

arlington  arts

## Arts Grants Program

FY 2019 Space & Services Grant and Project Grant Workshop

November 15, 2017

[cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us)

**Please sign in.**

# Workshop Agenda

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# 1. Arlington Arts Grants Program: Policy Goals

Based on the goals in Arlington County Board's adopted *Policy for the Support of Arts Organizations and Artists* (Policy) in 1990:

1. Create a climate within the County that is conducive to the growth and development of Arlington's artists and arts organizations through public and private support;
2. Foster the development of excellence and diversity in the arts, ensuring that a varied program of cultural activities is available to satisfy the interests of Arlington's citizens;
3. Guarantee to all Arlington artists and arts organizations an open and fair policy which assures equal access to County arts resources; and,
4. Encourage development of public/private partnerships in support of the arts.

## 2. Eligibility: Organization Requirements

1. Be **headquartered in Arlington** - determined by the physical street address on an organization's most recently filed IRS Form 990 or 990EZ or MISC 1099. PO Boxes are not accepted.
2. Be **designated 501(c)3 or have Fiscal Sponsorship** - If the organization has Fiscal Sponsorship, the most recent MISC 1099 must have a physical street address in Arlington County and the entire Letter of Fiscal Sponsorship must be submitted.
3. Have met all conditions of previously awarded grants
4. Submit a Financial Audit if their revenue is over \$600,000
5. Produce a regular program of artistic and cultural activities consistent with the mission of the organization.

## 3. FY 2019 Arts Grants Program: Overview

### Type of Grants

- Space & Services Grant for Organizations
- Project Grant for Organizations
- Individual Artist Grant

### Grant period

- July 1, 2018 to June 30, 2019

### Technical Requirements

- A desktop or laptop computer
- An email account
- The latest version of Adobe Acrobat Reader software

All applications must be submitted by email to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us)

## 4. Space & Services Grant: Program Overview

A competitive program for arts organizations that provides access to:

- **Facilities**

- Gunston Theatre I
- Gunston Theatre II
- Thomas Jefferson Theatre
- Theatre on the Run
- Rehearsal/seminar spaces

- **Services**

- Scenic Studio Services provides scenery construction facilities for a nominal fee; design and technical assistance may be available on a limited basis.
- CostumeLab costume rentals are significantly discounted for grantees. The Lab's manager is available for consultations.

- **CultureCapital Benefits**

- Basic Marketing Plan valued at \$300
- Free advertising and CultureCapital administrative support

# 5. Space & Services Grant: Award Criteria

## I. Artistic Quality of the Activities (50% of score)

- Why is your organization artistically suited to conduct these activities?
- How do these activities fulfill your mission?
- How do these activities advance your organization's development?
- How do these activities differ from your typical activities? Are they new or innovative?
- How do these activities foster excellence and diversity of arts and culture in Arlington?

## II. Service to the Community (30% of score)

- In what ways do these activities matter to people who experience them?
- How do these activities impact the community or meet a specific need in Arlington?
- How will community engagement activities be used to attract new audiences?

## III. Managerial Competence (20% of score)

- What are your implementation steps and timeline for accomplishing these activities?
- Describe how you will evaluate and document the success of the activities.

## 6. Space & Services Grant: Other Information Used to Determine Award

- Type of activity
- Number of program participants
- Anticipated attendance
- Technical needs
- Dates requested for activities
- Effective and responsible use of facilities during a previous award



## 7. Project Grant: Overview

**A competitive program to fund innovative projects that:**

1. Are mission focused;
2. Are wholly new undertakings for the applicant or represent the further development of an on-going direction;
3. Foster excellence and diversity of arts and culture in Arlington County;
4. Have significant impact on the community or meet a need in the County; and,
5. Result in distinctive, high quality, and meaningful cultural experiences in Arlington County.

