
arlington arts

Arts Grants Program

Space and Services Guidelines Fiscal Year 2018

Arlington County Commission for the Arts
Arlington Cultural Affairs
Arts Grants Office
3700 S Four Mile Run Drive
Arlington, VA 22206

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About the Arts Grants Program

Recognizing the important role that cultural activities play in determining quality of life, the Arlington County Board adopted its *Policy for the Support of Arts Organizations and Artists* (the “Policy”) in 1990. The following goals are set forth in the Policy to further the County’s commitment to the arts:

1. To 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. to 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. to guarantee to all Arlington artists and arts organizations an open and fair policy which assures equal access to County arts resources; and,
4. to encourage development of public/private partnerships in support of the arts.

Purpose of the Arts Grants Program

The purpose of the Arts Grants program is to assist artists and arts organizations in establishing and maintaining programs in the County by:

- Providing facilities, financial, and technical support
- Enabling the development of a broad base of community support
- Enhancing their artistic, technical, and managerial competence

About the FY 2018 Arts Grants Guidelines

The objective of **FY 2018 Arlington Arts Grants Program Space & Services Grant Guidelines** is to facilitate a simple and clear process so applicants can submit high quality proposals that advance the goals in the Policy. These Guidelines should be read carefully -- even by previous applicants -- because they contain important changes in this year’s grant requirements. Appendix A. “Definitions,” provides definitions of terms used in the FY 2018 Arts Grant Guidelines.

Of particular note for FY 2018 applicants is the change from a one-step to a two-step application process. Step One requires each applicant to complete an **Intent to Apply** form that determines whether an applicant is eligible to apply for a grant. Eligible applicants will receive a unique code that will enable them to proceed with Step Two. Step Two, in which the **Grant Application** is submitted, is a simpler process than in previous years.

Also, beginning in FY 2018, eligibility for an Arlington Arts Grant will be determined by the address on the organization’s IRS Form 990 or their MISC 1099. Organizations that are returning applicants and currently do not have an Arlington physical street address (not a PO Box) on their Form 990 or MISC 1099 may request a one-year waiver to this requirement.

Who Is Who in the Grant-Making Process

- Arlington Commission for the Arts (the “Commission”) is a volunteer citizen’s group appointed by the Arlington County Board (the “Board”). It advises the Board on arts issues, advocates for the arts in Arlington, and acts as a liaison between the arts community and the County. In addition, the Commission is responsible for forwarding approved grant award recommendations to the County

Board for its consideration. All Commission meetings are open to the public. More information may be found at <http://commissions.arlingtonva.us/commission-arts>.

- Arlington Cultural Affairs Division (CAD) is a division of Arlington Economic Development, part of Arlington County government. CAD is charged with fostering a creative environment that encourages collaboration, innovation, and community participation by providing material support to artists and arts organizations in the form of grants, facilities, and theater technology; through commitment to integrating award-winning Public Art into our built environment; and with high quality performing literary, visual, and new media programs across the County. CAD's website is <http://www.arlingtonarts.org>.
- Advisory Panels are selected by the Commission to review all eligible grant applications. The panels are comprised of arts and culture professionals with relevant experience in the field.

Applying for an Arlington Arts Grant

Responsibilities of Parties

Responsibilities of all parties involved in the FY 2018 Arts Grants process are summarized below. Please contact the CAD Grants Office for additional information.

1. Responsibilities of the Arlington County Board:
 - Considering the Commission's recommendations for awards
 - Appropriating funds for Project and Individual Artist Grants
2. Responsibilities of the Commission:
 - Adopting Guidelines that govern the grant-making process
 - Developing award recommendations based upon its review of grant applications and input from Advisory Panels and Staff
 - Recusing themselves from the evaluation of a particular application if there exists a conflict of interest.
 - Considering appeals and making appeal determinations
 - Forwarding approved award recommendations to the Arlington County Board for its consideration
3. Responsibilities of the CAD Grants Office:
 - Managing and providing information about the grant-making process
 - Conducting Arts Grants Preparation Workshops that provide information about the grant application process
 - Reviewing application materials for accuracy, completeness, and eligibility
 - Facilitating the grant award process
 - Answering applicant and grantee questions
4. Responsibilities of the Advisory Panels:
 - Objectively reviewing grant applications
 - Recusing themselves from the evaluation of a particular application if there exists a conflict of interest.
 - Forwarding award recommendations to the Commission for approval

5. Responsibilities of Applicants:

- Attending a required Arts Grants Preparation Workshop.
- Understanding all requirements of the grant application and award process. Not understanding the requirements of the application and awards process is not grounds for appeal.
- Meeting all deadlines in the application and awards process. If deadlines are missed, the application will not be considered for an award and/or the award may be revoked.
- Providing accurate and truthful information on grant applications. Inaccurate and/or false information is grounds for immediate dismissal of an application, revocation of an award, and loss of eligibility to apply for a grant the following year.
- Immediately notifying the Grants Office of any changes to contact information. The Grants Office is not responsible for missed or lost communications sent to applicants and/or grantees if the applicant or grantee submitted incorrect information or failed to immediately update their contact information.
- If the applicant has a Fiscal Sponsor, the applicant is responsible for providing documentation proving fiscal sponsorship and managing communications between the Fiscal Sponsor and Grants Office in a timely fashion. See Appendix G. "Details Regarding Fiscal Sponsorship" for more information.

