



Organizational and Professional Development Grant Guidelines

Deadline: September 5, 2018

ARTSFAIRFAX
2667 Prosperity Ave. Suite A
Fairfax, VA 22031
(703) 642-0862
www.artsfairfax.org

Table of Contents

- Introduction
- Purpose of the Organizational and Professional Development Grant Program
- Goals of the Organizational Professional Development Grant Program
- Organizational Eligibility
- Grant Restrictions
- Grant Description
- Review Process
- Evaluation Criteria
- Terms and Conditions of a Grant
 - Use of Funds
 - Amount of Award
 - Addendum
 - Announcement of Award
 - Payment and Reporting
 - Duration of a Grant
 - Extension of Grant
 - Acknowledgement of **ARTSFAIRFAX** Funding
 - Organizational Eligibility
- Grant Preparation Assistance
- Uploads
 - Required Documents
 - Supplemental Materials
- Submitting Your Application
- Appeals Process

Introduction

ARTSFAIRFAX 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 **ARTSFAIRFAX** 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.

Purpose

The purpose of Organizational Professional Development Grants Program is to 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 Organizational Professional Development Grant Program, **ARTSFAIRFAX** 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.

Grant Program Description

Organizational and Professional Development Grant Program grants are non-recurring grants used to support eligible nonprofit arts organizations in Fairfax County, the City of Fairfax, and the City of Falls Church in developing the business aspect of the arts. Eligible activities include, but are not limited to, staff training, strategic planning, board development, and financial management activities. These capacity building grants will not fund operating expenses. **ARTSFAIRFAX** intends for the *Organizational and Professional Development Grant Program* to support both established and developing arts organizations.

Sample Projects

Sample projects include, but aren't limited to conference fees and expenses, staff and board training, consultant services for strategic planning and strategic plan implementation, financial management, program evaluation consultation, marketing and rebranding, communications, establishment of intern programs, facilitation of a board retreat, development planning, upgraded technology including new computers and software. Please contact the Grants staff for more information on eligible projects

Organizational Eligibility

All applicants must meet the following criteria to apply to the Organizational Professional Development Grant Program. Staff reviews all grant applications for eligibility prior to the

review process.

1. An organization is eligible to apply to the Organizational Professional Development 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.
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:
 1. 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.
 2. Meet, rehearse, exhibit, and operate within the geographical boundary of Fairfax County, the City of Fairfax, or the City of Falls Church.
 3. Have 51% of board of directors' members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 4. 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.
4. The applicant must have submitted all required final reports for any grant(s) received from **ARTSFAIRFAX** during fiscal year 2018 that are due by the August 1 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. Organizations that receive line item funding from Fairfax County, schools or departments of George Mason University and non-profit organizations and foundations that support county programs are only eligible to apply for Project Support grants, not Operating Support, Organizational and Professional Development, or Fast Track grants.

Grant Restrictions

All Organizational Professional Development 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.

Organizational Professional Development 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;
- Proselytizing, promoting any one faith over another.
- Events that would be inappropriate for a diverse, multicultural and multigenerational audience.

Review Process

Following the grant application deadline, **ARTSFAIRFAX** staff confirms application eligibility and whether an application is complete. Staff may contact applicants for information needed to make an eligibility determination. If an application is determined to be ineligible, 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 e-mail.

All eligible applications for the Organizational Professional Development 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 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.

ARTSFAIRFAX's Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the Organizational Professional Development Grant Program and of **ARTSFAIRFAX**.

Evaluation Criteria

An Advisory Review Panel, usually comprised of 3-5 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit. **ARTSFAIRFAX** 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. Feasibility of Project & Effectiveness in Enhancing Applicant's Operations
 - How well is the project designed? Is it feasible within the time frame?

