FY21 Emergency Relief and Recovery Grant

Information Session

June 3, 2020
Agenda

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- Purpose and Goals
- Eligibility
- Grant Restrictions
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Who We Are

ARTSFairfax 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.
ARTSFAX Grant Programs

• ARTSFAIRFAX distributes more than $500,000 annually in the county funds through competitive grants to arts organizations and artists of all disciplines.

• For FY21, there will be two grant programs- Operating Support Grants and the Emergency Relief and Recovery Grant. The other ARTSFAIRFAX grant programs have been suspended for FY21.
Purpose

ARTSFAX’s Emergency Relief and Recovery Grant Program is designed to sustain the arts in Fairfax County by providing support to arts organizations and artists as they adjust to losses sustained because of programming and/or operations that have been modified or cancelled as a result of COVID-19 and the ensuing State of Emergency declared by the Governor.
Emergency Relief and Recovery Grant Funds Available

• $90,000 for arts organization grants

• $20,000 for individual artist grants

Thank you to our generous private donors, Pat & Steve Macintyre for giving a gift of $10,000 and issuing a challenge for others to join them in supporting Emergency Relief and Recovery grants to individual artists impacted by Covid-19.
Goals

Through the Emergency Relief and Recovery Grant Program, ARTSFAX seeks to:

• Provide funding to help sustain arts organizations and individual artists.
• Contribute to the recovery of the arts sector in Fairfax County.
Organization Eligibility

All applicant organizations must meet the following criteria to apply to the Emergency Relief and Recovery Grant Program. Staff reviews all grant applications for eligibility prior to the review process.
Organization Eligibility

1. An organization is eligible to apply to the Emergency Relief and Recovery Grant Program if:
   - It has as a core mission the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline and operates as a stand alone nonprofit 501(c)(3) organizations.
   - 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 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, employment records, and residential data.
Eligibility cont’d

4. The applicant must have submitted all required final reports for any grant(s) received from ARTSFAX 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 receiving line item funding from the Commonwealth of Virginia, as well as schools or departments of state universities are not eligible for ARTSFAX grants.

7. Fairfax County Government departments, divisions, and agencies, and their affiliated foundations and fundraising entities, are not eligible for these ARTSFAX grants.
Individual Artist Eligibility

Individual artists working in Choreography, Creative Writing, Dance Performance, Film/New Media, Music Composition, Music Performance, Theater Performance, and Visual Arts are eligible to apply. All individual applicants must meet the following criteria to apply to the Emergency Relief and Recovery Grant Program. Staff reviews all grant applications for eligibility prior to the review process.
Individual Artist Eligibility cont’d

• Individuals must be at least 18 years of age at the time of the application deadline.

• Individuals must be residents of Fairfax County for at least 12 months prior to the application deadline. Applicant must provide proof of residency. Residency must be in the applicant’s name. Residency is based on the applicant’s physical residence [home], not on a P.O. Box, studio/workspace, or other property owned by the applicant. Grantees must remain residents of Fairfax County for the duration of the grant period. (Residents of the cities of Fairfax and Falls Church are NOT eligible.)

• Individuals must be actively working in and/or deriving income from their arts discipline.

• Individuals must have exhibited, performed, presented and/or published artistic work in a public context that demonstrates an ongoing commitment to their artistic discipline for 3 or more years.
Artist Eligibility cont’d

• Individuals must be identified as a primary creator or author of work(s) described in the application. Individuals applying as a director or conductor, must be the KEY CREATIVE INDIVIDUAL(S) most clearly responsible and involved in the creative aspects of the process.

• Individuals must not be enrolled as an undergraduate student in a degree or entry level certification program related to the specific discipline of this application.
Grant Restrictions

All Emergency Relief and Recovery 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;

• Emergency/relief expenses must occur by June 30, 2021.

Emergency Relief and Recovery Grants cannot be used for:

• Construction of renovation projects;

• Political advocacy costs;

• Proselytizing or promoting a faith or religion.
Funding Categories

There are two grant categories within the Emergency Relief and Recovery Grant Program, one for organizations, and one for individual artists. Each organization or individual artist applicant may submit one grant application.

**Organizations:**

- Budget Level 1&2/under $100K  ($1,000)
- Budget Level 3&4/$100-$500K  ($2,500)
- Budget Level 5/over $500K  ($5,000)

**Individual Artists**

- ($500-$1,000)
Review Process

Following the grant application deadline:

• **ARTSFAX** 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.
Review Process Cont’d

- All eligible applications for the Emergency Relief and Recovery 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 ARTSFAX for funding.

- Normally, panel meetings are open to the public, but given the restrictions in place due to COVID-19, panel attendance may be limited or held online. If we are not able to open the meetings to applicants, staff will provide notes upon request.

- ARTSFAX Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the Grant Program and of ARTSFAX.
Review Process Cont’d

Role of ARTSFairfax staff:

- Recruits and assign panelists
- Checks applications for eligibility and completeness
- Compiles panelists scores
- Facilitate Panel meetings
- 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
Evaluation

Advisory Review Panels usually comprised of 4-5 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:
Evaluation Criteria

Criteria for Individual Artists:

1. Evidence of professional artistic practice of 3 years or more.

2. Need for funding is clearly identified including explanation of lost income.

3. The extent to which the artist reflects diversity and practices inclusivity
Criteria for Organizations:

1. Programming/operations that have been modified or cancelled as a result of COVID-19 are explained clearly with specifics and accompanying evidence of significant impact to the organization and Fairfax’s arts community(ies).

