

Organization Information

| | | | | |
|--------------------|-----------------------------------|----------------------------|--------------------------------|--|
| Organization name: | Kalamazoo Poetry Festival | | | |
| City: | Kalamazoo | Year organization founded: | 2013 | |
| State: | MI | Organization type: | 501(c)3 nonprofit organization | |
| County: | Kalamazoo | DUNS #: | 079853828 | |
| Federal ID #: | 472088994 | Full-time staff: | 0 | |
| NISP Discipline: | 10 - Literature | Board Members: | 6 | |
| NISP Institution: | 47 - Cultural Series Organization | Fiscal year end date: | 06-30 | |
| NTEE: | A70 - Humanities | | | |

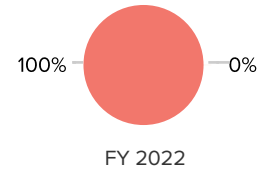
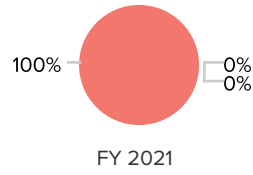
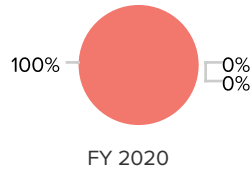
Applicant is not audited or reviewed by an independent accounting firm.

Financial Summary

| Unrestricted Activity | FY 2020 | FY 2021 | % Change | FY 2022 | % Change |
|---|----------|----------|----------|----------|----------|
| Unrestricted operating revenue | | | | | |
| Earned program | \$0 | \$0 | n/a | | n/a |
| Earned non-program | \$0 | \$0 | n/a | | n/a |
| Total earned revenue | \$0 | \$0 | n/a | | n/a |
| Investment revenue | \$0 | \$0 | n/a | \$0 | n/a |
| Contributed revenue | \$25,730 | \$46,772 | 82% | \$40,187 | -14% |
| Total unrestricted operating revenue | \$25,730 | \$46,772 | 82% | \$40,187 | -14% |
| Less in-kind | \$1,560 | | -100% | \$0 | n/a |
| Unrestricted operating revenue less in-kind | \$24,170 | \$46,772 | 94% | \$40,187 | -14% |
| Operating expenses | | | | | |
| Program | \$13,355 | \$23,041 | 73% | \$7,510 | -67% |
| Management & general | \$6,233 | \$11,521 | 85% | | -100% |
| Fundraising | \$2,671 | \$3,840 | 44% | \$2,500 | -35% |
| Total operating expenses | \$22,259 | \$38,402 | 73% | \$10,010 | -74% |
| Less in-kind | \$1,560 | | -100% | \$0 | n/a |
| Unrestricted operating expenses less in-kind | \$20,699 | \$38,402 | 86% | \$10,010 | -74% |
| Unrestricted change in net assets - operating | \$3,471 | \$8,370 | 141% | \$30,177 | 261% |
| Unrestricted change in net assets | \$3,471 | \$8,370 | 141% | \$30,177 | 261% |
| Restricted change in net assets | | | n/a | | n/a |
| Total change in net assets | \$3,471 | \$8,370 | 141% | \$30,177 | 261% |

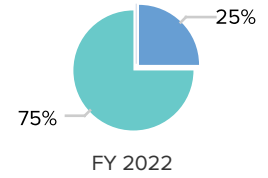
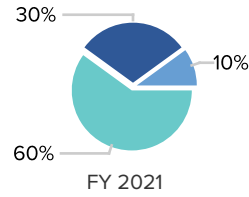
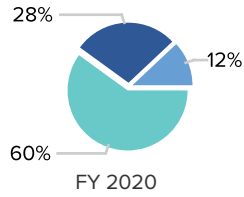
Unrestricted Operating Revenue by Source

- Earned
- Investment
- Contributed



Operating Expenses by Functional Grouping

- Program
- Management & General
- Fundraising



Revenue Details

| Operating Revenue | FY 2020 | FY 2021 | FY 2022 | FY 2022 | FY 2022 |
|---|------------|------------|---------|--------------|------------|
| Earned - Program | Total | Total | Total | Unrestricted | Restricted |
| Subscriptions | \$0 | \$0 | | | |
| Membership fees - individuals | \$0 | \$0 | | \$0 | \$0 |
| Membership fees - organizations | \$0 | \$0 | | | |
| Ticket sales & admissions | \$0 | \$0 | | | |
| Education revenue | \$0 | \$0 | | | |
| Publication sales | \$0 | \$0 | | | |
| Gallery sales | \$0 | \$0 | | | |
| Contracted services & touring fees | \$0 | \$0 | | | |
| Royalty & reproduction revenue | \$0 | \$0 | | | |
| Earned - program not listed above | \$0 | \$0 | | | |
| Total earned - program | \$0 | \$0 | | | |
| Earned - Non-program | | | | | |
| Rental revenue | \$0 | \$0 | | | |
| Sponsorship revenue | \$0 | \$0 | | | |
| Attendee-generated revenue not listed above | \$0 | \$0 | | | |
| Earned - non-program not listed above | \$0 | \$0 | | | |
| Total earned - non-program | \$0 | \$0 | | | |
| Total earned revenue | \$0 | \$0 | | | |

