

# HUBBARD HALL PROJECTS INC

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EIN: 22-2188736  
Report Generated on: 03/28/2024

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## APPENDIX

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# HUBBARD HALL PROJECTS INC




aka Hubbard Hall Center for the Arts and Education



Cambridge, NY



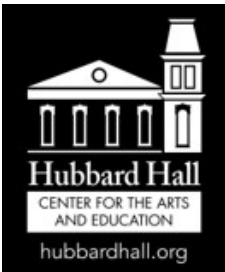
www.hubbardhall.org



(518)677-2495



[View GuideStar Profile](#)



## MISSION

Hubbard Hall gathers people from all walks of life to create, learn, and grow together, while developing, producing, and presenting world-class art and artists. We do this in order to enrich people's lives – and the life of our community. We are an arts incubator, a training ground for artists of all ages and backgrounds, a magnet for artistic activity, a safe haven for risk-taking, an economic driver for our region, and the beating heart of our community. We are dedicated to cultivating, sustaining, and promoting the cultural life of our rural community. We are also committed to restoring and preserving Hubbard Hall and all of the buildings on our campus as community cultural assets.

## EIN

22-2188736

## RULING YEAR

1978

## IRS SUBSECTION

501(c)(3) Public Charity

## FOUNDING YEAR

1977

## MAIN ADDRESS

25 East Main St  
Cambridge, NY  
12816

## AFFILIATION TYPE

Independent Organization

## CONTACT

Margaret Surowka, Board  
Chair  
(518) 677-2495  
margaret@hubbardhall.org

## BOARD CHAIR

Margaret Surowka

## BOARD TREASURER

Judy Pate

## BOARD CHAIR

Margaret Surowka

## SUBJECT AREA

Arts and culture  
  
Performing arts

## NTEE Code

Performing Arts (A60)

PROGRAMS

1. Hubard Hall Theater

Population(s) served:Adults, Children and youth
2. Hubbard Hall Opera

Population(s) served:Adults, Adolescents
3. Hubbard Hall Workshop and Classes

Population(s) served:Adults, Children and youth
4. Hubbard Hall Dance

Population(s) served:Children and youth, Adults
5. Music From Salem

Population(s) served:Adults, Seniors

POPULATIONS SERVED

1. Children and youth
2. Adults

COMPLIANCE

- ✓

IRS Pub 78 Verified as of March 2024
- ✓

IRS BMF 509(a) (1) as of March 12, 2024
- ✗

A-133 Audit Required/Performed?
- ✓

Conflict of Interest Policy
- ✓

Written whistleblower policy
- Section 509(a)(1) organization as referred to in Section 170(b)(1)(A)(vi)

TRANSPARENCY MEASURES

- ✓

Board Practices Reported?
- ✓

Diversity Data Reported?
- 9

Number of Independent Board Members

# Programs & Results

## PROGRAMS

Source: Self-Reported by Organization,  
January 2024

### Hubbard Hall Theater

#### Population(s) Served:

Adults  
Children and youth (0-19 years)

Since 1878 Hubbard Hall has developed, produced, and presented theater, music, opera, dance, and the visual arts and in recent years has become a world-class development center for new work. Since 1977, Hubbard Hall's current nonprofit has engaged thousands of artists, students, and audience members. As a training ground for both young and seasoned artists, Hubbard Hall continues to develop a new generation of artists and audiences while providing opportunities for individuals to take new risks and stretch beyond their comfort zone. Through classes in dance, theater, music, movement, visual arts, puppetry, creative writing, martial arts, yoga, and even gardening, Hubbard Hall gives students of all ages an opportunity to train, collaborate, and thrive.

### Hubbard Hall Opera

#### Population(s) Served:

Adults  
Adolescents (13-19 years)

Since 1878 Hubbard Hall has developed, produced, and presented theater, music, opera, dance, and the visual arts and in recent years has become a world-class development center for new work. Since 1977, Hubbard Hall's current nonprofit has engaged thousands of artists, students, and audience members. As a training ground for both young and seasoned artists, Hubbard Hall continues to develop a new generation of artists and audiences while providing opportunities for individuals to take new risks and stretch beyond their comfort

zone. Through classes in dance, theater, music, movement, visual arts, puppetry, creative writing, martial arts, yoga, and even gardening, Hubbard Hall gives students of all ages an opportunity to train, collaborate, and thrive.

