



**TRUST FOR CULTURAL RESOURCES**  
335 MONTGOMERY STREET FLOOR 2M SYRACUSE, NY 13202  
PHONE: 315.435.3770 • FAX: 315.435.3669 • SYRACUSECENTRAL.COM

**Regular Meeting Agenda  
March 22, 2023**

**8:30 A.M. Call to Order the Finance/Audit Committee**

**8:35 A.M. Call to Order the Annual/Organizational Meeting**

**8:40 A.M. Call to Order the Regular Meeting**

- A. Approval of Minutes-October 12, 2022
- B. Treasurer's Report
- C. Payment of Bills
- D. Conflict of Interest Disclosure

**Action Items**

**1. Review and Approve 2022 Annual Audit**

**Board Action Requested:**

- a. Approve the 2022 Audit of the Trust for Cultural Resources

**Representative:** Mike Lisson, Grossman St. Amour CPAs

**2. New York State Rhythm and Blues Festival, Inc.**

**NYS Blues Festival is requesting funding to assist their June 15-17, 2023 event. This funding will support the expansion and marketing outreach both nationally and internationally, increasing festival attendance.**

**Board Action Requested:**

- a. Approve a grant in the amount of \$25,000 to New York State Rhythm and Blues Festival, Inc. to support the 2023 Blues Festival.

**Representative:** Rex Lyons, President, New York State Rhythm and Blues Festival, Inc.

**3. Appointment of Assistant Secretary**

**Trust for Cultural Resources Board to Appoint Svetlana Dyer as Assistant Secretary**

**Board Action Requested:**

- a. Approve the appointment of Svetlana Dyer as Assistant Secretary to The Trust for Cultural Resources.

**Representative:** Robert Petrovich, Trust, Executive Director

**4. Appointment of Assistant Treasurer  
Trust for Cultural Resources Board to Appoint Alexis Rodriguez as Assistant  
Treasurer**

**Board Action Requested:**

- a. Approve the appointment of the Alexis Rodriguez to The Trust for Cultural Resources.

**Representative:** Robert Petrovich, Trust, Executive Director

**Adjourn**

**TRUST FOR CULTURAL RESOURCES OF  
THE COUNTY OF ONONDAGA  
Regular Meeting  
October 12, 2022**

A regular meeting of the Trust for Cultural Resources of the County of Onondaga was held on Wednesday, October 12, 2022 at 333 West Washington Street, Syracuse, NY 13202.

Trustee Greg Lancette called the meeting to order at 8:35 am with the following:

**PRESENT:**

Greg Lancette  
Robert Petrovich  
Leslie Garcea  
Ryan Smith

**ABSENT:**

Regina McArthur

**ALSO PRESENT:**

Robert Petrovich, Executive Director  
Nancy Lowery, Secretary  
Nathaniel Stevens, Treasurer  
Karen Doster, Recording Secretary  
Alexis Rodriguez, Assistant Treasurer  
Matthew Pelligra, Economic Development  
Emma Powlin, Harris Beach Law Firm  
Mike Lisson, Grossman St. Amour  
Brianah Lane, Grossman St. Amour

**APPROVAL OF REGULAR MEETING MINUTES – SEPTEMBER 7, 2022**

Upon a motion by Robert Petrovich, seconded by Leslie Garcea, the CRT Board approved the regular meeting minutes of September 7, 2022. Motion was carried unanimously.

**TREASURER’S REPORT**

Nate Stevens gave a brief review of the Treasurer’s Report for the month ending September 2022.

Upon a motion by Robert Petrovich, seconded by Ryan Smith, the Board approved the Treasurer’s Report for the month ending September 2022. Motion was carried unanimously.

### PAYMENT OF BILLS

Nate Stevens stated there is no Payment of Bills this month.

Upon a motion by Robert Petrovich, seconded by Ryan Smith, the CRT Board approved the Payment of Bills report. Motion was carried unanimously.

### CONFLICT OF INTEREST DISCLOSURE

A Conflict of Interest is not necessary based upon agenda items.

### REVIEW AND APPROVE THE 2023 DRAFT TRUST FOR CULTURAL RESOURCES BUDGET

Nate Stevens stated as previously discussed at the Finance Committee it is very similar to last year.

Upon a motion by Robert Petrovich, seconded by Ryan Smith, the CRT Board approved the 2023 Draft Trust for Cultural Resources budget. Motion was carried unanimously.

### ADJOURN

Upon a motion by Leslie Garcea, seconded by Ryan Smith, the CRT Board adjourned the meeting at 8:42 am.

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Nancy Lowery, Secretary





**TRUST FOR CULTURAL RESOURCES OF THE COUNTY OF ONONDAGA**  
 335 MONTGOMERY STREET, 2ND FLOOR, SYRACUSE, NY 13202  
 PHONE: 315.435.3770 • FAX: 315.435.3669

**Treasurer's Report Overview**  
**February 28, 2023**

Revenue / Expense / Income	Current Period	Current Year	2023 Budget Amount	Current YTD Change to Budget
Operating/Non-Op Revenue	338	86	169,218	(169,132)
Administrative Expense	5,838	9,966	76,500	(66,534)
Operating/Program Expense			92,718	(92,718)
Net Ordinary Income	(5,500)	(9,880)	-	(9,880)

Current Assets	Current YTD	Prior YTD
Total Cash	496,528	762,115
Less Pass Through Received	-	-
Available Cash	496,528	762,115
Receivables (less pass through rec.)	-	-
Other	-	-
Total	496,528	762,115

Receivables	
0-120 days	-
> 120 days	-
Total	-

# Trust for Cultural Resources of the County of Onondaga

## Profit and Loss

February 2023

	TOTAL
Income	
45000 Non-Operating Revenue	
45030 Interest	37.47
<b>Total 45000 Non-Operating Revenue</b>	<b>37.47</b>
<b>Total Income</b>	<b>\$37.47</b>
GROSS PROFIT	<b>\$37.47</b>
Expenses	
60000 Non-Operating Expenses	
65090 Bank Service Charge	-300.86
<b>Total 60000 Non-Operating Expenses</b>	<b>-300.86</b>
65000 Operating Expenses	
62000 Contractual Expenses	
63000 Administrative Expense	5,837.86
<b>Total 62000 Contractual Expenses</b>	<b>5,837.86</b>
<b>Total 65000 Operating Expenses</b>	<b>5,837.86</b>
<b>Total Expenses</b>	<b>\$5,537.00</b>
NET OPERATING INCOME	<b>\$ -5,499.53</b>
NET INCOME	<b>\$ -5,499.53</b>

