FY24 Project Support Application Question Preview

ELIGIBILITY CONTINUED

Are you applying with a Fiscal Sponsor? *

Yes

No

APPLICANT INFORMATION

Organization Name *

Project Contact Name *

First Name

Last Name

Project Contact Title *

Project Contact Email *

email@example.com

Project Contact Phone Number *

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

◯ Yes

◯ No

ORGANIZATIONAL PROFILE

Upload the Organization Profile

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Upload 1 file:
1. PDF of ArtsFairfax Organization Profile for Grant Applicants

Begin form at the ArtsFairfax Online Application Portal (https://artsfairfax.submittable.com/submit) **or click here**
(https://artsfairfax.submittable.com/submit/67491fd2-7468-4f16-8aa4-d86cc389c5e7/fy24-organization-profile-for-grant-applicants). **Once complete,
locate the form on your account submissions page** (https://manager.submittable.com/user/submissions). **Download**
(https://submittable.help/en/articles/2814108-how-can-i-download-a-copy-of-my-submission) **your Organization Profile submission.**

PROJECT INFORMATION

Select the appropriate category for your project. *

Select...	⌄

You may apply in only one Project Support category. Grants in all categories range from $1,000 to $30,000. Applicants may be granted an amount less than requested.

Project Marketing Description: Provide a brief overview of your project. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area. *

If your project is funded, ArtsFairfax will use this description in publicity materials to describe your project activities.

Suggested word count: 100 - 200

Check the appropriate Fairfax County Magisterial District(s) for your project's location(s). *

- [ ] Braddock
- [ ] Dranesville
- [ ] Hunter Mill
- [ ] Franconia
- [ ] Mason
- [ ] Mount Vernon
- [ ] Providence
- [ ] Springfield
- [ ] Sully
- [ ] City of Fairfax
- [ ] City of Falls Church

Please verify the magisterial district by entering your street address in the Fairfax County My Neighborhood site: http://www.fairfaxcounty.gov/myneighborhood/ (http://www.fairfaxcounty.gov/myneighborhood/)

Project Title *

Amount Requested *

[ ]

Awards in all categories range from $1,000 to $30,000. Applicants may be granted an amount less than requested.

Total Project Budget *

[ ]

Estimated audience for this project *

[ ]

Format: 0000

Start Date *

[📅]

mm/dd/yyyy

End Date *

[📅]

mm/dd/yyyy If needed, Grantee may request a two-year grant period. Explain the reason all or part of the two-year grant period is needed below.

Outline the schedule of completion for major project tasks included in your project. Who is planning and executing the major project tasks? *

[ ]

If requesting all or part of the optional two year grant period, please explain why the project cannot be completed within FY24. Suggested word count: 150 - 250

Table Instructions

- Label the activity type as class, workshop, exhibition, performance, rehearsal, etc.
- Activities listed must take place during the grant period: July 1, 2023 - June 30, 2024 unless a two year grant period is requested.
- An Excel Worksheet practice table is available to download on the ArtsFairfax website.

Project Schedule

Upload Project Staff bios *

```
                    [ Choose File ]
```

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .txt, .jpg, .jpeg, .png, .ppt, .pptx, .xls, .xlsx

Upload:
- List of key project staff, Board members, and Consultants with bios. List only those involved with the project.

What are the key partnerships for this project? How do these partnerships serve or advance your project's goals? *

Include government agencies, other funds, sponsors, schools, universities, faith based organizations, and media.

Suggested word count: 200 - 300

PROJECT NARRATIVE

1. Describe how this project relates to your organizational mission. Is this a new project for your organization? If not, has the project received funding from ArtsFairfax previously? What's new or different from previous activity? *

Suggested word count: 300 - 500

2. What is the goal of the project? *

Suggest word count 150

3. Category Specific Questions (choose your category): *

◯ a. Arts in Education

◯ b. Opportunity

◯ c. Partnerships with Individual Artists, Artist Teams/Collectives, non 501(c)(3) Arts Groups

◯ d. Arts Access

4. How will you evaluate success in meeting your goals for this project? *

☐ #particiants

☐ attendance as a % of capacity

☐ ticket sales

☐ testimonials

☐ reviews

☐ participant/audience surveys

☐ other

5. Describe your organization's ability to carry out this project. Provide examples of similar or related activities and their outcomes. *

Suggested word count: 100 - 200

6. What are your plans for marketing and promoting your project activities? *

Suggested word count: 100 - 200

7. Describe how this project fits into a broader effort to serve a diverse range of audiences. *

Diversity includes age, race, color, sex, sexual orientation, gender identity, religion, national origin, marital status, disability, socio-economic status or neighborhood of residence and other characteristics.

Suggested word count: 200 - 300

BUDGET

Table Instructions

- Enter your data directly into the table.
- Round up or down to the nearest $10.
- As you enter data, the table will automatically calculate the "subtotal" and "total" cells.
- "Total Income" (Line 22, column A) must equal "Total Expenses" (Line 38, Column C).
- Use the notes columns to label your rows or connect to footnotes in the Budget Narrative.
- An Excel Worksheet practice table is available to download on the ArtsFairfax website.

Project Budget Table *

If funding is requested for salaries of permanent staff, explain why and how the regular duties of these individuals will be performed during the grant period.

Explain and justify the role of any consultants and third-party vendors to be employed in the project and how each was identified and selected.

Identify in-kind goods and services in both expenses and revenues.

Suggested word count: 200 - 300

Is the Project feasible at less than full funding, and if so, how would the budget be adjusted? *

Suggested word count: 100 - 200

Upload Financial Documents

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Upload 2 files:
1. Most Recent 990/990-N/990-EZ (do not include schedules)
2. Treasurer's Report or Audit (Audits required for budgets over $750,000)

ADDITIONAL UPLOADS

List and Describe Work Samples and Supplementary Materials. *

1. **List and describe each Work Sample and Supplementary Material**. List each sample on a separate line. Include links to videos and time stamps as needed.
2. Include the 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.
3. Samples may be uploaded to this application **OR** hosted publicly online. Links to work samples may be included in the answer box. **Please ensure links are live and samples can be viewed without an email, account, or subscription.**
4. Specify start and end times for viewing and listening for longer videos (panelists will view a maximum of five minutes total).

Upload Work Samples *

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .doc, .docx, .odt, .pdf, .gif, .jpg, .jpeg, .png, .mp3, .mp4, .ppt, .pptx, .xls, .xlsx

Upload 3 files:
- 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 *

<div style="border: 1px dashed;">

Choose File

</div>

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .doc, .docx, .odt, .pdf, .gif, .jpg, .jpeg, .png, .mp3, .mp4, .ppt, .xls, .xlsx

Upload 3 files:
- Submit 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.

What else would you like the review panel to know about this project? (Optional)

Suggested word count: 100 - 200

SUBMISSION

Required Uploads Checklist *

- [ ] ArtsFairfax Organization Profile for Grant Applicants

- [ ] 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)

- [ ] List of key project staff, Board members, and consultants with bios

- [ ] Work samples (photographs, audio, and/or video links)

- [ ] Supplemental materials (reviews, articles, testimonials, programs, letters of support, flyers, etc.)

Please check each box to confirm that you have uploaded the required materials.

Project Contact Name *

Chief Administrator Name *

Chief Administrator Title *

Board Member Name *