### Hubbard Hall Workshop and Classes

#### Population(s) Served:

Adults  
Children and youth (0-19 years)

Hubbard Hall classes start new terms in September, February and June. Patrons can drop-in to try a class for just \$15!

Hubbard Hall is committed to making the arts accessible to all. We have an active work-study scholarship program where students in our dance, movement arts, music, theater and visual arts programs can volunteer time in a variety of ways in exchange for partial-tuition or full-tuition support for classes, workshops and intensives. Work-Study Scholars (or their parents) help with a variety of tasks, from class registration to building maintenance, from sewing costumes to outreach & marketing.

### Hubbard Hall Dance

#### Population(s) Served:

Children and youth (0-19 years)  
Adults

Hubbard Hall offers the graceful forms of Ballet and Lyrical, the fun moves of hip hop and jazz, and the classical styles of Bollywood and Irish Step!

### Music From Salem

#### Population(s) Served:

Adults  
Aging, elderly, senior citizens

Music from Salem brings together musicians of international reputation to prepare and perform chamber music in the peace and beauty of rural Washington County, New York, and environs. Chamber music is classical music written for a small group of performers, and includes a range of styles, from the 18th century to today.

## CHARTING IMPACT

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### What is the organization aiming to accomplish?

Hubbard Hall is again thriving and offering services to our community in multiple ways across multiple historic buildings. Maintaining and improving these buildings, so they're available for our community, is a big part of what we do. Prior to the pandemic we had already shifted Hubbard Hall's model to more presenting than producing, artist residencies, and a cadre of free offerings for the community. Our financial model began to rely less on earned income and more on government grants, for a healthier financial balance. Moving forward, we will focus on a mix of artist residencies, classes, local programs, and presenting of professional artists. We will continue to develop our faculty and classes, improve our facilities, and develop artist housing so we can increase our focus on residencies. Growing our reputation as a place for world-class artist residencies.

Since 2014 we've been developing artist residencies as another key part of our programming, as a means of bringing new voices, viewpoints, and artistry to our community while serving artists and the field at large, while also raising the Hall's profile and opportunities for new fundraising. In 2019 we established a partnership with The Bushwick Starr in Brooklyn, NY and in 2023 we developed another partnership with The Drama League in Manhattan.

Over the past three years we have made great improvements to our facilities, including new restrooms in the Hall, a new HVAC system in the Hall and additional heating and cooling in two of our other buildings. These were supported by major state grants coupled with individual and foundation donations raised via successful matching campaigns.

The Lovejoy building on the Hubbard Hall campus is being restored and renovated to provide artist housing, while new sound equipment on the main stage will better support artists and audiences for years to come. The \$279,000 received from NYSCA will be matched by Hubbard Hall existing funds as well as an additional \$50,000 to be raised over a three-year period. The hope is to complete the artist housing portion of the project by July 2024, with new sound equipment to be implemented later that year. New artist housing will strengthen Hubbard Hall's ability to support artist residencies, develop new work, and bring world-class artists to Cambridge, NY for a variety of presentations and productions.

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### What are the organization's key strategies for making this happen?

Develop and promote our arts education programming online, outside and in our historic buildings to ensure we lower our overall environmental footprint when we can.

Better schedule our performances and classes to maximize usage of our campus spaces.

Continue our monthly LGBTQ events for an all inclusive safe environment for people to connect.

Continue to provide a diverse selection of classes and events to provide top notch educational experiences for all ages of students and artists.

Encourage new work that explores all aspects of our cultural world to enhance the overall experience of the arts. Including promoting opportunities to people of all races and ethnicity.

---

### What are the organization's capabilities for doing this?

We have over 45 years of history providing the arts & educational programs to the community. Since 1878 Hubbard Hall has developed, produced, & presented theater, music, dance, & the visual arts, & in recent years has become a world-class development center for new work. Since 1977, Hubbard Hall's current 501c3 has engaged thousands of artists, students, and audience members in acclaimed productions. Our education programs are at the heart of our work, as we engage learners of all ages in hundreds of classes and workshops annually, both on campus and off.

