



**ARTSFAIRFAX**

FY21 Emergency Relief  
and Recovery Grant  
Information Session  
(round 2 for artists)

12 October 2020

# Agenda

- Introduction
- Purpose and Goals
- Eligibility
- Grant Restrictions
- Review Process
- Evaluation Criteria
- Terms and Conditions of a Grant
- Timeline and submitting your application
- Appeals Process
- Resources

# 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 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
- In a typical year, there are 5 grant programs:
  - Project Support Grant
  - Operating Support Grant
  - Organizational and Professional Development Grant (includes Next Step category)
  - Artist Grant (includes Poet Laureate)
  - Fast Track Grant
- For FY21, we are awarding Operating Support Grants and Emergency Relief and Recovery Grants. The other categories have been suspended.

# About the Second Round of Emergency Relief and Recovery Grants

- The initial round of ArtsFairfax Emergency Relief and Recovery Grants was open to both organizations and individual artists.
- ArtsFairfax awarded \$102,000 to 40 arts organizations and \$13,300 to 14 individual artists.
- All eligible applicants received grants.
- Thanks to the generosity of our donors, we are offering a second round of Emergency Relief and Recovery grants for individual artists.

# Purpose

**ARTSFAIRFAX**'s Emergency Relief and Recovery Grant for artists is designed to sustain the arts in Fairfax County by providing support to artists whose practice has been disrupted by the pandemic. Loss of income due to cancelled exhibitions and performances, school closures and other curtailed activities are evidence of this disruption.

# Goals

Through the Emergency Relief and Recovery Grants to individual artists, **ArtsFairfax** seeks to:

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

# 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 this second round of Emergency Relief and Recovery Grant Program. Staff reviews all grant applications for eligibility prior to the review process.

- 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. Residents of the City of Fairfax and City of Falls Church are not eligible. 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.
- Individuals must be actively working in and/or deriving income from their arts discipline.

# Artist Eligibility cont.

- 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.
- 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.
- Individuals are not eligible if they have previously received an ArtsFairfax Emergency Relief & Recovery grant.

# 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;
- Emergency/relief expenses must occur by May 31, 2021.

Emergency Relief and Recovery Grants cannot be used for:

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

# Funding available and grant amounts

Individual artists may submit one grant application requesting between \$500 and \$1,000.

ArtsFairfax continues to raise funds in support of this program. Based upon current donations, we expect to make at least 14 grants in the second round.

# 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 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 **ArtsFairfax** for funding.

- Normally, panel meetings are open to the public , but given the restrictions in place due to COVID-19, the panel will be online and closed to applicants. Staff will provide notes to applicants upon request.
- **ArtsFairfax** 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 **ArtsFairfax**.

Role of **ArtsFairfax** staff:

- Recruit 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

# Artist Evaluation Criteria

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:

1. **Proof of Practice:** A short statement on your practice and particularly over the last three years.
2. **Community Outreach and Inclusion:** Does the applicant artist reflect diversity and practice inclusion in their creative practice. Example—if working with schools what is the audience makeup; if working, in a medium specific to a particular culture or underrepresented art form; each is an appropriate response.
3. **Financials:** How has COVID-19 affected your creative practice and is the evidence of the effects clearly stated. Provide specifics on income loss—expected v. actual income from sales, salary and other revenue. Include receipts or other documents to support the request.

