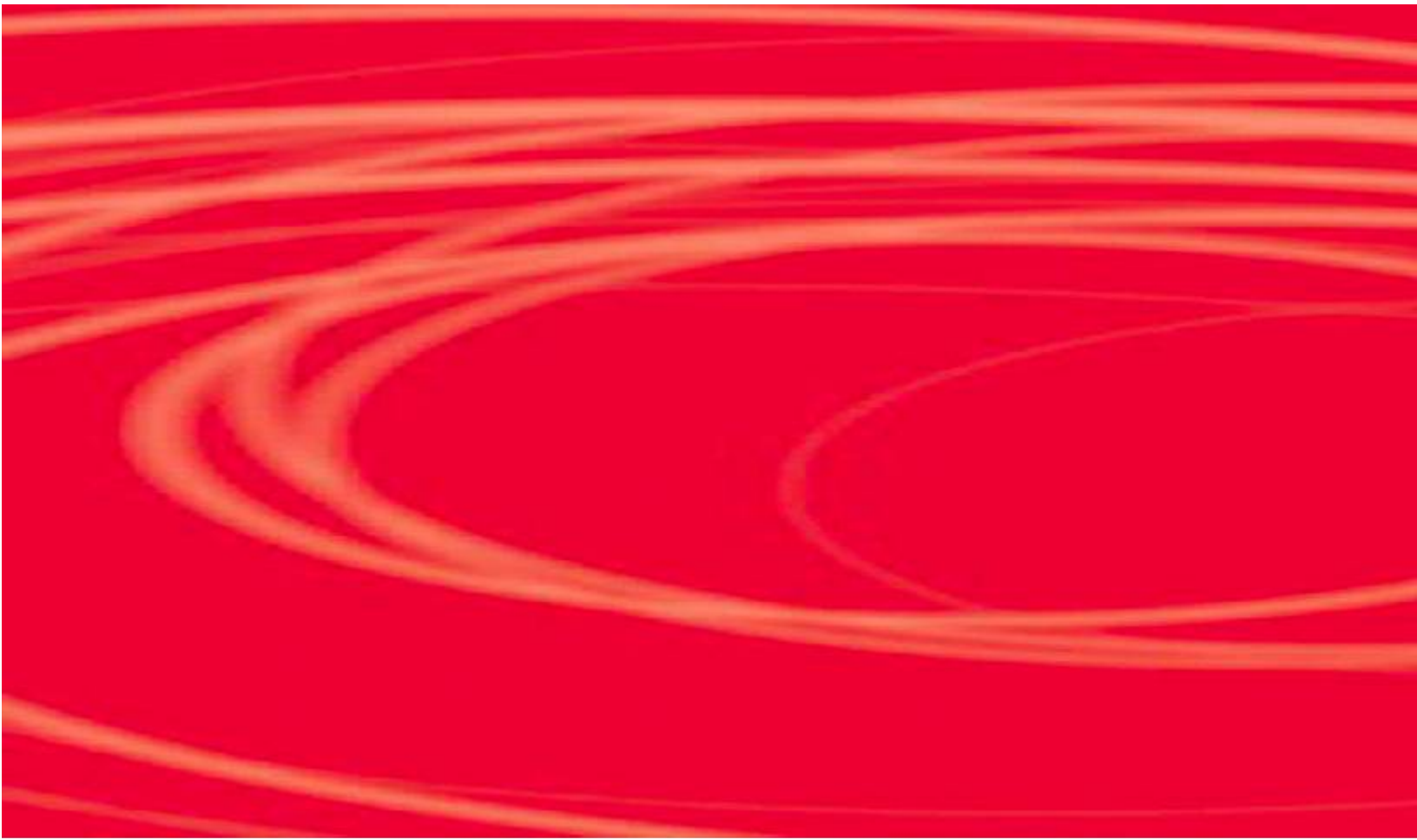


FLASHPOINT  
A CULTURAL DEVELOPMENT CORPORATION PROJECT

# **INCUBATOR RESIDENCY APPLICATION**



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## About CuDC and Flashpoint

The Cultural Development Corporation creates opportunities for artists and arts organizations that stimulate economic development and improve the quality of life. In line with this mission, in December 2003, the Cultural Development Corporation (CuDC) opened Flashpoint, an arts incubator offering strategic business services and affordable arts and office spaces in a contemporary downtown setting.