Hubbard Hall operates four buildings, including the hall, dance, music, and visual arts studios, offices, arts exhibit spaces, and a black box theater. We also own and operate the Cambridge Community Garden.

Given that we are a small organization has allowed us to be nimble and flexible during these challenging times. We have a strong presence in our local community and will continue to engage people to support our mission with safe, interesting and smaller gatherings until such time as we can reopen to full capacity.

We have a staff of 2, with a full-time ED/Artist Director and Administrative & Artistic Associate. We also employ many part-time production and technical staff. We also have a hardworking board of directors, a large company of artists and teaching artists, hundreds of students, and an army of volunteers who make everything possible.

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## **What have and haven't they accomplished so far?**

Our presented and produced events in the hall are still reduced to smaller events and audiences post pandemic but we are seeing an increase in in-person attendance. We continue to hold outdoor theater and concerts during the summer and early fall but move them indoors for the winter. Regardless of the challenges we successfully produced and presented many events over the last couple of years and retained the interest of theater and music lovers in the community in a safe environment.

Our classes are building back up and there is more interest for expansion of the types of classes we offer especially in theater and dance. We have successfully hired some new instructors to offer additional classes. By being creative and flexible, we have designed educational classes for smaller groups of all ages.

Our school contract for the fall and spring was restored and we successfully ran our Drama Club once again to local school students.

We continue to develop our marketing plan using even more social media, especially Constant Contact, Facebook, and Instagram. Our website is constantly updated to ensure current information and registering for classes and events is as user friendly as possible.

Over last several years we have been working on the Hubbard Hall History and are happy to announce the launch of a history page on our website representing history dating back to 1878 when the hall was opened.

And we will complete a capital project to repurpose and restore the LoveJoy building on our campus for artist residencies. This ties nicely into the partnership we have with the Bushwick Starr and Drama League.

All of these efforts have provided stability to the organization and the knowledge that it is possible to refine our business model, to be flexible and still be engaged with the community during difficult times.

We will continue to review and redesign our various fund raising campaigns to develop a more streamlined approach and focus on developing stronger relationships with our major donors. Although we could not hold our usual annual Gala again in 2021 where we honor a local person with the "Making Community Happen" award we did have a successful annual fund campaign by keeping the community up to date with our progress by connecting with social media. In 2020 we held a smaller gathering and unveiled a historical marker to honor Susan B. Anthony who spoke at Hubbard Hall back in 1894 regarding the suffrage movement supporting the right for women to vote. We also presented a play about Susan B. Anthony and Mary Hubbard.

We will continue to explore other funding opportunities outside the local area in hopes to encourage support from Foundations and Corporate entities to support the arts in rural Washington County.

# Financials

FISCAL YEAR START: 07/01  
FISCAL YEAR END: 06/30

FINANCIALS QUICK VIEW

|                                     |   |
|-------------------------------------|---|
| Surpluses in last 5 years           | 4 |
| Negative Net Assets in past 5 years | 0 |

