

FY23 Operating Support Grant Application - Long Form (Budgets Over $50,000)

Word Document Version – List of Questions

**THIS IS NOT THE OFFICIAL APPLICATION. TO SUBMIT AN APPLICATION FOR THIS GRANT VISIT** <http://artsfairfax.submittable.com/submit>

 \* Denotes a required question.

# **Eligibility Continued**

**Are you applying with a Fiscal Sponsor? \***

Yes or No

**Instructions for Applicants with a Fiscal Sponsor**

Before completing with the application, contact ArtsFairfax Grants Manager Jackie Dubin at jdubin@artsfairfax.org. Provide name and contact information of Fiscal Sponsor. Instructions and an additional form will be sent directly to the Fiscal Sponsor.

**Upload Required Eligibility Documents for verification: \***

1. IRS Determination Letter
2. Treasurer's Report/Audit \*
3. Board List with addresses \* \*

 \*Audit required for organizations with budgets over $750,000 expenses for most recently completed fiscal year.

 \* \*Include Board members' profession, work address, and place of residence. Highlight members who live or work in Fairfax.

# **Applicant Information**

**Organization Name \***

**FEIN Number \***

**Mailing Address (and Floor/Suite/Apt.) \***

**City \***

**State \***

**Zip Code \***

Please note that this is the address that will be used for all grants correspondence.

**Is this mailing address the same as your street address? If not, please complete the following fields for your physical location. \***

**Street Address (and Floor/Suite/Apt.)**

**City**

**State**

**Zip Code**

**Choose the appropriate Fairfax County magisterial district or independent city for your organization's street address:**

Please verify the magisterial district by entering the street address for your physical location in the Fairfax County My Neighborhood site. [Click Here](https://www.fairfaxcounty.gov/myneighborhood/)

**If your organization is city based, describe the organization's service to the county. Refer to specific audience/participation and program/activity location statistics. \***

**Phone Number \***

**Website \***

**Facebook**

**Twitter**

**Instagram**

**Other Social Media**

Include links to other social media channels such as YouTube, LinkedIn, Flickr, Vimeo, TikTok, Tumblr, SoundCloud, Bandcamp, etc.

**Grant Contact Name \***

**Grant Contact Title \***

**Grant Contact Email \***

**Grant Contact Phone Number \***

**Chief Administrator Name \***

**Chief Administrator Title \***

**Chief Administrator Email \***

**Chief Administrator Phone Number \***

**Chairman, Board of Directors Name \***

**Chairman's Email \***

**Chairman's Phone Number \***

**Chairman's Address (and Floor/Suite/Apt.)**

**City**

**State**

**Zip Code**

**Annual Number of Performances**

If applicable, please enter a number, ex. 100 based upon your most recently completed fiscal year.

**Annual Number of Exhibitions**

If applicable, please enter a number, ex. 100 based upon your most recently completed fiscal year.

**Total Number of Annual Events \***

Include all performances, exhibitions, rehearsals, classes, workshops, etc. based upon your most recently completed fiscal year.

**Organization's Total Audience \***

Include audience and participants in all annual events based upon your most recently completed fiscal year.

**Does your organization employ paid full or part-time non-artistic staff? \***

Yes or No

**If yes, how many Full Time Equivalent (FTE) employees?**

A Full Time Equivalent (FTE) is based upon 40 hours per week.

And how many part-time paid permanent employees?

Please include both the number and the total Full Time Equivalent (FTE) based on a 40-hour work week. For example, for 2 half-time employees, enter 2 (1 FTE).

**Does your organization employ volunteer non-artistic staff? \***

Yes or No

**If yes, how many volunteers does your organization employ?**

Please base this number on the Full Time Equivalent (FTE) of 40 hours per week.

**Which category best describes the primary activity of your organization? \***

Select from list

**If applicable, which category best describes a secondary activity of your organization?**

Select from list

**Has your organization applied for grant(s) from ArtsFairfax in the past? \***

Yes or No

**Based upon your most recently completed fiscal year expenses, what is the overall budget size of your organization? \***

* Level 2 - $50,000-$100,000
* Level 3 - $100,000-$250,000
* Level 4 - $250,000-$500,000
* Level 5 - Over $500,000

Refer to financial form TOTAL EXPENSES (excluding additional) in column A of the Financials Table. Organizations with Budgets under $50,000 complete the Short Form application.

