



## **FY21 Emergency Relief and Recovery Grant Guidelines for Artists**

**Deadline: October 30, 2020**

ArtsFairfax  
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## 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.

## 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 are not eligible if they have previously received an ArtsFairfax Emergency Relief and Recovery Grant.

7. 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 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;
- Emergency/Recovery expenses must take place by June 30, 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**

Individual artists may request between \$500-\$1,000 depending on their need. Applicants may be granted an amount less than requested.

## **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, 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 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 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 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 Applicants may be granted an amount less than requested.

### **3. 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 December 2020.

### **4. Payment and Reporting Procedures**

Grantees are required to submit a brief final report (due June 1, 2021). The final report is to be submitted on-line at <https://artsfairfax.submittable.com>

### **5. Duration of the Grant**

Use of the grant funds shall take place within 6 months of the application date (by May 31, 2021).

### **6. 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 Artist Eligibility**

Grant recipients must continue to meet all Emergency Relief and Recovery Grant Program eligibility requirements during the grant period.

### **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 (if applicable) 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 **October 12, 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](mailto: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.
- 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

## Submitting Your Application

All *Emergency Relief and Recovery Grant Program* applications must be submitted via the online application system no later than **October 30, 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 **ARTSFAIRFAX *Emergency Relief and Recovery Grant Program* 2021 Guidelines**

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.