you will be taken back to the **Home Page** where your new application will be listed at the top of the list below **Applications.**

The red caution icon **indicates a task has not been completed.**

The green thumbs up icon **indicates that a task has been completed.**

PART 1

Once you click on <u>"Work on Part 1,"</u> you will be taken to the form containing a series of tabs that constitute Part 1. All questions within the tabs are **required**.

RAD recommends you cut and paste from Word or another text editor. Rich text formatting, such as different fonts, italics, bolding, bullets, etc. will be lost when you cut and paste. Respond to the questions directly and as briefly as possible. Narrative responses cannot exceed 4,000 characters (including spaces).

You may work on the tabs in any order, but we recommend that you periodically save your work. You may do so by clicking **Save This Application** at the bottom of the page. When you click Save, you will be invited to save and continue editing, save and come back later, or save and finish the application. You may save and return as many times as needed. If you decide to return later, after you sign in, click on this year's application, then click "Work on Part 1" below **Actions**. Clicking the third option "**I am finished with Part 1**" will lock in responses to Part 1, preventing further editing. *It should be selected only when you have completed all of Part 1.*

To complete the application form, you must complete the following:

√ **Tab – Amount Requested**
- The amount of general operating support you are requesting from RAD.
- The amount of capital project support you are requesting from RAD. Enter 0, if not requesting capital support from RAD.

√ **Tab - Contact Information**
- The organization's contact information, including Employer Identification Number (EIN) & address.
- The contact person for the grant, including title, phone number and email address.
- The authorizing official's name, title, and phone number. This is the person with the authority to sign grant applications and other legal documents on behalf of the organization.

√ **Tab - Organizational Assessment**
- For this section, answer yes/no and provide any explanation needed in text boxes below each question.
- *General Questions* relate to various administrative, recordkeeping and operational matters.
- *Accessibility and Inclusion* relate 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:
    - o 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.
    - o 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.
    - o Whether your programs include other accommodations for people with disabilities.
    - o Where you post accessibility information, including accessibility coordinator contact information, such as websites and printed materials.

√ Tab - Narrative

1. (a) How will your organization use requested RAD operating funds and (b) how will the use of funds relate to RAD's goals and priorities (see above).

2. What is your organization's mission and history? Be brief.

3. (a) What are your organization's top three goals for the next year and (b) how do you plan to measure progress on these goals? Note: currently funded assets will report on these goals in year-end close out reports, *so be specific.*

    Goal 1
    Goal 2
    Goal 3

4. What progress has your organization made in meeting last year's goals? If you applied last year, your goals are auto-populated. If you are a new applicant, describe progress made last year in meeting your organization's top three goals.

    Progress on Goal 1
    Progress on Goal 2
    Progress on Goal 3

5. Briefly describe your organizational structure, including board composition, active committees, and any recent or anticipated directional changes.

6. Summarize your organization's programming schedule for the projected year, including outreach activities.

The programming schedule may be a summary of the concerts, exhibits, lectures, or other public programs your organization offers. Outreach activities may include service to young people and seniors, persons lacking the financial means to attend programming, or free services to the public.

7. Summarize any collaborations, partnerships, and/or sharing of services that enhance your organization's operations and goals.

RAD encourages assets to consider opportunities to share services and resources to reduce costs.

8. For currently funded assets, are you compliant with RAD Acknowledgment requirements? (See https://www.radworkshere.org/pages/grantee-toolkit)
Yes or No

9. Do you participate in RADical Days? If so, how? If you are not a currently funded asset, state how you would participate in RADical Days.

√ Tab - Budget Information – Operating Budget Only

Provide a summary of how your organization has ended or will end the current fiscal year, as well as the operating budget for the next fiscal year. Prior year information from close-out reports will be auto-populated in the chart. If you have not completed a close-out report for the prior years or are a new applicant, then please enter amounts in the chart. For each year, you will be asked for:

Revenue
- Earned Revenue
- Interest/Dividends
- Contributed - Foundations
- Contributed - Corporate
- Contributed - Board
- Contributed - Individual
- Contributed - All Others
- Gov't Non-RAD
- RAD
- County CARES Act (via RAD)
- Other COVID-19 Government Support
- PPP Grant/Loan
- Other Revenue

Operating Expenses
- Programming
- Fundraising
- General and Administration

You need to calculate **Total Revenue, Total Expense, and Unrestricted Surplus or Deficit** line items manually. Error messages will pop up when you try to submit Part 1 if totals do not add up correctly.

Financial Status

1. What is your overall assessment of your organization's financial health?

2. If applicable, what steps are you taking to deal with operating deficits and/or reductions in unrestricted net assets?

3. Add any comments you wish to make concerning your SMU DataArts Funder Report.

Cash, Reserves, and Endowment

4. Cash on Hand as of May 31, 2023
- Of the organization's Unrestricted Net Assets, these are funds that are readily available for business expenses. This could be thought of as available Cash in the Bank.

