



ARTSFAIRFAX

**FY19 Organizational and Professional
Development Grant Workshop**

31 July 2018

Agenda

- Introduction
- Purpose and Goals
- Description and Sample Projects
- Resources
- Eligibility
- Grant Restrictions
- Required and Supplemental Materials
- Review Process and Role of **ARTSFAIRFAX** Staff
- Evaluation Criteria
- Helpful Hints from previous reviews
- Terms and Conditions of a Grant
- Appeals Process
- Timeline and submitting your application

Introduction

ARTSFAIRFAX is a 501-c-3 organization designated as Fairfax County's local arts agency. **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, **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.

ARTSFAIRFAX Grant Programs

- **ARTSFAIRFAX** distributes more than \$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
 - Artist Grant
 - Fast Track Grant
- Eligible organizations may apply for all 4 organizational grant opportunities.

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.

These are capacity building grants to strengthen management practices of eligible nonprofit arts organizations in Fairfax County, the City of Fairfax, and the City of Falls Church.

Goals

Through the Organizational Professional Development Grant Program, **ARTSFAIRFAX** seeks:

- To provide support for established arts organizations and the development of new organizations;
- To strengthen organizations of all disciplines and their capacity to create, present, and celebrate their artistic endeavors and expand their audiences;
- 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

- Non-recurring
- Business aspect of the arts
- Capacity Building
- No matching requirement

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,
- communications, marketing and rebranding,
- infrastructure/equipment needed to support activities to meet audience or other operational or programmatic needs,
- facilitation of a board retreat,
- upgraded technology including new computers and software

Resources

See artsfairfax.org for these resources:

- Organizational and Professional Development Grant Guidelines
- Organizational and Professional Development Grant Sample Application
- Organizational and Professional Development Grant Online Application Instructions
- Recent Recipients of Organizational and Professional Development Grants
- Audience Survey Template for Nonprofit Arts Organizations
- Grant Communications Kit and Branding Guide
- Submittable Help Desk 855-467-8264 x2 or x4

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 panel 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.

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.

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:

- 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 **ARTSFAIRFAX** during the previous fiscal year.
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, George Mason University programs and divisions, 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.

Grant Restrictions Cont'd

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.

Required Documents and Supplemental Materials

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)
- 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 5 supplemental materials including marketing materials, strategic plans, proposals, estimates, contracts

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 to the **ARTSFAIRFAX** 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. We will continue to offer the correction form for those organizations in attendance.

ARTSFAIRFAX 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**.

Role of **ARTSFAIRFAX** staff

- Advises on possible projects and follows up from Operating Support review
- Recruits and assign panelists
- Checks applications for eligibility and completeness
- Compiles panelists scores
- Takes notes at panel and provides feedback upon request
- Develops preliminary funding scenarios
- Provides technical assistance on the online grant portal, Submittable, to applicants and panelists

Evaluations Criteria

Advisory Review Panels 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
2. Use of Best Practices
3. Qualifications of Personnel
4. Budget Feasibility

Helpful hints from previous reviews

- Be sure to state the problem to be addressed clearly
- Get at least 3 estimates and include documentation
- If a consultant hasn't been chosen, include description/rfq/rfp
- Use the budget narrative to explain how the project would be modified if less than full funding is received.
- Projects may be broken down into phases
- Follow best practices
- Be clear about how salary and operating expenses are unique to the project

Terms & Conditions

Grants recipients must agree to comply with the following conditions of the O&PD Grant program Grant. (see guidelines for details)

- Duration of a Grant
- Optional Extension of Grant Period
- Organizational Eligibility
- Amount of Award (\$1-5,000)
- Addendum
- Use of Funds
- Acknowledgement of **ARTSFAIRFAX** Funding
- Announcement of Award
- Payment and Reporting
- Procedures
- Record Keeping
- Cancellation
- Mandatory Participation in Research
- Advocacy Requirements

Acknowledgement of ARTSFAIRFAX Funding

All grant recipients are required to acknowledge **ARTSFAIRFAX** funding for the duration of the grant. Your success is our success. By working together we raise the profile of the arts in the county.

ARTSFAIRFAX is your brand umbrella

- Acknowledge **ARTSFAIRFAX** in all print materials and digital communications
- Include **#ARTSFAIRFAX** in your social media channels

Cross Promote Your Events:

- Add **ARTSFAIRFAX**'s calendar to your Web site
- Share your activities on **ARTSFAIRFAX** Facebook and Instagram **@ARTSFAIRFAX**

See the Grant Communication Kit @ www.artsfairfax.org/grants

Appeals Process

Unless there are grounds for an appeal, all funding decisions of the Arts Council 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.

Grant Writing Tips

- 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 **ARTSFAIRFAX** staff does not participate in panel discussions. The application must stand on its own merits.

Grant writing tips Cont'd

- 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 **ARTSFAIRFAX** website – **Grants Page**.
- Refer to the Help field in the online application.
- Use **ARTSFAIRFAX** 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.

Grant timeline

- September 6, 2018 – Application Deadline
- October 24, 2018 – Panel Meeting
- December 2018 - Announcement of awards and 60% payment
- August 1, 2019 - Final Report Due
- September 2019 - Final 40% payment

Submitting your application

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

Refer to the FY19 OPD Submittable Online Instructions

Organizational and Professional Development grant applications must be submitted on-line, no later than September 5, 2018 at midnight.

Late applications will not be accepted.

Thank You

Contact us

Lisa Mariam

Director of Grants

ARTSFAIRFAX

2667-A Prosperity Avenue,
Suite A, Fairfax, VA 22031

Office: 703-642-0862 x1

Direct: 571-395-4617

Fax: 703-712-8599

lmariam@artsfairfax.org

<http://artsfairfax.org>

Kimber Craine

Grants Manager

ARTSFAIRFAX

2667 Prosperity Avenue, Suite
A, Fairfax, VA 22031

Office: 703-642-0862 x6

Direct: 571-395-4618

Fax: 703-712-8599

kcraine@artsfairfax.org

<http://artsfairfax.org>