



FY24 Operating Support Grant Sample Responses

Small Organizations (Budgets under \$100,000)

The following responses are sections of applications that were highly rated and recognized by the review panels as being exemplary. Thank you to the applicants for allowing us to share their applications.

How Do You Engage The Community To Assess Their Needs And Interests, And Enhance Or Create Programs In Response To Community Feedback?

Artisans United:

Artisans United receives feedback through our guestbook in our Gallery, as well as anecdotal comments when we host demonstrations and teaching events at the Packard Center. Periodically, at Artisans United meetings, members will suggest ideas for connecting arts with our community, often resulting from their personal experiences. Inviting local senior centers for tours and demonstrations was one result of this. Occasionally Artisans United has been contacted through our Gallery to provide speakers or to request classes for a specific craft. This has led to a presentation to the Annandale Women's Club regarding crocheted texture rugs for autism spectrum children, and referrals to our member guilds for possible membership and craft instruction. This information is passed on to the Board at our monthly meetings, stimulating discussion among our artist-members regarding any changes that might be made to improve content and delivery.

How Does The Organization (Staff, Artists, Board, Volunteers, Partners) Carry Out The Mission And Goals Of The Organization?

Artisans United:

Artisans United is an all-volunteer organization bringing together nine craft guilds with independent crafts people while operating a cooperative craft sales gallery. There are no paid staff. AU's Board of directors is composed of elected officers, and there is a representative from each member guild. Gallery members run the day-to-day operations of the craft gallery.

A board of directors discusses issues via email and votes are taken at the monthly meetings on items requiring a decision.

We hold meetings monthly, where all members participate and help set policies and plan activities. During the pandemic, we met twice a month, partly for mutual support and partly to be able to react quickly to issues as they arose. Individuals volunteer to undertake projects, such as designing outreach materials, organizing a craft event, teaching a class, posting on social media, etc.

AU has the distinctive role of providing the community with an awareness of the many craft guilds in the metropolitan area that offer opportunities to learn



about contemporary and traditional crafts. By bringing together aspiring and experienced artisans, we assist in the artistic growth of both. The Craft Guilds introduce interested people to their craft through hands-on learning sessions. They also provide a setting for testing out new techniques and building on input from other guild members. The AU Gallery offers a platform for newer artists to test the waters of selling their creations. The artists join and learn about management of the gallery and gain experience in every aspect of how a gallery functions, which can aid them in future work.

By holding shows in the Gallery, arranging displays and demonstrations throughout Fairfax County and beyond, providing meeting space for guilds to practice their crafts and educate the public, Artisans United advances our mission to preserve, promote and develop crafts in Fairfax County. In our past fiscal year, AU hosted shows by three guilds at the craft gallery, providing more than 40 artists a venue for showing and selling their work in addition to our 21 permanent gallery members. We continue to work to add new artists to the gallery and are hosting additional guild shows during several planned shows this year

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.

Greater Washington Chinese Dance

Workshop - Kennedy Center Dance Sanctuaries

On July 22, 2023 GWCD will host three hour-long classes and a one-hour showcase at the Kennedy Center's Dance Sanctuaries program. The Dance Sanctuaries goal is to, "create space for communities of targeted styles and cultures with the intention of building a community environment." GWCD will teach a beginner, intermediate, and advanced level class to reach out to all dance abilities. These workshops will be an introduction to Chinese dance for those not already familiar and a way for Chinese dancers from the Washington, DC area to gather.

Guest Performances

Since 2021, GWCD has sent dances to perform at Fairfax National Dance Day. GWCD/XDE has also sent dancers to perform at Fairfax Academy dance program's Dance Benefit Concert for the past four years. Every year the concert raises money for a social project within Fairfax County. Both performances raise awareness of the performing arts in Fairfax County and help GWCD reach out and connect with the larger Fairfax dance community.