5. Rainy Day/Reserve Fund as of May 31, 2023, or most recently available date
- This fund is a "portion of unrestricted net assets that are available for use in emergencies to sustain financial operations in the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues."[1] This fund may or may not be designated by the board as an operating reserve fund. This fund is not the same as an endowment (see below).

---

[1] https://www.giarts.org/sites/default/files/Operating-Reserve-Policy-Toolkit_1stEd_2010-09-16.pdf, see p. 14.

6. Endowment Fund value at the end of the most recently completed fiscal year
- % Used for Operations
- According to FASB, an Endowment Fund is "an established fund of cash, securities, or other assets to provide income for the maintenance of a not-for-profit entity (NFP). The use of the assets of the fund may be with or without donor-imposed restrictions. Endowment funds generally are established by donor-restricted gifts and bequests to provide a source of income in perpetuity or for a specified period."[2]

7. If you would like to provide an explanation about your organization's cash/reserve fund/endowment situation, you may do so here.

Top Contributed Operating Revenue Funding Sources
List top three OPERATING revenue funding sources by individual/entity for 2022 (i.e., Google, RAD, Mr. and Mrs. John Doe, etc.) and the corresponding amounts. Do not total the funding sources by category.

Contributions
For the last four years, provide the number of funders in the following categories:
- Foundations
- Corporate
- Board
- Individuals
- Government

Board Members
For the last four years, provide the number of governing board members. Do not include Advisory or other non-voting members.

√ Tab - Organizational Diversity
RAD is committed to work that is rooted in inclusion, diversity, equity, and access. The RAD Board and staff work diligently to ensure the organizations that receive RAD funding are welcoming and accessible for all.

This information requested is offered as an opportunity for applicants to reflect on their own organizational diversity, where improvements could be made, and (for recurring applicants) how their diversity demographics may change or improve over time. It is our hope that by compiling this information, applicants will not only understand that the RAD Board values organizational diversity, but that they will also consider their own commitments to diversity and how that is reflected within their boards and staff.

RAD understands that this chart is limited to demographic diversity and does not reflect the totality of your organization's diversity goals and objectives. Answers are optional and self-reported to the best of your knowledge.

---

[2] https://www.fasb.org/Page/ShowPdf?path=ASU_2016-14.pdf&title=UPDATE+2016-14%E2%80%94NOT-FOR-PROFIT+ENTITIES+%28TOPIC+958%29%3A+PRESENTATION+OF+FINANCIAL+STATEMENTS+OF+NOT-FOR-PROFIT+ENTITIES&acceptedDisclaimer=true&Submit, see p. 10-11.

Insert demographic data on your board and staff composition. There are three charts to fill out.

1. List the breakdown for all full- or part-time **employees**. Do not include volunteers or contracted staff.
2. List **Leadership/Managerial** employees. These are the same classifications used in federal Equal Employment Opportunity Commission (EEOC) report filings.
3. List governing **Board** members. Do not include advisory board members.

If you elect not to provide the information requested, enter 0 in each field. After completing the charts, complete the text box with an update on the steps taken in the last year to implement your Diversity Plan. **All applicants** must submit their most recent Diversity Plan in Part 2 "Tasks," even if a plan is on file with RAD.

√ Tab - Geographic Distribution/Attendance

RAD is required to verify that assets serve a significant number of people from more than one municipality. For Question 1, explain in the text box how you collect this information.

Question 2 asks you to use data from your most recently completed year to 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. The numbers submitted must total to 100%.

Question 3 requires total in-person, virtual, and rental attendance for the last three years. The numbers must match attendance reported on close-out reports. For currently funded assets, past data will be automatically listed, except rental attendance in years it was not yet being collected.

RAD encourages diverse revenue streams and realizes that rental and venue income are critical to your organization's sustainability and success. **If available, please provide the number of attendees for your venue rental events.** All organizations must answer this question. If not applicable, then select Not applicable. RAD defines rental attendance as corporate events, weddings, birthdays, funerals, rallies and other similar special events that contribute to your organization's earned revenue but not indicative of your organization's core mission.

Please verify accuracy of attendance data.

When you are finished with Part 1, select "**I am finished with Part 1** and am ready to work on Part 2. Picking this option means that you will not be able to edit the forms in Part 1 after this point."

⚠️

You must address all errors to complete Part 1. If there are any, they will be listed at the top of the page when you select "I am finished with Part 1."

PART 2

Part 2 is a series of tasks for uploading required and optional documents. The tasks appear on the Home Page below this year's application tab. Each task in Part 2 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." Responses may be:

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

Part 2 "Tasks" consist of required and optional document uploads.

√ **Task 1 Audit/Financial Statement** (*required*)
Applicants requesting $25,000 or more in total funding are required to be independently audited on a regular basis. RAD policy requires audits to be submitted no later than nine months after completion of a fiscal year. Applicants requesting $24,999 or less must submit other financial documentation (see below).
- Applicants requesting $25,000 or more:
    o 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.
- Applicants requesting $24,999 or less:
    o Most recent IRS 990 report
    o Most recent year-end financial statements including a Statement of Activities
    o Most recent year-end Statement of Financial Position (Balance Sheet) certified by a board/ executive officer that was used to complete the information provided in the SMU DataArts Funder Report.