# Trust for Cultural Resources of the County of Onondaga

## Balance Sheet

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
100 Trust for Cultural Resources fo	25,784.26
105 M&T Savings	470,721.77
110 Petty Cash	21.49
<b>Total Bank Accounts</b>	<b>\$496,527.52</b>
<b>Total Current Assets</b>	<b>\$496,527.52</b>
<b>TOTAL ASSETS</b>	<b>\$496,527.52</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	48.66
600.3 OED Contract	9,965.60
<b>Total 600 Accounts Payable</b>	<b>10,014.26</b>
<b>Total Accounts Payable</b>	<b>\$10,014.26</b>
<b>Total Current Liabilities</b>	<b>\$10,014.26</b>
<b>Total Liabilities</b>	<b>\$10,014.26</b>
Equity	
31500 Reserved for Contracts	101,605.00
31600 Equity - Unreserved	-101,605.00
32000 Unrestricted Net Assets	496,392.93
Net Income	-9,879.67
<b>Total Equity</b>	<b>\$486,513.26</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$496,527.52</b>

**THE TRUST FOR CULTURAL RESOURCES OF  
THE COUNTY OF ONONDAGA  
PAYMENT OF BILLS - SCHEDULE #55  
March 22, 2023**

**GENERAL EXPENSES**

1.	<u>BROWN &amp; BROWN OF NEW YORK, INC.*</u>	\$	3,126.13
	D&O Policy Renewal		
2.	<u>ONONDAGA COUNTY**</u>	\$	97,525.46
	2022 Expenses		
<b>TOTAL</b>		<b>\$</b>	<b>100,651.59</b>

\*Ratification of Check dated November 29, 2022

\*\*Ratification of Check dated February 6, 2023



# **Trust for Cultural Resources of the County of Onondaga**

**Annual Meeting**

**March 22, 2023**

**Mike Lisson, CPA, CITP Partner**

110 West Fayette Street, Suite 900  
Syracuse, New York 13202  
315.424.1120 • [www.gsacpas.com](http://www.gsacpas.com)



# Agenda

- REQUIRED COMMUNICATIONS
- ANNUAL FINANCIAL INFORMATION
  - FINANCIAL STATEMENTS
  - INVESTMENT POLICY COMPLIANCE
  - REPORT ON INTERNAL CONTROL & OTHER COMPLIANCE
- OTHER INFORMATION



# Required Communications

- **Required by Generally Accepted Governmental Auditing Standards (GAGAS)**
- **AU-C Section 260, The Auditor's Communication with Those Charged with Governance**
- **Those Charged with Governance**
  - Responsible for overseeing strategic direction of entity
  - Responsible for obligations related to accountability
  - Oversees the financial reporting process, including internal controls

# Required Communications (continued)

- **Auditor's Responsibilities with Regard to the Financial Statement Audit**

- We form and express an opinion on your financial statements. Does not relieve management or the board of their responsibilities
- Further described in the annual engagement letter

- **Planned Scope and Timing of the Audit**

- Communicated on October 12, 2022
  - We carried out our audit consistent with the planned scope and timing previously communicated
- Significant Risks Identified:
  - Revenue Recognition
  - Service Contracts

A significant risk for our audit purposes are risks relating to amounts or disclosures in the financial statements that require special audit consideration because of the likelihood and magnitude of the potential misstatement. We consider certain factors to determine whether a risk is a significant risk.



# Required Communications (continued)

- **Qualitative aspects of significant accounting practices**
  - The notes to financials describes significant accounting practices
    - Significant accounting policies (note 1)
    - Conduit debt obligations (note 5)
      - Decrease of \$2,925,000 (due to bond activity)
  - Significant estimates
  - Financials and notes are fairly consistent with prior year and are fairly presented.
- **Difficulties encountered in performing the audit**
  - None. Management is well prepared and was extremely helpful in assisting and preparing information for the audit
- **Uncorrected and corrected misstatements**
  - There were no uncorrected misstatements that were not recorded by management

# Required Communications (continued)

- **Disagreements with management**
  - None to report
- **Management Representations**
  - Letter dated March 22, 2023
- **Management Consultations with Other Independent Accountants**
  - No consultations have been noted
- **Compliance with All Ethics Requirements regarding independence**
  - Appropriate safeguards applied to eliminate/reduce identified threats to independence, primarily related to non-audit services provided. Non-audit services include:
    - Preparation of the financial statements (deemed a “significant threat”)
- **Other Audit Findings or Issues**
  - None to report

# Required Communications

(continued)

- **Uncorrected and corrected misstatements**

- There were no uncorrected misstatements that were not recorded by management
- Minor entry related to finalization of OED expense with Onondaga County was recorded during the course of the audit

# Annual Financial Information

## Financial Statements

- Unmodified (“clean”) audit opinion (pgs 1-3)
  - Change in format and wording of opinion this year
- Management’s Discussion and Analysis (pgs 4-6)
- Statements of Net Position (pg 7)
- Statements of Revenues, Expenses & Changes in Net Position (pg 8)
- Statements of Cash Flows (pg 9)
- Notes to financial statements (pgs 10-14)

# Annual Financial Information

## Net Position Summary

### Net Position

	2022	2021
Cash and cash equivalents	\$ 593,967	\$ 765,229
Total assets	<u>\$ 593,967</u>	<u>\$ 765,229</u>
Due to Onondaga County Office of Economic Development	\$ 97,525	\$ 110,523
Accounts payable	49	3,175
Total liabilities	<u>\$ 97,574</u>	<u>\$ 113,698</u>
Net position	<u>\$ 496,393</u>	<u>\$ 651,531</u>

# Annual Financial Information

## Change in Net Position Summary

	Change in Net Position	
	2022	2021
<b>Revenue and other support:</b>		
Interest income	\$ 184	\$ 162
Total revenue and other support	<u>184</u>	<u>162</u>
<b>Expenses:</b>		
Service contracts	\$ 49,000	\$ 113,000
Onondaga County Office of Economic Development	97,525	110,523
Professional services	5,671	5,155
Insurance	3,126	3,126
Office expenses	-	422
Total expenses	<u>155,322</u>	<u>232,226</u>
<b>Change in net position</b>	<b>(155,138)</b>	<b>(232,064)</b>
Net position at beginning of year	<u>651,531</u>	<u>883,595</u>
<b>Net position at end of year</b>	<b>\$ <u>496,393</u></b>	<b>\$ <u>651,531</u></b>

# Annual Financial Information

## Financial Highlights

- **Service Contracts**

\$49,000 of service contracts

- \$15,000 Galaxy Events LLC (movie night at Amp)
- \$9,000 Nosotros Radio, Inc. (Latino Americano festival)
- \$25,000 Juneteenth Inc. (Juneteenth festival)

- **Onondaga County Office of Economic Development**  
– **Decreased \$12,998 to \$97,525**

- Allocation of economic development office expenses to the organization

# Annual Other Reporting

- Investment Policy Compliance
  - Required by NYS Public Authorities Law section 2925
  - No non-compliance matters noted or identified
- Report on Internal Control over Financial Reporting and on Compliance and Other Matters
  - No material weaknesses or non-compliance matters noted





December 18, 2022

The Cultural Resources Trust of Onondaga County  
Office of Economic Development  
333 W Washington Street, Suite 130  
Syracuse, New York 13202

Dear Members of the CRT Board,

I am writing on behalf of the New York State Rhythm and Blues Festival, Inc. (501 (c)3) requesting financial support for our 2023 festival, as a Highly Significant Project. I have attached the required application for this request. This long-standing popular festival brings local, regional and national talent to Onondaga County for a three-day free festival that serves our region and beyond.