- Have enough details been defined within the project to assure some level of success in reaching the outlined goals of the project?
 - Will the project enhance the applicant's operations?
 - Are the project's proposed results sustainable?
2. Use of Best Practices
 - Does the project follow typically accepted best practices for nonprofit organizations?
 3. Qualifications of Personnel
 - Does the applicant demonstrate that participating personnel, whether staff, volunteers, or consultants, have appropriate qualifications, background, and experience?
 4. Budget Feasibility
 - Is the budget appropriate and cost-efficient to complete the project activities?
 - Is the budget reasonable, realistic, clear, and complete? Are the figures accurate?
 - Is the budget appropriate for the scale of the program and the size and characteristics of the intended audience?

Terms and Conditions of a Grant

Grant recipients must agree to comply with the following conditions of the Organizational Professional Development Grant Program grant.

Duration of a Grant

All activities supported by *Organizational Professional Development Grant Program* grants shall take place within the fiscal year for which the grant is awarded between July 1, 2018 and June 30, 2019.

Optional Extension of Grant Period

If the grantee will not be able to complete the project by June 30, 2019, an extension may be requested in writing 60 days before the end of the grant period and approved by the Grants staff. Projects must start in the grant period.

Organizational Eligibility

Grant recipients must continue to meet all *Organizational Professional Development Grant Program* eligibility requirements during the grant period. Grant recipients are required to notify the **ARTSFAIRFAX** Grants staff in writing of any major financial, leadership, or programmatic changes to their organization.

Amount of Award

Organizational and Professional Development Grants range from \$1,000 to \$5,000. **ARTSFAIRFAX** will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested. **ARTSFAIRFAX** will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

Addendum

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).

Use of Funds

Organizational Professional Development Grant Program grants may be used for a broad range of activities. Grant funds may not 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, promoting any one faith over another or events that would be inappropriate for a diverse, multicultural and multigenerational audience. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Salary and other operating expenses may be included provided that the activities are relevant to the proposal and outside normal duties.

Acknowledgement of ARTSFAIRFAX Funding

ARTSFAIRFAX requires acknowledgement of its support for all public programs and services. Credit **ARTSFAIRFAX** as a donor on all printed materials through use of the **ARTSFAIRFAX** logo and the statement, "This program is funded in part by the **ARTSFAIRFAX** ." Grant recipients are required to send copies to **ARTSFAIRFAX** of all materials that are distributed to the public.

To announce this grant to the public, follow the guidelines in the Grantee Communications kit on the **ARTSFAIRFAX** website.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. **ARTSFAIRFAX** will notify applicants of final decisions in December, 2018.

Payment and Reporting Procedures

Grants recipients will receive 60 percent of the award amount at the time of the grant announcement. Grantees are required to submit a final report at the end of the grant period (due August 1, 2019). Upon approval of the final report, the remaining 40 percent of the award amount will be disbursed to the grant recipient. The final report is to be submitted on line at <https://artsfairfax.submittable.com/> including copies of all materials distributed to the public such as catalogues, programs, brochures, flyers, press releases, and other publicity materials. The materials may be scanned and attached to the final report or sent to the **ARTSFAIRFAX** before the end of the grant period.

Record Keeping

Grantee shall maintain an accurate record of the grant received and all expenses incurred under this grant, and retain such books and records for at least four years after completion of the use of this grant.

Cancellation

ARTSFAIRFAX reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any required written report. In the event of discontinuation or at the close of the grant period, any unexpended funds shall immediately be returned to **ARTSFAIRFAX**, except where **ARTSFAIRFAX** has agreed in writing to an alternative use of the unused funds.

Mandatory Participation in Research

During the grant period, **ARTSFAIRFAX** may request grantees participate in local, regional, or national arts studies. The studies may be related to, but are not limited to: audience spending, organization management, or facility usage and planning. Grantees are required to assist the **ARTSFAIRFAX** by completing these studies.

Advocacy Requirements

Grantees are required to write a note to both the Chairman of the Board of Supervisors and the Supervisor for your organization's magisterial district (if applicable) thanking them for appropriating the grant funds. The letters should provide information about how the grant funds were used to support your organization, and the community impact. Grantees should also invite their District Supervisor to the funded programs.