√ **Task 2 Board Diversity Plan** (*required*)
All applicants must have a current board-adopted diversity plan. In this task you must upload your organization's most recent plan.

√ **Task 3 Board Member List** (*required*)
RAD requires 501(c)3 organizations to submit a recent list of your Board members. The list should include all active committees. Government entities are exempt from this requirement and should write "not applicable" in the "Your response" box.

√ **Task 4 Capital Project Request** (*optional*)
Urgent, shovel-ready capital maintenance, major equipment purchases and major repairs to existing facilities are eligible as are projects and equipment designed to make facilities and programming more accessible. Useful life of improvements should be reasonably consistent with applicants' ownership or lease situation. Financial support from other sources will be taken into consideration during evaluation. Grants awarded will have two years for drawdown, beginning on January 1st of the award year. Planning and feasibility studies are not eligible.

If you are requesting funding for capital projects, you will need to provide additional information on the project or projects. You may cut and paste the following questions in Word or another text editor, or you can download the 2024 Capital Grant Application available at radworkshere.org/pages/applications-and-eligibility.

Do not use the 2023 capital grant application form. Upload the capital request document (doc, docx, or pdf) and any supplemental materials to your application. *For the sake of brevity,* **please** *follow the character limit suggestions.*

1. Provide a detailed description of the project(s). (limit to 2500 characters)
2. Provide a breakdown of the project costs, including the total cost. (limit to 2000 characters)
3. List all other sources of funding (including public funding such as RACP or CITF) that will be applied to this particular project. Include each source, the amount, and status (secured or pending).
4. Do you have at least two professional estimates for this project? If yes, please attach the estimates with your application. If no, your eligibility for capital project funding may be affected.
    ☐ Yes   ☐ No
5. What is the completion date of the project? (limit to 250 characters)
6. Do you own the space where this project will be completed?
    ☐ Yes   ☐ No
    If no, please answer the following. Who is the lessor? What is the term length? Are there options for extension? If so, what are they? (limit to 1,000 characters)
7. Does this project address a safety concern? If yes, please explain. (limit to 1000 characters)
    ☐ Yes   ☐ No
8. Does this project address a regulatory or compliance issue? If yes, please describe the relevant codes, regulations, statutes, etc. (limit to 1000 characters)
    ☐ Yes   ☐ No
9. Does this project address an accessibility issue? If yes, please explain. (limit to 1000 characters)
    ☐ Yes   ☐ No
10. Is your project sustainable upon completion? Do you have capital reserves to maintain? (limit to 1000 characters)
11. What is the impact to revenue and / or expenses if this project is not completed? Please explain. (limit to 1000 characters)
12. If applicable, please provide any details if the project is considered public art or has a public design component. (limit to 1000 characters)

Statement of Assurances:
By selecting Yes below and submitting this capital project request, you agree that your organization will afford opportunities to Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), and/or Disadvantaged Business Enterprise (DBE) firms.   ☐ Yes   ☐ No

√ Task 5 Attach SMU DataArts Funder Report (*required*)
All applicants must submit financial, programming, and demographic data for the last two most recently completed years through the DataArts portal. Visit www.culturaldata.org to get started.
RAD requires applicants to upload a Funder report specific for RAD. **This must be completed at the time of application.**

SMU DataArts provides instructions for how to pull a Funder Report here: https://culturaldata.secure.force.com/Resources/articles/Article/How-do-I-run-a-Funder-Report/

The top of the Funder Report for RAD looks like this:

Contact the Support Center with any questions. **NOTE:** In January 2023, the SMU DataArts Support Center changed its hours to Monday-Friday, 10:30am-7:00pm ET.
Email: help@culturaldata.org
Phone: 1-877-707-3282

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 (info@radworkshere.org), postal mail or fax. They should be received in the RAD office by the application due date.

If you are finished with the task, click **Save Task** then select the option for "I want to **submit this task as complete** and do not need to make further edits to this task."

As you complete each task, a green thumbs up icon **will appear to the left of the task on the Home Page. When all are complete, "All tasks complete" will appear below Part 2 on the Home Page.**

SIGN AND FILE

When you have completed both Part 1 and Part 2, you are ready to file the application with RAD. If you do not see a pop-up box stating that there is an application ready to be submitted, go to the **Home Page** where you will see a link to **Submit This Application.** Click and follow the instructions.

When the **Sign and Submit** box pops up, enter the full name of the person authorized to file the application (not username) and the password you used to log onto the system. This is your organization's electronic signature and has the same legally binding impact as if signed on paper. Click **Submit this application.** You will be taken to the Home Page where it will state **Application submitted successfully!** in green text at the top. In addition, the application status will show "Application Submitted" and the corresponding date. This is your confirmation that your application has been received by RAD.

For your reference, you may wish to print or save a PDF of the application.

You may do so by clicking the printer icon **.**