

FY19 OPERATING SUPPORT GRANT WORKSHOP

Friday, January 5, 2018

1

AGENDA

- Introduction
- Purpose
- Goals
- Eligibility
- Grant Restrictions
- Funding Categories
- Review Process
- Evaluation Criteria
- Terms & Conditions of a Grant
- Appeals Process
- Applying Online

INTRODUCTION

The Arts Council of Fairfax County creates and nurtures an environment in which the arts and artists can flourish, and is designated as Fairfax County's local arts agency. Through partnerships with schools, individual artists, arts organizations, and other cultural and community groups, the Arts Council promotes and encourages excellence in the arts by initiating and supporting programs, activities, and policies that inspire, nurture, and reflect the cultural diversity of Fairfax County.

GRANT PROGRAM

- The Arts Council distributes over \$500,000 annually in the County funds through competitive grants to arts organizations and artists of all disciplines
- There are currently 5 grant programs:
 - Project Support Grant
 - Operating Support Grant
 - Organizational and Professional Development Grant
 - Strauss Artist Grant
 - Fast Track Grant
- Eligible organizations may apply for all 4 organizational grant opportunities.

PURPOSE

The purpose of Operating Support Grants Program is to maintain stability and encourage the development and advancement of the arts in Fairfax County while serving the artistic and cultural needs of Fairfax County residents and their families.

GOALS

Through the *Operating Support Grant Program*, the Arts Council of Fairfax County seeks:

- To encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.
- To provide support for established arts organizations and the development of new organizations;
- To promote opportunities for individual artists and arts organizations of all disciplines to create, present, and celebrate their artistic endeavors;
- To be a catalyst for increased private sector support for arts organizations through leveraged public funding;

ELIGIBILITY

All applicants must meet the following criteria to apply to the *Operating Support Grant Program*. Staff reviews all grant applications for eligibility prior to the review process.

1. An organization is eligible to apply to the *Operating Support Grant Program* if:
 - It has as a core mission the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline.
 - It has regular activity in a minimum of four different months in the year or 120 days of the year.

ELIGIBILITY CONT'D

2. An organization must:

- Be in compliance with all local, state, and federal laws; and
- Hold current or pending status under IRS code 501(c)(3); or
- Operate as a specifically defined arts division, or have its own arts program identity, within a larger nonprofit 501(c)(3) organization; or
- If an organization does not hold 501(c)(3) status in its own right, a fiscal sponsor that holds 501(c)(3) status may apply on its behalf. The fiscal sponsor must manage all grant funds and ensure compliance with the terms of the grant if an award is made.

ELIGIBILITY CONT'D

3. The organization or the division/program that is applying must have an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church and satisfy TWO of the following four criteria for at least the past 12 months:
 - Present at least 51% of public artistic activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Meet, rehearse, exhibit, and operate within the geographical boundary of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Have 51% of board of directors' members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Verify that 51% of attendees at performances, exhibits, events, and activities reside in Fairfax County, the City of Fairfax, or the City of Falls Church evidenced through acceptable statistical data including but not limited to: ticket analysis, subscription data, box office surveys, and audience surveys.

ELIGIBILITY CONT'D

4. The applicant must have submitted all required final reports for any grant(s) received from the Arts Council of Fairfax County that are due by the deadline.
5. An organization must have independently prepared financial statements such as an audit or a treasurer's report (audit required for organizations with expenses of \$600,000 and above).
6. An organization is not eligible to apply to the *Operating Support Grant Program* if it receives line item funding from Fairfax County in fiscal year 2017.
7. Nonprofits & Foundations that directly support County agencies are not eligible (see guidelines).

GRANT RESTRICTIONS

All Operating Support Grant Program grants must:

- Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church;
- Have qualified artistic or scholarly, administrative, and management leadership (either professional or volunteer) capable of completing any grant-supported activities, programs, or projects;
- Occur within the dates of July 1, 2018 and June 30, 2019.

Operating Support Grant Program grants cannot be used for:

- Fundraising activities, such as capital campaigns or endowment campaigns;
- Construction or renovation projects;
- Political advocacy costs;
- Activities not open to the general public;
- Debt retirement;
- Pre-grant Costs;
- Proselytizing one faith over another (see guidelines).

MATCHING REQUIREMENTS

1. Every *Operating Support Grant Program* grant requires a two to one match by the applicant, e.g. *Amount requested: \$50,000, amount matching \$100,000*
2. The matching funds may come from any source except the Arts Council of Fairfax County or the Fairfax County government. Potential sources of your matching funds include foundation grants, private donations, ticket sales, and member dues.
3. In-kind contributions may only consist of donated goods.
4. The value of all in-kind contributions shown as income must be offset by line item expenses in the total budget.
5. The value of in-kind goods must be documented with invoices, billing statements, or donation letters. To the extent possible, documentation about the donor and the value of in-kind goods should be provided with the application. If the grant is awarded, this documentation must be provided with the final report required at the end of the grant period.

BUDGET LEVELS

- Organizations may apply in one of five budget levels within the *Operating Support Grant Program*. The applicant's budget size determines the appropriate category. If an applicant is an arts division/program within a larger nonprofit 501(c)(3) organization, then the arts division/program's budget should determine its category, not the larger nonprofit's budget size. Applicant using a fiscal sponsor should use the applicant organization budget, not the fiscal agent.
- For the *Operating Support Grant Program*, your budget size is determined by the **"Total Expenses"** you describe for your **most recently completed fiscal year** on the Budget Form. "Pass through money," money that is collected by the organization and then immediately dispersed, as in the case of collecting art sales and then distributing that money back to the individual artist, should not appear in an organization's budget as income. If the organization collects a portion or percentage of that money then only that portion can show as income.

