



FY20 Project Support Grant Guidelines

Deadline: May 23, 2019

ARTSFAIRFAX
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Table of Contents

Introduction

Purpose of the Project Support Grant Program

Goals of the Project Support Grant Program

Organizational Eligibility

Grant Restrictions

Funding Categories

Review Process

Evaluation Criteria

Conditions of a Grant

Grant Preparation Assistance

Uploads

Required Documents

 Work Samples

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 Project Support 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 Project Support 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.

Organizational 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.
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.
4. The applicant must have submitted all required final reports for any grant(s) received from **ARTSFAIRFAX** on time.
 5. An organization must have independently prepared financial statements such as an audit or a treasurer's report 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 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.
 7. Non-profit organizations and foundations that support county government programs and agencies and schools or departments of George Mason University are eligible provided that the service area is county-wide.

Grant Restrictions

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, 2019 and June 30, 2020.

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.

Funding Categories

Project Support Grant Program grants are non-recurring grants used to support eligible nonprofit arts organizations, both established and developing, in providing activities that engage new audiences in the arts and contribute to the vibrancy and quality of life in Fairfax County. These grants will not fund operating expenses. Finally, 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. For example, if your organization provides after-school arts instruction, then Project Support funding could support the design and implementation of a new class offering that has not been offered before. If your organization occasionally hosts a

guest artist, then Project Support funding could support bringing an artist who might normally be financially out of reach. This funding is not intended to support ongoing activities that your organization does on a regular basis as part of your mission. You do not have to create a program that is brand new to your organization; however, for existing programs, your proposal should explain how the funding would enhance or expand the scope of your program offerings.

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. 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, **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 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 mail.

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 **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.

The **ARTSFAIRFAX** 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 **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 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

- Does the applicant demonstrate artistic excellence as shown by the qualifications, background, experience, and supplemental materials of the artists?
2. Feasibility of Project and Effectiveness in meeting the organization's mission
- How well is the project designed?
 - Have enough details been defined within the project to assure some level of success in reaching the outlined goals of the project?
 - Is the project feasible within the time frame and budget?
 - Does the project fulfill the applicant's mission?
3. Engagement of New Audiences
- Does the project attempt to reach new audiences?
 - Does the project contribute to the quality of life and cultural vitality of Fairfax County?
 - Is access to the arts for all residents of Fairfax County, especially underserved populations (youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas), evident in programs and outreach activities?
 - Applicant understands and is responsive to the diverse needs and interests of the community;
 - Applicant has described steps to increase participation by people of culturally diverse communities
 - Applicant's working relationships within the community strengthen the organization's ability to carry out its activities. Applicant involves community members, volunteers and artists in planning and evaluation;
 - If applicable, applicant's activities demonstrate artistic and/or cultural value for the ethnic community being served;
 - If applicable, how does the project meet the needs of patrons with disabilities and/or authentically involve artists and performers with disabilities?
 - If applicable, applicant describes how its activities and programs authentically represent the arts and culture of one or more culturally specific population.
4. Category Specific Criteria (each project falls into only ONE category)
- a. If the proposed project is in the Arts in Education category, consider:
- Whether the project's artistic and educational goals are clear and appropriate considering the activities and/or grade level(s) served.
 - Applicant has described how they intend to evaluate the impact of program activities on the community.
- b. If the proposed project is in the Opportunity category, consider:
- Whether the project responds to an atypical or out of the ordinary opportunity that otherwise would be out of reach.
 - Has the application described how the applicant intends to evaluate the impact of program activities on the community.
- c. If the proposed project is in the Partnerships with Individual Artists category, consider:
- The quality of partnership between organization and artist.
 - The quality of artistic resources.
 - Applicant has described how they intend to evaluate the impact of program activities on the community.
5. Budget Feasibility
- Is the budget appropriate and cost-effective 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?
- Is there a diversity of funding sources?

Conditions of a Grant

Grant recipients must agree to comply with the following conditions of the Project Support Grant Program grant.