We are requesting Cultural Resource Trust support of \$25,000 for the 2023 New York State Blues Festival. With your support we will be able to expand our marketing outreach both nationally and internationally, increasing the number of people in attendance. In addition, we will bring in high-profile artists who have a large, traveling fan base. Finally, your generous support will allow our citizens the chance to experience the blues in Central New York with a three-day free festival at Chevy Court. By providing a free shuttle service from downtown, all citizens will be able attend this free festival.

The New York State Blues Festival has a long tradition in Syracuse having become a not-for-profit organization in 1992. We are grateful for the many sponsor, volunteers and supporters who have helped us maintain a viable and free destination musical event in the heart of Central New York for so many years.

We look forward to your consideration for support for 2023.

Sincerely,

Rex Lyons  
President, New York State Blues Festival, Inc.  
Rex@nysbluesfest.com



# Trust for Cultural for Cultural Resources of the County of Onondaga

c/o Onondaga County Department of Economic Development

*Program Support Application*

# **Program Support Guidelines**

## **MISSION AND PURPOSE**

### **1.1 Mission of the Cultural Resource Trust**

As set forth in Article 20 and 22 of the Arts and Cultural Affairs Law of the State of New York, the mission of the Trust for Cultural Resources (Trust) is to support, promote and protect the major cultural institutions that provide cultural, educational and recreational opportunities to the people of Onondaga County and New York State, and improve the viability and growth of these organizations.

### **1.2 Purpose**

**Program support awarded by the Trust is intended to be used to support major cultural organizations by:**

- Developing and improving cultural facilities.
- Assisting projects that will bring regional, national or international recognition to our arts and cultural community or otherwise deemed significant cultural events.

## **DEFINITIONS**

### **2.1 The term “cultural organization” means:**

- An entity that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code; and
- Exists primarily for the purpose of producing, promoting or presenting the arts, heritage and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources.

### **2.2 A “major” cultural organization is an organization that exhibits or has more than one of these attributes:**

- Wide breadth of support
- Established community presence
- Fiscal soundness
- Recognized regionally, nationally, or internationally as a significant cultural asset
- Is the primary or premiere organization in the County offering this cultural resource or asset

## **SUPPORT PROGRAMS**

### **3.1 Program Descriptions**

Eligible major cultural organizations can apply for the following:

#### **a. Capital Project Support**

- Capital Project grants are intended for use in constructing, rehabilitating, restoring, stabilizing, renovating improving, expanding, or purchasing new or existing buildings, structures or equipment utilized by organizations.

#### **b. Highly Significant Project Support**

- Cultural opportunities deemed highly significant and desirable for the community.

#### **c. Critical Need Support**

- Critical need of a major cultural organization.

## PROGRAM ELIGIBILITY GUIDELINES

### 4.1 Organizations deemed to be major cultural institutions must satisfy the following program eligibility guidelines:

#### a. Capital Projects

- The project support funds must be for use in constructing, rehabilitating, restoring, stabilizing, renovating, improving, expanding, or purchasing new or existing buildings, structures or equipment utilized by organizations; and
- The organization must either own or have (or will purchase or receive with proceeds) a legal interest in the property; and
- The project must have potential for a significant or long-term beneficial impact on the community; and

#### b. Highly Significant Projects

- Must provide compelling evidence that establishes that the cultural opportunity will impart a significant benefit to the residents of the County and/or New York State.

#### c. Critical Need Projects

- The request for funding must support a critical need of a major cultural organization.
- The applicant should describe in detail how the lack of program support will adversely affect the organization.

## APPLICATION PROCESS

### 5.1 How to Apply

Applicants are strongly encouraged to discuss projects in advance of submission with Trust staff. Applications should only be submitted if there is a reasonable match between the applicant, its request, and the Trust's mission and eligibility requirements.

**To be considered for a grant, the Applicant must submit the formal grant application which should include:**

- Proof of IRS 501(c) (3) designation; and
- A project description of no more than three (3) pages (**see details below**); and
- The most recently approved Annual Report of the Organization; and
- For capital projects, organization must either own or have a legal interest (or will purchase or receive a legal interest with grant proceeds) in the property.

### 5.2 Application Project Description

In addition to satisfying the eligibility guidelines of section 4.1, each application should also include a project description that provides the Board with a thorough understanding of the project and its impact on the residents of the county/state.

**The required information on *all* project description applications must include:**

- Description of the project and its core activities and its goals.
- Number of persons and geographic distribution to be served directly by the project.
- How the project's goals align with the priorities of the IDEAS Collaborative.
- Detailed description of ***all*** sources and uses of funding required to complete the project and also identify the funds that have already been committed.



### 5.3 Evaluation of Applications

**Once deemed eligible, the application will be further evaluated based on:**

- **Access:** The likelihood of the project to increase the accessibility of cultural resources to the residents of the county/state.
- **Preservation:** The likelihood of the project to preserve the cultural heritage of the county/state by recovering, preserving or protecting historic assets.
- **Appreciation:** The likelihood of the project to broaden the public knowledge, understanding or appreciation of the arts and culture generally, and/or the county/state's cultural, educational and recreational assets.
- **Project Personnel:** The project personnel are qualified.

### 5.4 Application Period

Applicants' will receive written notice of the Board's decision within 60 days of application deadline.

### 5.5 Submission of Applications

- Applications and attachments may be submitted to the Trust by mail or by e-mail. To submit an application by mail, please send 1 copy of the grant application and attachments to:

The Cultural Resources Trust of Onondaga County  
Office of Economic Development  
333 W. Washington Street, Suite 130  
Syracuse, NY 13202

PDF documents of executed applications and attachments may be submitted electronically to:  
[nancylowery@ongov.net](mailto:nancylowery@ongov.net)

- Electronic submission of the Application and Annual Report is encouraged. Attachments other than the Annual Report of the organization are discouraged.
- A qualified organization may only submit one application per year.
- Please call the Trust at 315-435-3770, if you have questions about the application process or the availability of funding.