## Financial Trends Analysis

### Business Model Indicators

Created in Partnership with

 Nonprofit Finance Fund®

| Profitability                                      | 2019      | 2020      | 2021        | 2022      | 2023      |
|--|-----------|-----------|-------------|-----------|-----------|
| Unrestricted surplus (deficit) before depreciation | \$64,049  | -\$45,134 | \$397,347   | \$111,284 | \$43,051  |
| As a % of expenses                                 | 15.6%     | -11.5%    | 185.7%      | 36.6%     | 12.3%     |
| Unrestricted surplus (deficit) after depreciation  | \$30,006  | -\$79,681 | \$357,327   | \$73,673  | \$2,050   |
| As a % of expenses                                 | 6.8%      | -18.7%    | 140.7%      | 21.6%     | 0.5%      |
| Revenue Composition                                |           |           |             |           |           |
| Total revenue (unrestricted & restricted)          | \$530,658 | \$353,488 | \$1,222,997 | \$448,548 | \$370,790 |
| Total revenue, % change over prior year            | 24.4%     | -33.4%    | 246.0%      | -63.3%    | -17.3%    |
| Program services revenue                           | 36.2%     | 41.6%     | 5.8%        | 17.5%     | 35.9%     |
| Membership dues                                    | 0.0%      | 0.0%      | 0.0%        | 0.0%      | 0.0%      |
| Investment income                                  | 0.1%      | 0.0%      | 0.5%        | 6.3%      | 4.6%      |
| Government grants                                  | 31.7%     | 18.8%     | 10.6%       | 46.6%     | 28.7%     |
| All other grants and contributions                 | 29.2%     | 34.6%     | 82.5%       | 25.5%     | 25.8%     |
| Other revenue                                      | 2.8%      | 4.9%      | 0.6%        | 4.1%      | 5.0%      |
| Expense Composition                                |           |           |             |           |           |
| Total expenses before depreciation                 | \$409,719 | \$392,408 | \$213,923   | \$303,881 | \$348,896 |
| Total expenses, % change over prior year           | -6.6%     | -4.2%     | -45.5%      | 42.1%     | 14.8%     |
| Personnel  | 44.2%     | 41.4%     | 36.7%       | 42.6%     | 39.2%     |
| Professional Fees                                  | 0.7%      | 0.7%      | 1.4%        | 2.3%      | 9.5%      |
| Occupancy  | 10.8%     | 11.4%     | 18.3%       | 23.3%     | 0.0%      |
| Interest   | 2.1%      | 2.0%      | 3.2%        | 1.0%      | 0.6%      |
| Pass-Through                                       | 0.0%      | 0.0%      | 0.0%        | 0.0%      | 0.0%      |
| All other expenses                                 | 42.2%     | 44.6%     | 40.4%       | 30.7%     | 50.8%     |

# Financial Trends Analysis, continued

## Moving Toward Full Cost Coverage

| Full Cost Components (estimated)    | 2019      | 2020      | 2021      | 2022      | 2023      |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Total Expenses (after depreciation) | \$443,762 | \$426,955 | \$253,943 | \$341,492 | \$389,897 |
| One Month of Savings                | \$34,143  | \$32,701  | \$17,827  | \$25,323  | \$29,075  |
| Debt Principal Repayment            | \$9,775   | \$0       | \$103,907 | \$5,530   | \$43,399  |
| Fixed Asset Additions               | \$0       | \$0       | \$145,206 | \$0       | \$118,849 |
| Total Full Costs (estimated)        | \$487,680 | \$459,656 | \$520,883 | \$372,345 | \$581,220 |

## Capital Structure Indicators

| Liquidity  |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
| Months of cash                                     | 4.3         | 6.0         | 12.0        | 13.0        | 6.0         |
| Months of cash and investments                     | 4.3         | 6.0         | 50.9        | 36.7        | 28.5        |
| Months of estimated liquid unrestricted net assets | 0.0         | 0.0         | 8.4         | 10.1        | 4.7         |
| Balance Sheet Composition                          |             |             |             |             |             |
| Cash   | \$147,882   | \$195,196   | \$214,414   | \$329,750   | \$173,073   |
| Investments  | \$0         | \$0         | \$693,613   | \$598,361   | \$654,273   |
| Receivables  | \$5,456     | \$490       | \$9,029     | \$0         | \$0         |
| Gross land, buildings, and equipment (LBE)         | \$1,517,517 | \$1,524,048 | \$1,669,254 | \$1,669,254 | \$1,788,103 |
| Accumulated depreciation (% of LBE)                | 40.2%       | 42.3%       | 41.1%       | 43.3%       | 42.7%       |
| Liabilities (as % of assets)                       | 20.5%       | 29.1%       | 6.3%        | 5.8%        | 3.6%        |
| Unrestricted net assets                            | \$773,474   | \$693,793   | \$1,051,120 | \$1,124,793 | \$1,126,843 |
| Temporarily restricted net assets                  | \$78,344    | N/A         | N/A         | N/A         | N/A         |
| Permanently restricted net assets                  | \$0         | N/A         | N/A         | N/A         | N/A         |
| Total restricted net assets                        | \$78,344    | \$84,558    | \$739,720   | \$650,687   | \$668,502   |
| Total net assets                                   | \$851,818   | \$778,351   | \$1,790,840 | \$1,775,480 | \$1,795,345 |

## Key Data Checks

| Material Data Errors | 2019 | 2020 | 2021 | 2022 | 2023 |
|----------------------|------|------|------|------|------|
|                      | No   | No   | No   | No   | No   |

Note: This issue is relevant to a small number of organizations: The nonprofit subject(s) of this report may have affiliates. The Form 990 data may not include information about any or all potential affiliates. If an organization does have affiliates and these affiliates have substantial financial activity, the financial data in this report may not present a comprehensive picture of the nonprofit's financial condition. Please consult the 990s of any potentially related affiliates for additional information.