Space and Services Grant Details

A FY 2018 Space & Services Grant award provides access to:

- County-managed facilities for an organization's performances, rehearsals, classes and workshops
- Use of the Arlington Cultural Affairs Scenic Studio and CostumeLab services
- Access to a photocopier at 3700 S Four Mile Run Drive.

A Space & Services Grant award does not include a monetary award. Arts organizations that wish to receive a monetary award must complete a FY 2018 Project Grant application. Arts organizations that wish to receive both a monetary award and an award of space and/or services must complete both a FY 2018 Space & Services Grant application and a FY 2018 Project Grant application.

The grant period for a Space & Services award is July 1, 2017 to June 30, 2018.

Available Facilities

An applicant may apply to use the following County-managed performance facilities:

- Gunston Theatre I
- Gunston Theatre II
- Thomas Jefferson Theatre
- Theatre on the Run

An award for facility use is based on availability. Public performances have priority over other activities such as classes, rehearsals, workshops, etc. Surcharge fees apply.

Information about County-managed performance facilities can be found at www.arlingtonarts.org. Technical specifications are available from Hal Crawford, Director of Facilities and Technical Services, at 703-228-1845 or ACA-facilitiesandtechservices@arlingtonva.us.

Scenic Studio Services

CAD provides scenery construction facilities as part of the FY 2018 Space & Services Grant for a nominal fee. While groups using the theaters are expected to provide their own staff designers, technicians, etc., CAD technical staff may provide design and technical assistance on a limited basis depending on staff availability.

Contact Jared Davis, Arlington Cultural Affairs Scenic Studio Manager, at 703-228-6965 or jdavis@arlingtonva.us to schedule an appointment or discuss tech-related issues.

CostumeLab Services

The Arlington County CostumeLab maintains a costume collection of over 20,000 pieces available to rent. Grant recipients receive a significant discount on all rentals. The CostumeLab manager is available for consultation, but is not able to provide costume design or construction services.

Appointments are required to view the costume collection and should be scheduled well in advance. Contact Jennifer Biehl, Arlington Cultural Affairs CostumeLab Manager, at 703-228-9974 or costumes@arlingtonva.us to schedule an appointment.

Space and Services Grant Award Criteria

According to the Policy, all Arlington Arts Grant applications will be evaluated based upon the following criteria:

1. Artistic excellence or artistic growth exhibited by the applicant
2. Service to the community by the applicant
3. Diversity of community interest and involvement in the organization's programs
4. Managerial competence and growth of the applicant
5. Demonstration of a commitment by the applicant to the County's minority or ethnic interests

Additional information used to determine a FY 2018 Space & Services award includes:

- Type of activity
- Number of program participants
- Anticipated attendance
- Technical needs
- Dates requested for productions and exhibitions
- Effective and responsible use of facilities by a previously awarded Space & Services grantee

Space and Services Eligibility

In order to be eligible to receive a FY 2018 Space & Services Grant the organization must:

1. Be headquartered in and have an identity with Arlington County and perform, produce, or present arts events primarily within Arlington County. Beginning in FY2018, eligibility for an Arlington Arts Grant will be determined by the Arlington physical street address (not a PO Box) on the organization's IRS Form 990 or MISC 1099. Organizations that currently do not have an Arlington physical street address on either form may request a one-year waiver to this requirement.

2. Provide access to the arts for Arlington citizens at reasonable costs.
3. Demonstrate the artistic and managerial skills that are appropriate for the type and nature of the organization.
4. Demonstrate participant or community interest and support or the potential to generate this interest and support (e.g., audience, funding, membership, etc.).
5. Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person, on the grounds of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
6. Comply with Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall, solely by reason of the person's handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In addition, the organization must:

1. Be governed by a volunteer board of directors that reflects diverse community representation.
2. Be recognized as tax exempt under Section 501(c)3 of the Internal Revenue Service Code or have a fiscal sponsor that is tax exempt under Section 501c.
3. Produce a regular program of performances, exhibitions, readings classes, etc., that is consistent with the medium and mission of the organization.
4. Not have violated any conditions imposed by the Commission in connection with any support granted in any previous grant period.