### OTHER CONSIDERATIONS

- 6.1 The Trust has a very limited pool of funds that it can dedicate. Applications may be returned to the Applicant and/or not considered by the Board solely due to the lack of available funding.
- 6.2 Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Trust (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant's competitive position, this Applicant may identify such elements in writing and request that such elements be kept confidential. In accordance with Article 6 of the Public Officers Law, the Trust may also redact personal, private, and/or proprietary information from publicly disseminated documents.
- 6.3 The Board of the Trust reserves the sole right to determine the eligibility of an organization.

# Onondaga County Trust for Cultural Resources

## *Program Support Application*

**To apply applicants should submit:**

1. A signed application.
2. Proof of IRS 501(c)(3) designation.
3. A project description of no more than three (3) pages including:
  - a. Description of the project and its core activities and goals.
  - b. Number of persons and geographic distribution to be served directly by the project.
  - c. Detailed description of all sources and uses of funding required to complete the project as well as identifying funds that have already been committed.
4. The most recently approved Annual Report of the organization.
5. For capital projects, the organization must either own, have a legal interest in, or purchase/receive a legal interest with grant proceeds the property.

*\*Applicants may be required to submit additional information that the CRT deems necessary*

Organization Name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Contact Person/ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Executive Director/President: \_\_\_\_\_

Executive Director/President's Email: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Estimated Project End Date: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

Funding Requested: \_\_\_\_\_

Use this page to describe the project and the specific nature of what the requested funds will be used for within the broader context of the project. Please write "See attached" and attach additional documentation if needed.

Primary Purpose of Proposed Project:

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Primary Purpose of Requested Funds:

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I have read paragraph 6.2 of the instructions and understand that the applicant must identify in writing to CRT any information it deems proprietary and requests not be made publicly available.

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Please check here if you have marked information as confidential/proprietary.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of my knowledge, and this application is made with the approval of my board of directors.

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Primary Purpose of Proposed Project:**

The 2023 New York State Blues Festival is a FREE three-day festival promoting this important American genre of music to the community. Highlighting local, regional and national musicians, we will draw folks from the community as well as from outside of our area. The 2023 festival will be the 31st year. We will be showcasing the rich and diverse local and regional talent playing on the bill with prominent national touring artists.

The New York State Blues Festival continues a tradition of presenting performances by first class local, regional and national blues artists, in Syracuse, as a free three-day festival that welcomes our entire community and beyond. The mission of the New York State Blues Festival is: "to preserve, protect and promote blues music and culture as a significant American art form. This is achieved through education programs, community events and workshops culminating with the outdoor festival uniting our diverse citizenry in a celebration of American blues-based music". The New York State Blues Festival brings this mission to life by offering our culminating event: a FREE three-day festival that offers a range and diversity of blues artists with styles that both reflect the diversity of the area and challenge attendees to experience the unknown.

By bringing our mission to life, the New York State Blues Festival is committed to bringing artists to our stage who represent the diversity of our community. The artists chosen for this event represent a diversity backgrounds, ethnicity, age, gender sexual preference and lifestyle- which is reflected in their music. Our goal is to challenge our attendees to experience the new, see themselves in our artists, feel included and realize the wide diversity in blues music. Further supporting the IDEA collaboration, our physical space for the festivals allows us to provide ADA seating, bathroom facilities and handicap parking for all those in need.

Our attendees include citizens from the local community and beyond. Folks travel from all over the east coast and Canada to attend this high quality, free festival. Hundreds of volunteers work together to present this festival that attracts thousands of people each day. The entire community comes together to celebrate this important genre of American music.





### Primary Purpose of Requested Funds:

**Increased Marketing-** Coming off of two years of uncertainty with Covid, we are full steam ahead with our marketing plan and implementation for the 2023 festival. Facebook is a big part of our promotion with many "boosted" ads that will reach many of our core audience and beyond. Twitter and Instagram are also promoting our event. Our billboard erected on 690 for our 2022 festival, was highly effective and will be expanded to another location for 2023, both staying up longer than last year. Also, we are in collaboration with Visit Syracuse to promote our event statewide. Working with the marketing team, we will be looking to offer "travel packages" to our area from New York City. Advertising in regional and statewide tourism sites will increase attendance. Our email list continues to grow and we are sending out frequent updates about the festival. Word of mouth helped spread the event news locally. Artists promote on their web fan pages drawing many folks from out of the area to Chevy Court. We will be able to get great press in our local paper, especially being the first outdoor festival of the season and bringing in a high-profile headliner. We will continue our "street team" approach for getting the word out about our festival regionally and in nearby states. Street teamers are mailed hand bills and posters to spread in their region and while attending other festivals on the east coast. We created quite a buzz last year when we started this when many local and regional volunteers signed on to "work" for us. Our increased marketing costs will be approximately \$5,000.

**Shuttle/Bus Service-** The core audience for this festival is really our community and beyond. By highlighting local bands while bringing to the stage regional, national and international acts, we will excite blues lovers from all over the east coast and Canada to attend our event. Our Community Outreach Team expressed the need, early on, to make sure that those in our immediate community who are unable to travel to the Fairgrounds will be able to access our event via a shuttle bus service that we provide for them from downtown. Researching the costs for this service for three days, we found that this could cost us approximately \$5000. This was not planned in our original budget but we see it as a necessary expense to maintain diversity and access for our community, further supporting our IDEA goals.

**Artist Cost Increases-** The largest expense of our 2023 budget is the cost of the various artists. Costs continue to rise for all bands. Our high-profile Saturday headliner, the last "living legend" of the Blues, was secured for \$75,000, more than we usually spend for a headliner but an important component of this year's festival. That cost represented nearly three quarters of our budget. We will draw from all over offering this act as a closing performance for our free festival. We will be devoting all the remaining funds received from this grant request (\$15,000) toward the rising cost of these artists. This increase in our band budget will allow us to round out the remaining two days of the festival with high quality performers further increasing attendance and creating a world class destination festival in Central New York.



