



FY23 Pandemic Recovery Grant Guidelines

Deadline: January 20, 2023
at 5:00 pm ET

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Introduction

As Fairfax County's designated local arts agency, ArtsFairfax creates and nurtures an environment in which the arts and artists flourish. ArtsFairfax partners with schools, individual artists, arts organizations, and other cultural and community groups to promote and encourage excellence, diversity, equity, inclusion, and access. ArtsFairfax grants initiate and support programs that inspire, nurture, and reflect the diverse populations, voices, and traditions of Fairfax County.

Purpose of the Pandemic Recovery Grant Program

Pandemic Recovery Grants respond to the ongoing impact of the COVID-19 pandemic by providing support to small and mid-size arts organizations (budgets under \$500,00) as they build resilience and look to the future with programming, planning, and reimagining their work.

Goals of the Pandemic Recovery Grant Program

Through the *Pandemic Recovery Grant Program*, ArtsFairfax seeks to:

1. Provide support for established and emerging arts organizations adversely affected by the pandemic.
2. Contribute to the recovery of the arts sector in Fairfax County.
3. Help sustain arts organizations that have not received County recovery funds previously.
4. Support organizations led by BIPOC staff, presenting BIPOC artists, and /or serving BIPOC participants.
5. Support organizations that serve arts participants and audiences in underserved and economically disadvantaged areas of the County.

Organizational Eligibility

All applicants must meet the following criteria to apply to the *Pandemic Recovery Grant Program*. Staff will review all grant applications for eligibility prior to the panel review process.

An organization is eligible to apply to the *Pandemic Recovery Grant Program* if:

1. The organization has an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church for at least one year.
2. It has as a core mission the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline, and it operates as a stand-alone nonprofit 501(c)(3) organization with current or pending status.
3. It has regular activity in a minimum of four different months in the year or 120 days of the year.
4. It presents at least 51% of public arts activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.
5. Meets at least one of the following three criteria:
 - a) Meet, rehearse, exhibit, and operate within the geographical boundary of

- Fairfax County, the City of Fairfax, or the City of Falls Church.
- b) Have 51% of its board members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 - c) 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.
6. An eligible organization must:
- a) Be in compliance with all local, state, and federal laws; and
 - b) If an organization does not hold 501(c)(3) status in its own right, a fiscal sponsor that holds 501(c)(3) status may apply on its behalf. The fiscal sponsor must manage all grant funds and ensure compliance with the terms of the grant if an award is made.
 - c) An organization must have independently prepared financial statements such as an audit or a treasurer's report.
 - d) Have expenses for the most recently completed year below \$500,000.
 - e) Have documented pandemic related losses.
 - f) The applicant must have submitted all required final reports for any grants received from ArtsFairfax during the previous fiscal year.
 - g) The applicant must maintain an ArtsFairfax Arts Directory listing and list activities on the ArtsFairfax Events Calendar.

The following are not eligible organizations:

- a) Arts divisions and organizations with an arts program within a larger nonprofit 501(c)(3) organization are not eligible for Pandemic Recovery Grants and can apply only for Project Support grants (not Operating Support, Organizational and Professional Development, or Fast Track grants).
- b) Organizations that receive line-item funding from Fairfax County or the State of Virginia.
- c) Departments of George Mason University, and nonprofit organizations and foundations that support County agencies are not eligible for ArtsFairfax grants.
- d) Organizations with expenses over \$500,000 from the most recently completed fiscal year.

Eligibility Exceptions

An organization that does not meet eligibility requirements due to unusual circumstances may submit a written request for an exception to the Grants Manager at JDubin@artsfairfax.org. The request must be received two weeks prior to the application deadline and provide an explanation for special consideration. Staff will review the request and the Grants Committee will make final decisions on eligibility exceptions.

Funding Priority:

All eligible arts organizations are encouraged to apply. Organizations that have not previously received County relief funding as well as BIPOC organizations and those that serve economically disadvantaged areas of the County will be prioritized.

Grant Restrictions**All Pandemic Recovery Grant Program grants must:**

- a) Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church.
- b) Have qualified artistic or scholarly, administrative, and management leadership (either professional or volunteer) capable of completing any grant-supported activities, programs, or projects.
- c) Occur within the dates of July 1, 2022 and June 30, 2023.