**Amount Requested \***

Enter number

An organization may request no more than 15% of their actual expenses for the most recently completed fiscal year, up to $50,000. In-kind expenses may not be included. Refer to financial form TOTAL EXPENSES (excluding additional) in column A of the Financials Table.

**First time applicants, how did you hear about the grant program?**

Multiple Selection

* ArtsFairfax website
* Social Media
* Email
* Other

# **Applicant Information Attachments**

**Upload Required documents \***

Upload 2 files:

* Most Recent 990/990-N/990-EZ (do not include schedules)
* Bios for each Key Board and Staff members

**Optional Uploads: Organizational Chart of Staff Structure and Executive Summary of Strategic Plan**

You have the option to upload:

* Graphic/Chart of the organization’s Staffing Structure (Board, staff, artists, volunteers, etc.)
* An executive Summary of your strategic plan

# **Organizational Profile**

History, Mission, Relevance

**Criteria:**

* Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals, and evolution over time?
* Does applicant use demographic data to describe their service area and how the community informs their identity, mission, and programs?

**1. Describe your organization's mission, goals, and values. \***

Suggested word count: 150 – 250

**2. Describe your organization’s history. \***

Suggested word count: 150 – 250

**3. What is your organization's geographic service area? \***

Who are your community constituents (residents, audience, users, visitors, partners, etc.)? What demographic and/or other types of data are used to identify constituents' interests and needs? How does the data inform your organization's identity and mission?

Use the Census data link to describe the makeup of your service area and the community served in Fairfax County. [Click Here](https://www.census.gov/quickfacts/fact/table/US/PST045219)

Suggested word count: 200 – 300

# **Programs and Services**

Ability to create quality, mission-driven work that engages and inspires its community including aesthetic attributes of risk-taking, resourcefulness, sensory experiences, sustained resonance, impact, and value

**Criteria:**

* Do the programs and services effectively fulfill the applicant’s mission and goals? Does the applicant offer public artistic activities that reflect the diversity of the population of Fairfax County? \*
* Are the applicant’s efforts to understand Fairfax County’s diversity and respond to the community it serves evident? Does explanation clearly and thoroughly illustrate the creative process, which includes creative roles, responsibilities, and authentic constituent collaboration, where constituents are essential in the artistic decision-making process?
* Is the organizational success story clear and does it explain why it is considered successful in terms of aesthetic attributes, evaluation, and outcomes?
* Do the programs demonstrate support for and stimulation of artistic growth and excellence?
* Do the programs offer the public greater access to underrepresented artists and art forms?
* Does the applicant demonstrate artistic excellence as shown by the qualifications, background, and experience of the artists?
* Are there clear examples of positive critical response to the organization’s performances, exhibits, and other artistic work?

**4. Describe your programs and activities that will occur during FY23 (July 1, 2022 through June 30, 2023) and their connection to your organization’s mission, values, and goals. \***

Explain the connection of activities in the table to the organization's mission, goals, and values. Explain the public value (importance and relevance) of the activities to constituents and County residents. What arts activities, programs and services will be supported by this funding? Describe the participants served?

Suggested word count: 300 – 500

**Programs and Activities Table Instructions \***

*Figures should be entered directly into the web version of the application. An editable excel version is available to download but does not replace the web version of the table.*

Group programs and activities by categories--including performances, exhibitions, events, workshops, and classes--with the corresponding number of occurrences in the table.

For offerings outside Fairfax County, enter the location under Magisterial District.

For virtual/online programs and events, enter "online" under the venue zip code and enter your organizations Magisterial District.

**5. Describe your efforts to improve program quality. How are artists, as well as constituents of your geographic area of service, involved in the programmatic development and evaluation of the resulting artistic or programmatic activities? \***

How do programmed arts activities include non-dominant norms, values, narratives, standards, or aesthetics? What is the sensory or emotional experience hoped to be achieved through your organization’s arts programming?

Suggested word count: 200 – 300

**6. Please give one recent example of an organizational success and explain why it is considered successful. \***

How do programs and services demonstrate cultural integrity, communal meaning, risk-taking, resourcefulness, sensory experiences, sustained resonance, impact, and value. How has the organization evolved or changed through this example and how was it determined to be successful?