NYS Blues Fest Budget PLAN 2023 and ACTUAL 2022 Fest

INCOME	2023 PLAN	2022 ACTUAL	2022 PLANNED	2019	2021	2020 carry over
Grants	135,000	101,500	78,500		6000	111,500
Sponsors	55,000	46,050	40,000		14800	10,000
Beer/Wine sales - reported	41,000	38,167	45,000		37290	
VIP Tickets	27,000	25,925	25,500		22,150	
Parking	11,000	7494	14,000		11,036	
RV sites	7300	5,350	5,000			2021 is with VIP sales
Vendor fees	6500	6050	6,200		5846	
Merchandise Sales	10,000	9833	7,250		7095	
Raffles	1000	785	2500		2391	
Donations	2000	1639	3000		3399	
Commission from Courtside Grill	800	623	0			
Wine sales	2000	2110	0			pending- \$500
<b>OPERATING INCOME</b>	<b>298,600</b>	<b>245,526</b>	<b>226,950</b>	<b>177,880</b>	<b>110007</b>	
<b>EXPENSES</b>	<b>2023 PLAN</b>	<b>2022 ACTUAL</b>	<b>2022 PLANNED</b>	<b>2019</b>	<b>2021</b>	
BANDS	105,000	69,300	70,000	69,800	98,850	
Band Hotel	7000	5,640	6,000	5,620	5,429	
Stage and Sound	26000	25,500	24,500	15,800	24,500	
Lights/sound- Psycho Sister	4000	3700				
Chevy Court Rental	25,000	21,020	15,500	0	15,304	
Chevy Court barricades/RV/bench	4500	4,625	2,400	0		
State Fair Beverage/Parking (20% fe	11,000	10139	11,800	0	8,147	
State Fairs RV included above	0	0	2,275	0		
Tents	9000	8,140	7,500	7113	6,433	
Security	15,000	14,603	15,000	10,017	13,763	
Sheriff	0	0	3,000	0	0	
Toilet rentals	1000	205	1,500	9,677	1,435	



Dressing room Furniture	1000	600	0	0	500	
Beer- includes VIP 2022	15000	15113	18,000	14,342	14,712	
Wine	2500	2288	2,000	4,637	269	2021 after selling cases
VIP Meals- including volunteer me	16000	16338	14,000	13,542	12,564	
VIP beer- included in total beer	0	0	2,000	2,078		
VIP supplies	1500	1147	1,500	1,349	4,313	
Ice	1500	1241	1,500	1,120		
Volunteer Tshirts	1500	1514	1,000	1,235		
Insurance	5000	4,494	6,600	4,968	6,526	
Ambulance service	1000	900	4,500	0	4,305	
Permits	400	324	500	424	108	
Advertising	9,000	8860	5,750		2,260	
Additional Marketing	5,000					
Merchandise	4500	4493	3,900	3,048	2,730	(tshirt/koozies)
Compensation-director	15,000	15,000	15,000	8,950	12,000	
Hospitality and beverage directors	1,600	1,600	1,400	0	1,400	
Transportation/driver	1000	961	1,200	500	1,100	\$541 van/\$420 driver
Web design/hosting	3250	3,250	3,250	4,049	300	prepaid 2021 w/2020
Misc-new register and street team	300	826	1,100	1,739	1,200	
Misc. Festival	1000	764	2,700	1,250	2,000	
Scholarship	2000	2,000	2,000	1,000	0	
Blues in the schools-JAMS donati	500	500	1,000	750	750	JAMS group- 2022
Elliott Mattice	1000	700				
SEAC fee	800	754				
PO Box renewal	220	216				
Beer Tickets- Sue	230	224				
ASCAP charge	300	269				
TOTAL EXPENSES			248,375			
ACTUAL	298600	247,248				
Taxes Due Merchandise		3,890				
Taxes Due- Beer/wine						
TOTAL		251,138				





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248364843  
Feb. 01, 2013 LTR 4168C E0  
16-1565655 000000 00  
00019453  
BODC: TE

NEW YORK STATE RHYTHM & BLUES  
FESTIVAL INC  
PO BOX 384  
SYRACUSE NY 13201-0384



020033

Employer Identification Number: 16-1565655  
Person to Contact: Ms. Osborne  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 23, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1999.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



0248364843  
Feb. 01, 2013 LTR 4168C E0  
16-1565655 000000 00  
00019454

NEW YORK STATE RHYTHM & BLUES  
FESTIVAL INC  
PO BOX 384  
SYRACUSE NY 13201-0384

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations



Board of Director's Profile/Organizational Chart

Organization Name: *New York State Rhythm and Blues Festival, Inc.*

Chairperson of the Board: Rex Lyons

November, 2022

Board Member Name	Position held on the Board	Committee Assignment	Employer (name of business, address) or other affiliation	Years served on the Board
Rex Lyons	Interim President	Sponsorship- Director Finance Committee Music committee	Native American- Onondaga Nation Citizen Union Tradesman/Journeyman, Glazier- retired Self-employed working musician Community liaison for Onondaga Nation Haudenosaunee Nationals Lacrosse Board Member	9 years
Leslie Garcea	Interim Vice President	Sponsorship Finance Committee Grant writer- Director	Syracuse City School District 550 Harrison St Syracuse NY 13210 (retired)	9 years
Jody Kenney	Treasurer	Finance Committee Chairman	Financial Aid Supervisor National Tractor Trailer School 4650 Buckley Rd Liverpool, NY 13088	New 3/1/2022
Evelyn Burke	Assistant Treasurer	Finance Committee	Syracuse University 111 Waverly Ave Syracuse, NY 13210	New 7/20/2022
Silvia Macor	Secretary	Outreach and Sponsorship Marketing	Syracuse City School District 550 Harrison St Syracuse NY 13210 (retired)	5 years



Cliff Malzman	Board member	Finance Committee Marketing Committee	Cannon Pools and Spas 5210 W Taft Rd. Syracuse, NY 13212	2 years
Sue Stanzyck	Board member	Outreach and Sponsorship VIP Area- Director	Onondaga County 421 Montgomery St., 14 <sup>th</sup> floor Syracuse, NY 13202	3 years
Robert Schneider	Board member	Merchandise Director Sponsorship Committee	Southerland Global 1160 Pittsford-Victor Rd Pittsford, NY 14534	9 years
George Hall	Board Member	Youth Development Committee Sponsorship	Hall building service LLC 448 Burnet Avenue Syracuse NY 13203	3 years
Ari Malzman	Board Member	Marketing- Director Community Outreach and Access	Cannon Pools & Spa 5210 W Taft Rd Syracuse, NY 13212	2 years
John Murphy	Board Member	Volunteer Director Sponsorship	Self Employed- IT tech	7 years
Matthew DelFuoco	Board Member	Community Outreach and Access Youth Development Marketing	Onondaga Community College 4585 W Seneca Turnpike Syracuse, NY 13215	1 year
Lori Tape	Board Member	Community Outreach Youth Development	Onondaga County 421 Montgomery St., 14 <sup>th</sup> floor Syracuse, NY 13202	New 7/20/2022
<b>Other: Non-voting Board Affiliates/Team Members:</b>				
Eric McElveen	Festival Director	Advertising Committee, Director Marketing Committee, Director Music Committee, Chairman	Sterling Stage Kampitheater 274 Kent Rd Hannibal, NY 13156	Year 7 in position
Rachel Breslin	Team Member	VIP area- co-chair Permits Grant writing support	Syracuse City School District Grants Procurement 500 Harrison St Syracuse, NY 13210	5 years



