

FUND FOR THE ARTS  
MEMBERSHIP AND ALLOCATIONS POLICY

I. Annually Funded Members

The category shall consist of organizations that have substantial on-going programs requiring significant annual operating support from the Fund. This group of members will receive annual allocations from the Fund as determined from their needs by the Allocation Committee of the Fund.

II. Annually funded members must meet the following criteria and agree to the following requirements:

1. Demonstrate long-term stability
2. Be located in the Greater Kanawha Valley
3. Be a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.
4. Show evidence of financial support from the business community.
5. Provide quality programs of consistent excellence which significantly add to the cultural life of the community.
6. Agree to cooperate with other arts organizations to avoid duplication of programs and services.
7. Show evidence of a strong organizational structure which shall, at a minimum include:
  - a. Bylaws
  - b. Board of Directors (a minimum of nine members with a maximum of two vacancies) broadly representative of people throughout the community)
  - c. Have at least four regularly scheduled board meetings annually which have an average attendance of at-least 60% of the board members.
  - d. Maintain minutes of each board meeting, and submit a copy of such minutes to the Fund for the Arts, if requested.
8. Be fiscally responsible as evidenced by at least:
  - a. Have a formal budget prepared annually.
  - b. Have a five-year financial projection supported by long range plans.
  - c. Maintain adequate financial records, including a financial statement prepared and presented to each member of the Board of Directors at their regularly schedule meetings and a copy to the Fund for the Arts.
9. Conduct annual membership drives and/or season ticket campaigns on a community-wide basis.
10. Prepare at least one year in advance a program of planned activities.
11. Agree to furnish volunteers to assist in the Fund for the Arts annual campaign, the number of such workers to be based on the relative size of the respective organization's allocations from the Fund for the Arts.
12. Agree to adhere to the Fund for the Arts Policy on Independent Fund Raising.
13. Agree to meet with the Allocations Committee of the Fund for the Arts when requested by members of the board and staff.
14. Agree to acknowledge affiliation with the Fund for the Arts in all program, press release, annual reports and other publications by using the Fund for the Arts logo.

### III. Application for annually funded members.

1. Annually funded members shall submit a letter of intent to the Fund for the Arts prior to June 1st of each year which shall include a resolution from the organization's Board of Directors stating that the organization wishes to be considered as an annually funded member.
2. Upon receipt of the letter the annually funded member will be notified by the Fund for the Arts of the requirements for members.
3. Prior to June 1st of each year, the organization must submit the following information to the Fund for the Arts:
  - a. A list of the current members of the Board of Directors showing names, addresses and phone numbers.
  - b. A schedule of all board meetings to be held together with the time and location of such meetings.
  - c. A statement of the organization's objectives and goals and current financial plans together with a five-year financial plan.
  - d. The name and address of the Chairman of the annual membership or ticket sales campaign.
  - e. A schedule of the activities and events or program planned for the upcoming year.
  - f. A signed statement agreeing to the Fund for the Arts fund raising policy.
  - g. A list of names of volunteers willing to work on the Fund for the Arts annual fund raising campaign.
4. Prior to November 1st of each year, the organization is to submit a request for funds in the format provided by the Fund for the Arts (copy attached).

304-345-0775

INDEPENDENT FUND RAISING FORM

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

President of the Board \_\_\_\_\_

Director of the Project \_\_\_\_\_

CASH DONATIONS

UNDERWRITER(S) OF EVENT		CASH AMOUNT
1.		
2.		
3.		
4.		
5.		

IN-KIND DONATIONS

UNDERWRITER(S) OF EVENT		ESTIMATED CASH AMOUNT
1.		
2.		
3.		
4.		
5.		

Please fill out and return this form to the Fund Office no later than 30 days after the close of the event. If more space is needed, please attach a sheet.

\_\_\_\_\_  
Signed (President-Board of Directors)

\_\_\_\_\_  
Date