FY21 Emergency Relief and Recovery Grant Guidelines

Deadline: June 29, 2020
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ARTSFairfax Emergency Relief and Recovery Grant Program

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, ARTSFairfax promotes and encourages excellence in the arts by initiating and supporting activities, services, and policies that inspire, nurture, and reflect the cultural diversity of Fairfax County.

Purpose
The purpose of the Emergency Relief and Recovery Grant Program is 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.

Description
Emergency Relief and Recovery Grants are non-recurring grants to eligible nonprofit arts organizations and individual artists to support ongoing activities that occur on a regular basis as part of an organization’s mission or artist’s practice as well as special projects that may have been adversely impacted by COVID-19. Grant funding may be used to offset:

- Lost income due to the cancellation of programming/operations
- Unexpected expenses directly resulting from COVID-19
- Overhead costs for the organization or artistic practice (rent, newsletter subscriptions, website hosting, electricity, phone bills, etc.)
- Staff salaries and benefits, including artist payments

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

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

Organizational 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.

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.
   - 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 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, active membership, and audience surveys.

4. The applicant must have submitted all required final reports for any grant(s) received from ARTSFairfax and be in compliance with terms and conditions for current and previous grants.

5. An organization must have independently prepared financial statements such as a treasurer’s report or audit. Audit is required for organizations with expenses of $600,000 and above. In the case of the audit, organizations with expenses of $600,000 and above would have been at that level for one full fiscal year.

6. Organizations receiving line item funding from the Commonwealth of Virginia, as well as schools or departments of state universities are not eligible for ARTSFairfax grants.

7. Fairfax County Government departments, divisions, and agencies, and their affiliated foundations and fundraising entities, are not eligible for these ARTSFairfax 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.

1. Individuals must be at least 18 years of age at the time of the application deadline.
2. 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. City of Fairfax and City of Falls Church residents are not eligible.
3. Individuals must be actively working in and/or deriving income from their arts discipline.
4. 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.

5. 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.

6. 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.

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<th>Grant Restrictions</th>
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<td>All Emergency Relief and Recovery Grant Program grants must:</td>
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<td>• Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church;</td>
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<tr>
<td>• Have qualified artistic or scholarly, administrative, and management leadership (either professional or volunteer) capable of completing any grant-supported activities, programs, or projects;</td>
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<td>• Emergency/Recovery expenses must take place by June 30, 2021.</td>
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Emergency Relief and Recovery Grants cannot be used for:

- Construction or renovation projects;
- Political advocacy costs;
- Proselytizing, or promoting a faith or religion.

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<th>Funding Categories</th>
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<td>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. Use expenses for the most recently completed fiscal year to determine organization budget level.</td>
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1. **Organizations** ($500-1,000)
   - Budget Level 1&2/under $100K (1,000)
   - Budget Level 3&4/$100-$500K ($2,500)
   - Budget Level 5/over $500K ($5,000)

2. **Individual Artists** ($500-1,000)

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<td>Following the grant application deadline, ARTSFairfax staff determines whether an applicant is eligible and whether an application is complete. Staff may contact applicants for information needed to make an eligibility determination. If an applicant 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 mail.</td>
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All eligible applications for the Emergency Relief and Recovery Grant Program are evaluated by panel review. Panelists are arts professionals with knowledge of or expertise in the segments of the ARTSFairfax Emergency Relief and Recovery Grant Program 2021 Guidelines.
arts community that are eligible to apply to the ARTSFairfax for funding. In-person 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 necessary, panel meetings may be held online to comply with public health guidelines. Virtual panels will not be open to applicants for observation; however, staff notes summarizing the discussion and comments will be available.

The ARTSFairfax Board of Directors makes the final funding decisions based on the evaluations by the panels and the overall goals of the Emergency Relief and Recovery Grant Program and of ARTSFairfax.

**Evaluation Criteria**

Advisory Review Panels, each comprised of approximately 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 an arts discipline, and/or knowledge of the community. Panelists will evaluate each grant request based on the following criteria.

**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.

**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.

**Conditions of a Grant**

Grant recipients must agree to comply with the following conditions of the Emergency Relief and Recovery Grant Program grant.

**1. Use of Funds**

The Grantee will use the funds solely for the purposes approved by ARTSFairfax as described in the Emergency Relief and Recovery Grant Guidelines. Grant funds may not be used for construction or renovation projects, political advocacy costs, or proselytizing or promoting any one faith over another.

**2. Amount of Award**

Emergency Relief and Recovery Grant Program grants range from $500 to $1,000 for individual artists and $1,000 to $5,000 for organizations depending upon Budget Level:

<table>
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<td>Budget Level 3&amp;4/$100-$500K</td>
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<td>Budget Level 5/over $500K</td>
<td>($5,000)</td>
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Applicants may be granted an amount less than requested.
3. Optional 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 an addendum form explaining these changes and how this affects the application. The addendum may be submitted during the time after the application deadline until 1 week before the panel review.

