

FY19 PROJECT SUPPORT GRANT WORKSHOP

Wednesday, March 14, 2018



AGENDA

- Introduction, Mission, Goals
- Eligibility
- Grant Requirements and Restrictions
- Funding Categories
- Review Process
- Evaluation Criteria
- Conditions of a Grant
- Appeals Process
- Resources
- Uploads: Required Documents, Required Tables, Work Samples & Supplemental Materials
- Applying Online – live demo



INTRODUCTION

Mission: The Arts Council is the voice of the arts, dedicated to fostering dynamic and diverse local arts, ensuring that arts thrive by providing vision, leadership, capacity building services, advocacy, funding, education, and information.

- **Advocates for increased arts funding that builds capacity and audiences**
- **Supports the production and presentation of the arts in all disciplines by distributing approximately \$500,000 annually through grants**
- **Encourages public engagement in the arts by promoting arts activities, initiating public art projects and sharing local examples of the success and positive impact of the arts**



GRANT PROGRAM

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

Project Support Grant Program grants are non-recurring grants that fund programs and activities that engage new audiences in the arts and contribute to the vibrancy and quality of life in Fairfax County.

These grants encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.



GOALS

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

- 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;
- To encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.



ELIGIBILITY

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

1. An organization is eligible to apply to the Project 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.

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.



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 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 on time.
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. Organizations that receive line item funding from Fairfax County are only eligible to apply for Project Support grants, not Operating Support, Organizational and Professional Development, or Fast Track grants.
7. Non-profit organizations and foundations that support county government programs and agencies are eligible provided that the service area is county-wide.



GRANT REQUIREMENTS

All Project 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.



GRANT RESTRICTIONS CONT'D

Project Support Grant Program grants cannot be used for:

- Fundraising activities, such as capital campaigns or endowment campaigns;
- Construction or renovation projects (budgets over \$5,000 are considered a Capital Projects and not eligible for funding);
- Political advocacy costs;
- Activities not open to the general public;
- Debt retirement;
- Proselytizing, promoting any one faith over another.
- Events that would be inappropriate for a diverse, multicultural and multigenerational audience.



PROJECT SUPPORT GRANT REQUIREMENTS

- These grants will not fund operating expenses.
- There is no matching requirement, these funds should be a catalyst for increased private sector support, used to leverage additional dollars. Finally, these
- These grants encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.
- Project Support grants support activities that would not normally be part of your organization's usual activities.



FUNDING CATEGORIES

There are three grant subcategories within the Project Support Grant Program. An organization can submit one grant application in a single subcategory.

1. **Arts in Education** (grant amount ranges from \$1,000 - \$30,000)

Arts in Education projects provide high-impact art experiences. Projects may take place in schools, after-school programs, or nonprofit agencies such as art centers, social service agencies, and parks and recreation facilities that provide services to youth and/or adults. Projects can support artist's fees and travel, space rental, transportation, advertising, publicity, scripts, costumes, sets, props, music, art supplies, and equipment rental or purchase.

2. **Opportunity** (grant amount ranges from \$1,000 - \$20,000) Opportunity projects provide the resources to allow an organization to take advantage of an atypical or out of the ordinary opportunity that otherwise would be out of reach. Opportunity projects should further the growth and development of the applicant organization or engage audiences in new arts experiences. Projects can support performances by guest artists, activities, or infrastructure enhancements.

3. **Partnerships with Individual Artists** (grant amount ranges from \$1,000 - \$10,000)

Partnerships with Individual Artists projects support a partnership between an arts organization and an artist(s). The arts organization must serve as the applicant. Projects can support the production of art pieces, performances, exhibitions, workshops, commissions, arts in education projects, and culturally unique projects that directly benefit artistic development and recognition.



REVIEW PROCESS

Following the grant application deadline, Arts Council of Fairfax County staff verifies eligibility and completeness of applications.

- Staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by email.
- All eligible applications for the Project Support Grant Program are evaluated by panel review. Panelists are arts professionals with a particular knowledge or expertise of 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.
- 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 Project Support Grant Program and of the Arts Council of Fairfax County.



EVALUATIONS CRITERIA

Advisory Review Panels are 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.