Kalamazoo Poetry Festival

| | FY 2020 | FY 2021 | FY 2022 | FY 2022 | FY 2022 |
|--|-----------------|-----------------|-----------------|-----------------|------------|
| Contributed | Total | Total | Total | Unrestricted | Restricted |
| Trustee & board | \$304 | \$430 | \$225 | \$225 | |
| Individual | \$766 | \$1,842 | \$1,487 | \$1,487 | |
| Corporate | \$0 | \$0 | \$1,250 | \$1,250 | |
| Foundation | \$13,500 | \$27,500 | \$19,000 | \$19,000 | |
| State government | \$7,240 | \$7,500 | \$8,181 | \$8,181 | |
| Federal government | \$2,360 | \$2,000 | \$5,994 | \$5,994 | |
| In-kind operating contributions | \$1,560 | \$0 | \$0 | \$0 | |
| Special fundraising events | | \$0 | \$0 | \$0 | |
| Contributions not listed above | \$0 | \$7,500 | \$4,050 | \$4,050 | |
| Net assets released from restriction | \$0 | \$0 | \$0 | | |
| Total contributed revenue | \$25,730 | \$46,772 | \$40,187 | \$40,187 | |
| Operating investment revenue | \$0 | \$0 | \$0 | \$0 | |
| Total operating revenue | \$25,730 | \$46,772 | \$40,187 | \$40,187 | |
| Total operating revenue less operating in-kind | \$24,170 | \$46,772 | \$40,187 | \$40,187 | |
| Total revenue | \$25,730 | \$46,772 | \$40,187 | \$40,187 | |
| Total revenue less in-kind | \$24,170 | \$46,772 | \$40,187 | \$40,187 | |

Revenue Narrative

| | |
|---------|---|
| FY 2020 | The Kalamazoo Poetry Festival offers free events to the public in keeping with our goal to make poetry accessible to all. Therefore we have not earned revenue. |
| FY 2021 | n/a |
| FY 2022 | Our revenue typically fluctuates as we have events that alternate between a multi-day event and a one-day event. |

Expense Details

| | FY 2020 Total | FY 2021 Total | % Change | FY 2022 Total | % Change | FY 2022 Program | FY 2022 General & Administrative | FY 2022 Fundraising |
|---|------------------|------------------|-------------|------------------|-------------|--------------------|--|------------------------|
| Personnel expenses - Operating | | | | | | | | |
| Independent contractors | \$14,000 | \$24,800 | 77% | \$4,150 | -83% | \$1,650 | | \$2,500 |
| Professional fees | \$5,629 | \$3,056 | -46% | \$2,764 | -10% | \$2,764 | | |
| Total personnel expenses - Operating | \$19,629 | \$27,856 | 42% | \$6,914 | -75% | \$4,414 | | \$2,500 |
| Non-personnel expenses - Operating | | | | | | | | |
| Non-personnel expenses not listed above | \$2,630 | \$10,546 | 301% | \$3,096 | -71% | \$3,096 | | |
| Total non-personnel expenses - Operating | \$2,630 | \$10,546 | 301% | \$3,096 | -71% | \$3,096 | | |
| Total operating expenses | \$22,259 | \$38,402 | 73% | \$10,010 | -74% | \$7,510 | | \$2,500 |
| Total expenses | \$22,259 | \$38,402 | 73% | \$10,010 | -74% | | | |
| Total expenses less in-kind | \$20,699 | \$38,402 | 86% | \$10,010 | -74% | | | |
| Total expenses less depreciation | \$22,259 | \$38,402 | 73% | \$10,010 | -74% | | | |
| Total expenses less in-kind and depreciation | \$20,699 | \$38,402 | 86% | \$10,010 | -74% | | | |

Expense Narrative

| | |
|---------|--|
| FY 2020 | One expense that is unique to this festival cycle in the retainer for a development consultant to assist with improving individual and corporate giving. The digital festival proved to be less expensive than in person as we saved on venue rental expenses. |
| FY 2021 | n/a |
| FY 2022 | The funds for the Kalamazoo Poetry Festival go to cover artists' fees, marketing, and some administration. This budget also show income that was realized due to COVID monies being available and programming costs being lower as rental costs were not paid and streaming services were donated. |

Balance Sheet

This organization has not provided data to populate this section. Unaudited organizations are not required to complete a balance sheet. Organizations with expenses under \$50,000 and entities under a parent are not given the option to complete a balance sheet.