## Incubator Residency at Flashpoint

Flashpoint's incubator residency program is designed to assist small, emerging organizations and businesses in developing the administrative infrastructure and financial capacity necessary to transition into more permanent facilities; provide state-of-the-art facilities and greater visibility in downtown DC for emerging arts organizations and arts-related businesses; develop professionalism in the arts community; and to nurture the creation of sustainable jobs in the arts industry.

## Exposure

One of the advantages of working at Flashpoint is the wide spectrum of artists, business leaders and arts patrons that visit the facility on a daily basis. The facilities at Flashpoint include a 900-square foot contemporary gallery; the flexible, 75-seat Mead Theatre Lab; the 400-square foot Coors Dance Studio; and shared office space. Each of these spaces is available for residents to rent at reduced rates.

## Evaluation Criteria

Applications will be considered based upon the following criteria:

- Be based in the DC metro area;
- Dedicated exclusively to an artistic or cultural endeavor;
- Have produced high quality arts programming, products or services for the past two years;
- Employ at least one part-time professional staff member; and
- Compensate all artists employed by the organization or business.

## Benefits of Participation

The Incubator Residency program offers the opportunity to strengthen arts and cultural organizations through training, networking and information sharing. CuDC will provide access to regular technical assistance workshops and seminars through the Flashpoint business center; assistance in identifying resources for expanding existing staff and facilities; furnished workstation(s); access to shared conference room and non-lending resource library; access to shared network, printers, phone system (including voicemail), copier, fax, mailroom and T1 line; and priority use of the dance studio, theatre lab and gallery space for productions and events.

## Responsibilities of Participation

Resident organizations will be expected to:

- Pay the monthly participation fee over term of agreement\*;
- Provide accountant-prepared financial statements at the end of each year of residency;
- Develop and maintain an active annual strategic work plan that incorporates development objectives\*\*;
- Submit a projected organizational budget annually;
- Participate with their advisors (e.g. board, investors) in organizational development workshops;
- Attend community-building events and participate in business center workshops;
- Maintain staff in the Flashpoint business center at least 20 hours during the work week (Monday – Friday, 8 am – 6 pm); and
- Take advantage of the residency program's benefits, described on the following page.

\*The fee is \$510 per workstation (subject to change).

\*\*Development objectives may include goals for establishing plans in the following areas: financial management, marketing/public relations, board development, strategic planning, fundraising and administration.

## Application Checklist

Priority will be given to nonprofit organizations, although creative, for-profit businesses are encouraged to apply. Incomplete applications will not be accepted. **If you have any questions, please contact CuDC at 202.315.1306.**

Please provide one (1) unbound original (with original signature) and five (5) unbound unstapled copies of all the following materials (except the Strategic Plan) in the following order:

- Application Checklist (this sheet)
- Application Cover Sheet
- Mission Statement and Organizational Overview (max. 200 words)
- Application Narrative (max. 5 pages)