1. Use of Funds

The Grantee will use the funds solely for the purposes approved by **ARTSFAIRFAX** as described in the Project Support Grant Guidelines. 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 all listed expenses must be incurred during the grant period.

2. Amount of Award

Project Support Grant Program grants range from \$1,000 to \$30,000, depending on the Project Support Grant Program subcategory:

Arts in Education	(grant amount ranges from \$1,000 - \$30,000)
Opportunity	(grant amount ranges from \$1,000 - \$20,000)
Partnerships with Individual Artists	(grant amount ranges from \$1,000 - \$10,000)

ARTSFAIRFAX will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

3. 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.

4. 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 September, 2019.

5. Payment and Reporting Procedures

Grants recipients will receive 70 percent of the award within one month of the grant announcement. Grantees are required to submit a final performance report and a final financial report at the end of the grant period (due August 1, 2020). Upon approval of the final report, the remaining 30 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 **ARTSFAIRFAX** before the end of the grant period.

6. Duration of a Grant

All grant activities shall take place within the fiscal year for which the grant was awarded. If needed, Grantee should submit a request for a no-cost extension to the **ARTSFAIRFAX** before the end of the grant period. The request should contain the reason for the extension, any unexpended funds identified and how the funds will be used, and the length of time requested for the extension.

7. Acknowledgement of ARTSFAIRFAX Funding

ARTSFAIRFAX requires acknowledgement of **ARTSFAIRFAX**'s support for all public programs and 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 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.
- Include an **ARTSFAIRFAX** grant award announcement in your printed programs. The three sizes are commensurate with your award amount: over \$10,000 full page, \$5,000-\$9,999 half page, and under \$5,000 quarter page. The announcements are available in both color and black and white. Contact **ARTSFAIRFAX** staff for customized copy.

8. Organizational Eligibility

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

Grantee will keep its tax-exempt status as a recognized Section 501(c)(3) and 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 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.

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, the **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 **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 free grant preparation workshop to instruct prospective applicants on how to complete a Project Support Grant Program application. **ARTSFAIRFAX** strongly encourages attendance by all potential applicants. An applicant's attendance at a workshop will not affect the evaluation of the application.

The workshop will be held on March 13, 2019 at noon and should run approximately 1-1.5 hours depending upon questions. The location will be the Prosperity Flats Community Room, 2700 Dorr Avenue, Fairfax, VA 22031

Workshop presentations will be made available on the **ARTSFAIRFAX's** website. For further information regarding directions, please contact Kimber Craine, Grants Manager, by e-mail at kcraine@artsfairfax.org or by telephone at (703) 642-0862, ext. 6.

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.
- 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 **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, 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.

ARTSFAIRFAX *Project Support Grant Program*
2020 Guidelines and Application

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 required cover sheet.

Required Documents:

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 (please highlight Fairfax residents and employees)
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.

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

Name the files as TR/A/Budget/IRS/990_Organization Name*. Then click Upload button

*File naming Key for required documents:

TR = Treasurer's Report

A = Audit

Budget = Fiscal Year to Date Budget

IRS = IRS Letter of Determination

990 = 990 Tax form

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 applicant.

Submit **up to three** recent examples of original work not to exceed a **total of five minutes** multimedia format.

- Samples may be excerpts or complete works.
- You are strongly encouraged to submit work produced in the **last two years**.
- **Links** to work samples may be included in the **cover sheet** each in a different line. Include the applicant's name, title of work and date of completion, as well as a brief description.
- Work Samples may be submitted as PDF, DOC, DOCX, JPG, MOV, MP3, MP4, PNG, PPT, WAV, XLS, and XLSX files.
- Name the file (**WS_Organization Name_01**).

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_ Organization Name_01**.
- Links to supplemental materials may be included in the cover sheet, each in a different line with a brief description.

Submitting Your Application

All *Project Support Grant Program* applications must be submitted via the on line application system no later than **May 23, 2019** at midnight/11:59p.m./24:00. Late applications will not be accepted. Hard copies of supplementary materials 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** 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 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 **ARTSFAIRFAX** *Project Support Grant Program* 2020 Guidelines and Application

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.