

FY25 Operating Support Grant Application for Small Organizations

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.

**APPLICANT INFORMATION**

Organization Name **\***

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

**1. ORGANIZATIONAL PROFILE**

*History, Mission, Values, Vision, Goals, Relevance*

Criteria

a) Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals, and evolution over time?

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?

**Upload Organization Profile \***

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/df3aec5c-a115-4212-999d-2538f67aad8b/fy25-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.**

**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 on 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.

**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.*

Criteria:

a) Do the programs and services effectively fulfill the applicant’s mission and goals?

b) Does the applicant offer public art activities that reflect the diversity of the population of Fairfax County?

**2a. Describe your programs and activities that will occur during FY25 (July 1, 2024, through June 30, 2025) and their connection to your organization’s mission and goals. \***

* Explain the connection of each activity in the table to the organization's mission; and the public value (importance and relevance) of the activity to diverse constituents and county residents.
* What arts activities, programs and services will be supported by this funding and participants served?

*Suggested word count: 300 - 500*

**2b. Program and Activities Table Instructions**

1. Group programs and activities by categories--including performances, exhibitions, events, workshops, and classes--with the corresponding number of occurrences in the table.
2. For offerings outside Fairfax County, enter the location under Magisterial District.
3. For virtual/online programs and events, enter online under the venue zip code and enter your organization's Magisterial District.

View an Excel copy of the [**Programs and Activities Table.**](https://artsfairfax.org/operatingsupportapplicantresources/)

**Program and Activities Table\***

Complete table in online application.

**2c. 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\***

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 piece 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\***

Upload 1-3 files:

* Submit one 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

**3. COMMUNITY ENGAGEMENT**

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

Criteria:

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?

b) Is there evidence of effective marketing of the organization’s programs?

Refer to the following definitions:

· **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).

**3a. How do you engage the community to assess their needs and interests, and enhance or create programs in response to community feedback? \***

* Include focus groups, surveys, and other outreach strategies.

*Suggested word count: 100 – 200.*

**3b. How do you inform the community of your programs and services? Check all that apply.\***

(Multiple Choice Selection)

**4. ORGANIZATIONAL EFFECTIVENESS**

*Ability to successfully manage resources.*

Criteria:

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? \***

* How are key decisions made? How are organizational effectiveness and programs evaluated?

*Suggested word count: 150 - 250.*

**Upload Board and Staff Bios\***

Upload required documents:

1. Board and Staff bios

Optional Uploads:

1. Organization Chart with Staff Structure
2. Strategic Plan or Executive Summary of Strategic Plan

**5. FINANCIALS**

Criteria:

a) Is the applicant financially stable?

b) Does the applicant utilize sound financial controls and reporting procedures?

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?

**Method of Accounting\***

Cash or Accrual

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

**5a. Financial Narrative\***

* Describe your financial system, controls, and reporting process.
* 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.

*Suggested word count: 200 - 300.*

**5b. Financial Table \***

You MUST [**Download Excel Financials Table**](https://artsfairfax.org/operatingsupportapplicantresources/) and submit your financials in this format.

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

Resources:

* [**Financials Webinar (March 2022)**](https://www.youtube.com/watch?v=YAGS-e56yGk)

**Grant Amount Eligible**

The table below will help determine the amount of funding your organization may request.  Please read the directions carefully.

To answer the questions below, you’ll need to identify your organization’s actual expenses for your most recently completed fiscal year. Pass-through and In-kind expenses may not be included. Refer to TOTAL EXPENSES (excluding additional) in column A of the Financials Table.

**Award Calculation\***

Complete table in online application.

**Amount Requested\***

**An organization can request up to 25 percent of their actual expenses for your most recently completed fiscal year.** Do not include in kind expenses or pass-through funds. Refer to TOTAL EXPENSES EXCLUDING ADDITIONAL from column A in the Financials Table.

**Upload Additional Financial Documents\***

Upload 2 files:

1. Most Recent 990/990-N/990-EZ (do not include schedules)
2. Treasurer's Report or Audit

**SUBMISSION**

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

*Suggested word count: 100 - 200.*

**Upload Checklist\***

* PDF of Organization Profile for Grant Applicants
* Work Samples
* Supplemental Materials
* Staff and Board bios
* Most recent IRS 990 (do not include schedules)
* Treasurer's Report or Audit
* (Optional) Organization Chart of staffing structure
* (Optional) Strategic Plan or Executive Summary

**Signatures**

Grant Contact Name **\***

Grant Contact Title **\***

Board Member Name **\***

Board Member Title **\***

Chief Administrator Name **\***

Chief Administrator Title **\***

Date of Submission **\***

Date of Submission **\***

Navigate forward to interact with the calendar and select a date. Press the question mark key to get the keyboard shortcuts for changing dates.

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

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