- ☒ [Formulas for key metrics](#)
- ☒ ['Key Revenue & Expense Data from Form 990'](#)
- ☒ ['Key Balance Sheet Data from Form 990'](#)

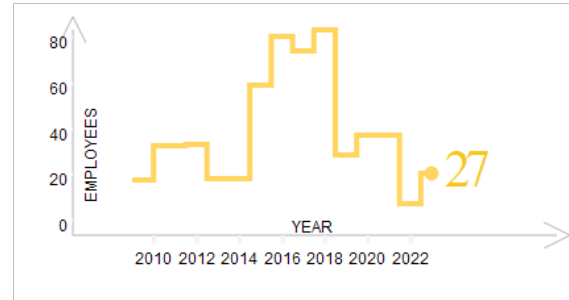


# Operations

Source: Self-Reported by Organization, January 2024

## NUMBER OF EMPLOYEES

Source: IRS Form 990



## BOARD CHAIR

Margaret Surowka

Term: 2023 - 2024

## BOARD MEMBERS

- Judith Pate
- Andrew Pate
- Alyson Slack
- Elyssa Macura
- Margaret Surowka
- Nancy Clark-Krauss
- Don Boyd
- Mark Pritchard
- Anne Villet
- Alexandra Scoville

## BOARD CHAIR

Margaret Surowka

## BOARD TREASURER

Judy Pate

OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

FISCAL YEAR 2022

| Name             | Title              | Compensation | Other | Related |
|------------------|--------------------|--------------|-------|---------|
| Andrew Pate      | DIRECTOR           | \$0          | \$0   | \$0     |
| Judy Pate        | TREASURER          | \$0          | \$0   | \$0     |
| Alyson Slack     | SECRETARY          | \$0          | \$0   | \$0     |
| Elyssa Macura    | DIRECTOR           | \$0          | \$0   | \$0     |
| David Snider     | EXECUTIVE DIRECTOR | \$0          | \$0   | \$0     |
| Margaret Surowka | PRESIDENT          | \$0          | \$0   | \$0     |
| Penny Speizio    | DIRECTOR           | \$0          | \$0   | \$0     |
| Megan Harrington | DIRECTOR           | \$0          | \$0   | \$0     |
| Michele Anderson | DIRECTOR           | \$0          | \$0   | \$0     |

OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

FISCAL YEAR 2021

| Name             | Title              | Compensation | Other | Related |
|------------------|--------------------|--------------|-------|---------|
| Andrew Pate      | DIRECTOR           | \$0          | \$0   | \$0     |
| Elyssa Macura    | DIRECTOR           | \$0          | \$0   | \$0     |
| David Snider     | EXECUTIVE DIRECTOR | \$0          | \$0   | \$0     |
| Ken Facin        | DIRECTOR           | \$0          | \$0   | \$0     |
| Megan Harrington | DIRECTOR           | \$0          | \$0   | \$0     |
| Michele Anderson | DIRECTOR           | \$0          | \$0   | \$0     |
| Judy Pate        | TREASURER          | \$0          | \$0   | \$0     |
| Alyson Slack     | SECRETARY          | \$0          | \$0   | \$0     |
| Margaret Surowka | PRESIDENT          | \$0          | \$0   | \$0     |

OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

FISCAL YEAR 2020

| Name             | Title              | Compensation | Other | Related |
|------------------|--------------------|--------------|-------|---------|
| Andrew Pate      | DIRECTOR           | \$0          | \$0   | \$0     |
| Bill Belcher     | PRESIDENT          | \$0          | \$0   | \$0     |
| Elyssa Macura    | DIRECTOR           | \$0          | \$0   | \$0     |
| David Snider     | EXECUTIVE DIRECTOR | \$0          | \$0   | \$0     |
| Margaret Surowka | PRESIDENT          | \$0          | \$0   | \$0     |
| Ken Facin        | DIRECTOR           | \$0          | \$0   | \$0     |
| Megan Harrington | DIRECTOR           | \$0          | \$0   | \$0     |
| Michele Anderson | DIRECTOR           | \$0          | \$0   | \$0     |
| Judy Pate        | TREASURER          | \$0          | \$0   | \$0     |
| Alyson Slack     | SECRETARY          | \$0          | \$0   | \$0     |

OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

FISCAL YEAR 2019

| Name             | Title              | Compensation | Other | Related |
|------------------|--------------------|--------------|-------|---------|
| Andrew Pate      | DIRECTOR           | \$0          | \$0   | \$0     |
| Bill Belcher     | PRESIDENT          | \$0          | \$0   | \$0     |
| Mandy Meyer Hill | DIRECTOR           | \$0          | \$0   | \$0     |
| Matt Sgambettera | DIRECTOR           | \$0          | \$0   | \$0     |
| Elyssa Macura    | DIRECTOR           | \$0          | \$0   | \$0     |
| David Snider     | EXECUTIVE DIRECTOR | \$0          | \$0   | \$0     |
| Judy Pate        | TREASURER          | \$0          | \$0   | \$0     |
| Alyson Slack     | SECRETARY          | \$0          | \$0   | \$0     |

Paid Preparers

FISCAL YEAR 2023

| Firm Name                     | Firm EIN   | Firm Address                                   | Firm Phone   |
|-------------------------------|------------|--|--------------|
| LUTZ SELIG & ZERONDA CPAS LLP | 14-1745230 | 33 CENTURY HILL DRIVE, LATHAM NY 121102113 USA | 518-783-7200 |

Paid Preparers

FISCAL YEAR 2022

| Firm Name                           | Firm EIN   | Firm Address                                    | Firm Phone   |
|-------------------------------------|------------|---|--------------|
| LUTZ, SELIG & ZERONDA, CPAS, L.L.P. | 14-1745230 | 33 CENTURY HILL DRIVE, LATHAM NY 12110-2113 USA | 518-783-7200 |

Paid Preparers

FISCAL YEAR 2021

| Firm Name                | Firm EIN  | Firm Address                               | Firm Phone |
|--------------------------|-----------|--|------------|
| LUTZ SELIG & ZERONDA LLP | 141745230 | 33 CENTURY HILL DRIVE, LATHAM NY 121102113 | 5187837200 |

BOARD LEADERSHIP PRACTICES

GuideStar worked with BoardSource, the national leader in nonprofit board leadership and governance, to create this section, which enables organizations and donors to transparently share information about essential board leadership practices.

BOARD ORIENTATION & EDUCATION

Does the board conduct a formal orientation for new board members and require all board members to sign a written agreement regarding their roles, responsibilities, and expectations?

Yes

CEO OVERSIGHT

Has the board conducted a formal, written assessment of the chief executive within the past year?

Yes

ETHICS & TRANSPARENCY

Have the board and senior staff reviewed the conflict-of-interest policy and completed and signed disclosure statements in the past year?

Yes

BOARD COMPOSITION

Does the board ensure an inclusive board member recruitment process that results in diversity of thought and leadership?

Yes

BOARD PERFORMANCE

Has the board conducted a formal, written self-assessment of its performance within the past three years?