Panelists will evaluate each grant request based on the criteria below:

1. Artistic Merit of Activity
2. Feasibility of Project & Effectiveness
3. Engagement of New Audiences
4. Category Specific Criteria (see guidelines)
5. Budget Feasibility



CONDITIONS OF A GRANT

- Grant recipients must agree to comply with the terms and conditions of the Project Support Grant (See guidelines)
- Please consult ArtsFairfax Rebranding Guide



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 PREPARATION ASSISTANCE

Grant Writing Tips

- Use Word or other program to compose your narrative, track word count (Submittable only gives the limit), copy and paste into 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 and understand the project.
- 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.
- 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.



RESOURCES

Please refer to the following resources on the Arts Council Website:

- Grant Guidelines
- On-line application instructions for Submittable
- Model Applications
- Previous recipients with project descriptions
- Workshop power point



UPLOADS

- Submission of Required Documents, Required Tables, Work Samples and Supplemental Materials is **mandatory**.
- Work Samples and Supplemental Materials should describe recent (within the last two years) activities. You may provide links to images, audio clips and/or online video (1280x720 resolution) samples. You can submit up to 3 Work Samples and 5 Supplemental materials. Uploads may include installation shots, programs, brochures, catalogs, study guides, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, and awards. Online media entry is limited to a maximum running time of five minutes.
- Acceptable file upload types are listed with each question.
- **Each applicant has 800 MB space for uploaded files.** If your work samples and/or supplemental materials exceed the Maximum File Size please submit a link to the file on the cover sheet.



REQUIRED DOCUMENTS

1. Treasurer's Report or Audit for most recently completed fiscal year (audit required if applicant's expenses exceed \$600,000)
2. Fiscal Year to date budget
3. IRS Letter of Determination for your organization and/or your parent organization
4. Most recent IRS 990 submission (do not include schedules)
5. List of Key project staff, Board Members, and consultants with bios
6. Cover sheet for Work Samples and Supplemental Materials with descriptions.

Submit required documents in **PDF, DOC, DOCX, JPG, XLS, or XLSX** format.

Name the file as TR/A/Budget/ILD/990_Organization Name.



REQUIRED TABLES

- There are **6** required tables that correspond to questions throughout the application:
 1. **Organization Profile** – Employee and Volunteer Tables
 2. **Project Details** - name and number of activities, audience served, number of participants, and geographic area of the activities supported by this grant.
 3. **Schedule of Completion** – include major project tasks, must correspond to the narrative and budget.
 4. **Partnerships** – key partnerships for this project cash and in-kind
 5. **Project Team** - Who is planning and executing the project?
 6. **Project Budget**
- All 6 tables are contained in a single XLS workbook.
- Download the workbook once, complete all of the tables and upload the workbook to the application.



NARRATIVE QUESTIONS

- The word count limit is indicated in the on-line application form. However, you will only be informed of exceeding the limit upon attempting to submit.
- So, it is recommended that you use Word or another program to compose your responses, track word count, and then copy and paste the text into the application.



WORK SAMPLES

Applicants are required to submit samples of their work. The samples should reflect the highest professional standards in the quality of artwork documented and in the manner in which they are presented. The panel's judgment of artistic merit will be based upon the quality of the work submitted.

- A description of each work should include the applicant's name, the work's name, as well as date of creation and date of performance/publication if appropriate. Due to the number of applications received, the panel will review a **maximum of five minutes** of recorded material per application. Submit **up to three** recent examples of original work not to exceed a **total of five minutes** multimedia format.
- You may reference specific start and stop times in longer media samples not to exceed a total of 5 minutes for all combined samples.
- Samples may be excerpts or complete works. You are strongly encouraged to submit work produced in the **last two years**.
- You may include the **links** of your video examples in the **cover sheet** for the work samples and supplemental materials. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the work.
- Work Samples may be submitted as PDF, DOC, DOCX, JPG, MOV, MP3, MP4, PNG, PPT, WAV, XLS, and XLSX files.
- Name the file (**Work-Sample-01_ Organization Name**).



SUPPLEMENTAL MATERIALS

- Submit **up to five** Supplemental Materials that describe recent activities (within the last two years). Supplemental materials could include, but are not limited to programs, brochures, catalogs, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, or awards.
- Supplemental materials may be submitted as PDF, DOC, DOCX, JPG, MOV, MP3, MP4, PNG, PPT, WAV, XLS, and XLSX files.
- Name each submission with SM_ First Name- Last Name_01. *For example, label the first submission*



SUBMITTING YOUR APPLICATION

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



DATES TO REMEMBER:

Application deadline May 23, 2018 at Midnight

(Project Support Grant applications must be submitted on-line, late applications will not be accepted.)

Panel Dates: July 18 & 19, 2018

Award Announcement: September 2018



CONTACT US

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