2. Financial information is clearly tied to the loss and offers evidence to support the request.

3. The extent to which the organization reflects diversity and practices inclusivity.
Community Outreach: Diversity and Inclusion

This table shows the distribution of arts organizations in Fairfax County, City of Fairfax, and City of Falls Church. The Lee, Mt Vernon, and Springfield Districts are relatively underserved by the arts. See links to additional resources on county demographics, diversity, access, and inclusion at the end of the slide deck.
Panel Insights

Although this is a new grant program, in general strong grant applications will demonstrate that:

• Organization designs programs to meet the unique needs and interests of the community;

• Diversity is holistic not just one aspect of an organization—it encompasses board and leadership diversity, artistic and ensemble diversity and audience diversity.

• Inclusion is an awareness and engagement of the broader community served by the organization;

• The practice of inclusivity for artists can be outreach to diverse audiences, mentoring younger artists or reflected in the work itself such as an underrepresented artform.
More Insights

• Proof of practice for artists is also crucial to their request, to highlight their active engagement and achievement as working artists;

• For organizations, use the financial narrative and the notes in the financial form to illuminate the connections between the financials and the effects of COVID-19.
Terms & Conditions

Grants recipients must agree to comply with the following conditions of the Emergency Relief and Recovery Grant Program (see guidelines for details).

• Use of Funds
• Amount of Award (Organizations: $1,000-5,000 and Individuals $500-1,000)
• Addendum
• Reporting Procedures
• Announcement of the Award
• Acknowledgement of the ARTSFAIRFAX Funding
• Individual and Organization Eligibility
• Cancellation
• Mandatory Participation in Research
• Advocacy Requirements
Acknowledgment 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 appropriate ARTSFairfax ad in programs
  - Include #ARTSFairfax in your social media channels

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

- Cross Promote Your Events:
  - Add ARTSFairfax’s calendar to your Web site
  - Share your activities on ARTSFairfax Facebook, Twitter, Instagram and LinkedIn @ArtsFairfax
Connect with us!

@ArtsFairfax

Engage with us!

Tag us - @ArtsFairfax
or
use our hashtag - #artsfairfax
Required Documents

• Required Eligibility Documents for Organizations that did not apply for FY21 Operating Support Grants:
  • IRS Letter of Determination
  • Most recent IRS 990 (do not include schedules)
  • Treasurer’s Report or Audit for most recently completed fiscal year
  • Board List with addresses and Fairfax residents/employees highlighted
  • List of key staff

• Submit required documents in PDF, DOC, DOCX, JPG, XLS, or XLSX format. Name the file as TR/A/Budget/ILD/990_Organization Name.
Required Documents Cont’d

Required Eligibility Documents for Artists—

• A valid government issued photo ID such as: Driver’s license, Passport, U.S. military ID (active duty or retired military).
• Proof of Residency such as: Utility bill (that reflects 12 months), Lease or Mortgage Statement.
• W-9

Required Uploads for Artists:

• Proof of Practice: a resume including works and dates of solo exhibitions/publications, group exhibitions/publications, performances and teaching or lecturing experience. Other disciplines would include titles of work publication dates, dance/music/theater performances and other activity that illustrates evidence of a working creative.
• Proof of Financial Loss: Provide cancelled contracts or proof of cancellation, host or presenter agreement cancellation or closing, rental agreement cancellations. Evidence may be in the form of the original agreements and a cancellation letter or email.
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.
Grant timeline

- June 29, 2020 – Application Deadline
- July 29-30, 2020 – Panel Meetings
- Late August 2020 - Announcement of awards and 100% payment
- February 1, 2021 - Final Report Due
Resources

• Fairfax County Demographics:
  – https://www.fairfaxcounty.gov/demographics/

• Distribution of arts organizations by Magisterial District: see graphic on slide 17

• GIS Map of Arts venues:
  – http://fairfaxcountygis.maps.arcgis.com/apps/webappviewer/index.html?id=0f52e12765f449e28aab2002c7772990

• Opportunity Indexes:
  – https://opportunityindex.cfnova.org/indicator/chart?r=1&category=4&region=4

• Title One Schools:
Resources Cont’d

• ARTSFairfax Disability Workshop resources:
  – https://artsfairfax.org/resources/

• One Fairfax:
  – https://www.fairfaxcounty.gov/topics/one-fairfax

• Our Immigrant Neighbors infographic:

• See artsfairfax.org for these grant applicant resources:
  • Emergency Relief and Recovery Grant Guidelines
  • Online application instructions
  • Grant Communications Kit and Branding Guide
TOOLS OF THE TRADE
A WORK-SMART MARKETING WORKSHOP

SOCIAL MEDIA NETWORKS
AND LEVERAGING ANALYTICS / INSIGHTS

FEATURING PRESENTATIONS BY
RACHELLE ETIENNE-ROBINSON
STAN “SUBSTANTIAL” ROBINSON
CO-FOUNDERS OF SUBSTANTIAL ART & MUSIC

FRIDAY JUNE 5 2020
12 PM
Submitting Your Application

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

Emergency Relief and Recovery Grant applications must be submitted on-line, no later than 29 June 2020 at midnight.
Late applications will not be accepted.
The Staff at ARTSFAX

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Thank You