Suggested word count: 200 – 300

# **Programs and Services Attachments**

**Upload Cover Sheet \***

Submit 1 file:

* Cover sheet for supplemental materials and work samples including links and description.

Use the Cover Sheet to describe each work sample and supplemental material.

**Upload Work Samples \***

Submit three recent examples of original work not to exceed a total of five minutes in a multimedia format including performances, lectures, lesson plans, exhibitions, and publications. The samples should reflect the best quality work of the organization and technical quality, i.e., sound and video presentation.

Samples may be excerpts or complete works. Work produced in the last two years is preferable.

Samples may be uploaded to this application or hosted publicly online. Links to video work examples may be included in the cover sheet, each in a different line. Please ensure links are live and samples can be viewed without an email, account, or subscription. Include the applicant’s name, title of work and date of completion, as well as a brief description of the work and applicant’s role in the development and execution of the work. Specify start and end times for viewing and listening for longer videos (panelists will view a maximum of five minutes).

Name the file Work-Sample-01\_Organization Name

**Upload Supplementary Materials \***

Submit up to three Supplementary Materials that describe recent activities (within the last two years). Supplementary 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.

The samples should support and illustrate how your programs and services engage diverse County residents, organizational effectiveness in terms of planning and evaluation, and critical response to performances/exhibitions/activities.

Multimedia is limited to five minutes total. For longer videos and recordings specify start and end times.

Name the file SM-01\_Organization Name\_01

List supplementary materials on the cover sheet with a brief description.

# **Community Engagement**

An organization's ability to meaningfully engage with its community to achieve its mission

**Criteria:**

* Is the applicant building support for the organization's mission and activities by connecting with stakeholders (partners, audiences, patrons, users, visitors etc.) outside the walls of the organization—churches, community centers other gathering spaces—and/or in collaboration with non-arts partners?
* Is there evidence of effort to improve and evaluate program quality involving staff, Board, artistic personnel, and diverse constituents?
* 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?
* Is there evidence of effective marketing of the organization’s programs?

**7. What distinctive cultural roles do your programs and services play in Fairfax County and/or its communities? Define the ways your organization understands, works with, and responds intentionally to your diverse constituency. \***

How do personnel, services, and programs meet the needs of underrepresented populations (minorities, immigrants, disabled, low-income, elderly, ethnic communities) and areas of the county not served by traditional arts venues. What tools are used to gather feedback and document activities. Discuss previous and current engagement and highlight new or enhanced programs and efforts.

Reference: Districts relatively underserved by the arts [Click Here](https://drive.google.com/file/d/1KnUagIgoD_wjLjox64CQEomACo19s2ZI/view)

Suggested word count: 150 – 250

**8. Describe your mission-related engagement of the community beyond programs and services. Describe your partnerships with arts or non-arts organizations. How do these partnerships serve or advance your community engagement? \***

How do you engage stakeholders (partners, audiences, patrons, users, visitors, etc.) outside the walls of your organization to build support for your organization's mission and activities? Do you use these activities to gather feedback? If so, how? If not, why not? Describe role of partners in delivering your programs services to diverse and underserved residents in the county.

Resource: Districts relatively underserved by the arts. [Click Here](https://drive.google.com/file/d/1KnUagIgoD_wjLjox64CQEomACo19s2ZI/view)

Suggested word count: 300-500

**As part of a broader effort to serve a diverse range of audiences and provide access to programs, how does your organization meet the needs of patrons with disabilities? \***

Multiple Selection

* Wheelchair Ramps/Seating
* Audio Description and Assistive Listening
* Staff Training
* Sign Language Interpretation
* Closed or Open Captioning
* Large Print Programs/Labels
* Website Accessibility (Alternative Text, Visual Descriptions, etc.)