Space & Services Grant Workshop Requirement

Attend an Arts Grants Preparation Workshop

Arlington Cultural Affairs sponsors Arts Grants Preparation Workshops that provide an overview of the FY 2018 Arts Grants Program and include step-by-step directions for completing a grant application. All organizations applying for a Space & Services Grant are required to have one representative attend one workshop for eligible organizations. It is strongly recommended that the representative be involved in the grant application.

Workshops will be rescheduled if Arlington County government closes due to weather. You may call the Parks and Recreation Inclement Weather Line for updated information on closings at 703.228.4715.

Workshop registration is required and space is limited. Visit Arlington.arts.org/resources/grants.aspx for available dates and to register. Workshops will be held in Room 139 at:

Arlington Cultural Affairs
3700 S Four Mile Run Drive
Arlington, Virginia 22206

Space & Services Application Process

For FY 2018, the Commission has developed a two-step grant application process. Applicants are required to complete the first step by completing the Intent to Apply form as a pre-condition for the second step.

Step 1. Complete the Intent to Apply

(Due Monday, February 6, 2017 11:59 PM)

Prior to applying for any FY 2018 Arts Grant, all applicants are required to complete the Intent to Apply form to determine whether they are eligible to apply for an FY 2018 Arts Grant.

The Intent to Apply form is a fillable pdf. To submit the Intent to Apply, please do the following:

1. Download the fillable pdf at <http://arlingtonarts.org/resources/grants.aspx>
2. Answer all questions by typing in the information
3. Include attachments as necessary
4. Save the application as a pdf
5. Email the application to cadportal@arlingtonva.us

Applicants must submit a completed Intent to Apply form by Monday, February 6, 2017 by 11:59 PM. Only complete and timely submissions will be reviewed and considered for a grant award.

Please see Appendix B: "Requirements for Intent to Apply" for a full list of documents that must be submitted to complete the Intent to Apply form.

After reviewing the Intent to Apply form, the Grants Office will determine whether or not each applicant is eligible to apply for an FY 2018 Arts Grant. Each applicant will be notified of their eligibility determination by February 10, 2017. Eligible applicants will receive a web link to the application form and their unique code that must be entered when completing their grant application.

Applicants that are found to be ineligible may appeal the decision using the appeals process outlined in Appendix C: "Appeals Process for Intent to Apply".

Eligibility to apply for a FY 2018 Space & Services Grant does not guarantee that a grant will be awarded.

Step 2. Apply for a Project Grant

(Due Monday March 20, 2017, 11:59 PM)

The Space & Services Grant application is a fillable pdf. Eligible applicants will be emailed a web link to access the application form. Applicants should use the following steps to complete their application:

1. Download the fillable pdf form using the web link provided by the Grants Office
2. Enter the unique application code you received from the Grants Office
3. Answer all questions on the form by typing in the information
4. Save the application as a pdf
5. Email the application to cadportal@arlingtonva.us.

Please see Appendix D: “Requirements for Grant Application” for help in completing the application. The questions provided in Appendix D are the exact questions on the actual application. Staff recommends that applicants prepare their application using Appendix D and then copy and paste their answers into the fillable pdf application.

The Grants Office is available to assist applicants from 9:00 AM to 5:00 PM Monday through Friday. Staff will do their best to address all questions, but please do not wait until the last minute to begin preparing and submitting your application.

Only complete applications received by Monday, March 20, 2017, 11:59 PM will be considered for a Space & Services Grant award.

All applications are public record. Keep a complete copy for your file.

Grant Review Process

1. The Grants Office reviews all applications for accuracy and completeness and will contact the applicant with clarifying questions if necessary.
2. Complete applications are then forwarded to an Advisory Panel and the Commission to objectively review all applications.
3. The Commission will determine whether a grant award will be recommended.
4. Once Grant awards are determined by the Commission, the Grants Office will send promissory notes to applicants notifying them whether they have been awarded a grant.
5. Grantees awarded a FY 2018 Space & Services Grant will meet with the CAD Director of Facilities and Technical Services after the Commission approves awards. At this meeting, organizations will be provided specific information about their award, including spaces, dates, and times for their activities.
6. Applicants may appeal the Commission’s decision by using the appeals process outlined in Appendix E: “Appeals Process for Arts Grant Award”.
7. The Commission will review all appeals in accordance with procedures outlined in Appendix E.
8. The Commission’s final recommendations will be forwarded to the County Board.
9. The County Board will review the Commission’s recommendations and make its final award determination.