### Required Attachments:

- Attachment 1: Authorization Form, signed by CEO/Executive Director/Managing Director and Board Chair
- Attachment 2: Application Budget
- Attachment 3: Current list of advisors (e.g. board, investors) with affiliations
- Attachment 4: A letter from the Internal Revenue Service that reflects the applicant's tax exempt status and/or Articles of Incorporation (as applicable)
- Attachment 5: Resumes for two (2) principal organizational leaders (can be paid and/or volunteer)
- Attachment 6: Two (2) letters of support from funders, investors, participants and/or programming partners
- Attachment 7: Program Samples
  - Visual Arts – Submit ten (10) slides of different work exhibited (each should be labeled). Include five (5) copies of a slide identification sheet listing the organization name, artist name, title, medium, size and date of each work.
  - Dance – Submit up to two (2) videotapes of performances.
  - Media (Film/Video) – Submit up to two (2) tapes of completed works or works-in-progress, and five (5) copies of a 1-page treatment of each work.
  - Theater – Submit five (5) copies of up to three (3) representational programs or playbills and five (5) copies of up to ten (10) performance images, either printed or on DVD.
  - Literature – Submit five (5) copies of up to five (5) works. If providing excerpts, provide synopsis.
  - Music – Submit five (5) copies of up to five (5) works totaling no more than eight (8) minutes.

### Other:

- Strategic Plan (if available) – only one (1) copy is necessary.
- Up to two (2) reviews of organization/business' programs and/or services from a newspaper, magazine or online source.

### PLEASE SUBMIT COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

**Incubator Residency Program at Flashpoint**  
Cultural Development Corporation  
916 G Street, NW  
Washington, DC 20001

## Application Cover Sheet

Priority will be given to nonprofit organizations, although creative for-profit businesses are encouraged to apply. Incomplete applications will not be accepted. **If you have any questions, please contact CuDC at 202.315.1306.**

### I. APPLICANT INFORMATION

Date: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Organization Legal Name (if different): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Zip: \_\_\_\_\_ Ward #: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Official Phone: (\_\_\_\_) \_\_\_\_\_ - ext: \_\_\_\_\_ Official Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Organization E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_  
 Alternate Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ - ext: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Board Chair: \_\_\_\_\_  
 Key Administrative Staff Person: \_\_\_\_\_

### II. MISSION STATEMENT AND ORGANIZATIONAL OVERVIEW (max. 200 words) *Please attach separate sheet.*

### III. ORGANIZATION/COMPANY AT A GLANCE

(last fiscal year)

(current fiscal year)

	(____ - ____)	(____ - ____)
A. Annual Operating Budget	_____	_____
B. Total Paid Administrative Staff	_____	_____
C. Total Paid Artistic Staff	_____	_____
D. Number of Advisors (Board, investors, etc.)	_____	_____
E. Number of Self-Produced Activities (Performances, exhibitions, classes, etc.)	_____	_____
F. Total Attendance at Self-Produced Activities	_____	_____

### IV. ADDITIONAL INFORMATION\*\*

Is your organization/company owned or run by a minority, female or disadvantaged person? Please describe. \_\_\_\_\_

Do you serve a minority or disadvantaged population? Please describe. \_\_\_\_\_

Does the organization/company provide services to low or moderate-income families? Please describe. \_\_\_\_\_

What DC ward(s) do you serve? \_\_\_\_\_

\*\* This information is required by funders of the incubator and will not affect eligibility.

## Application Narrative

Please address the following questions as appropriate. Please be clear and concise. The narrative should be no more than three (3) single-spaced pages, minimum 12-point font.

1. **NEEDS STATEMENT**

Why do you want to participate in the Flashpoint incubator residency program? What are the greatest organizational challenges currently faced by your organization/company? How will participation in the residency program advance your organizational/corporate development?

2. **ADVISOR INVOLVEMENT**

How have you ensured that your advisors (e.g. board, investors) understand the commitment involved in participation in the Flashpoint incubator residency program? What will be the advisors' involvement in meeting this commitment?

3. **STAFFING**

List your current paid staff positions (administrative and artistic), status (part-time, full-time, consultant) and salaries. How many workstations will you need to accommodate the organization's staff? In the next three years, what changes do you anticipate to your staffing levels? How will these changes be funded?

4. **FACILITY INFORMATION**

Describe your organization's current facility situation in terms of office space and performance/exhibition space. How much rent do you pay and what are the terms of your lease? What challenges might accompany a transition to Flashpoint?