Joshua Johnson	Graphic Web Designer	Marketing Committee	Joshua Johnson Designs (web based)	13 years
Tim Herron	Team Member	Advertising Committee Youth Development and Education	Music educator- Most Holy Rosary Musician	New 7/20/2022
Renee Murray	Team Member	Grant writing support	Westcott Community Center 826 Euclid Ave Syracuse, NY 13210	5 years
Dan Molta	Team Member	Marketing Community Outreach	<a href="mailto:Daniel.j.molta@gmail.com">Daniel.j.molta@gmail.com</a> New York Times- Marketing 242 W 41 <sup>st</sup> St. New York, NY 10036	New- 11/1/2022





*New York State Rhythm and Blues Festival, Inc.*  
*P.O. Box 384*  
*Syracuse, New York 13201*

Bios: Principals of the Board, New York State Rhythm & Blues Festival, Inc.  
November 11, 2022

***Rex Lyons, President*** New York State Rhythm & Blues Festival, Inc. 2022-present

- VP- New York State Rhythm & Blues Festival, Inc 2018-2022
- Native American- Onondaga Nation Citizen
- Union Tradesman/Journeyman, Glazier- retired
- Professional Lacrosse player- Rochester Knighthawks
- Self-employed, lifelong working musician
- Community liaison for the Onondaga Nation
- Haudenosaunee Nationals Lacrosse Board Member

***Leslie Garcea, VP*** New York State Rhythm & Blues Festival, Inc 2022-present

- President- New York State Rhythm & Blues Festival, Inc 2018-2022
- New York State Blues Festival Board of Directors 2012-present
- Grant writer 2012-present
- Muskingum University, New Concord, Ohio, BA in History, Secondary Education
- SUNY Cortland, MA in Literacy Education K-12
- Syracuse City School District- Literacy Education Coach, Teacher Trainer 1999-2013
- Retired 2013 from Syracuse City School District
- Trust for Cultural Resources, Onondaga County- Board Member/Audit and Finance Committee Member- 2019- present
- Member of several Blues Society organizations
- Supporter of the local blues music scene

***Jody Kenney, Treasurer*** New York State Rhythm & Blues Festival, Inc.- New 2022

- National Tractor Trailer School- Financial Aid Administrator- 2020-present
- St Joseph's Amp- Financial administrator, Event Vendor services - 2017-present
- Syracuse University- Event Box Office, Money room, 2012-2020
- Syracuse University- Various positions 1993-2020
- Financially Bonded- 2012-present

***Silvia Macor, Secretary*** New York State Rhythm and Blues Festival, Inc- New 2022

- Board member of the New York State Blues Festival, 2017- present
- Retired Library Media Specialist, Syracuse City Schools
- Syracuse University, Newhouse School of Public Comm.- Bachelor's Degree
- Syracuse University, Master's- Library Science
- Italian born and raised, coming to the United States in 1974
- Fluent in Italian and French
- Proficient in Social Media. Educational technology and online learning tools
- Interested in music. enjoying nature. and being an active member of the community



**New York State Rhythm and Blues Festival, Inc**  
**2023 Grants Plan:**

Onondaga County- \$100,000 (secured)  
Britt Newhouse Fund- \$5,000 (waiting for decision)  
CNY Arts- \$5,000 (waiting for decision)  
NEW- CRT Fund \$25,000 (written)

CNY Arts \$10,000 (waiting to write when window opens)

NEW- Community Foundation \$5,000 (will be writing)  
NEW- Gifford Foundation \$5,000 (will be writing)  
NEW- McGuire Auto Group Grants \$5,000 (will be writing)

**\$160,000** Total written or to be written

**Sponsor Plan \$55,000**

ProAct \$10,000 (secured)

**Other Previous Sponsors:**

Cannon \$5,000 (secured 2023)  
Sedgewick \$5,000 (secured 2023)  
Terekeet \$2,500 (LY)  
BudLight \$8000 (LY)  
C&S \$2,000 (LY)  
United Healthcare \$5,000 (secured 2023)  
AmeriCU \$1500 (LY)  
Blues Archives \$500 (LY)  
Dunham Hall Family \$2000 (LY)  
Empower CU \$2000 (LY)  
Hire a Helper \$300 (secured 2023)  
Holiday Inn Airport \$1500 (LY)  
Newman & Lickstein Atty \$2000 (LY)  
Spectrum \$1500 (LY)  
Scolaro Law \$1500 (LY)

**TOTAL: \$50,300**

**New Sponsors**

Gianelli Sausage \$5,000 (secured)  
Other sponsors will be added.

*Remainder of income will come during the festival from parking revenue, VIP ticket sales, camper rental fees, donations, raffles and beverage sales.*



**NYS RHYTHM & BLUES FESTIVAL INC.**  
**STATEMENTS OF FINANCIAL CONDITION**

	12/31/2021	12/31/2020	Increase (Decrease)	
	2021	2020	\$	%
<b>ASSETS</b>				
Cash-Checking	\$ 1,426.27	\$ 3,768.97		
Cash-Money Market	15,039.05	77,628.90		
Cash-Savings	2,616.36	21.99		
Cash-PayPal	78.54	721.56		
TOTAL CASH	19,160.22	82,141.42	(62,981.20)	-77%
Prepaid Expenses	-	43,275.00	(43,275.00)	-100%
<b>TOTAL ASSETS</b>	<u>\$ 19,160.22</u>	<u>\$ 125,416.42</u>	(106,256.20)	-85%
	-	-		
<b>LIABILITIES</b>				
Accounts Payable	\$ -	\$ -	-	
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>-</u>	-	
<b>NET (Deficit) / Equity</b>				
Retained Earnings	125,416.42	22,312.45		
Net (Loss) Income	(106,256.20)	103,103.97	(209,360.17)	-203%
<b>TOTAL (Deficit) / Equity</b>	<u>19,160.22</u>	<u>125,416.42</u>	(106,256.20)	-85%
<b>TOTAL LIABILITIES &amp; (Deficit)/Equity</b>	<u>\$ 19,160.22</u>	<u>\$ 125,416.42</u>	(106,256.20)	-85%
	-	-		



**NYS RHYTHM & BLUES FESTIVAL INC.**  
**STATEMENTS OF FINANCIAL CONDITION**

<u>12/31/2021</u>	<u>12/31/2020</u>	<b>Increase (Decrease)</b>	
<u>2021</u>	<u>2020</u>	<u>\$</u>	<u>%</u>