Award Notification

The Commission expects to notify applicants of its recommendations for FY2018 Space & Services Grants in May 2017. After the County Board makes its final determination at the July 2017 County Board Meeting, the Grants Office will send recipients an Award Agreement packet which must be completed and returned to the Grants Office by the specified date in order to confirm their specific Space & Services award.

Requirements of and Conditions for Grantees

Acknowledgements

All grantees awarded County support must agree to include the following credit in season brochures, programs, web pages, and other appropriate printed and digital material: *"This program is supported in part by Arlington County through Arlington Cultural Affairs, a division of Arlington Economic Development, and the Arlington Commission for the Arts."*

A link to www.arlingtonarts.org must also be placed on the organization's website. Failure to do so may result in immediate revocation of the award and loss of eligibility to apply for future grants.

Adherence to County Laws, Codes, Regulations, and Policies

All grantees must abide by applicable County laws, codes (e.g. zoning, health, safety, etc.), regulations, and policies. Approval by the Commission shall not be interpreted as approval by other County offices. The grantee is responsible for identifying all laws, codes, regulations, and policies applicable to its project or activity, and for assuring compliance with those requirements. Failure to do so may result in immediate revocation of the award and loss of eligibility to apply for future grants.

Certificate of Insurance

Organizations that rent or use Arlington facilities must provide the County with a Certificate of Liability Insurance to cover any damages they, members of their organization, or their guests may cause. Arlington Public Schools and Arlington County must be listed as Certificate holders on the proof of insurance. The organization's commercial general liability insurance limits should be a minimum of \$1 million per occurrence and \$2 million aggregate. Organizations must also have general liability insurance with limits of \$1 million per occurrence and \$2 million annual aggregate. Failure to submit the Certificate of Insurance may result in immediate revocation of the award and loss of eligibility to apply for future grants. Grantees must submit a Certificate of Insurance no later than July 1, 2017, to Hal Crawford, Director of Facilities and Technical Services, at aca-facilitiesandtechservices@arlingtonva.us.

Piano Tuning Fee

Grantees will be assessed the direct costs of any requested piano tuning. These costs vary depending on the availability of service providers. Piano tuning fees may be paid by check payable to: Treasurer, Arlington County, or by credit card. All payments should be submitted to Antoinette Essex, 3700 S Four Mile Run Drive Arlington, VA 22206 or by email to aca-facilitiesandtechservices@arlingtonva.us.

Custodial Fees

Grantees will be assessed any custodial costs in excess of the usual and customary custodial support. This would include the cost of installing and removing protective floor coverings or when the venue requires additional custodians because of the size or nature of an event. Custodial fees may be paid by check payable to: Treasurer, Arlington County, or by credit card. All payments should be submitted to Antoinette Essex, 3700 S Four Mile Run Drive Arlington, VA 22206 or by email to aca-facilitiesandtechservices@arlingtonva.us.

Surcharge Fee

Grantees are assessed a surcharge for activities held in spaces owned by Arlington County, including all Department of Parks and Recreation and Arlington Public Schools facilities. The surcharge is 10% of all generated ticket, subscription, tuition, and class fee income. A 10% surcharge on membership fees that are charged for rehearsals or organizational performances and/or events is also assessed. All surcharge fees must be paid within 30 days of the completion of a performance, class, and/or workshop. Nonpayment of surcharge fees may result in the immediate loss of grantee privileges for current and future grants.

Grant surcharge fees may be paid by check payable to: Treasurer, Arlington County, or by credit card. All payments should be submitted to Antoinette Essex, 3700 S Four Mile Run Drive Arlington, VA 22206 or by email to aca-facilitiesandtechservices@arlingtonva.us.

Copier Fee

Organizations may use the copier at 3700 S Four Mile Run Drive, Arlington, VA 22206, and will be assessed copiers fees for each use. Fees are based on Arlington County Library copier fees. Nonpayment of copier fees may result in the immediate loss of grantee privileges for current and future grants.

Copier fees may be paid by check payable to: Treasurer, Arlington County, or by credit card. All payments should be submitted to Antoinette Essex, 3700 S Four Mile Run Drive Arlington, VA 22206 or by email to aca-facilitiesandtechservices@arlingtonva.us.

Participation in Research Studies and Surveys

All grantees are strongly encouraged to participate in research studies and surveys conducted by Arlington County, Arlington Economic Development, Arlington Cultural Affairs, Arlington Commission for the Arts, and/or any organization with which the County and its divisions may partner.

