



Grant Portal and Application Guidelines and Instructions

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Overview

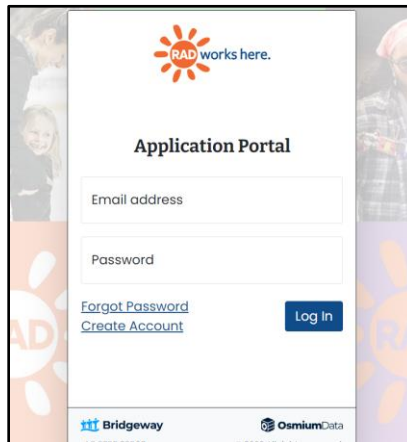
About RAD

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.

Updated RAD Grant Portal

RAD accepts requests for funding via an online platform. In 2024, RAD made significant upgrades to its Grant Portal <https://ims.radworkshere.org/>. The new and improved portal allows RAD's grant process to take place in one streamlined location. The portal will allow RAD to accept multiple application forms, including project grant applications and a newly separated capital grant application. The new system is more user friendly and meets current web accessibility guidelines ([WCAG 2.2](#)).



This instructional document provides guidance on how to use the new Grant Portal as well as detailed instructions for the annual application and capital grant application forms.

If you are unable to use the Grant Portal to draft and submit applications, reach out to RAD staff to learn how to submit by mail to RAD.

ALLEGHENY REGIONAL ASSET DISTRICT
436 Seventh Avenue, Suite 2201
Pittsburgh, PA 15219
Phone: 412-227-1900

General Grant Portal Instructions

Introductory Information for Existing Users

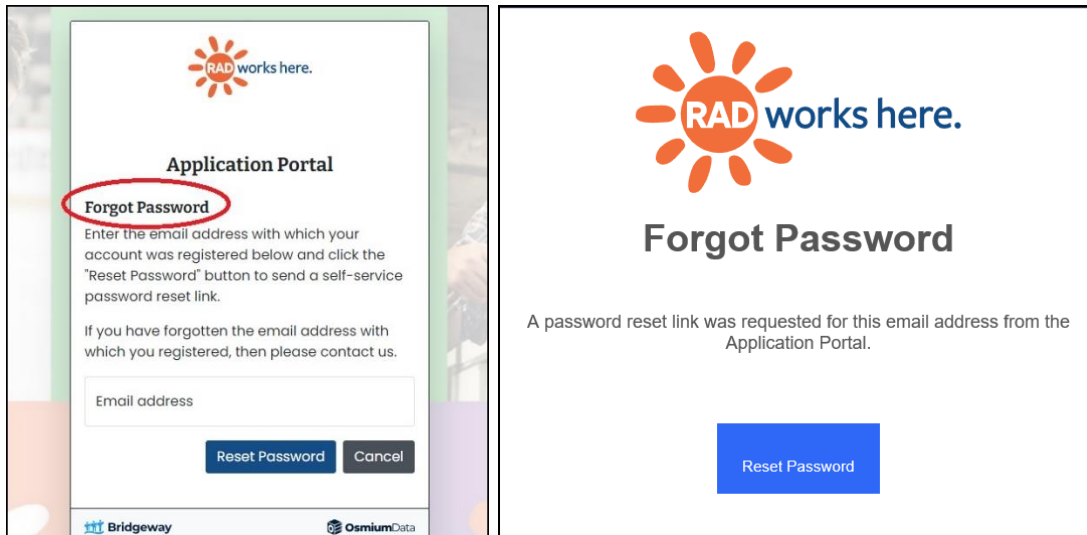
User accounts

Each applicant organization will have only one user account in the Grant Portal to start in the new system. This user will be the organization's administrator. The administrator will have the authority to approve other users for that organization, assign roles, submit grant applications, and manage other aspects of the organization's grants from RAD.

Each person will have their own unique username (which is their email address) and password.

To sign in the for the first time:

1. Go to the Grant Portal log-in page <https://ims.radworkshere.org/> and click Forgot Password
2. You will then enter the same email address in the text box and click **Reset Password**
3. You will then receive an email at that address with a link to **Reset Password**
4. Create your own unique password. It must be between 8 and 255 characters, include at least one number, include at least one lowercase character, include at least one uppercase character, and include at least one special character '!@#%&*()_+'
5. After you have created the password, log in with the same email and newly created password
6. You will receive another email with a 6-digit security code to be used when logging in



*Note: RAD staff will **not** have access to passwords, so be sure to save your log-in information. Your username is your email address. Do not share this with other members of your organization. Additional users should be directed to create their own user account and request to join your organization.*

All users must check and, if necessary, update the information in their profile to ensure information transferred from the prior system is accurate. The changes may not be fully reflected until you log out and log back in. If you would like to change your email address, you may do so under your user account settings.