Yes

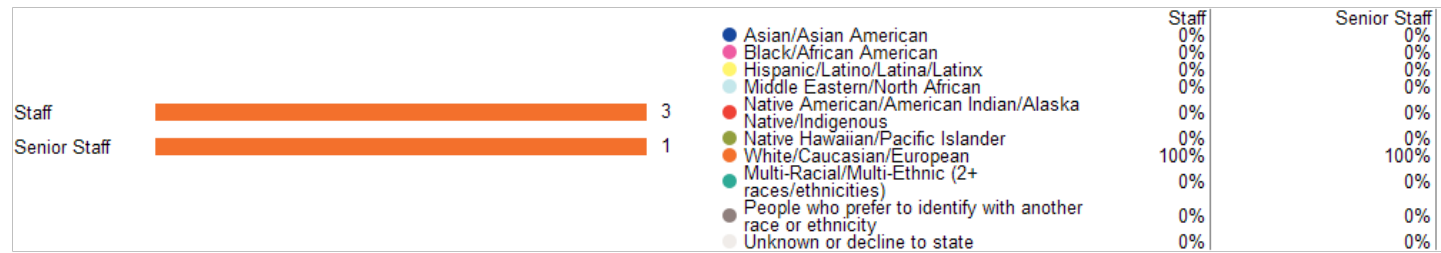
Organizational Demographics

Who works and leads organizations that serve our diverse communities? This organization has voluntarily shared information to answer this important question and to support sector-wide learning. GuideStar partnered on this section with CHANGE Philanthropy and Equity in the Center.

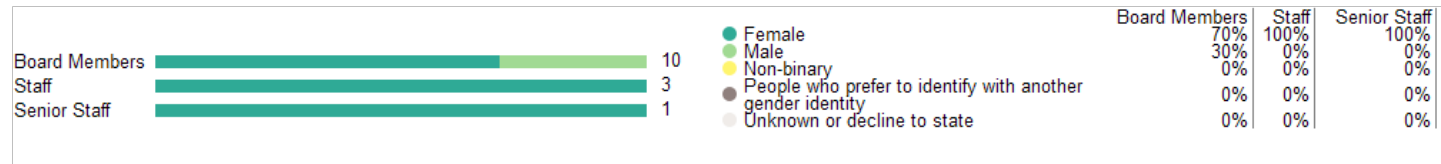
Leadership

|   |                             |   |                             |
|---|-----------------------------|---|-----------------------------|
| The organization's co-leader identifies as: |                             | The organization's other co-leader identifies as: |                             |
| Race & Ethnicity                            | White/Caucasian/European    | Race & Ethnicity                                  | White/Caucasian/European    |
| Gender Identity                             | Female                      | Gender Identity                                   | Female                      |
| Sexual Orientation                          | Decline to state            | Sexual Orientation                                | Decline to state            |
| Disability Status                           | Person without a disability | Disability Status                                 | Person without a disability |

Race & Ethnicity



Gender Identity

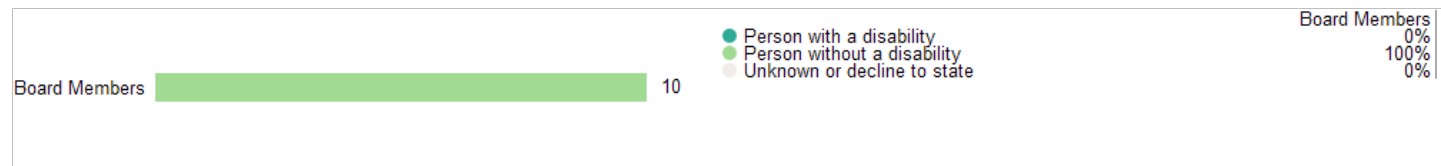


Transgender Identity

Sexual Orientation

No data

Disability



We do not display staff or senior staff disability information for organizations with fewer than 15 staff.



## Equity Strategies *Last Updated: 02/04/2021*

Candid partnered with Equity in the Center - a project that works to shift mindsets, practices, and systems within the social sector to increase racial equity - to create this section. [Learn More](#)

### Data

- ✓ We analyze disaggregated data and root causes of race disparities that impact the organization's programs, portfolios, and the populations served.
- ✓ We disaggregate data to adjust programming goals to keep pace with changing needs of the communities we support.
- ✓ We employ non-traditional ways of gathering feedback on programs and trainings, which may include interviews, roundtables, and external reviews with/by community stakeholders.
- ✓ We have long-term strategic plans and measurable goals for creating a culture such that one's race identity has no influence on how they fare within the organization.

### Policies and processes

- ✓ We seek individuals from various race backgrounds for board and executive director/CEO positions within our organization.
- ✓ We have community representation at the board level, either on the board itself or through a community advisory board.
- ✓ We help senior leadership understand how to be inclusive leaders with learning approaches that emphasize reflection, iteration, and adaptability.
- ✓ We engage everyone, from the board to staff levels of the organization, in race equity work and ensure that individuals understand their roles in creating culture such that one's race identity has no influence on how they fare within the organization.