**9. What tools do you use to identify populations and document activities, engage this demographic (focus groups, planning, outreach strategies), and enhance or create programs to improve accessibility? \***

You may also discuss ADA compliance in this narrative. Resource: Americans with Disabilities Act

Suggested word count: 100 - 200 words

**10. How does your organization inform the community about your activities? Please describe use of ArtsFairfax's and other websites, social media, print, TV/Radio, paid advertisements, etc. \***

Suggested word count: 150 – 250

# **Organizational Effectiveness**

Ability to successfully manage resources

**Criteria**

* Is the staffing structure (staff, artists, Board, volunteers, partners) successful in carrying out the mission, and goals and/or strategic plan?
* Does the organization reflect the diversity of its service area and that of the County in its policies, programs, leadership, and personnel?
* Does the applicant have clear priorities and mechanisms to regularly identify, evaluate and address staffing, training, planning, evaluation, and finances that are sustainable and aligned with growth or change?

**11. How is the staffing structure (staff, artists, Board, volunteers, partners) currently successful in carrying out the mission, goals, and/or strategic plan? \***

How are the staff, Board, volunteers, partners, and artists actively involved in the organization's management? How does the organization measure success of its staffing structure within its strategic plan? You have the option to upload graphic/chart of the organization’s Staffing Structure (Board, staff, artists, volunteers) and an executive summary of your strategic plan.

Suggested word count: 300 – 500

**12. How does your staffing (Board, staff, artists, volunteers) reflect the population of your geographic area of service? \***

What policies and mechanisms are used to train, recruit, and support a diverse workplace? What are measures of success and what role do staff have in setting goals for diversity, equity, and inclusion.

Suggested word count: 150 - 250

**Is your organization BIPOC, woman, or veteran led? Check all that apply.**

Multiple Selection

* BIPOC
* Woman
* Veteran

Chief Administrator and/or Board Chair

**13. How are challenges and opportunities affecting the operation of your organization routinely identified and addressed? What evaluation procedures are in place to measure and align growth of the organization with its mission? \***

Suggested word count: 150 – 250

**14. What are the top three priorities of your organization for the next three years? \***

Has the organization engaged in short-term dynamic/scenario planning during the pandemic? Has your strategic plan been updated because of the pandemic, and what is the status of the strategic plan? How does the organization use planning as a period of reflection to grow the organization and refresh its mission, particularly given demographic changes, economic stress, and pandemic restrictions and shutdowns?

Suggested word count: 100 – 200

# **Financials**

**Criteria:**

* Is the applicant financially stable; and/or does the application explain changes in finances due to the pandemic and steps being taken or planned, to address needs and changes? \*
* Does the applicant have a reasonable and clear future budget scenario?
* Does the applicant have a history of income from a variety of earned and unearned sources?

**Method of Accounting \***

Cash or Accrual

**Fiscal year covering the period (dd/mm/yy - dd/mm/yy): \***

**Financials Table Instructions**

*Figures should be entered directly into the web version of the application. An editable excel version is available to download but does not replace the web version of the table.*

Outline real expenses for your organization's most recently completed fiscal year, the approved budget for this fiscal year, and next year's budget. Carry forward Ending Balance from prior fiscal year (Deficit or Surplus). Round up or down to the nearest $10.

**15. Explain each component of the financials table and any substantial differences (20% or greater) between your previous year’s budget and the current fiscal year budget. \***

Explain the influence of the pandemic on these differences, accumulated surplus, deficit, and plans to rebuild/build reserves and/or endowments.

Have you applied for and/or received funding from the Virginia Commission for the Arts?

Suggested word count: 200 – 300

**16. What else would you like the review panel to know about your organization? (Optional)**

Suggested word count: 150 – 250

# **Submission**

Before submitting, please check each box below to confirm that you have uploaded the required materials.

**Upload Checklist \***

* IRS Letter of Determination
* Board list with addresses
* Treasurer's Report or Audit for most recently completed fiscal year (audit required if applicant's expenses exceed $750,000)
* Most recent IRS 990 (do not include schedules)
* Staff and Board bios
* Work samples (photographs, audio, and/or video links)
* Supplementary materials (reviews, articles, testimonials, programs, letters of support, flyers, etc.)
* Cover sheet for work samples and supplementary materials
* Optional: Organizational chart of staffing structure (Board staff, artistic personnel)
* Optional: Executive Summary of Strategic Plan

**Grant Contact Name \***

**Chief Administrator Title \***

**Chief Administrator Name \***

**Board Member Title \***

**Board Member Name \***

**Date of Submission \***

# **You have reached the end of the application.**

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