Welcome

Edit User Information

[User Account](#) / Edit User Information

⚠ Your user account is incomplete. Please fill in all required information.

Identification	Address	Communication & Other
<p>First Name <input type="text" value="████████"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text" value="████████"/></p>	<p>Address <input type="text"/></p> <p><input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text" value=""/></p> <p>Postal Code <input type="text"/></p>	<p>Phone <input type="text"/></p> <p>Email <input type="text" value="████████████████████"/></p>

Save User Cancel

Application Portal Home Page

The Application Portal Home page may look different for each user, but you will be a Contributor for at least one applicant. On the home page there will be options to:

1. Become a Contributor of an Applicant
2. Create a New Applicant
3. Create a New Grant Application
4. View all un-submitted Forms
5. Join the Discussion for an existing Grant Application

radworkshere Applicants Grant Applications Grant Awards

Welcome

Application Portal Home

Welcome to the RAD Grant Portal! Questions regarding the portal, applications, close-out reports, and other forms can be directed to the RAD office. Our phone number is (412) 227-1900. For staff email addresses, [visit our website](#).

If you have questions specific to an application form or close-out report form you are working on, then you may use the Discussion feature for that form to connect with RAD staff.

RAD assets with years of historical data in the Grant Portal may not be able to access all past data in this new system. You may access all past data in the old system in a read-only format at [ims-archive.radworkshere.org](https://archive.radworkshere.org).

Please note: to protect your account and the privacy of form data, users are automatically logged out if they have not clicked any navigation links or form buttons for 60 consecutive minutes.

Dashboard

- Become a Contributor of an Applicant**
Request access to Applicants with which you are working to collaborate on their Grant Applications.
You are a member of 1 Applicant.
- Create a New Applicant**
Create your Applicant to start its first Grant Application. You will automatically be made the administrator of the new Applicant, and can then create other Contributor users.
- Create a New Grant Application**
Create a new Grant Application for an existing Applicant. Grant Applications can be edited and saved by authorized users as many times as needed before being submitted.
- View all un-submitted Forms**
View all the Grant Applications to which you have access that currently have unsubmitted Forms. You can continue editing these forms until they are submitted.
You have no unsubmitted Forms.
- Join the Discussion for an existing Grant Application**
Participate in Discussions about Grant Applications to which you have access. Messages can be between Applicant users, or between Applicants and RAD.
You have access to no Discussions.

If you moved from the staff of one organization to another, you must request to be approved by the new organization. If you are responsible for or contribute to the application of multiple organizations, the system will allow for a single user to be associated with multiple organizations (check [Become a Contributor of an Applicant](#) below).

Introductory Instructions for New Users

Registration Instructions

On the Grant Portal landing page click the blue hyperlinked text to **Create Account**. This is the account for individual users (not applicants). Enter your name, address, email address, and phone number. The email should be one you have access to and check regularly. You must also agree to RAD's Terms of Use: <https://www.radworkshere.org/pages/privacy-policy>.

You will then receive an email titled **Create User Account** confirming your email address. After clicking the **Verify Account** link in that email, you will be prompted to create a password. Passwords must be between 8 and 255 characters, include at least one number, include at least one lowercase character, include at least one uppercase character, and include at least one special character '!@#\$\$%^&*()_+'. After logging in, you will be taken to the Application Portal Home page which contains options to:

1. Become a Contributor of an Applicant
2. Create a New Applicant
3. Create a New Grant Application
4. View all un-submitted Forms
5. Join the Discussion for an existing Grant Application

Application Portal Home

Welcome to the RAD Grant Portal! Questions regarding the portal, applications, close-out reports, and other forms can be directed to the RAD office. Our phone number is (412) 227-1900. For staff email addresses, [visit our website](#).

If you have questions specific to an application form or close-out report form you are working on, then you may use the Discussion feature for that form to connect with RAD staff.

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Please note: to protect your account and the privacy of form data, users are automatically logged out if they have not clicked any navigation links or form buttons for 60 consecutive minutes.