# Appendix

Key Documents

|                              |  |
|------------------------------|--|
| IRS Forms 990                | <a href="#">2023 990</a>                                       |
|                              | <a href="#">2022 990</a>                                       |
|                              | <a href="#">2022 990</a>                                       |
|                              | <a href="#">2021 990</a>                                       |
|                              | <a href="#">2020 990</a>                                       |
| IRS Forms 990T               | <a href="#">2017 990T</a>                                      |
|                              | <a href="#">2016 990T</a>                                      |
|                              | <a href="#">2015 990T</a>                                      |
|                              | <a href="#">2014 990T</a>                                      |
|                              | <a href="#">2013 990T</a>                                      |
| Audited Financial Statements | <a href="#">2023 Audited Financial Statement</a>               |
|                              | <a href="#">2022 Audited Financial Statement</a>               |
|                              | <a href="#">2021 Audited Financial Statement</a>               |
| Key Organization Documents   | <a href="#">Letter of Determination</a>                        |
|                              | <a href="#">'Key Revenue &amp; Expense Data from Form 990'</a> |
|                              | <a href="#">'Key Balance Sheet Data from Form 990'</a>         |

## HUBBARD HALL PROJECTS INC

Aka Hubbard Hall Center for the Arts and Education

- 25 East Main St  
Cambridge, NY 12816
- ✓

 Foundation Status Code: PC\*
- ✓

 Public charity described in section 509(a)(1) or (2)

### IRS Publication 78 Details



|                            |  |   |
|----------------------------|--|---|
| Organization name          | Location   | Most recent IRS Publication 78                      |
| Hubbard Hall Projects Inc. | Cambridge, NY                                    | March 2024  |
| EIN                        | <u>Deductibility status description</u>          | Verified with most recent Internal Revenue Bulletin |
| 22-2188736                 | A public charity (50% deductibility limitation). | March 25, 2024                                      |

### IRS Business Master File Details



|   |  |   |
|---|--|---|
| Organization name   | Most recent IRS BMF                                    | Reason for Non-Private Foundation Status                                  |
| HUBBARD HALL PROJECTS INC   | March 12 2024  | Section 509(a)(1) organization as referred to in Section 170(b)(1)(A)(vi) |
| EIN   | IRS subsection   | Ruling date   |
| 22-2188736  | This organization is a <u>501(c)(3) Public Charity</u> | 03/1978   |
| This organization was not included in the Office of Foreign Assets Control Specially Designated Nationals (SDN) list. |  |   |

On September 8, 2011, the IRS issued regulations which eliminated the advance ruling process for a section 501(c)(3) organization. [Learn more](#)

\* The Foundation Status Code is the code that foundations are required to provide for each grantee annually on part XV of Form 990PF. Note that this code cannot be derived in some cases (e.g., supporting organizations for which 'type' can't be determined).

IRS Revenue Procedure 2011-33 allows grantors to rely on third-party resources, such as GuideStar Charity Check, to obtain required Business Master File (BMF) data concerning a potential grantee's public charity classification under section 509 (a) (1), (2) or (3).

#### GuideStar Charity Check Data Sources

- GuideStar acquires all IRS data directly from the Internal Revenue Service.
- The IRS Automatic Revocation of Exemption List contains organizations that have had their federal tax-exempt status automatically revoked for failing to file an annual return or notice with the IRS for three consecutive years.
- IRS Publication 78 (Cumulative List of Organizations) lists organizations that have been recognized by the Internal Revenue Service as eligible to receive tax-deductible contributions.
- The Foundation Status Code is a value derived by mapping the codes found on the 990PF filing instructions to the corresponding codes in the IRS BMF. Note that not all codes are able to be mapped due to insufficient data.
- The IRS Internal Revenue Bulletin (IRB) lists changes in charitable status since the last Publication 78 release. Between the release of IRS Publication 78 and the subsequent IRS Internal Revenue Bulletin, the IRB date will reflect the most recent release date of IRS Publication 78.
- The Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) list organizations that are owned or controlled by targeted individuals, groups, and entities, such as terrorists or narcotics traffickers. Their assets are blocked and U.S. persons are generally prohibited from dealing with them.
- The IRS Business Master File lists approximately 1.7 million nonprofits registered with the IRS as tax-exempt organizations.