Sunday Monitor Fee

Grantees are required to pay a \$100.00 Sunday Monitor Fee for use of all Arlington County and Arlington Public Schools facilities that take place on a Sunday. Sunday Monitor Fees are not a surcharge, but a payment for a monitor to be available to open up County facilities on a day that County facilities are generally closed. All Sunday Monitor Fees must be paid within 30 days after the Sunday use of a facility. Nonpayment of Sunday Monitor Fees may result in the immediate revocation of the award and eligibility to apply for future grants. Sunday Monitor Fees may be paid by check payable to Treasurer, Arlington County, or by credit card. All payments should be submitted to Antoinette Essex, 3700 S Four Mile Run Drive Arlington, VA 22206 or by email to aca-facilitiesandtechservices@arlingtonva.us.

Award Agreement

Prior to receiving an award, grantees must sign documents in an Award Agreement Packet. All documents must be properly completed as directed and submitted by the deadline for the grantee to receive the award. Grantees submitting late and/or incomplete documentation may not receive an award.

Lobbying

No part of any Arlington County Arts Grant may be used for any activity intended to influence a member of the County Board, Commission, Arlington Cultural Affairs staff, or Advisory Panel member. Lobbying may result in immediate revocation of an award and loss of eligibility to apply for future grants.

Record Keeping

Grantees are required to maintain accurate and complete financial records and provide the Commission and appropriate County staff access to those records. Failure to do so may result in immediate revocation of the award and loss of eligibility to apply for future grants.

Submitting and Maintaining Contact Information

Applicants and Grantees are responsible for submitting and maintaining current contact information with the Grants Office. Arlington County and its divisions are not responsible for lost or missed communications sent to applicants and grantees due to contact information not being properly submitted or updated.

Attending Workshops Sponsored by Arlington Cultural Affairs

In addition to the mandatory Arts Grant Preparation Workshop, grant recipients are strongly encouraged to attend all of the following workshops sponsored by the Grants Office during Fiscal Year 2018. Attendance at workshops has resulted in greater success with grant applications. The dates and times of the workshops are to be determined.

1. Selecting and Managing Collaborations
2. Program Evaluation
3. Professional Communication Standards for Arts & Culture Professionals

Reporting Procedures and Requirements**Changes**

Any material changes to the scope of activities, timelines, or budget of an awarded grant must be approved by the Commission prior to undertaking the changes. Please contact the Grants Office at cadportal@arlingtonva.us for assistance in this matter. Failure to obtain Commission approval for grant changes may result in the Commission withdrawing the award.

Final Report

The Commission requires that grantees submit a Final Report within 30 days of the end of the supported project or by June 15, 2018. Appendix I. Provides a Final Report example which may be helpful. Final Report forms can be accessed at <http://www.arlingtonarts.org/resources/grants.aspx>.

Grantees who fail to submit a Final Report by the specified due date may not be eligible for an Arts Grants for the following year.

Appendix A. Definitions

If there are any terms in the Guidelines or applications that are not listed below or that need clarification, please contact the Cultural Affairs Grants Office.

Applicant: An organization that has filed an application for County support with the Arlington Commission for the Arts for the grant period FY 2017 pursuant to the Guidelines and the Policy for Support of Artists and Arts Organizations.

Application: An Arlington Arts Grants Program application from an eligible organization or individual artist in the form specified by these Guidelines requesting County support.

Arlington Commission for the Arts Grants: Cash income received from Arlington Commission for Arlington Arts Grants including Individual Artist Grants, Project Grants, and Space & Services Grants.

Authorizing Official: Name of person with authority to legally obligate the applicant.

Commission: The Arlington Commission for the Arts.

County: Arlington County, Virginia.

County Board: The Arlington County Board of Arlington County, Virginia.

County Support: Support from Arlington County in the form of direct funding, delivery of technical services and/or allocation of County-owned or managed facilities.

Direct Costs, Other Expenses: Expenses directly related to the production of a project other than personnel, fringe benefits, and travel costs. May include contract fees.

Direct Costs, Travel Expenses: Travel expenses directly related to the production of a project, such as lodging, meals, per diem, and transportation costs. Costs must be estimated using the per diem and travel rates of the United States Federal Government's General Services Administration and may be found at: <http://www.gsa.gov/portal/content/104877>

Direct Expense: An expense directly related to a project other than salaries, wage, and fringe benefits.

Expenses: Amount of money or monetary value of in-kind donations needed to produce a project.

Fiscal Sponsor: A fiscal sponsor is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects
501(c) (3) Status: The section of the U.S. tax code that defines nonprofit, charitable (as broadly defined), tax exempt organizations; 501(c) (3) organizations are further defined as public charities, private operating foundations, and private non-operating foundations.

Fiscal Year: The 12-month period used for calculating the organization's annual financial statements.

Fringe Benefits: Tax-exempt benefits given on behalf of an organization that supplements an employee's salary or wages, such as health insurance, retirement or pension plans, and paid vacations.