4. Announcement of Award
No information about the status of an application will be released until all applications have been reviewed and approved. ARTSFairfax will notify applicants of final decisions in August 2020.

5. Payment and Reporting Procedures
Grantees are required to submit a brief final report (due February 1, 2021). The final report is to be submitted on-line at https://artsfairfax.submittable.com

6. Duration of the Grant
All grant activities shall take place within 6 months of the application date (by December 31, 2020).

7. Acknowledgement of ARTSFairfax Funding
ARTSFairfax requires acknowledgement of ARTSFairfax’s support for all public programs and organizational services. In order to raise the visibility of your organization as well as that of the arts and non-profit cultural organizations in Fairfax County, ARTSFairfax requires the following:

- Credit ARTSFairfax as a donor on your website and all printed materials through donor lists, the use of the ARTSFairfax logo and the statement, “This program is funded in part by ARTSFairfax.”
- Grant recipients are required to follow the instructions in the Grant Communications Kit and send copies to ARTSFairfax of all materials that are distributed to the public.
- Create a directory listing and submit your events on the ARTSFairfax website (if applicable).

8. Individual and Organizational Eligibility
Grant recipients must continue to meet all Emergency Relief and Recovery Grant Program eligibility requirements during the grant period. Organizational Grant recipients are required to notify ARTSFairfax Grants Manager in writing if the organization is unable to continue as well as major financial and leadership changes to their organization.

Organizational Grantees will keep their tax-exempt status as a recognized Section 501(c)(3) and/or Section 509(a) organization current throughout the period of this grant and will comply with all applicable federal and state laws and regulations that govern the use of funds from private foundations to the Grantee organization. This includes, but is not limited to, the prohibition against activities described in Section 4945(d) of the IRS Code and limiting the use of the grant funds to the appropriate taxable purposes as described in IRS Code section 170(c)(2)(b).
9. Record Keeping
Grantee shall maintain an accurate record of the grant received and retain such books and records for at least four years after completion of the use of this grant.

10. 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 the ARTSFAIRFAX, except where the ARTSFAIRFAX has agreed in writing to an alternative use of the unused funds.

11. 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 attendance & spending, organization management, or facility usage and planning. Grantees are required to assist ARTSFAIRFAX by completing these studies.

12. 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 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 a free grant information session to instruct prospective applicants on how to complete an Emergency Relief and Recovery Grant Program application. ARTSFAIRFAX strongly encourages participation by all potential applicants. An applicant’s attendance at an information session will not affect the evaluation of the application.

An online information session will be held on **June 3, 2020 at noon** and should run approximately 1-1.5 hours depending upon questions.

The presentation will be posted on the ARTSFAIRFAX’s website. To register and for further information please contact Kimber Craine, Grants Manager, by e-mail at kcraine@artsfairfax.org.

**Grant Writing Tips**
- Write clearly and concisely.
- Although there is no matching requirement, these funds should be a catalyst for increased private sector support, used to leverage additional dollars.
- Do not use jargon.

**ARTSFAIRFAX Emergency Relief and Recovery Grant Program**
2021 Guidelines
• Remember that the people who are reading your application may know nothing about your organization, your programs or your career.
• 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, they will know your organization or career.
• 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 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.

Uploads
Submission of Required Documents is mandatory. Submit required documents in PDF, DOC, DOCX, JPG, XLS, or XLSX format. Name the file as TR/A/Budget/ILD/990_Organization Name and/or Resume/Artist Name.

Required Documents for individual artists:
1. A valid government issued photo ID such as: Driver’s license, Passport, U.S. military ID (active duty or retired military).
2. Proof of Residency such as: Utility bill (that reflects 12 months), Lease or Mortgage Statement.
3. Resume
4. Proof of lost income due to COVID-19
5. W9

Required Documents for organizations that did not apply for FY21 Operating Support Grants:
1. IRS Letter of Determination for your organization and/or your parent organization.
2. Treasurer’s Report or Audit for most recently completed fiscal year (audit required if applicant’s expenses exceed $600,000). In the case of the audit, organizations with expenses of $600,000 and above would have been at that level for one full fiscal year.
3. Board List with addresses indicating Fairfax residents and employees
4. Most recent IRS 990 submission
5. Staff List

Submitting Your Application
All Emergency Relief and Recovery Grant Program applications must be submitted via the online application system no later than June 29, 2020 at midnight/12:00 a.m./24:00. Late applications will not be accepted. Hard copies will not be accepted.
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 regarding 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 Grants Committee of the ARTSFairfax’s Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by the ARTSFairfax. If the Grants Committee determines that there exist grounds for an appeal, the Grants Committee will re-evaluate the application. All decisions of the Grants Committee regarding any reevaluation 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 regarding appeal requests are final without further recourse or reconsideration.

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2021 Guidelines