

INSTRUCTIONS FOR COMPLETING ARTS ENDOWMENT FUND CONTRIBUTIONS WORKSHEET

The law (CGS § 10-406-408) establishing the Connecticut Arts Endowment Fund (CAEF) requires that an organization include as part of its application “a copy of its Internal Revenue Service Return of Organization Exempt from Income Tax form...showing the total amount of contributions received from donors for the organization’s two most recently completed fiscal years.” The purpose of the worksheet is to verify and reconcile the contributions your organization reported on its IRS Forms 990 which you have submitted as part of this application.

It is important to gain accurate, uniformly reported data for the purpose of calculating CAEF grants. It is therefore mandatory that the organization’s outside accountant or chief financial officer sign the form.

Note: The CAEF was established to encourage private sector contributions, therefore, government grants are not considered in the funding formula. If your organization is a past recipient of DECD/COA or any other state, federal or local government grant, and did not report a figure on the “government grants” line of the 990, it should take care to do so in the future.

Be sure to report contributed income only. Program service revenue, or income gained through ticket sales, admissions, class or workshop fees, sales of goods or any other earned revenue should not be included.

Pledges or grants to be paid in future years may be included on the worksheet. In accordance with SFAS 116, report the “present value” at time of donation.

At the top of each column, indicate the IRS tax year for which you are reporting. These should match the year in the upper right corner of the 990 forms included with the application. Acceptable years for this application are 2009 & 2010 or 2010 and 2011.

Line 1, Corporate

Report contributions from businesses, corporations and corporate foundations.

Line 2, Foundation

Report contributions from private foundations.

Line 3, Individual

Report contributions from individual donors, including gifts and bequests from trusts and estates.

Line 4, Government Grants

Funding from DECD/COA or any other state, federal or local government grant.

Line 5, Memberships (Optional)

Membership dues that exceed the value of membership benefits may be reported on this line. According to the IRS definition, if someone purchases a membership primarily to support the organization’s activities and not to obtain benefits of more than nominal monetary value, that membership is considered a contribution. If the amount paid for membership is roughly equal to benefits provided (e.g. free or reduced-rate classes or admissions) that income is not considered a contribution and should not be reported. If you included membership contributions among contributions from individuals (Line 3) then leave this line blank. Do not double-count.

Line 6, Fundraising Events (Optional)

Report the portion, if any, of revenue derived from fundraising events that represent contributions, that is, the amount received that exceeds the retail value of the goods or services given. Example: If your organization held a dinner and charged \$100 per person for a meal with a retail value of \$60, then the difference between the buyer’s payment and the retail value (\$40) would be considered a contribution.

Line 7, Other

Report indirect contributions received through workplace giving campaigns or fundraising agencies such as United Way (aka “federated campaigns” on the 2009, 2010 and 2011 Form 990). Also, if there was a source that did not fall into any other category listed on the worksheet it should be noted in the space provided on Line 6.

Line 8, Noncash

The CAEF formula allows inclusion of specific noncash donations. Applicants submitting the 2010 or 2011 Form 990 should be sure to include Schedule M, which details noncash contributions. For the purposes of this grant, report on lines 7a - 7c the value at the time of donation of stock and other securities, real estate, and appraised works of art. The value of other donated goods and services are not to be included on the worksheet.

Certification

The worksheet must be verified by an individual other than the executive director or contact person. It may be either—

- 1) The accountant who prepared the organization’s most recent IRS Form 990, or another individual associated with the accounting firm.
- 2) The organization’s chief financial officer (in most cases, the Treasurer of the Board).



See diagram on next page.

If your organization filed a Form 990-EZ (2009, 2010 or 2011), reconcile Arts Endowment Fund Contributions Worksheet (Worksheet) figures by referencing **Page 1**, diagrammed below.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)			
Check if the organization used Schedule O to respond to any question in this Part I <input type="checkbox"/>			
Revenue	1 Contributions, gifts, grants, and similar amounts received		1
	2 Program service revenue including government fees and contracts		2
	3 Membership dues and assessments		3
	4 Investment income		4
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)		5c
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
	c Less: direct expenses from gaming and fundraising events	6c	
	d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d

 Line 1: Itemize total contributions entered in Line 1 to correspond with the appropriate categories on the Worksheet.

 Line 3: Amounts reported here should NOT be included on the Worksheet. IRS instructions describe Line 3 as membership payments for which equal value benefits were provided and are therefore **not** considered contributions. Membership fees that are legitimate contributions must be included in the amount on Line 1.

 Line 6d: This entry correlates with Line 6 “Fundraising Events” on the Worksheet. The contributions portion within the parentheses “(not including \$____)” was to be included in the amount on Line 1.

If your organization filed a “long” Form 990 (2009, 2010 or 2011), reconcile Arts Endowment Fund Contributions Worksheet figures by referencing Part VIII, Statement of Revenue, found on **Page 9**.

Form 990 (2011)				Page 9			
Part VIII Statement of Revenue				(A)	(B)	(C)	(D)
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512, 513, or 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f					
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f						

 1a: Contributions from federated campaigns should be included in Line 7 “Other” of the Worksheet.

 1b: Membership dues should be reported on Line 5 “Memberships” of the Worksheet.

 1c: Fundraising contributions should be reported on Line 6 “Fundraising Events” of the Worksheet.

 1e: If your organization received DECD or other government grants and did not break them out on this line, (i.e., no entry) the amount must be reported on Line 4 “Government Grants” of the Worksheet.

 1g: If there is a figure here for noncash, see Line 8 “Noncash” of the Worksheet.

 1h: The total here should correspond with “Total Contributions” on the Worksheet after **SUBTRACTING** government grants and non-allowable noncash contributions.