Pandemic Recovery Grant Program grants cannot be used for:

- a) Replenishing Reserves
- b) Fundraising activities, such as capital campaigns or endowment campaigns
- c) Construction or renovation projects
- d) Political advocacy costs
- e) Activities not open to the general public
- f) Debt retirement
- g) Pre-grant Costs
- h) Proselytizing and faith-based activities

Matching Requirement

There is no matching requirement for *Pandemic Recovery Grant Program*, but the funding can and should be used to leverage additional private support.

Budget Levels and Grant Amounts

Organizations must fall within one of three budget levels within the *Pandemic Recovery Grant Program*. Applicants using a fiscal sponsor must contact ArtsFairfax grant staff for additional instructions and should use the applicant organization budget, not the fiscal sponsor's budget in determining their level.

For the *Pandemic Recovery Grant Program*, your budget size is determined by the "Total Expenses" from your most recently completed fiscal year. Do not include in-kind expenses in the budget level calculation.

Level 1 under \$100,000 (\$3,000)

Level 2 \$100,000 - \$250,000 (\$5,000)

Level 3 250,000 - \$500,000 (\$7,000)

“Pass through money,” i.e., money that is collected by the organization and then immediately dispersed, as in the case of collecting art sales and then distributing that money back to the individual artist, should not appear in an organization’s budget as income. If the organization collects a portion or percentage of that money, then only that portion can show as income.

Examples include:

- Funds collected by an organization that sells art on behalf of an artist and then distributes that money to the individual artist.
- Organizations that collect costume fees from individual participants and then immediately purchases costumes for individual participants.
- Money that is collected from individuals for travel purposes, which is then spent on travel.
- Some monies spent for fundraising purposes are considered pass through money. If an organization sells an item for fundraising purposes (for example, wreaths or ornaments), the purchase cost and sales proceeds for those fundraising items cannot be included in the organization’s income and expenses. Only the profits from the fundraiser should be included in the income category.

Review Process

Following the grant application deadline, ArtsFairfax staff will determine 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 email.

All eligible and complete applications for the *Pandemic Recovery Grant Program* will be evaluated by panel review. In-person panel meetings are open to the public and applicants will be notified of the schedule for the panel meetings; applicants are encouraged to attend. If necessary, panel meetings may be held online, and ArtsFairfax will contact applicants regarding observation of virtual panels. Staff notes summarizing the discussion and comments will be available.

Review panels are generally comprised of approximately five individuals who have no conflicts of interest. They review and evaluate each eligible application on its own merit. ArtsFairfax selects panel members for their diverse backgrounds, expertise in a particular arts discipline, knowledge of grant practice and/or knowledge of the community.

The ArtsFairfax Board of Directors makes the final funding decisions based on the evaluations by the panels, available funds, and the overall goals of the *Pandemic Recovery Grant Program* and of ArtsFairfax.

Evaluation Criteria

Panelists will evaluate each grant request based on their self-awareness and intentionality in addressing the following 6 evaluation criteria.

- 1. Organization Profile** (*History, Mission, Relevance, Capacity*)
 - a) Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals?
 - b) Does the applicant use demographic data to describe their service area, leadership and staff, participants, and how the community informs their identity, mission, leadership, and programs?
 - c) Does the organization's management (paid or volunteer) conduct its programs effectively?

- 2. 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*)
 - a) Do the programs and services effectively fulfill the applicant's mission and goals?
 - b) Do the programs offer the public greater access to underrepresented artists and art forms?

- 3. Community Engagement** (*an organization's ability to meaningfully engage with its community to achieve its mission*)
 - a) Are programs and outreach activities accessible for all residents of Fairfax County, especially underserved populations including but not limited to youth, the senior citizens, people with disabilities, minorities, ethnic communities, LGBTQIA+, and those in underserved areas?
 - b) Is there evidence of effective marketing of the organization's programs?

- 4. Commitment to Diversity/Equity/Inclusion/Access and service to underserved and economically disadvantaged communities ***
 - a) Does the applicant offer public artistic activities that reflect the diversity of the population of Fairfax County?
 - b) Are the applicant's efforts to understand Fairfax County's diversity and respond to the audiences, communities, and geographies it serves evident?
 - c) Does the applicant serve economically disadvantaged areas and/or underserved areas of the County?