Balance Sheet Narrative

This organization has not provided data to populate this section. Unaudited organizations are not required to complete a balance sheet. Organizations with expenses under \$50,000 and entities under a parent are not given the option to complete a balance sheet.

Balance Sheet Metrics

This organization has not provided data to populate this section. Unaudited organizations are not required to complete a balance sheet. Organizations with expenses under \$50,000 and entities under a parent are not given the option to complete a balance sheet.

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Attendance

| | FY 2020 | FY 2021 | % Change | FY 2022 | % Change |
|----------------------------------|---------|---------|----------|---------|----------|
| Total attendance | | | | | |
| Paid | | 0 | n/a | | n/a |
| Free | 522 | 4,959 | 850% | 627 | -87% |
| Total | 522 | 4,959 | 850% | 627 | -87% |
| In-person attendance | | | | | |
| Paid | | 0 | n/a | | n/a |
| Free | | | n/a | 380 | n/a |
| Total | 0 | 0 | n/a | 380 | n/a |
| Digital attendance | | | | | |
| Paid | | 0 | n/a | | n/a |
| Free | 522 | 4,959 | 850% | 247 | -95% |
| Total | 522 | 4,959 | 850% | 247 | -95% |
| In-person attendees 18 and under | 0 | 26 | n/a | 5 | -81% |
| Programs in schools | FY 2020 | FY 2021 | % Change | FY 2022 | % Change |
| Children served in schools | 0 | 0 | n/a | 0 | n/a |
| Hours of instruction | 0 | 0 | n/a | 0 | n/a |

Workforce

| | FY 2020 | FY 2021 | % Change | FY 2022 | % Change |
|-------------------------|---------|---------|----------|---------|----------|
| Number of People | | | | | |
| Volunteers | 14 | 6 | -57% | 3 | -50% |
| Independent contractors | 4 | 17 | 325% | 5 | -71% |
| Interns and apprentices | | 0 | n/a | 0 | n/a |
| Total positions | 18 | 23 | 28% | 8 | -65% |

Visual & Performing Artists

| | FY 2020 | FY 2021 | % Change | FY 2022 | % Change |
|---------------------------------------|---------|----------|----------|---------|----------|
| Number of visual & performing artists | 16 | 15 | -6% | 25 | 67% |
| Payments to artists & performers | \$1,000 | \$14,500 | 1,350% | \$2,764 | -81% |

Covid-19 Impact

| | FY 2020 | FY 2021 | FY 2022 |
|--|---------|---------|---------|
| Due to COVID-19 crisis restrictions on in-person gatherings and/or stay-at-home orders mandated by government health guidelines, how was staffing affected at your organization: | | | |
| Number of employees laid off | 0 | 0 | 0 |
| Number of employees furloughed | 0 | 0 | 0 |
| Of those furloughed or laid off employees, how many (if any) have been brought back? | | 0 | 0 |

Mission and Constituency

Mission statement

The Kalamazoo Poetry Festival connects people through the power of poetry.

Mission demographics

This organization's mission is not rooted in an explicitly identified ethnic, cultural or other demographic voice.

Racial/ethnic group

Additional group (please state)

Gender

Additional group (please state)

Sexual orientation

Additional group (please state)

Age group

Additional group (please state)

Disability

Additional characteristics

If the fields above are blank, this organization does not serve that demographic specifically.

Audience

The organization does not seek to primarily serve a specific audience.

Racial/ethnic group

Additional group (please state)

Gender

Additional group (please state)

Sexual orientation

Additional group (please state)

Age group

Additional group (please state)

Disability

Additional characteristics

Additional group (please state)

Community type served

Urban

If the fields above are blank, this organization does not serve that demographic specifically.