5. **ARTISTIC GOALS**

Provide a brief statement regarding the artistic goals of your organization/company. Please describe your artistic vision for the organization/company as it stands now and how you would like to see the organization/company evolve artistically in the next three to five years.

6. **GRADUATION**

Residency at Flashpoint is intended to be a temporary transitional program to provide support until an organization/company can support itself in a facility outside of the incubator. What milestones will be set to determine your organization/company's readiness to relocate? How many years do you think it will take to achieve those milestones?

## Attachment I: Authorization Form

Flashpoint assists small, emerging arts and cultural organizations and businesses to develop the administrative infrastructure and financial capacity necessary to transition into more permanent facilities. A certain level of time commitment is required of those who wish to become resident organizations of the arts incubator. The extent of this commitment will be determined with each organization/business upon acceptance into the program.

I, CEO/Executive Director/Artistic Director/Managing Director of \_\_\_\_\_, certify that the Board of Directors has discussed the organization/company's submission of this application to Cultural Development Corporation's Flashpoint arts incubator program (at a meeting on \_\_\_\_\_) and that the advisors have authorized and approved the following mandatory organizational responsibilities as a participant of the program:

- o Pay the monthly participation fee over term of agreement\*;
- o Provide accountant-prepared financial statements at the end of each year of residency;
- o Develop and maintain an active annual strategic work plan that incorporates development objectives\*\*;
- o Submit a projected organizational budget annually;
- o Participate with advisors (e.g. board, investors) in organizational development workshops;
- o Attend community-building events and participate in business center workshops;
- o Maintain staff in the Flashpoint business center at least 20 hours during the work week (Monday – Friday, 8 am – 6 pm); and

I certify that the application information is true and complete to the best of my knowledge.

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CEO/Executive Director/Managing Director's Name

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Signature

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Date

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Board Chairperson/President's Name (optional for for-profit companies)

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Signature

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Date

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\*The fee is \$510 per workstation (subject to change).

\*\*Development objectives may include goals for establishing plans in the following areas: financial management, marketing/public relations, board development, strategic planning, fundraising and administration.

## Attachment 2: Application Budget

The application budget follows the Washington Regional Association of Grantmakers format ([www.washingtongrantmakers.org](http://www.washingtongrantmakers.org)). Please submit the following information for the previous year's, current year's and projected year's revenue and expenses.

**FISCAL YEAR Revenue:** Include a description and total amount for each category that is relevant to your organization/company. Skip categories where you have no revenue. For each category, list specific amounts requested of foundations, corporations and other funding sources for this proposal, as well as the status of those requests (pending or committed). For pending requests, please indicate the date when you will be notified (e.g., XYZ Fund: \$10,000 pending—notification date is June 2006).

- **Grants and Contracts**
  - Local government
  - State government
  - Federal government
  - Foundations
  - Corporations
  - United Way/Combined Federal Campaign and other federated campaigns
  - Individual donors
  - Other (specify)
- **Earned Revenue**
  - Events
  - Publications and products
  - Fees
  - Other (specify)
- **Other Revenue**
  - Membership
  - Investments
  - Other (specify)
- **In-kind Support** (e.g. donated goods, services, equipment, non-cash items, volunteer hours)
- **Other** (specify)
- **Total Revenue**

**FISCAL YEAR Expenses:** Include the total amount for each category that is relevant to your organization/company. Skip categories where you have no expenses.

- **Salaries** (specify total salary budget, number of positions and whether full- or part-time)
- **Payroll taxes**
- **Fringe benefits**
- **Consultants and professional fees** (itemize type(s) of consultant(s) and fees)
- **Travel**
- **Equipment**
- **Supplies**
- **Printing and copying**
- **Telephone and fax**
- **Postage and delivery**
- **Rent and utilities**
- **Maintenance**
- **Evaluation**
- **Other**
  - Royalties
  - Property taxes
  - Sales Tax
  - Insurance
  - Other (specify)
- **Total Expenses**