

Arts and Culture Organizational Development Program of The Tompkins County Tourism Program

2016 Year End Report Review Panel Recommendations

Intent of the Arts and Culture Organizational Development (ACOD) Grant Program

Tompkins County's vibrant arts and cultural community makes it stand out as special place in Upstate New York. Its reputation as a tourist destination in the Finger Lakes region relies upon on the strength of our major arts and culture organizations. Since its inception in 2003, this Tompkins County Tourism Program has sought to secure the financial and operational stability of the county's major arts and culture organizations through the ACOD program.

The Year End Review Process

All ten organizations approved for funding in 2016 were required to provide a year-end report containing:

- A summary of the request for funding in the initial grant application
- A comparison of objectives proposed and objectives met in 2016
- An overview of marketing efforts in 2016 and how they might be adjusted in 2017
- Any changes to proposed objectives for 2017
- A summary of organizational budgets vs actuals for the most recently completed year
- A year-end balance sheet
- The most recently completed audit
- A roster of the Board of Directors

These reports were due to John Spence at the Community Arts Partnership, administer of the ACOD program, by end-of-day January 16th 2017.

These reports were forwarded to members of the review panel and Tom Knipe on January 19th.

We hired Jack Little, CPA to review the financial documents provided by the grantees for his analysis, and to provide the review panel with a report on his findings. The financial documents were forwarded to Jack on January 19th as well.

Jack's report was received and forwarded to the panel and to Tom Knipe on February 1st

The panel met on February 7th to discuss all of the reports, and to agree on recommendations for continued funding for the grantees in 2017.

The review panel consisted of: Anne Gossen, Anne Kellerman, Mike Mellor, Jon Reis, and Lesley Ackerman.

The Grantees

Seven of the organizations receiving funding were veterans of the program and as such were granted two year contracts for 2016 – 2017. Three new organizations were approved for one year funding covering 2016. The STPB accepted John Spence’s proposal to approve extending new grantee’s contracts, at the same funding level, for 2017 at the STPB’s January meeting.

A chart of recommend funding below reflects the one year extension of funding for the three new organizations

Organization	Amount Requested	Approved 2016	Recommended 2017
Cayuga Chamber Orchestra	\$29,280	\$20,000	\$20,000
Cinemapolis (new)	\$13,500	\$13,500	\$13,500
Community School of Music and Art (new)	\$11,950	\$7,000	\$7,000
Hangar Theatre	\$30,000	\$24,500	\$24,500
The History Center	\$27,000	\$22,000	\$22,000
Ithaca Shakespeare (new)	\$18,852	\$5,000	\$5,000
Kitchen Theater	\$30,000	\$30,000	\$30,000
PRI/CNC	\$60,000	\$30,000	\$30,000
Science Center	\$20,000	\$20,000	\$20,000
State Theater	\$30,000	\$25,000	\$25,000

Panel Recommendations

Continued funding in 2017 for each of the organizations as outlined above.

Continue to use Jack Little, CPA, or his equivalent, to review the financial statements of all grantees each year to provide professional oversight and year-to-year comparisons that will help identify notable trends.

John Spence will meet with each organization’s Executive Director, and one board member, in the next month to offer feedback on their year-end reports and introduce the new financial report. This will be an opportunity to receive feedback from the organizations themselves relating to the ACOD program.

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The full Strategic Tourism Planning Board accepted and approved the grant panel’s recommendation for ACOD funding in 2017 at their regularly held meeting on February 15th 2017.

All documents and reports provided to the grant panel in their review and deliberations are available to STPB members, and to members of the Tompkins County legislature upon request by contacting John Spence at director@artspartner.org