Dashboard

- Become a Contributor of an Applicant**
Request access to Applicants with which you are working to collaborate on their Grant Applications.
You are a member of no Applicants.
- Create a New Applicant**
Create your Applicant to start its first Grant Application. You will automatically be made the administrator of the new Applicant, and can then create other Contributor users.
- Create a New Grant Application**
Create a new Grant Application for an existing Applicant. Grant Applications can be edited and saved by authorized users as many times as needed before being submitted.
- View all un-submitted Forms**
View all the Grant Applications to which you have access that currently have unsubmitted Forms. You can continue editing these forms until they are submitted.
You have no unsubmitted Forms.
- Join the Discussion for an existing Grant Application**
Participate in Discussions about Grant Applications to which you have access. Messages can be between Applicant users, or between Applicants and RAD.
You have access to no Discussions.

Before you can create a new Grant Application, you must register the Applicant Organization's information. To enter the required information, click the box for **Create a New Applicant**.

Dashboard

Create a New Applicant ←

Create your Applicant to start its first Grant Application. You will automatically be made the administrator of the new Applicant, and can then create other Contributor users.

Join the Discussion for an existing Grant Application

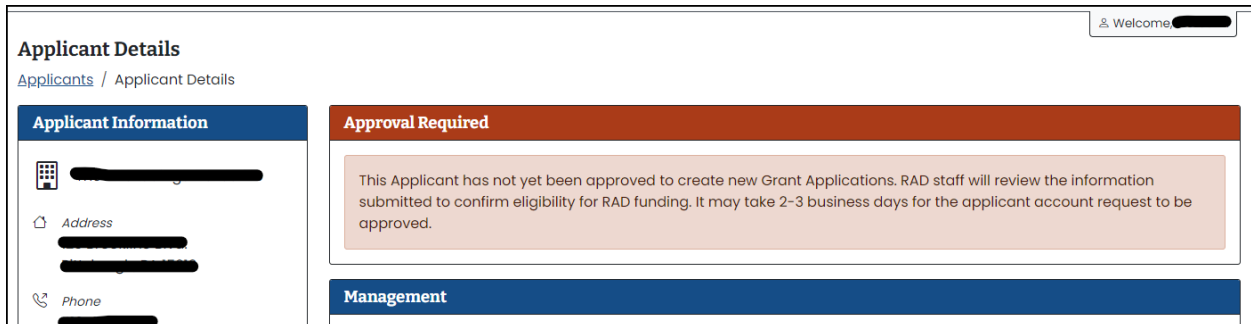
Participate in Discussions about Grant Applications to

You will then be asked to enter the following information:

- Organization's Legal Name
- Employer Identification Number (EIN)
- Organization Summary of Activities
- Address, including City, State, ZIP Code
- Phone
- Website URL
- You must agree to the following statement

Only government entities and certified 501(c)(3) organizations are eligible for RAD funding. Check the box below to acknowledge that the organization for which you would like to create a user account satisfies one of those two criteria. Nonprofit organizations must email (grants@radworkshere.org) or mail a copy of the 501(c)(3) letter to the District before registration will be completed. RAD staff will review the information submitted to confirm eligibility for RAD funding. You will be notified by email when your account is activated. **All approved applicants will be visible in searches for individual users to request to be contributors.**

A pop-up box will appear instructing you that RAD staff will review the request to create an applicant organization. **It may take 2-3 business days for the applicant account request to be approved.**



Once your organization's account has been approved, you will receive an email confirming that you are allowed to submit applications on behalf of that organization.

NOTE: Existing users may also create a new applicant if working on behalf of multiple organizations or joining a new one. The same steps detailed above apply.

Become a Contributor of an Applicant

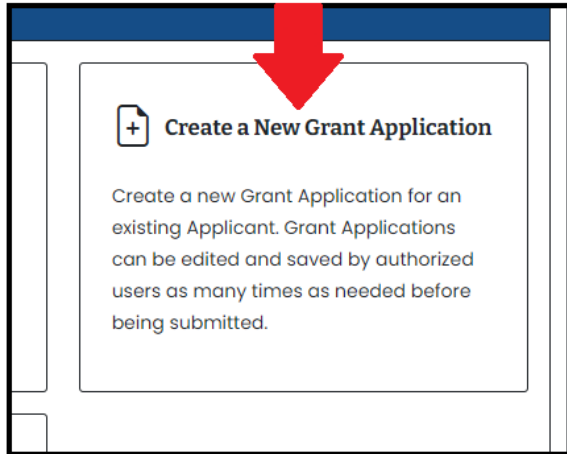
This feature allows you to join more than one applicant. Only the organization's account administrator has the authority to approve new contributor users. The organization(s) of which you are a contributor will be listed first. You can click on **Details** to verify more information about that organization, its contributor users, and its grant applications.