Arts Education - Sidwell Friends School

The program will feature a 45-minute-long dance program with interactive sections and 15-minute Q&A with students. The goal for this program is to create and share Chinese dance and cultural information that engages elementary school students. The GWCD dancers who participate in planning



and presenting the program will gain important research, presentation, and verbal communication skills. Last year's Sidwell program laid a good framework for additional in-school performances in Fairfax County.

Collaboration - Nai-Ni Chen Dance Company

Between November 2023 and February 2024 the Nai-Ni Chen Dance Company will work with GWCD to produce a Chinese and contemporary dance performance at the McLean Community Center open to all Fairfax County residents. In addition to the performance program, this collaboration will include master classes for GWCD dancers. Collaborating with the Nai-Ni Chen Dance Company is a unique opportunity for GWCD dancers to train and perform with a professional dance company.

Performances

On January 13, 2024, GWCD will perform at the Capital One Hall in Tyson which is open to all Fairfax County residents. The performance will feature XDE's performance classes, competition teams, and top soloists. GWCD will also perform at Wolf Trap's summer Children's Theater-in-the-Woods in 2024. The hour-long program will cater to younger children and families and incorporate interactive sections that further engage younger audiences. This performance will provide a fun and unique performance opportunity for GWCD's youngest dancers. The goal throughout planning and executing these programs is to make Chinese dance accessible to audiences not already familiar with Chinese dance.

Master Classes

GWCD plans to invite dancers/choreographers with a dance specialization (Chinese Uyghur dance, Chinese sword dance, etc.) to work with GWCD dancers. The goal of these master classes is to provide GWCD dancers with opportunities to learn from professional dancers and broaden their dance repertoire.

Routine Classes

GWCD dancers regularly train at the Xuejuan Dance Ensemble in private lessons, technique classes, performance classes, and competition teams. Technique classes help GWCD dancers to maintain and increase their flexibility and dance technique. Dances performed at GWCD events are taught in these classes.

Financial Narrative

Greater Washington Chinese Dance

Greater Washington Chinese Dance's nonprofit status took effect on April 21, 2022. As a result, column B of the financial table labeled "A. Most Recently Completed Fiscal Year" is only a partial, roughly eight-month year ranging from April 21, 2022 to December 31, 2022.



The remaining financial narrative follows a footnote system corresponding with column E numbers labeled “notes” on the financial table.

1 - In the most recently completed fiscal year (column B), GWCD did not have any performances where we collected revenue from ticket sales, mainly because these were the first performances following the pandemic.

2 - Revenue from performance honorariums varies yearly depending on the performances that GWCD attends and the organizations and groups that GWCD partners with for these performances.

3 - Revenue from workshop honorariums vary each year depending on the workshops that GWCD puts on. GWCD will be presenting a workshop with the Kennedy Center in July 2023 which is reflected in the budget for the current fiscal year (column C).

4 - In this current fiscal year (column C), GWCD received funding from the Potomac Institute.

5 - “In-Kind” revenue numbers were calculated based on the hours of GWCD’s volunteers at a rate of \$25 per hour. The most recently completed fiscal year (column B) included 150 volunteer hours, whereas the current and next fiscal years (columns C and D, respectively) increase to 180 hours due to the partial year and because GWCD is in the process of expanding.

6 - This expense increases each year because GWCD’s goal is to hire more administrative staff positions in the coming years.

7 - This expense increases each year because GWCD seeks to attract and work with a growing pool of guest choreographers.

8 - The increased expense reflected in the current fiscal year (column C) is due to the fees for the lighting designer and music editor for GWCD’s upcoming performance at Capital One Hall in June 2023.

9 - The increased expenses in the current fiscal year (column C) result from starting to create and print large text disability-accessible programs for upcoming performances.

10 - The expenses reflected in the current fiscal year (column C) are due to the technician fees associated with GWCD’s upcoming performance at Capital One Hall in June 2023.

11 - This increased expense is because GWCD plans to introduce new fundraising events moving forward.