**Award Includes:**

1. Monetary Funding
2. CultureCapital Basic Marketing Plan valued at \$300

## 8. Project Grant: Funding Limitations

1. Maximum award is \$35,000
2. May not be more than 50% of organization's revenue on its most recently filed IRS 990, 990EZ or MISC 1099. E-postcards are not accepted.
3. Must include a 1:1 cash match
4. May not fund general operating expenses or regular season programming
5. May fund salary, wage, and contract expenses that are directly related to the proposed project.
6. Awards may be less than requested.

# 9. Project Grant: Award Criteria

## I. Artistic Excellence/Quality of the Project (50% of score)

- Why is your organization artistically suited to conduct this project?
- How does this project fulfill your mission?
- How does this project advance your organization's artistic development?
- How does this project differ from your typical activities? How is it new or innovative for your organization?
- How does the project foster excellence and diversity of arts and culture in Arlington?

## II. Service to the Community (30% of score)

- In what ways is this project going to matter to people who experience it?
- How does the project impact the community or meet a specific need in Arlington?
- How will community engagement activities be used to attract new audiences?

## III. Managerial Competence (20% of score)

- What are your implementation steps and timeline for accomplishing this project?
- Describe how you will evaluate and document the success of the project.

# 10. How to Apply: Step 1. Attend Workshop

**Thank You For Coming Today!**

# 11. How to Apply:

## Step 2. Submit Intent to Apply Application

- Determines if your organization is eligible to apply for a FY 2019 Space & Services Grant and/or Project Grant.
  - Does not guarantee that a grant will be awarded
1. Download, complete, and submit the application using directions in Appendix D.
  2. See Appendix E. for sample Intent to Apply Application
  3. Applications must be submitted by email to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us) by **5:00 PM, Friday, December 1, 2017.**
  4. Applicants notified of their eligibility determination by Friday, December 8, 2017.
  5. Applicants found to be ineligible may appeal the decision (see Appendix F).

## 12. How to Apply:

### Step 3. Submit Grant Application

- Organizations that wish to receive both a monetary award and an award of space and services must complete both a FY 2019 Project Grant Application and a FY 2019 Space & Services Grant Application.
  1. Download, complete, and submit the application using directions in Appendix G.
  2. See Appendix H. for sample Space & Services Application and Project Grant Application
  3. The Space & Services Application and Project Grant Application must be submitted by email to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us) by **5:00 PM, Friday, February 9, 2018.**

# 13. Grant Review & Award Notification Processes

- All grants are reviewed by Grants Committee and Advisory Panel and scored on “Grants Day,” Saturday, April 21, 2018, 8:30am-4:00pm
    - Open to the public
    - Held at Arlington Economic Development, 1100 N Glebe Rd, Suite 1500, Arlington, VA 22201
1. Commission for the Arts approves Panel Recommendations on Wednesday, April 25, 2018.
  2. Applicants notified of award recommendation on Friday, April 27, 2018
  3. Applicants may appeal the award recommendation (see Appendix I)
  4. Applicants notified of appeal decision Thursday, May 24, 2018
  5. County Board approves grant recommendations: July 21 or 24, 2018
  6. Grant processing begins July 25, 2018

## 14. Other Requirements as Described in Guidelines

### Requirements and Conditions for Grantees

1. Acknowledgements
2. Adherence to County Laws, Codes, Regulations, and Policies
3. Lobbying
4. Record Keeping

### Reporting Procedures and Requirements

1. Changes
2. Dates of Supported Programs
3. Final Report



## 15. Appendices

A. Responsibilities of Parties

B. Definitions

C. FY 2019 Arlington Arts Grants  
Schedule

D. How to Download, Complete and  
Submit the FY 2019 Intent to Apply  
Application

E. Sample of FY 2019 Intent to Apply  
Application

F. Appeals Process for FY 2019 Intent to  
Apply

G. How to Download and Complete the  
FY 2019 Grant Application

H. Sample of FY 2019 Arts Grant  
Applications

I. Appeals Process for FY 2019 Grant  
Award

J. Required Forms for Grantees

K. Public Art Policy

L. Details Regarding Fiscal Sponsorship

## 16. Who to Contact

Email questions to the Arts Grants Office at  
[cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us)