Grant Preparation Assistance

ARTSFAIRFAX will conduct free grant preparation workshops to instruct prospective applicants on how to complete an Organizational Professional Development Grant Program application and the on-line application system. **ARTSFAIRFAX** strongly encourages attendance by all potential applicants. An applicant's attendance at a workshop will not affect the evaluation of the application.

A workshop will be held July 31, 2018. The workshop should run approximately 1-1.5 hours depending upon questions. It will be held at Tysons-Pimmit Library, 7584 Leesburg Pike, Falls Church, VA. The workshop presentation will be made available on **ARTSFAIRFAX's** [website](#). For further information regarding location or directions, or individual assistance please contact Kimber Craine, Grants Manager, by e-mail at kcraine@artsfairfax.org or by phone at (703) 642-0862, ext. 6.

Grant Writing Tips

- 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 **ARTSFAIRFAX** 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.
- Use the **ARTSFAIRFAX** as a resource. If you have any questions, call at (703) 642-0862, ext. 1 or ext. 6, or e-mail to kcraine@artsfairfax.org.

Uploads

Submission of Required Documents and Supplemental Materials is mandatory. 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 5 Supplemental materials. 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 400 MB space for uploaded files. If your supplemental materials exceed the Maximum File Size please submit a link to the file on the cover sheet.

Required Documents:

- IRS Letter of Determination
- Treasurer's Report or Audit for most recently completed fiscal year
- Board List with addresses
- Required Tables
- Fiscal Year to Date Budget
- Resumes for key project staff
- Most recent IRS 990 (do not include schedules)
- Supplemental materials (brochures, articles, testimonials, programs, letters of support, flyers, etc.)
- Coversheet for supplementary materials

Submit required documents in **PDF, DOC, DOCX, JPG, XLS, or XLSX** format. Name the file as TR/A/Budget/ILD/990_Organization Name.

Supplemental Materials:

Submit **up to five** Supplemental Materials that relate to the project. For example, you may submit position descriptions, marketing materials, proposals, estimates, strategic plans, and contracts.

Name each submission with SM_ First Name- Last Name_01. *For example, label the first submission SM_ Organization Name _01; the next submission SM_ Organization Name*

_02, etc.

Click **Upload** button, a box appears including: **Title, Description and Choose File**.

Choose the file you want to upload, enter the name of the file in the **Title box** (using the above Name format), then add to the **Description box** a short description about the file you upload

Appeals Process

Unless there are grounds for an appeal, all funding decisions of **ARTSFAIRFAX** are final.

ARTSFAIRFAX 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.

Other than the grounds listed above, there are no other grounds for an appeal, including, but not limited to, general dissatisfaction with the process, dissatisfaction with the amount awarded, dissatisfaction with the qualifications of the members of the grant panel, disagreement with an opinion of a member of the grant panel, or the Applicant's desire to submit additional evidence.

To file an appeal, an Applicant must submit a written appeal request directly to **ARTSFAIRFAX**. Such appeal must be received by **ARTSFAIRFAX** within fourteen (14) calendar days of the date of the applicant's notification letter from **ARTSFAIRFAX** with regard to the funding decision being appealed. An appeal must state the grounds for the appeal and provide clear and convincing evidence in support of such grounds. No evidence or supporting materials which could have been provided as part of the Applicant's original grant application will be considered.

All appeal requests will be reviewed by the **ARTSFAIRFAX** Grants Committee of the **ARTSFAIRFAX** Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by **ARTSFAIRFAX**. If the Grants Committee determines that there exist grounds for an appeal, the Grant Committee will re-evaluate the application. All decisions of the Grant Committee with regard to any re-evaluation will be final. If the Grants Committee determines that there are no grounds for

an appeal, then the original decision of the grant panel shall become final without further recourse or reconsideration. All decisions of the Grants Committee with regard to appeal requests are final without further recourse or reconsideration.