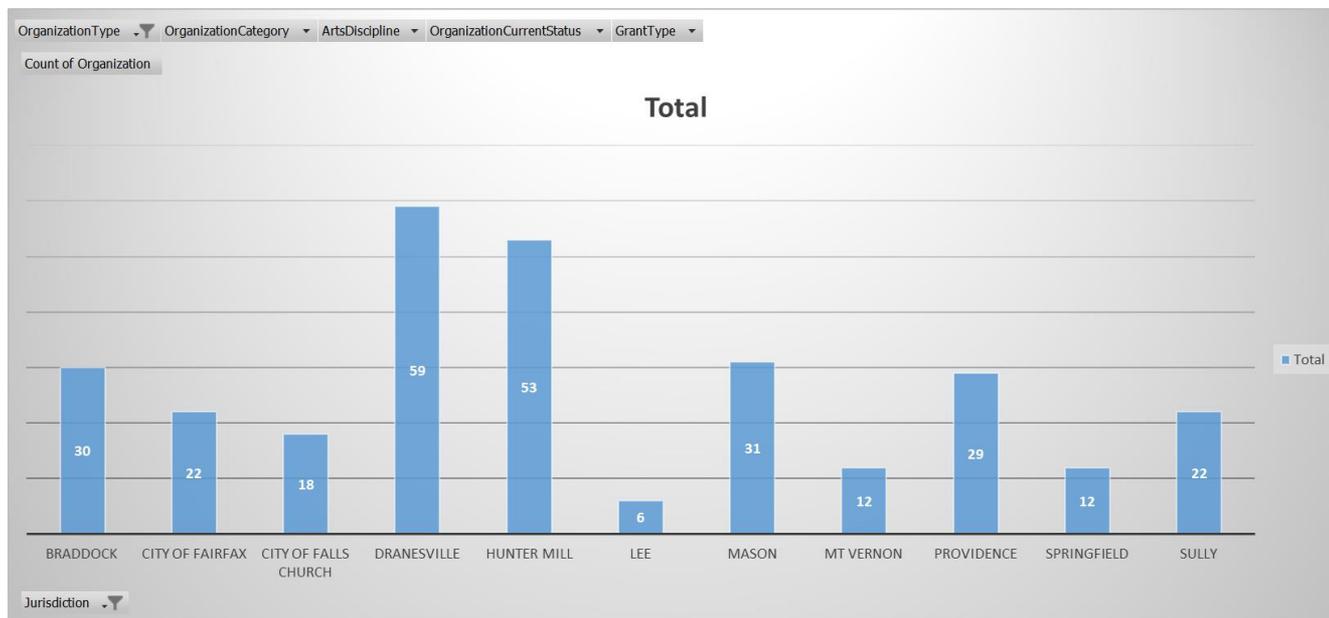
# Community Outreach-Inclusion Criteria

Demographic resources are available on the county website, including One Fairfax, and the US census:

<https://www.census.gov/quickfacts/fact/table/US/PST045219>

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.



# Panel Insights

Based upon the panel review of the initial round of applications, characteristics of a strong application include:

- Strong resume and proof of practice that syncs up with the personal web site that demonstrate artist actively engaged in their practice ;
- Diversity should be intentional and holistic, encompassing awareness and engagement of the broader community;
- 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;
- Tell your story to give panel insight into what you anticipated this year to accomplish and what was lost due to the pandemic—financially and artistically.
- Use examples or data to illustrate losses and effects of the COVID-19 emergency on creative practice strengthens the request.

# Terms & Conditions

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

- Use of Funds
- Amount of Award (\$500-\$1,000).
- Payment and Reporting Procedures
- Announcement of the award
- Acknowledgement of **ArtsFairfax** Funding
- Individual Artist Eligibility
- 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 appropriate **ArtsFairfax** ad in programs
- 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](http://www.artsfairfax.org/grants)**

# Required Documents

## 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

## Additional Materials -

- 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.

# 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

- October 30, 2020 – Application Deadline
- November 5, 2020 – Panel Review
- December 2020 - Announcement of awards and 100% payment
- June 1, 2021 - Final Report Due

# Resources

See [artsfairfax.org](https://artsfairfax.org) for these resources:

- Emergency Relief and Recovery Grant Guidelines
- Online application instructions for individual artists
- Grant Communications Kit and Branding Guide
- Submittable Support: Chat, knowledge base, and Help Desk  
855-467-8264 x1 (Mon-Fri)

# Submitting your application

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

*Emergency Relief and Recovery Grant* applications must be submitted on-line, no later than *30 October 2020* at midnight.

Late applications will not be accepted.

Thank You

# Contact us

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