**NYS RHYTHM & BLUES FESTIVAL INC.**  
**STATEMENTS OF INCOME**

	<u>12/31/2021</u>	<u>FYE 12/31/20</u>	<b>Increase (Decrease)</b>	
			<u>\$</u>	<u>%</u>
<b>Festival</b>				
Festival--Vendor Deposits	\$ 5,846.50	\$ 300.00	5,546.50	1849%
Festival--Sponsor Deposits	25,650.00	10,000.00	15,650.00	157%
Festival--Grant Proceeds	34,500.00	111,500.00	(77,000.00)	-69%
Festival--VIP Ticket Sales	22,150.00	-	22,150.00	#DIV/0!
Festival--Beer Sales	37,290.74	-	37,290.74	#DIV/0!
Festival--Parking	11,036.39	-	11,036.39	#DIV/0!
Festival--Merchandise Sales	7,095.04	-	7,095.04	#DIV/0!
Festival--Raffle Proceeds	2,391.00	-	2,391.00	#DIV/0!
	<u>145,959.67</u>	<u>121,800.00</u>	24,159.67	20%
Less: Festival Related Disbursements	251,555.36	15,057.80	236,497.56	1571% <b>SEE BELOW</b>
Festival, net proceeds	(105,595.69)	106,742.20	(212,337.89)	-199%
Event proceeds, net - Victor Wainwright	-	-	-	#DIV/0!
Event proceeds, net - Guest Bartender	-	-	-	#DIV/0!
Event proceeds, net - Blues In Schools	-	(750.00)	750.00	-100%
Donations	3,399.50	1,185.00	2,214.50	187%
Interest income	175.74	344.03	(168.29)	-49%
Misc/Office expenses	<u>(4,235.75)</u>	<u>(4,417.26)</u>	181.51	-4%
<b>NET (LOSS) INCOME</b>	<u>\$ (106,256.20)</u>	<u>\$ 103,103.97</u>	(209,360.17)	-203%



**NYS RHYTHM & BLUES FESTIVAL INC.**  
**STATEMENTS OF FINANCIAL CONDITION**

	12/31/2021	12/31/2020	Increase (Decrease)	
	2021	2020	\$	%
<b>2021 Festival Related Disbursements</b>				
Band cost	98,850.00	39%		
Sound, lighting, video	24,500.00	10%		
NYS Fair - Chevy Court rental	15,304.00	6%		
Beer	14,711.88	6%		
VIP and volunteer meals	12,564.00	5%		
Security	13,763.25	5%		
NYS Fair - Beverage and Parking fee @ 15¢	10,768.12	4%		
Compensation-Festival Director	14,110.00	6%		
Insurance	6,525.50	3%		
Tents	6,433.29	3%		
Hotel	5,429.00	2%		
VIP/Fest mis expenses (credit card)	4,312.82	2%		
Ambulance service	4,305.00	2%		
Backline	3,750.00	1%		
Merchandise (shirts)	2,730.00	1%		
Advertising	2,260.00	1%		
Toilet rental	1,435.00	1%		
Compensation-Hospitality Director	1,000.00	0%		
Compensation-Driver, beer truck supervis	800.00	0%		
Dressing room furniture	500.00	0%		
Festival design	2,175.00	1%		
Wine	269.00	0%		
Permits	108.00	0%		
Taxi	85.00	0%		
Van rental/gas	1,162.78	0%		
Misc	3,703.72	1%		
	<u>251,555.36</u>			
<b>2021 Misc/Office Expense</b>				
Storage	777.00			
PO Box fee	150.00			
ASCAP	264.00			
Bank fee	45.76			
Profesional and Accounting	2,500.00			
Taxes	75.00			
Misc	423.99			
	<u>4,235.75</u>			



# Trust for Cultural for Cultural Resources of the County of Onondaga

c/o Onondaga County Department of Economic Development

*Program Support Application*

# **Program Support Guidelines**

## **MISSION AND PURPOSE**

### **1.1 Mission of the Cultural Resource Trust**

As set forth in Article 20 and 22 of the Arts and Cultural Affairs Law of the State of New York, the mission of the Trust for Cultural Resources (Trust) is to support, promote and protect the major cultural institutions that provide cultural, educational and recreational opportunities to the people of Onondaga County and New York State, and improve the viability and growth of these organizations.

### **1.2 Purpose**

**Program support awarded by the Trust is intended to be used to support major cultural organizations by:**

- Developing and improving cultural facilities.
- Assisting projects that will bring regional, national or international recognition to our arts and cultural community or otherwise deemed significant cultural events.

## **DEFINITIONS**

### **2.1 The term “cultural organization” means:**

- An entity that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code; and
- Exists primarily for the purpose of producing, promoting or presenting the arts, heritage and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources.

### **2.2 A “major” cultural organization is an organization that exhibits or has more than one of these attributes:**

- Wide breadth of support
- Established community presence
- Fiscal soundness
- Recognized regionally, nationally, or internationally as a significant cultural asset
- Is the primary or premiere organization in the County offering this cultural resource or asset

## **SUPPORT PROGRAMS**

### **3.1 Program Descriptions**

Eligible major cultural organizations can apply for the following:

#### **a. Capital Project Support**

- Capital Project grants are intended for use in constructing, rehabilitating, restoring, stabilizing, renovating improving, expanding, or purchasing new or existing buildings, structures or equipment utilized by organizations.

#### **b. Highly Significant Project Support**

- Cultural opportunities deemed highly significant and desirable for the community.

#### **c. Critical Need Support**

- Critical need of a major cultural organization.

## PROGRAM ELIGIBILITY GUIDELINES

### 4.1 Organizations deemed to be major cultural institutions must satisfy the following program eligibility guidelines:

#### a. Capital Projects

- The project support funds must be for use in constructing, rehabilitating, restoring, stabilizing, renovating, improving, expanding, or purchasing new or existing buildings, structures or equipment utilized by organizations; and
- The organization must either own or have (or will purchase or receive with proceeds) a legal interest in the property; and
- The project must have potential for a significant or long-term beneficial impact on the community; and

#### b. Highly Significant Projects

- Must provide compelling evidence that establishes that the cultural opportunity will impart a significant benefit to the residents of the County and/or New York State.

#### c. Critical Need Projects

- The request for funding must support a critical need of a major cultural organization.
- The applicant should describe in detail how the lack of program support will adversely affect the organization.

## APPLICATION PROCESS

### 5.1 How to Apply

Applicants are strongly encouraged to discuss projects in advance of submission with Trust staff. Applications should only be submitted if there is a reasonable match between the applicant, its request, and the Trust's mission and eligibility requirements.

**To be considered for a grant, the Applicant must submit the formal grant application which should include:**

- Proof of IRS 501(c) (3) designation; and
- A project description of no more than three (3) pages (**see details below**); and
- The most recently approved Annual Report of the Organization; and
- For capital projects, organization must either own or have a legal interest (or will purchase or receive a legal interest with grant proceeds) in the property.

### 5.2 Application Project Description

In addition to satisfying the eligibility guidelines of section 4.1, each application should also include a project description that provides the Board with a thorough understanding of the project and its impact on the residents of the county/state.