**Diversity is all the ways people differ including age, race, color, sex, sexual orientation, gender identity, religion, national origin, marital status, disability, socio-economic status, neighborhood of residence, and other characteristics.*

**Equity is fairness and justice in programming and policy that results in all residents having opportunity to fully participate.*

**Inclusion is the act of creating environments where everyone feels welcomed, respected, and valued.*

**Access is a measure of how easily someone can participate including physical, social, and economic barriers.*

**Underserved refers to populations who face barriers in accessing the arts, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age).*

5. Financials Does the applicant exhibit sound fiscal management?

6. Pandemic Impact on organization financials, staff, mission-critical activities, and/or participation/audience is clearly demonstrated and explained.

Each of the six evaluation criteria are equally weighted in the review.

Terms and Conditions of Grant

Duration of the Grant

Generally, activities supported by the *Pandemic Recovery Grant Program* grants may be carried out for one year, between July 1, 2022 and June 30, 2023.

Organizational Eligibility

Grant recipients must continue to meet all *Pandemic Recovery Grant Program* eligibility requirements during the grant period. Grant recipients are required to notify ArtsFairfax staff in writing of any major financial, leadership, or programmatic changes to their organization.

Amount of Grant

Pandemic Recovery grants range from \$3,000 to \$7,000 based upon budget level. Applicant may be awarded less than requested.

Addendum

If there are substantive changes in the organization's programming, staffing, and funding after the application has been submitted but before the panel review is scheduled, the organization must submit an addendum explaining these accomplishments and/or challenges and how this affects the application. The addendum must be submitted at least one week before the panel meeting.

Matching Requirement

There is no matching requirement for the *Pandemic Recovery Grant Program*.

Use of Funds

Recipients have the flexibility to use funds for their most urgent needs, supporting day-to-day operating expenses and furthering the general mission or work of an organization. Rather than funding a particular project, Pandemic Relief funds may be used for programming costs, vital administration expenses, such as rent, utilities, and employee salaries. Grant funds may not be used for replenishing reserves, 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, or faith-based activities.

Acknowledgement of ArtsFairfax Funding

1. ArtsFairfax requires that all grantees acknowledge ArtsFairfax for all public programs and services supported by a Pandemic Recovery grant. To raise the visibility of your organization as well as that of the arts and nonprofit 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.”
2. Grant recipients are required to follow the instructions in the Grant Communications Kit and send copies to ArtsFairfax of samples of materials that are distributed to the public.
3. Grant recipients are required to acknowledge ArtsFairfax funding on at least one social media platform—tag @artsfairfax on their social media platforms (Facebook, Twitter, Instagram) and follow ArtsFairfax and use #ArtsFairfax.
4. Grant recipients must include an ArtsFairfax grant award announcement in your printed and digital programs for the duration of the grant period in accordance with your sponsorship recognition policy. The three suggested sizes are commensurate with your total ArtsFairfax 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 Jackie Dubin, Grants Manager at jdubin@artsfairfax.org for customized copy.

Required Directory and Event Listings

Create an Arts Directory listing on the ArtsFairfax website: artsfairfax.org.

Also, grantees are required to list their programs and events on the ArtsFairfax Events Calendar website throughout the grant period.

Announcement of Award

ArtsFairfax will notify applicants of final decisions in April 2023.

Payment and Reporting Procedures

Grant recipients will receive 90% of the award amount at the time of the grant announcement. Grantees are required to submit a final report at the end of the grant period (due August 1, 2023) detailing how the funds were spent. Upon approval of the final report,

the remaining 10% of the award amount will be disbursed to the grant recipient. The final report is to be submitted online 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.

Record Keeping

Grantees shall maintain an accurate record of the grant received and all expenses incurred under this grant and retain such records for at least four years after completion of the grant period.

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, any unexpended funds shall immediately be returned to ArtsFairfax, except where ArtsFairfax has agreed in writing to an alternative use of the balance of funds.

Required Participation in Research

During the grant period, ArtsFairfax may request that 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 in evaluating the impact of funding by contributing to these studies if requested.