BUDGET LEVELS CONT'D

Pass through money is money collected by an organization and then immediately dispersed. Examples include:

- funds collected by an organization that sells art on behalf of an artist and then distributes that money to the individual artist;
- organizations that collect costume fees from individual participants, and then immediately purchase costumes for individual participants;
- money that is collected from individuals for travel purposes, which is then spent on travel.

Some monies spent for fundraising purposes are pass through money. If an organization sells an item for fundraising purposes (for example, wreaths or ornaments), the purchase of those fundraising items cannot be included in the organization's income and expenses. Only the profits from the fundraiser should be included in the income category.

Do not include In-Kind expenses in the budget level calculations.

- Level 1 under \$50,000.
- Level 2 \$50,000-\$100,000.
- Level 3 \$100,000-\$250,000
- Level 4 \$250,000-\$500,000
- Level 5 over \$500,000

REVIEW PROCESS

- Following the grant application deadline, Arts Council of Fairfax County staff checks applications for eligibility and completion. We'll contact you if documents are missing.
- All eligible applications for the *Operating Support Grant Program* are evaluated by panel review. Panelists are arts professionals with a particular knowledge of or expertise in the segments of the arts community that are eligible to apply to the Arts Council for funding. Panel meetings are open to the public and applicants will be notified of the schedule for the panel meeting and are encouraged to attend.
- If there are substantial changes in the organization's programming, staffing, and/or funding after the application has been submitted, the organization may submit a one page addendum explaining these accomplishments and/or challenges and how this effects the application. The addendum may be submitted during the time after the application deadline until 2 weeks before the panel meeting (6 week period).
- Three review panels are planned for this year, organizations are groups by budget level and staffing.
- A **correction form** is available for applicants who attend the panel in-person to clarify incorrect statements. You must site the page where the information is found in your application.
- Following the panel meetings a composite ranking is created for all applications using the z standard score method.
- The Arts Council of Fairfax County Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the *Operating Support Grant Program* and of the Arts Council of Fairfax County.

EVALUATIONS CRITERIA

Advisory Review Panels usually comprised of approximately 5 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit. The Arts Council of Fairfax County selects panel members for their diverse backgrounds, expertise in a particular arts discipline, and knowledge of the community. We welcome recommendation for reviewers. Panelists will evaluate each grant request based on the criteria below:

1. Quality of Programs
2. Community Outreach
3. Organizational Effectiveness
4. Appropriateness of Budget

TERMS AND CONDITIONS OF A GRANT

(SEE GUIDELINES FOR DETAILS)

- Duration of a Grant
- Organizational Eligibility
- Amount of Grant
- Addendum
- Cost Sharing
- Use of Funds
- Acknowledgement of Arts Council
- Announcement of Award
- Payment and Reporting Process
- Record Keeping
- Cancellation
- Mandatory Participation in Research
- Advocacy Requirements

APPEALS PROCESS

Unless there are grounds for an appeal, all funding decisions of the Arts Council are final. Arts Council funding decisions may be appealed only upon the following grounds:

1. The Applicant's grant application was denied based on criteria other than those set forth in the applicable guidelines, where the application of such improper criteria was open and obvious and there was also no legitimate basis for denial under the applicable guidelines;
2. The Applicant's grant application was denied based on the grant panel's failure to apply the applicable guidelines, where such failure is open and obvious and not merely a subjective evaluation of the merits of the application;
3. The Applicant's grant application was denied based on the grant panel's failure to consider relevant evidence presented in support of the grant application, where such failure was both open and obvious and not merely the result of the Applicant's failure to properly identify or present such evidence; and/or
4. The Applicant's grant application was denied as the direct result of an undisclosed conflict of interest between the Applicant and a member of the grant panel, where, but for such conflict, the Applicant's grant application would not have been denied.

GRANT WRITING TIPS AND ASSISTANCE

- Use Microsoft Word or other Word processing narrative and copy & paste into the online application
- Write clearly and concisely.
- Do not use jargon.
- Remember that the people who are reading your application may know nothing about your organization or your programs.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information in different narrative sections.
- Keep in mind that the Arts Council staff does not participate in panel discussions. The application must stand on its own merits.
- Be sure that when a reader has finished reviewing your grant application, s/he will know your organization.
- Verify that all contact information in your application is correct, including e-mail addresses and phone numbers.
- Financial information referred to in the narrative should match the numbers on the Budget Form.
- See model applications, previous recipients, and other resources on the Arts Councils website – Grants Page.
- Refer to the Help field in the online application.
- Use the Arts Council as a resource. If you have any questions, call at (703) 642-0862, ext. 1 or ext. 6, or e-mail to grants@artsfairfax.org.

WHAT'S NEW FOR FY19?

- Budget form – variances of 20% or more
- Budget narrative – if applicable, describe activities undertaken to fund endowments, pay off debt and build cash reserves.
- Program & activity table online – use zip codes, not cities. We're going to map activity.
- Using new system -- Submittable

SUBMITTING YOUR APPLICATION

Go to <https://artsfairfax.submittable.org/>

Refer to the Log-in and Adding Additional User(s) Instructions

Operating Support Grant applications must be submitted on-line, no later than

February 15, 2018 at midnight.

Late applications will not be accepted.

THANK YOU

Dates to remember:

Application deadline: February 15, 2018,

Panel Dates: April 18, 19, & 20 2018

Award Announcement: June 2018

Reminder: Final Reports for *ALL* FY18 grants are due August 1, 2018

CONTACT US

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