**The required information on *all* project description applications must include:**

- Description of the project and its core activities and its goals.
- Number of persons and geographic distribution to be served directly by the project.
- How the project's goals align with the priorities of the IDEAS Collaborative.
- Detailed description of ***all*** sources and uses of funding required to complete the project and also identify the funds that have already been committed.



### 5.3 Evaluation of Applications

**Once deemed eligible, the application will be further evaluated based on:**

- **Access:** The likelihood of the project to increase the accessibility of cultural resources to the residents of the county/state.
- **Preservation:** The likelihood of the project to preserve the cultural heritage of the county/state by recovering, preserving or protecting historic assets.
- **Appreciation:** The likelihood of the project to broaden the public knowledge, understanding or appreciation of the arts and culture generally, and/or the county/state's cultural, educational and recreational assets.
- **Project Personnel:** The project personnel are qualified.

### 5.4 Application Period

Applicants' will receive written notice of the Board's decision within 60 days of application deadline.

### 5.5 Submission of Applications

- Applications and attachments may be submitted to the Trust by mail or by e-mail. To submit an application by mail, please send 1 copy of the grant application and attachments to:

The Cultural Resources Trust of Onondaga County  
Office of Economic Development  
333 W. Washington Street, Suite 130  
Syracuse, NY 13202

PDF documents of executed applications and attachments may be submitted electronically to:  
[nancylowery@ongov.net](mailto:nancylowery@ongov.net)

- Electronic submission of the Application and Annual Report is encouraged. Attachments other than the Annual Report of the organization are discouraged.
- A qualified organization may only submit one application per year.
- Please call the Trust at 315-435-3770, if you have questions about the application process or the availability of funding.

### OTHER CONSIDERATIONS

- 6.1 The Trust has a very limited pool of funds that it can dedicate. Applications may be returned to the Applicant and/or not considered by the Board solely due to the lack of available funding.
- 6.2 Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Trust (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant's competitive position, this Applicant may identify such elements in writing and request that such elements be kept confidential. In accordance with Article 6 of the Public Officers Law, the Trust may also redact personal, private, and/or proprietary information from publicly disseminated documents.
- 6.3 The Board of the Trust reserves the sole right to determine the eligibility of an organization.

# Onondaga County Trust for Cultural Resources

## *Program Support Application*

**To apply applicants should submit:**

1. A signed application.
2. Proof of IRS 501(c)(3) designation.
3. A project description of no more than three (3) pages including:
  - a. Description of the project and its core activities and goals.
  - b. Number of persons and geographic distribution to be served directly by the project.
  - c. Detailed description of all sources and uses of funding required to complete the project as well as identifying funds that have already been committed.
4. The most recently approved Annual Report of the organization.
5. For capital projects, the organization must either own, have a legal interest in, or purchase/receive a legal interest with grant proceeds the property.

*\*Applicants may be required to submit additional information that the CRT deems necessary*

Organization Name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Contact Person/ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Executive Director/President: \_\_\_\_\_

Executive Director/President's Email: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Estimated Project End Date: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

Funding Requested: \_\_\_\_\_

Use this page to describe the project and the specific nature of what the requested funds will be used for within the broader context of the project. Please write "See attached" and attach additional documentation if needed.

Primary Purpose of Proposed Project:

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Primary Purpose of Requested Funds:

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☐

I have read paragraph 6.2 of the instructions and understand that the applicant must identify in writing to CRT any information it deems proprietary and requests not be made publicly available.

☐

Please check here if you have marked information as confidential/proprietary.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of my knowledge, and this application is made with the approval of my board of directors.

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Use this page to describe the project and the specific nature of what the requested funds will be used for within the broader context of the project. Please write "See attached" and attach additional documentation if needed.

Primary Purpose of Proposed Project:

See attached

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Primary Purpose of Requested Funds:

See attached

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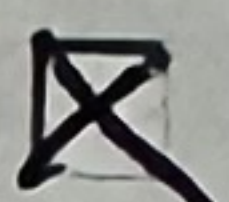
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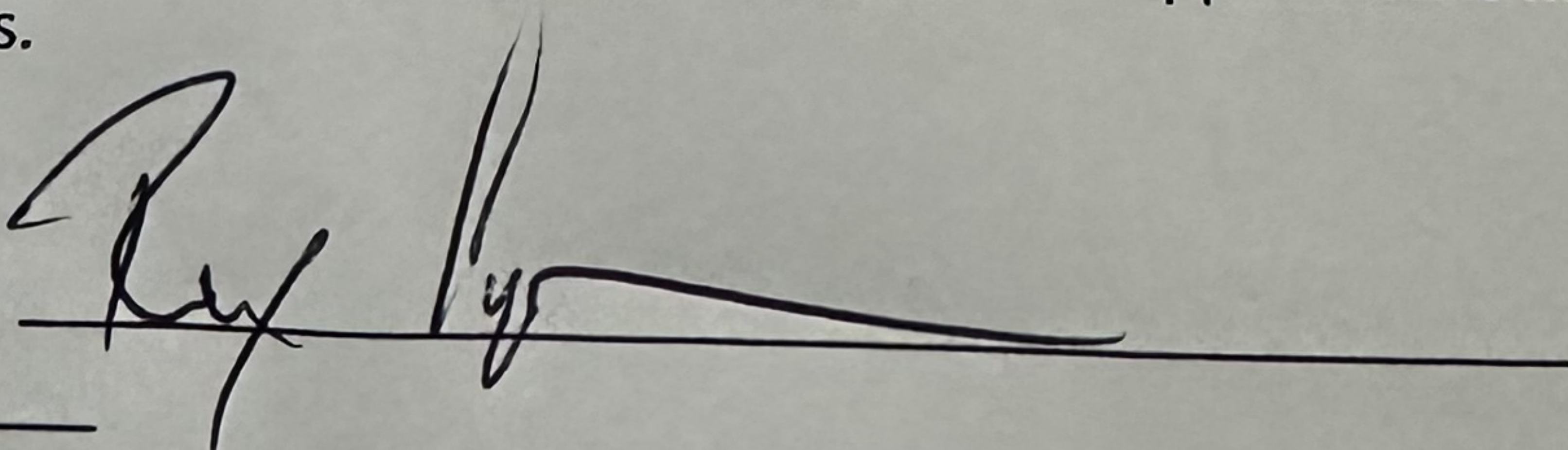
I have read paragraph 6.2 of the instructions and understand that the applicant must identify in writing to CRT any information it deems proprietary and requests not be made publicly available.



Please check here if you have marked information as confidential/proprietary.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of my knowledge, and this application is made with the approval of my board of directors.

Executive Director Signature:



Date: 03-17-23