You may click the blue box to **Request To Join An Applicant**. Potential organizations to join will be listed. Click the blue **Request** box next to that organization's name. You will be directed to a new page with that organization's basic information and a text box to allow you to personalize a message to that organization's administrator. When you are ready, click the blue **Send Request** box. A confirmation screen will appear stating "Your request has been sent to the Applicant."

The administrator for that applicant will receive a notification about the request and can review it under **Applicant Details**. There will be a box titled **Incoming Contributor Users Requests**. The administrator can decide whether or not to approve the user request and can assign roles.

Create a New Grant Application (all Grant Application Types)

To create a new grant application, you may click the box for **Create a New Grant Application**

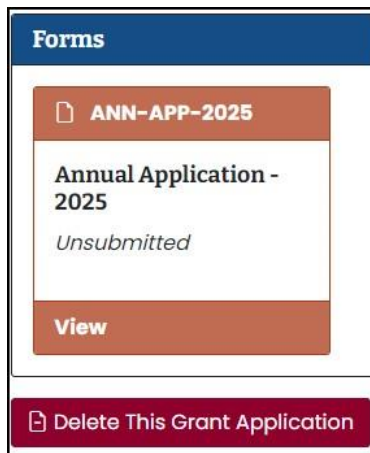


Or, you may select **Grant Applications** at the navigation bar at the top of the screen. From there, click the blue **Create a New Grant Application** box. You must then select the applicant organization for which you are applying for RAD funding.

You will then be directed to a **Grant Application Types** page which contains RAD grant opportunities. The different grant application types may or may not be active at the time you are viewing them.

Once you have determined which **Grant Application Type** for which you would like to apply for funding, click the green tab at the bottom of the instruction box that states **Create New Grant Application**. The form will be created and you will be directed to a summary page. To work on the application, select the orange box for that application type under the blue **Forms** tab.

For more information about project grant guidelines and detailed application instructions, visit <https://www.radworkshere.org/pages/project-grants>.

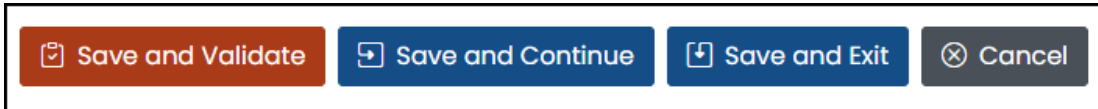


After clicking on the orange box for the grant application you would like to work on, you will be directed to a summary page for that specific application form. To input your organization's information, the form includes a number of **Pages**. You may work on these pages in any order and as many times as you would like.

When you first access the **Pages** section, click on the blue hyperlinked text for the page you would like to work on. You will then be able to enter information, such as the funding amount

requested, contact information for the grant, etc. Each page will have options for how to proceed:

1. **Save and Validate** (check if you have addressed all of the requirements for the page)
2. **Save and Continue** (save the page and move to the next one)
3. **Save and Exit** (save the page and exit to the application summary page)
4. **Cancel** (do not save and exit to the application summary page)



*NOTE: The system allows multiple users for the same organization to work on the same grant application at the same time. Each user can work on a particular **Page** separately from the other user without issue. However, users cannot work on the same **Page** at the same time without risk of overwriting the other's work.*

On the application summary page, there will be a number of **Issues** in a red box for required information that corresponds with that page. The issues may be required responses or incorrect calculations based on information submitted that need to be fixed. As you save your work and complete the form, the number of issues will reduce to 0. When you have 0 issues for that page, there will be a green box with a thumb's up.

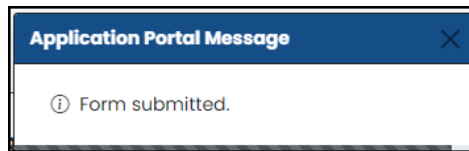


When all **Issue** boxes are green with a thumb's up icon, you will be ready to submit your application. Click the blue box to **Submit This Form**. You will be directed to a new page to finalize the submission process. The person submitting the application must have authorization to submit applications on behalf of the applicant organization. When you are ready to finalize the submission, you will be asked to agree to the following:

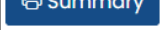
“On behalf of the applicant, I certify that all information contained in this application, including attachments and supporting material, is true and accurate to the best of my knowledge. This application and all attachments are a part of the public record. The applicant agrees to comply with the requirements of the Allegheny Regional Asset District, including all reporting, fiscal and/or performance reviews. I agree that entering my name and clicking **I understand** serves as my electronic signature.”

Check a box stating “I understand,” enter your full name, and enter the password you used to sign in to the Grant Portal. Then, click **Submit Form**.