Program Activity

| In-person activity | FY 2020 | | FY 2021 | | FY 2022 | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Distinct offerings | # of times offered | Distinct offerings | # of times offered | Distinct offerings | # of times offered |
| Productions (self-produced) | | | 0 | | 3 | 3 |
| Productions (presented) | | | 0 | | | |
| Classes/assemblies/other programs in schools | | | 0 | | 0 | |
| Classes/workshops (outside of schools) | 0 | 0 | 0 | 0 | 0 | 0 |
| Field trips/school visits | | | 0 | | 0 | |
| Guided tours | | | 0 | | 0 | |
| Lectures | | | 0 | | 0 | |
| Permanent exhibitions | | | 0 | | 0 | |
| Temporary exhibitions | | | 0 | | 0 | |
| Traveling exhibitions (hosted) | | | 0 | | 0 | |
| Films screened | | | 0 | | 0 | |
| Festivals/conferences | 0 | | 1 | 12 | 1 | 3 |
| Readings/workshops (developing works) | | | 0 | | 3 | 3 |
| Community programs (not included above) | | | 0 | | | |
| Additional programs not listed above | 0 | 0 | 0 | 0 | 0 | 0 |

NOTE: Data entered prior to 2021 combines information about physical and digital programs. It has been included in the physical program lines.

Program Activity

| Digital activity | FY 2020 | | | FY 2021 | | | FY 2022 | | |
|--|--------------------|---------------------------|-----------|--------------------|---------------------------|-----------|--------------------|---------------------------|-----------|
| | Distinct offerings | # times digitally offered | On-demand | Distinct offerings | # times digitally offered | On-demand | Distinct offerings | # times digitally offered | On-demand |
| Productions (self-produced) | | | 1 | 10 | 12 | 2 | 3 | 3 | 0 |
| Productions (presented) | | | | 10 | 12 | 2 | | | |
| Classes/assemblies/other programs in schools | | | | 0 | 0 | 0 | | | |
| Classes/workshops (outside of schools) | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Field trips/school visits | | | | 0 | 0 | 0 | | | |
| Guided tours | | | | 0 | 0 | 0 | | | |
| Lectures | | | | 0 | 0 | 0 | | | |
| Permanent exhibitions | | | | | | | | | |
| Temporary exhibitions | | | | | | | | | |
| Traveling exhibitions (hosted) | | | | | | | | | |
| Films screened | | | | 0 | 0 | 0 | | | |
| Broadcast productions | | | 1 | 0 | 0 | 0 | 0 | | |
| Festivals/conferences | | | 1 | 10 | 12 | 2 | 3 | 3 | 0 |
| Readings/workshops (developing works) | | | | 0 | 0 | | 3 | 3 | 0 |
| Community programs (not included above) | | | | 0 | 0 | 0 | | | |
| Additional programs not listed above | | | | | | | | | |

NOTE: Data entered prior to 2021 combines information about physical and digital programs. It has been included in the physical program lines.

| Digital activity financials | FY 2020 | | FY 2021 | | FY 2022 | |
|-----------------------------|----------|--|----------|--|----------|--|
| | Total | Associated with digital program delivery | Total | Associated with digital program delivery | Total | Associated with digital program delivery |
| Earned revenue | \$0 | \$0 | \$0 | \$0 | | |
| Contributed revenue | \$25,730 | | \$46,772 | \$0 | \$40,187 | |
| Operating expense | \$22,259 | | \$38,402 | \$2,127 | \$10,010 | |

Program Activity

| | FY 2020 | FY 2021 | % Change | FY 2022 | % Change |
|---|---------|---------|----------|---------|----------|
| Fiscally sponsored projects | | 0 | n/a | 0 | n/a |
| Amount distributed to fiscally sponsored projects | | | n/a | | n/a |
| Residencies | | 0 | n/a | 0 | n/a |
| Scholarships awarded | | 0 | n/a | 0 | n/a |
| Amount awarded in scholarships | | | n/a | | n/a |
| Other grants awarded | | 0 | n/a | 0 | n/a |
| Amount awarded in grants | | | n/a | | n/a |
| Public art installations | | 0 | n/a | 0 | n/a |
| Works commissioned | | 1 | n/a | 0 | -100% |
| Films produced | | 0 | n/a | 0 | n/a |
| World premieres | | 0 | n/a | 0 | n/a |
| National premieres | | 0 | n/a | 0 | n/a |
| Local/regional premieres | | 0 | n/a | 0 | n/a |
| Published works (physical) | | 0 | n/a | 0 | n/a |
| Published works (digital) | | | n/a | | n/a |
| Private lessons (in-person) | | 0 | n/a | 0 | n/a |
| Private lessons (digital) | | | n/a | | n/a |
| Competitions | | 0 | n/a | 0 | n/a |
| Open rehearsals | | 0 | n/a | 0 | n/a |

NOTE: Data entered prior to 2021 combines information about physical and digital programs. It has been included in the physical program lines.

Program Activity Narrative

| | |
|---------|--|
| FY 2020 | This was the first year we attempted to present an online festival as COVID-19 restrictions prohibited gathering in person. The announcement came with less than six weeks to change plans from a live venue to a video program created by board members using submissions from those who would have appeared in person. |
| FY 2021 | n/a |
| FY 2022 | n/a |