12 - This “other” expense covers the insurance policy that GWCD purchases for performances.

13 - This “other” expense is the fee that the Fairfax Academy dance program charges performers at their annual benefit concert.

Financials Table

Greater Washington Chinese Dance

EARNED INCOME REVENUES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
1. Tickets/Admissions	0	3000	3500	1
2. Memberships	5000	5000	5000	
3. Contract Services	0	0	0	
4. Performances Fees	700	0	800	2
5. Tuition/Class/Workshop Fees	0	1700	1000	3
6. Advertising Sales	0	0	0	
7. Merchandise Sales & Concessions	0	0	0	
8. Rentals	0	0	0	
9. Special Events	0	0	300	
10. Other	0	0	0	
11. Other	0	0	0	
12. Other	0	0	0	
SUBTOTAL EARNED INCOME REVENUES	\$5,700	\$9,700	\$10,600	
CONTRIBUTED/UNEARNED REVENUES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
13. Individuals	0	0	0	
14. Board Contributions	5000	5000	5000	
15. Corporations	0	0	600	
16. Foundations	0	1000	1000	4
17. Federal	0	0	0	
18. State (VCA and/or line item)	0	0	0	
19. Local (Not including this ArtsFairfax Grant)	0	0	500	
20. ArtsFairfax Grant(s)	0	0	4200	
21. Interest & Investment Income	0	0	0	
22. Other	0	0	0	
23. Other	0	0	0	
24. Other	0	0	0	
SUBTOTAL CONTRIBUTED/UNEARNED REVENUES	\$5,000	\$6,000	\$11,300	
SUBTOTAL EARNED AND CONTRIBUTED/UNEARNED	\$10,700	\$15,700	\$21,900	
OTHER REVENUES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
25. In-Kind (must also show as an expense)	3750	4500	4500	5
SUBTOTAL ALL REVENUES	\$14,450	\$20,200	\$26,400	
PERSONNEL EXPENSES	A. Most Recently Completed Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year Budget	Notes
1. Administrative staff salary & benefits	750	2000	2300	6
2. Artistic staff salary & benefits	3300	4500	5000	
3. Technical/Production staff salary & benefits	500	800	1200	
4. Contract: artistic	800	1000	1100	7
5. Contract: other	0	700	700	8
SUBTOTAL PERSONNEL EXPENSES	\$5,350	\$9,000	\$10,300	
OPERATIONAL EXPENSES	A. Most Recently Completed Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year Budget	Notes
7. Program expenses (production, exhibition, materials)	0	500	500	9
8. PR/Marketing/Advertising/Promotion	800	1000	1200	
9. Operations and administration	0	800	1000	10
10. Rental: rehearsal & performance	4000	6000	7000	
11. Royalties/licensing fees	0	0	0	
12. Concessions/Merchandise (cost of goods sold)	0	0	0	
13. Fundraising	0	500	500	11
14. Other	300	300	300	12
15. Other	0	50	50	13
16. Other	0	0	0	
SUBTOTAL OPERATIONAL EXPENSES	\$5,100	\$9,150	\$10,550	
SUBTOTAL PERSONNEL AND OPERATIONAL EXPENSES	\$10,450	\$18,150	\$20,850	
ADDITIONAL EXPENSES	A. Most Recently Completed Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
17. In-kind (must also be shown as income)	3750	4500	4500	
18. Debt retirement	0	0	0	
19. Capital Expenditures	0	0	0	
SUBTOTAL ALL EXPENSES	\$14,200	\$22,650	\$25,350	
TOTAL REVENUE (excluding additional)	\$10,700	\$15,700	\$21,900	
TOTAL EXPENSES (excluding additional)	\$10,450	\$18,150	\$20,850	
ANNUAL SURPLUS/DEFICIT	\$250	-\$2,450	\$1,050	
ACCUMULATED SURPLUS/DEFICIT	250	-2200	-1150	