Immediately after you click **Submit Form**, a pop-up box will appear stating “Form submitted.”



You will then be directed to the application summary page with a light red text box at the bottom stating “This form has been received by RAD.” **This is confirmation of your form’s submission.** You may also go to **Grant Applications** and click on that particular grant application form. The summary page will show a green box with the grant application status of **Submitted** and the submission date and time. You will be able to review the application in read-only format at any time.

We recommend you save a copy of the application. Click the blue box **Summary**  to print the application. You may also save it as a PDF, depending on your computer’s print to PDF capabilities.

View all un-submitted Forms

To return to all un-submitted forms (applications, close-out reports, etc.), click the box for **View all un-submitted Forms**. You will then have the option to edit any forms that have not yet been submitted.


Upon review of application forms, RAD may un-submit a form and request revisions. The form will return to the un-submitted form listing. Follow the same steps for submitting a form, and you may add comments about the revisions on the submission page.

Join the Discussion for an existing Grant Application

You can click the box for **Join the Discussion for an existing Grant Application** to connect with applicant users and/or RAD staff. This tool is tied to specific application forms, so it is best

to use it when you have questions or need help for a particular application or section within an application.

When you click the box, a listing of discussions will populate. You can then click **View** for a discussion that has already begun for a corresponding application form. That form's identification information will be listed in the top navigation section below **Discussion Details**. The thread will show the discussion and an opportunity for you to reply.

When working on an application, the summary page will show the Discussion icon.  You may click the icon to start a discussion or to view other discussions, if there are any.

User Account Management

Selecting **User Account** will allow you to edit your user information, such as address and phone number. You can also change your password and update your email address here.

Notifications

You will receive notification emails for the following:

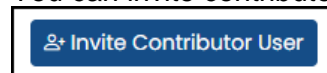
- User accounts: verification, email address changes, user account created by Administrator, associate user requests, and applicant role assignments
- Logging in: Forgot Password and One-time security code for multi-factor authentication
- Applicants: creation and approval by RAD
- Discussion messages
- Form un-submission alerts

Managing Contributor Users

Permission levels are set on an applicant level. As noted above, each applicant organization will have only one user account in the Grant Portal to start in the new system. That person will be the default administrator. The **Administrator** has unlimited access to all tools and data within an Applicant, including to edit the Applicant properties, manage its Contributor users, and submit forms on its behalf. The **Editor** has permission to view all data within an Applicant, as well as to create and edit Grant Applications of any type, including completing assigned tasks. Editors are not able to edit the Applicant properties, manage its Contributor users, submit forms, or delete Grant Applications. **Browsers** have permission to view all data within an Applicant. Browsers cannot create, edit, or delete any data.

To manage permission levels and other information for an applicant, you can go to the **Applicants** tab and click the blue **Details** box for that applicant. From there you can edit the applicant's address, phone number, or website. You can also manage the **Contributor Users**. When you click the blue box to **Manage** contributor users, you can review the list of users for that applicant.

You can invite contributor users by clicking the blue **Invite Contributor User** box



. You will then enter the person's email address and permission level for your organization. Permission levels can be organization-wide or specific to RAD grant programs. The individual will receive an email to create a user account. They will follow the same steps above.

Grant Awards

Close-out report forms and other forms related to past and current grants will be accessed via **Grant Awards**. In this section, you will be able to monitor the status of RAD grants and complete forms for awarded grants. More information on this section will be forthcoming.

Invoices

The RAD team is working on rolling out a feature that will allow you to draw down on grant awards that require additional paperwork, such as capital grants and project grants. The page is currently under construction and will be made available to applicants in the coming months.

Archive

RAD assets with years of historical data in the Grant Portal may not be able to access all past data in the updated version. You will still be able to access the old grant portal with the same username and password that you used in the past. However, the portal will not accept new application/close-out forms or changes to old forms. You may access all past data in the old system in read-only format at <https://ims-archive.radworkshere.org>.

NOTE: USERS WILL BE LOGGED OUT AFTER 60 MINUTES OF INACTIVITY.

Annual Operating Grant Application Guidelines and Instructions

Application Process

RAD accepts operating and capital grant applications one time each year. To work on an application, you must have a username and password in the Grant Portal. **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. New representatives can obtain a username and password through the registration process (review [Introductory Instructions for New Users](#) above). 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 26, 2024 at 4:30pm EDT.
- 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 2025 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

As you prepare your application, bear in mind that some requirements may be time-consuming.

