

FY24 Operating Support Grant for Small Organizations

Section	Criteria	Questions	Attachments
Eligibility	See guidelines	12-Question Eligibility Quiz	<input type="checkbox"/> Board list <input type="checkbox"/> VA Form 102 <input type="checkbox"/> IRS Letter
1. Organizational Profile	a) Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals, and evolution over time?	Organization Profile for Grant Applicants (Gives an overview of your organization, including demographics and Mission, History, and Goals)	<input type="checkbox"/> PDF of Organization Profile for Grant Applicants
	b) Does the applicant use demographic data to describe their service area, leadership, audience/participants as well as how the community informs their identity, mission, and programs?		
2. Programs and Services	a) Do the programs and services effectively fulfill the applicant's mission and goals?	2a. Describe your programs and activities that will occur during FY24 (July 1, 2023 through June 30, 2024) and their connection to your organization's mission and goals.	<input type="checkbox"/> Work Samples <input type="checkbox"/> Supplementary Materials
	b) Does the applicant offer public art activities that reflect the diversity of the population of Fairfax County?	2b. Activities Table	
		2c. List and Describe Work Samples and Supplementary Materials.	
3. Community Engagement	a) Are programs and outreach activities accessible for all residents of Fairfax County, especially underserved populations including but not limited to youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas?	3a. How do you engage the community to assess their needs and interests, and enhance or create programs in response to community feedback?	
	b) Is there evidence of effective marketing of the organization's programs?	3b. How do you inform the community of your programs and services? Check all that apply.	
4. Organizational Effectiveness	a) Is the organizational management (staff, artistic leadership, Board, volunteers, partners) successful in carrying out the mission, and goals and/or strategic plan?	4a. How does the organization (staff, artists, Board, volunteers, partners) carry out the mission and goals of the organization?	<input type="checkbox"/> Board and Staff Bios <input type="checkbox"/> Optional: Strategic Plan/Summary <input type="checkbox"/> Optional: Org Chart
5. Financials	a) Is the applicant financially stable?	5a. Financial Narrative	<input type="checkbox"/> IRS Form 990 <input type="checkbox"/> Treasurer's Report/Audit
	b) Does the applicant utilize sound financial controls and reporting procedures?	5b. Financials Table	
	c) Does the applicant maintain a diversity of funding sources, including earned and contributed income?		
	d) Does the applicant employ fundraising strategies appropriate for the size of the organization and the community served to ensure sustainability?		

FY24 Operating Support Application for Medium and Large Organizations

Section	Criteria	Questions	Attachments
Eligibility	See guidelines	12-Question Eligibility Quiz	<input type="checkbox"/> Board list <input type="checkbox"/> VA Form 102 <input type="checkbox"/> IRS Letter
1. Organizational Profile	a) Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals, and evolution over time?	Organization Profile for Grant Applicants (Gives an overview of your organization, including demographics and Mission, History, and Goals)	<input type="checkbox"/> PDF of Organization Profile for Grant Applicants
	b) Does the applicant use demographic data to describe their service area, leadership, audience/participants as well as how the community informs their identity, mission, and programs?	2a. Describe your programs and activities that will occur during FY24 (July 1, 2023 through June 30, 2024) and their connection to your organization's mission, values, and goals. What distinctive cultural roles do your programs and services play in Fairfax County and/or its communities?	
2. Programs and Services	a) Do the programs and services effectively fulfill the applicant's mission and goals?	2b. How do programs and activities reflect the needs and interest of the community served including non-dominant norms, values, narratives, standards, or aesthetics?	<input type="checkbox"/> Work Samples <input type="checkbox"/> Supplementary Materials
	b) Does the applicant offer public arts activities that reflect the diversity of the population of Fairfax County?	2c. Please give one recent example of an organizational success and explain why it is considered successful.	
	c) 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?	2d. Describe your efforts to improve program quality.	
	d) Is the organizational success story clear and does it explain why it is considered successful in terms of aesthetic attributes, evaluation, and outcomes?	2e. Program and Activities Table	
	e) Do the programs demonstrate support for and stimulation of artistic growth and excellence?	2f. List and Describe Work Samples and Supplementary Materials.	
	f) Do the programs offer the public greater access to underrepresented artists and art forms?		
	g) Does the applicant demonstrate artistic excellence as shown by the qualifications, background, and experience of the artists?		
	h) Are there clear examples of positive critical response to the organization's performances, exhibits, and other artistic work?		

FY24 Operating Support Application for Medium and Large Organizations

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3. Community Engagement	a) Is the applicant building support for the organization's mission and activities by connecting with stakeholders (arts collaborators, participants/audiences, funders, and/or non-arts partners)?	3a. How do you engage stakeholders (arts collaborators, participants/audiences, funders, non-arts partners) to build support for your organization's mission and activities? Describe the role of partners in delivering your programs services to diverse and underserved residents in the County.	
	b) Is there evidence of effort to improve and evaluate program quality involving staff, board, artistic personnel, and diverse constituents?	3b. How do you gather feedback on your programs and activities? Describe your mission-related engagement of the community beyond programs and services.	
	c) 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?	3c. How do you identify underserved populations and engage specific demographic groups to enhance or create programs to improve accessibility?	
	d) Is there evidence of effective marketing of the organization's programs?	3d. How do you inform the community of your programs and services? Check all that apply.	
4. Organizational Effectiveness	a) Is the staffing structure (staff, artists, board, volunteers, partners) successful in carrying out the mission, and goals and/or strategic plan?	4a. How does the organization (staff, artistic leadership, Board, volunteers, partners) carry out the mission, goals, and/or strategic plan?	<input type="checkbox"/> Board and Staff Bios <input type="checkbox"/> Optional: Strategic Plan/Summary <input type="checkbox"/> Optional: Org Chart
	b) Does the organization reflect the diversity of its service area and that of the county in its policies, programs, leadership, and personnel?	4b. What policies and mechanisms are used to train, recruit, and support a diverse workplace?	
	c) Does the applicant have clear priorities and mechanisms to regularly identify, evaluate, and address staffing, training, planning, evaluation, and finances that are both sustainable and aligned with growth or change?	4c. 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?	
5. Financials	a) Is the applicant financially stable?	5a. Financial Narrative	<input type="checkbox"/> IRS Form 990 <input type="checkbox"/> Treasurer's Report/Audit
	b) Does the applicant utilize sound financial controls and reporting procedures?	5b. Financials Table	
	c) Does the applicant maintain a diversity of funding sources, including earned and contributed income?		
	d) Does the applicant employ fundraising strategies appropriate for the size of the organization and the community served to ensure sustainability?		