Advocacy Requirements

Grantees are required to write 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 will be used to support your organization and its community impact. Send a copy of the letter via email to jdubin@artsfairfax.org. Grantees should also invite their District Supervisor to programs made possible with Pandemic Recovery Grant funding.

Grant Preparation Assistance

ArtsFairfax will conduct a free information session to instruct prospective applicants on how to complete the *Pandemic Recovery Grant Program* application November 10, 2022 from 12:00pm-1:30 pm via Zoom. To register, visit the ArtsFairfax website. ArtsFairfax strongly encourages attendance/viewing by all potential applicants. An applicant's attendance at the session will not affect the evaluation of the application.

ArtsFairfax will post the *Pandemic Recovery Grant* information session presentation and materials on our website. If you have questions, please contact Jackie Dubin, Grants Manager, by email jdubin@artsfairfax.org or by telephone at 571-395-4625.

Grants Staff will also be available for office hours Fridays from 12:00 to 1:00 pm from November 11 through January 20 to answer questions on the Pandemic Recovery Grant application and the Submittable portal. Email jdubin@artsfairfax.org for a link to join the office hours.

Grant Writing Tips

- Write clearly and concisely.
- Do not use jargon.
- Spell out acronyms with first reference.
- Don't assume the people who are reading your application know your organization and programs. When a reader has finished reviewing your grant application, they should understand your organization, mission, and programs.
- 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.
- Verify that all contact information in your application is correct, including mailing address, email addresses, and phone numbers.
- Financial information referred to in the narrative should match the numbers in Financials documentation.
- Use ArtsFairfax as a resource. If you have any questions, call 571-395-4625, or email jdubin@artsfairfax.org.
- Office hours with Grants Staff are available each Friday from 12:00 - 1:00 pm ET.

Uploads

Submission of Required Documents and Work Samples is mandatory. Work Samples should describe activities within the last two years. You may provide links to images, audio clips, and/or online video (recommended minimum 1280x720 resolution) samples. You can submit up to three Work Samples and three Supplemental Materials. Uploads may consist of 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 in the application. You may include links to work samples in lieu of file uploads in the designated answer box.

Required Documents

1. IRS Letter of Determination for your organization and/or your parent organization.
2. VA Charitable Organization Remittance Form 102
3. Most recent IRS 990 submission (do not include schedules).
4. List of Board Members that includes profession, work address, and place of residence for each one. Please highlight members who work or live in Fairfax County.
5. Treasurer's Report or Audit that includes total expenses for most recently completed fiscal year.
6. Staff list with bios.

7. Documentation of Pandemic Impact including comparative financials and/or participation for prepandemic vs. current and/or cancellation notice(s).

File naming Key for required documents:

TR = Treasurer's Report

A = Audit

IRS = IRS Letter of Determination

102 = VA Form 102

990 = 990 Tax Form

C19 = documentation of pandemic impact

Work Samples:

Applicants are required to submit samples of their work including performances, lectures, lesson plans, exhibition installation shots, and publications. The samples should reflect the best quality work of the organization and technical quality, i.e., good sound and video presentation. The panel's judgment of artistic merit will be based upon the quality of the work submitted.

Use the Cover Sheet to describe each work sample including the applicant's name, the name of the work, date of creation, presentation, and/or publication, if appropriate. Due to the number of applications received, the panel will review recorded materials totaling no more than five minutes. Please submit edited clips or note the start and end time for longer videos.

Submit **up to three** recent examples of original work with the following considerations:

- Samples may be excerpts or complete works.
- Submit work produced in the **last two years**.
- Links to video work examples should be included in the Cover Sheet, each on a different line. 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 piece and applicant's role in the development and execution of the work.
- Name the file (**Work-Sample_Organization Name_01**).
- Make sure submitted files of recorded work samples do not exceed an overall total of five minutes.

Submitting your application

All *Pandemic Recovery Grant Program* applications and required attachments must be submitted via the online application system no later than **Friday, January 20, 2023 at 5pm ET**. 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:

- 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.
- 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.
- 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.
- 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. The appeal must be received by ArtsFairfax within fourteen (14) calendar days of the date of the applicant's notification letter from ArtsFairfax describing the funding decision that is 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.