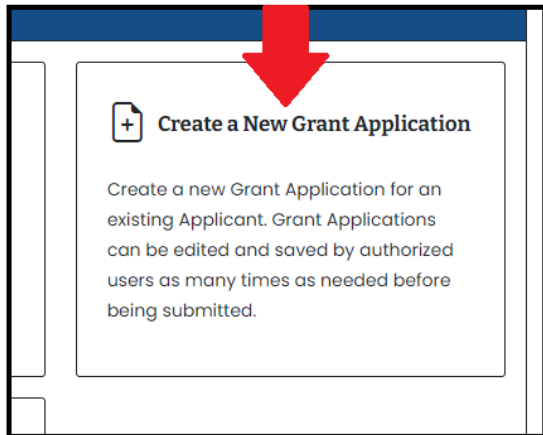
1. RAD reviews budget information related to organizations' operations in the annual application as well as the SMU DataArts Funder report. The SMU DataArts report is a **required** attachment.
2. Applicants requesting \$30,000 or more are **required** to submit independently audited financial statements 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. In the **File Attachments** section, you must upload the most recent (FY 2023) audit even if it has been previously sent to RAD. If the FY 2023 audit is not yet available, provide year-end financial statements.
3. Applicants requesting \$29,999 or less are **required** to submit a copy of their most recent IRS 990 report along with the most recent FY 2023 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. In the **File Attachments** section, you must upload these documents even if they have been previously sent to RAD.
4. Applicants must have a Board-adopted diversity plan. Only 501c3 organizations are **required** to upload this document in the **File Attachments** section even if it is on file with RAD.
5. Once you have completed and submitted 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 submit the application until required questions are answered.
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 by clicking one of the save options.
8. **NEW FOR 2025** – The capital grant application is no longer a document upload part of the annual application. It is a separate form that is completed in the Grant Portal. It has the same due date as the annual application. [Detailed instructions are below.](#)
9. **Completing all steps of the application submission process means you have electronically signed the application.** Confirmation of submission will appear on the application summary page with the date and time of submission.

Detailed Instructions

Starting an Application

Enter your activated user name/password at the **Sign In Page** <https://ims.radworkshere.org/>. You will be taken to the **Application Portal Home** page.

To create a new annual grant application, click the box for **Create a New Grant Application**



Or, you may select **Grant Applications** at the navigation bar at the top of the screen. From there, click the blue box **Create a New Grant Application**. You must then select the organization for which you are applying for RAD funding.

You will then be directed to a **Grant Application Types** page which will list several grant opportunities, including **Annual Grants 2025**.

Click the green tab at the bottom of the **Annual Grants 2025** instruction box that states "Create New Grant Application." The form will be created and you will be directed to a summary page. To work on the application, select the orange box for the **Annual Application – 2025** application type under the blue **Forms** tab.



You will be directed to a summary page for the annual application form. There are several **Pages** where you will input your organization's information. You may work on these pages in any order and as many times as you would like. The **Pages** are:

- Basic Information
- Organizational Assessment
- Narrative

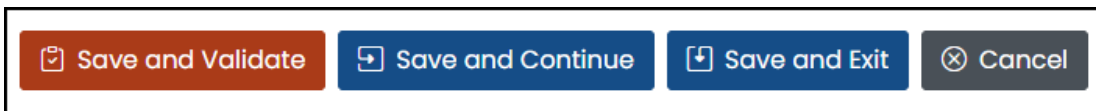
- Budget Information
- Organizational Diversity
- Geographic Distribution
- File Attachments

Note that all pages are required, including several file attachments, so be sure to check each page for completion before you try to submit the application.

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. Be sure to monitor character limits; most narrative responses cannot exceed 4,000 characters (including spaces).

While you can work on the pages in any order, we recommend that you save your work periodically. Each page will have options for how to proceed. The options are:

1. **Save and Validate** (*check if you have addressed all of the requirements for the page*)
2. **Save and Continue** (*save the page and move to the next one*)
3. **Save and Exit** (*save the page and exit to the application summary page*)
4. **Cancel** (*do not save and exit to the application summary page*)



*NOTE: The system allows multiple users for the same organization to work on the same grant application at the same time. Each user can work on a particular **Page** separately from the other user without issue. However, users cannot work on the same **Page** at the same time without risking overwriting the other's work.*

TO COMPLETE THE APPLICATION FORM, YOU MUST ADDRESS THE FOLLOWING:

Basic Information

- Applicant Organization's details
- Personnel details, including contact person for the grant and authorizing official (the person with the authority to sign legal documents for the organization)
- Amount of operating funds requested from RAD

Organizational Assessment

Answer the series of questions yes/no and provide any explanation needed in the **Comments** text box.