Grant: County support to an applicant in the form of funding for project expenses or in-kind grants of facilities, and/or technical services for rehearsals, production preparation, and/or performances.

Grant Period: The FY 2018 grant period corresponds to the fiscal year of Arlington County, VA beginning July 1, 2017 and ending June 30, 2018.

Grantee: An applicant who has received a grant.

Guidelines: Procedural details for the Arts Grants Program created to fulfill the objectives of The Arlington County Policy for the Support of Arts Organizations and Artists.

Income: Amount of money or monetary value of in-kind donations that fund the production of a project.

In-Kind Match: Contributions of equipment, supplies, or other tangible resources, donated to the applicant by others or provided by the applicant at no charge.

Insurance: Payments for General liability, directors, officers, and other organizational insurance policies. Does not include medical insurance paid as an employee benefit.

Marketing/Advertising: All expenses for marketing, publicity, or promotion such as media, brochures, flyers, posters, etc. Does not include payments to contracted individuals or marketing firms.

Mission of the Organization: The purpose of the organization. Should be clearly defined in two sentences and only states what an organization does, not how it fulfills its mission or why.

Other Income: Income other than that specified in the grant application. May include grants and cash.

Personnel, Administrative: Payments for salaries, wages, fees, and benefits for employees, including administrative staff, program directors, managing directors, business managers, clerical staff, and administrative support personnel. Does not include people working under contract.

Personnel, Artistic: Payments for salaries, wages, fees, and benefits for employees, including artistic directors, conductors, curators, composers, choreographers, and other artists. Does not include people working under contract.

Personnel, Technical/Production: Payments for salaries, wages, fees, and benefits for employees, including technical directors, wardrobe, lighting, sound designers, crew, stagehands, video and film technicians, exhibition curators, and installers. Does not include people working under contract.

Policy, or Policy for Support: The Arlington County Policy for the Support of Arts Organizations and Artists, as approved by the County Board, December 8, 1990.

Project: Artistic work, activity, or other qualified program under the Guidelines for which an applicant requests County support in the form of funding.

Project Expenses: Expenses or costs related to the production of a project.

Project Income: Income made in-kind or given as cash for a project to pay for production costs.

Salaries and Wages: Money paid to administrative and artistic staff of an organization. Excludes contractors.

Space and Services: Use of County-managed facilities for performances, rehearsals, classes and workshops, as well as technical services including assistance with scenery and costumes.

Total Project Income: Total income from all sources.

Appendix B. Requirements for Intent to Apply

The following information and documents are required for the Intent to Apply.

1. Organization's Legal Name
2. Organization's "Doing Business As" (DBA) Name [must match DBA on most recent IRS Form 990]
3. Arlington address of organization [NOTE: An Arlington PO Box address or Arlington physical street address will be accepted for FY 2018 grant applications. The address given on the Intent to Apply and the Application must match the address on the organization's most recent IRS Form 990, or for those with a Fiscal Sponsor the most recent MISC 1099.]
4. Name of Organization's Fiscal Sponsor as registered with the IRS (if applicable)
5. Physical street address of Fiscal Sponsor
6. Organization or Fiscal Sponsor website
7. Organization or Fiscal Sponsor phone number
8. Organization or Fiscal Sponsor FEIN number
9. Name of Contact Person for Organization (Contact person must be an administrator, officer or board member of the organization.)
10. Title of Contact Person for Organization
11. Email Address of Contact Person for Organization
12. Phone Number of Contact person for Organization
13. Name of Organization Representative who attended Arts Grants Preparation Workshop
14. Date Organization Representative Attended Arts Grants Preparation Workshop
15. For which grant will your organization be applying? ___Project Grant ___Space & Services Grant ___Both Project and Space & Services Grants

Attachments

- Most recent IRS Form 990 or MISC 1099 from Fiscal Sponsor. Only long or short forms will be accepted. E-Postcards will not be accepted.
- Letter of IRS 501(c)3 designation
- Most recent independent audit if you are applying for a Project Grant and your organization's revenue for the last fiscal year was over \$600,000.
- If you are applying for a Space & Services Grant, the Current Certificate of Liability Insurance. General liability insurance limits should be a minimum of \$1 million per occurrence and \$2 million aggregate; general liability insurance limits should be a minimum of \$1 million per occurrence and \$2 million annual aggregate.

Applicants will have the opportunity to request a waiver regarding status of physical street address and/or proper IRS 990 documentation on the Intent to Apply form.

Appendix C. Appeals Process for Intent to Apply

If an applicant is not satisfied with the Intent to Apply determination, the decision may be appealed.

