

Attachment 1.

# GRANTS GUIDELINES

SUMMARY OF PROPOSED CHANGES

arlington  arts

# THE PROBLEMS

- Arts groups feel the application is too complicated; we agreed
- Preparation for Grants Day requires significant commitment of time
- We are not enforcing the rules that we have; giving grants to ineligible groups (last year a significant number were not fully qualified)
- Arts groups were confused over purpose of the project grant program; need defined purpose and clearer description (a few also just don't like the project approach)
- Grants reviewers were unhappy with the quality of applications last year resulting in some confusion in ratings
- Specificity of award calculation was problematic to us last year
- GO system is difficult to manage
- Resource of expert panel underutilized
- Guidelines have been straying from the original Board policy document, in an effort to make the policy relevant to today

# WHAT'S OUT

## Gone Are:

- Arlington Eligible Income
- Long winded/redundant questions on application (still under construction)
- Counting activities/people in Arlington; e.g. board members, events, staff
- Defined process for calculating awards in the Guidelines document
- Recipients of Individual (Spotlight) awards do not need to do an interim report, plus they receive grant in single payment.
- Organizations do not need to invoice the County.

# STILL IN BUT CHANGED

- Some names have changed. We now have; Project Grants, Individual Artist Grants, Space and Services Grants and Challenge Grants
- More specific definition and description of project grants
- Clearly defined responsibilities (meet deadlines, supply required documents, attend workshop)
- Each type of grant has it's own section.
- Groups must apply separately for Project, and Space and Services grants.
- Organizations applying for Project, and Space and Services grants must have an Arlington street address on their most recent 990 form. Since many (17) groups cannot currently meet this requirement, groups that request it, will be given a one year grace period.
- Project grants will fund project costs up to 50% of an organization's total revenue on its most recent IRS Form 990 with an award limit of \$35,000.

# WHAT IS DIFFERENT

- Two-step application process for Individual, Project and Space and Services grants. Applicant submits eligibility data (Intent to Apply); staff review eligibility data then approved applicants submit grant application
- GO system is replaced with fillable PDF form
- Reviewers don't need to assess eligibility data so the percentages will be changed to Artistic 50%, Service to Community 30% and Managerial 20%.
- Resulting products of Individual and Project grants must be presented in Arlington County.
- Advising applicants that they may be called upon to participate in County sponsored studies/surveys.

# WHAT REMAINS THE SAME

No changes were made to the Challenge Grant



# PROCESS CHANGES

- We are recommending that the expert panel be given voting rights and that the number of Commissioners involved be reduced.
  - We would also like to look at whether Commissioners who sit on the review panel should be relieved of liaison roles.
  - Suggesting an appointment process for the expert panel.
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# THE FUTURE

- Starting with next year's grant cycle all organizations will need to submit a 990 Form with an Arlington street address to be eligible.
  - We recommend bringing back the incubator concept
  - Carry over of basic applicant data from year to year. (This year with replacement of GO all data (as in the past) must be entered.) We may be able to avoid this next year.
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