- **General Questions** relate to various administrative, recordkeeping and operational matters.

1. Does your board meet on a regular schedule? How often? What was the average attendance at your meetings in the last year (% of total members)?
 2. Are minutes kept and available for review?
 3. Has the board adopted by-laws and are they periodically reviewed?
 4. Do you have a board-adopted budget?
 5. Are detailed monthly or quarterly financial statements reviewed by the board?
 6. Does your organization handle all of its financial transactions through a checking account and do you reconcile this account monthly?
 7. Are you current on all tax obligations including employee withholding, sales tax, business taxes to all levels of government?
 8. Is check signing authority outlined in the by-laws or other written procedures?
 9. Do you have cash flow projections that are updated monthly?
 10. Do you have a strategic or long range plan with specific, measurable goals?
 11. Does your organization have a board-adopted conflict of interest policy that covers both board and staff?
 12. Does any board member or staff person have a financial interest in the operation of the organization other than an authorized salary?
 13. Are/will any board members be paid stipends for their service on the board or for professional services provided to the organization?
 14. Does your organization have a succession plan for senior management?
 15. Do you own or lease property for operations and/or programming? Respond either "We own our property" or "We lease our property"
If you lease, you must explain you lease terms.
 16. Does your organization's strategic plan detail efforts to enact and sustain organizational and programmatic diversity?
- **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:
 1. 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.
 2. 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.
 3. Whether your programs include other accommodations for people with disabilities.
 4. Where you post accessibility information, including accessibility coordinator contact information, such as websites and printed materials.

- **Certifications**

1. In the past year, has your organization had any violations of any applicable law or administrative regulation of the Commonwealth or the United States, or any violation of zoning, subdivision, environmental, building or other statutes?

If yes, you must provide an explanation of the violations.

2. In the past year, has your organization had any litigation or pending litigation that might have a material adverse effect on the financial condition or operation of the asset?

If yes, you must provide an explanation of the litigation.

Narrative

1. How will your organization use requested RAD operating funds in 2025? Focus on each of RAD's goals and priorities, listed below. Responses should reflect all components, including but not limited to strategic planning activity, realistic financial goals and projections, and audience development. *(limit response to 6,000 characters)*

- 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.

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 programming schedule for the projected year, including your organization's 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.

If you are a first-time applicant, in the next two responses answer No and explain how your organization would acknowledge RAD support and participate in RAD Days.

8. For currently funded assets, are you compliant with RAD Acknowledgment requirements? (Visit <https://www.radworkshere.org/pages/grantee-toolkit>)

If Yes, how do you publicly acknowledge RAD? If No, how will you bring your organization into compliance?

9. Do you participate in RAD Days?

If Yes, how? If No, why not?

Budget Information

Using your **operating budget information 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. *All line items should be completed even if you need to enter zero. **DO NOT** enter 0 for all Revenue line items except for the RAD total. **DO NOT** include Depreciation in the budget 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 Non-RAD
- RAD Operating Award

- 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 the **Total Revenue, Total Expense, and Unrestricted Surplus or Deficit** line items manually. Error messages will pop up when you try to submit the budget form if the 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, 2024
 - 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, 2024, 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 (check below).
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.

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

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 2023 (i.e., Google, RAD, Mr. and Mrs. John Doe, etc.) and the corresponding amounts. Do not total the funding sources by category.

Board Members

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

Contributions

For the last four years, provide the number of funders in the following categories:

- Foundations
- Corporate
- Board
- Individuals
- Government

If the number of board members who contribute to your organization is less than 100% of the number of board members supplied above, you must explain why the total is not 100%. (*text box limited to 4,000 characters*)

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 request 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 staffs.

We understand 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.

Other people of color include but are not limited to Asian/Asian American, Pacific Islander, Hispanic, Latino/Latina, Latinx, Native American, American Indian, Indigenous, European, Multi-Race or Multi-Ethnic.

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. Applicants must upload their most recent Diversity Plan in the **File Attachments** section, even if a plan is on file with RAD.

Geographic Distribution

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 geographic data on your participants. Participants are the people that physically visit your space and/or attend events, exhibitions, performances, and other programs.

Question 2 asks you to use data from your most recently completed year to insert percentages where indicated on how many participants are residents of your home municipality, residents outside of your home municipality and live within Allegheny County, residents outside Allegheny County. 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.