Grounds for Appeal:

The following are the only grounds for an appeal:

1. Erroneous interpretation by the Grants Office Staff at the time of review, despite the applicant providing accurate and complete information on the application
2. Race, religion, national origin, age, gender, sexual orientation, or disability
3. Criteria other than that listed in the Policy for Support or the conditions in these Guidelines

Limitations on Appeals:

Applications determined incomplete or late are denied the opportunity to appeal.

Appeal Process:

In order to appeal a Commission decision, an applicant must:

1. Send a written appeal addressed to the Chair of the Commission. The written appeal must be received by artsgrants@arlingtonva.us by 5:00pm within 3 business days from the date of notification.
2. The appeal must be in writing, typed, and sent as an attached document no longer than 500 words. The applicant must state the grounds for the appeal and cite applicable provisions of these Guidelines and the Policy upon which the appeal is based.
3. When an appeal has been received by the deadline, in the proper format, the Chair will forward a copy of the appeal to each Commission member. The Commission will consider the appeal at a regularly scheduled meeting.
4. The applicant may be present at the meeting when the appeal is considered, but no presentation may be given on the applicant's behalf. Commission members may, however, ask questions of the appealing applicant.
5. A majority vote of the Commissioners present at the meeting is required to decide the appeal.

Review:

The Commission will review all appeals in accordance with procedures outlined in these Guidelines. The Commission's final recommendations will be forwarded to the County Board.

Appendix D. Requirements for Grant Application

I. Organization Information

1. Enter application code given to your organization by Grants Office Staff after your Intent to Apply was completed.
2. Is the organization applying for:
 - Project Grant
 - Space & Services Grant
 - Both a Project Grant and a Space & Services Grant
3. Mission Statement of the Organization (100 words max):
4. Describe the composition of your organization:
 - Number of Full-Time Employees:
 - Number of Part-Time Employees:
 - Number of Volunteers:

II. Project Budget Information

If you are only applying for a Space & Services Grant, do not complete this section. Go directly to Section IV. If you are applying for a Project Grant, complete this section.

III. This section for Project Grant Applicants only.

IV. Space & Services Grant Narrative: Complete this section if you are applying for a Space & Services Grant.

1. Describe the project(s) for which you are requesting Space & Services. (maximum 300 words)
2. Who is/are the intended audience/participants/community for the project(s)? (maximum 250 words)
3. Describe your plan to measure the success of the project(s). (maximum 250 words)
4. What instruments will your organization use to measure the performance of the project(s)? (maximum 250 words)
5. How do you anticipate the public will benefit from the project(s)? (maximum 250 words)
6. How will you promote the project(s)? (maximum 200 words)
7. How are the project(s) accessible to the intended audience/participants/community? (maximum 200 words)
8. What are your organization's qualifications for producing and managing the project(s)? (maximum 300 words)

V. Space & Service Use: All Space & Services Grant applicants must complete this section. If you are only applying for a Project Grant, do not complete this section.

1. Please select the type of Space you will need for your project(s). (Check all that apply.)
 - Performance space only
 - Rehearsal space only
 - Performance and rehearsal space
 - Day Camp
 - Classroom

2. Please select the type of Services you will need for your project. (Check all that apply.)
 - Use of tools and equipment to build scenery
 - Use of tools and equipment to build costumes
 - Use of conference room
 - Use of photocopier
 - Facilities monitor and related personnel for programs held on a Sunday

VI. Schedule of Key Dates: All Space & Services Grant applicants must complete this section. If you are only applying for a Project Grant, do not complete this section. Up to ten (10) may be entered.

Enter the space request information for your project(s) below.

Performances, classes, seminars, workshops, and camps are each considered separate projects. Applicants awarded a grant for performance space are not granted space for any other type of project. Therefore, a space request for each project should be entered separately below. Dates for rehearsals, meetings, and other services related to each specific type of project will be considered after a grant is awarded. If an applicant only needs rehearsal space, please make the “Rehearsal Only” selection from the menu for Type of Project.

Name of Project:

Type of Project: [drop down menu containing Performance Only, Rehearsal Only, Performance and Rehearsal, Class, Camp, Workshop, Seminar]

Requested Venue: [drop down menu containing Gunston Theatre I, Gunston Theatre II, Thomas Jefferson Theatre, Theatre on the Run]

Number of production weeks: (load-in through strike, do not include rehearsals):

Number of performances:

Preferred date(s) for production (load-in through strike, do not include rehearsals): [need to provide specific formatting for this field i.e. mm/dd/yy – mm/dd/yy]

VII. Artistic Activity

Provide up to 5 links to your previous work below. These links may be for your portfolio, YouTube channel, Vimeo account, Flickr and other social media accounts and website(s) containing pictures, video, or reviews with descriptions of your past professional work. Do not include your organization’s website.