File Attachments

Depending on your organization's legal status, there are **two** or **four** required documents to upload. Be sure to respond accurately to question in the **Basic Information** section at the beginning of the application: *Is your organization a 501c3 nonprofit or a government entity?* If you do not respond to this question, the system may or may not show the correct required attachments. To upload documents:

- Click the red box for the required attachment that says **Incomplete**
- Click **Choose File** and select the file from your computer

- Enter **Comments**, if necessary, and click **Save**

When the attachment requirement is complete, the box will turn from red to green and the text will change from **Incomplete** to **Complete**.

Audit/Financial Statement (required for all applicants)

Applicants requesting \$30,000 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 \$29,999 or less must submit other financial documentation (check below).

- Applicants requesting \$30,000 or more:
 - 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 \$29,999 or less:
 - Most recent IRS 990 report
 - Most recent year-end financial statements including a Statement of Activities
 - 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.

Board Diversity Plan

Only 501(c)3 organizations are required to submit a current board-adopted diversity plan. Government entities are exempt from this requirement.

Board Member List

Only 501(c)3 organizations are required to submit a recent list of your Board members. The list should include all active committees. Government entities are exempt from this requirement.

Attach SMU DataArts Funder Report (required for all applicants)

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:



Allegheny Regional Asset District
Grant Application



Organization Information

Organization name: 

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. The accepted file formats are doc, docx, jpeg, png, pdf, xls, or.xlsx. 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 (grants@radworkshere.org) or postal mail. They should be received in the RAD office by the application due date.



You must address all errors before you can submit the application. If there are any, they will be listed on each page you work on as well as on the application summary page.

To submit the annual application form, follow the instructions for [Create a New Grant Application \(all Grant Application Types\)](#) above.



Capital Grant Application Guidelines and Instructions

Beginning in 2024 for the 2025 application cycle, the Capital Grant application will be a separate form to fill out and submit in the Grant Portal. The application cycle, review process, and RAD budget process is the same as for annual operating grants.

Guidelines

Applications for capital funding are **only** accepted from organizations that currently receive RAD funding. 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. You will be required to attach a detailed project budget and professional estimates with the application.

Capital Grant Application – Detailed Instructions

DO NOT USE THE 2024 CAPITAL GRANT APPLICATION FORM.

Applicants will be allowed to submit **only one** capital application form each year. To draft application responses, you may cut and paste the following questions in Word or another text editor. To create, fill out, and submit the capital grant application form for 2025 funding, follow the instructions for [Create a New Grant Application \(all Grant Application Types\)](#) above.

Before you may begin the form, you must answer the following question. Did your organization receive an operating award from RAD in one or more of the last three years? ***If not, you are not eligible to apply for a capital grant at this time.***

TO COMPLETE THE APPLICATION FORM, YOU MUST ADDRESS THE FOLLOWING:

Basic Information

- Project Name (*limit to 100 characters*)
- Amount of project funds requested from RAD
- Personnel details, including contact person for the grant and authorizing official (the person with the authority to sign legal documents for the organization)

Project Narrative

Narrative responses are limited to 4,000 characters.

1. Provide a detailed description of the project(s). If this is a multi-phase project, be sure to explain the phases and for what phase funds are being requested. **Present project(s) in priority order.** (*limit to 5000 characters*)
2. Provide a breakdown of costs for the project, including the total cost. (*limit to 2000 characters*)
 - 2a. ___% What percent of funding are you asking RAD to provide?

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). *(limit to 2000 characters)*
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? *(mm/dd/yyyy)*
5a. Provide additional comments on the timeline of the project. *(limit to 2000 characters)*
6. Do you own the space where this project will be completed?
 Yes No
6a. If no, you must 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?
 Yes No
7a. If yes, you must explain in the following text box. *(limit to 1000 characters)*
8. Does this project address a regulatory or compliance issue?
 Yes No
8a. If yes, you must describe the relevant codes, regulations, statutes, etc. *(limit to 1000 characters)*
9. Does this project address an accessibility issue?
 Yes No
9a. If yes, you must answer explain what the accessibility issue is. *(limit to 1000 characters)*
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

Attachments

There are **two** required documents to upload, a project budget and professional estimates. Upload these documents (accepted file formats are doc, docx, jpeg, png, pdf, xls, or xlsx) to your application in the **File Attachments** section.

- Click the red box for the required attachment that says **Incomplete**
- Click **Choose File** and select the file from your computer
- Enter **Comments**, if necessary, and click **Save**

When the attachment requirement is complete, the box will turn from red to green and the text will change from **Incomplete** to **Complete**.

To submit a capital grant application form, follow the instructions for [Create a New Grant Application \(all Grant Application Types\)](#) above.