Or

Attach two (2) of any of the following by combining them as additional pages at the end of this application (may be a mix): pictures, programs, reviews. Do not submit more than two (2). Only two (2) attachments will be reviewed with the application.

VIII. Signature

The applicant covenants to save, defend, hold harmless and indemnify the County, and all of its officers, departments, agencies, agent, and employees (Collectively the “County”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant’s project as herein described.

I attest, on behalf of this organization, the above information is true and accurate. I acknowledge that false and inaccurate statements made on this application are grounds for immediate dismissal of this application, as well as future applications, for funding.

Name

Title

Appendix E. Appeals Process for Arts Grant Award

If an applicant is not satisfied with the award determination, the decision may be appealed.

Grounds for Appeal:

The following are the only grounds for an appeal:

1. Influence of one or more Advisory Panel or Commission members who willfully failed to disclose a conflict of interest
2. Erroneous information provided by the CAD Grants Office Staff, Advisory Panelists, or Commission members at the time of review, despite the applicant providing accurate and complete information on the application
3. Race, religion, national origin, age, gender, sexual orientation, or disability
4. Criteria other than that listed in the Policy for Support or the conditions in these Guidelines

Limitations on Appeals:

Applications determined incomplete or late are denied the opportunity to appeal.

Appeal Process:

In order to appeal a Commission decision, an applicant must:

1. Send a written appeal addressed to the Chair of the Commission. The written appeal must be received by artsgrants@arlingtonva.us by 5:00 PM within 10 business days from the date of the applicant's notification of the Commission's decision.
2. The appeal must be in writing, typed, and sent as an attached document no longer than 500 words. The applicant must state the grounds for the appeal and cite applicable provisions of these Guidelines and the Policy upon which the appeal is based.
3. When an appeal has been received by the deadline, in the proper format, the Chair will forward a copy of the appeal to each Commission member. The Commission will consider the appeal at a regularly scheduled meeting.
4. The applicant may be present at the meeting when the appeal is considered, but no presentation may be given on the applicant's behalf. Commission members may, however, ask questions of the appealing applicant.
5. A majority vote of the Commissioners present at the meeting is required to decide the appeal.

Review:

The Commission will review all appeals in accordance with procedures outlined in these Guidelines. The Commission's final recommendations will be forwarded to the County Board.

Appendix F. Important Dates for FY 2017 Arts Grants

Arts Grants Preparation Workshop Dates:

- **Monday, January 9, 2017** – Arts Grants Preparation Workshop for all Organizations interested in applying for a grant. Details on how to register may be found at arlingtonarts.org/resources/grants
- **Saturday, January 14, 2017** - Arts Grants Preparation Workshop for all Organizations interested in applying for a grant. Details on how to register may be found at arlingtonarts.org/resources/grants
- **Wednesday, January 18, 2017**- Arts Grants Preparation Workshop for all Organizations interested in applying for a grant. Details on how to register may be found at arlingtonarts.org/resources/grants
- **Wednesday, January 25, 2017**- Arts Grants Preparation Workshop for all Organizations interested in applying for a grant. Details on how to register may be found at arlingtonarts.org/resources/grants

Intent to Apply Process:

- **Monday, February 6, 2017**- Intent to Apply is due for all applicants. They must be emailed to cadportal@arlingtonva.us and received by 11:59 PM, Monday, February 6, 2017.
- **Friday, February 10, 2017**- Eligibility notifications based upon submitted Intent to Apply is made by email to those who are and are not found eligible to apply for an Arlington Arts Grant. Further instruction will be given for submitting the application for those found eligible.
- **Monday, February 13, 2017** – Intent to Apply Appeals opens at 9:00 AM. Appeals must be submitted according to the Guidelines.
- **Wednesday, February 15, 2017** – Intent to Apply Appeals closes at 11:59 PM.
- **Friday, February 24, 2017** – Intent to Apply Appeals Notifications are sent. Decisions are final.

Application Process:

- **Monday, March 20, 2017**- All Arlington Arts Grants Applications are due by 11:59 PM.
- **Saturday, April 29, 2017** - Grants Day. Award recommendations are determined by the Arlington Commission for the Arts.
- **Friday, May 5, 2017**- Promissory Notes detailing the Commission's recommendations will be sent to each awardee. Letters declining to recommend an award will also be sent to applicants not receiving a grant.

Application Appeals Process:

- **Monday, May 8, 2017** - Appeals process opens. Those wishing to appeal a recommendation or declination of award must submit an appeal per these Guidelines.
- **Friday, May 19, 2017**- Appeals process closes at 11:59 PM.
- **Thursday, May 25, 2017** - Appeals decisions are sent via email. Decision are final.

Awards Process:

- **Late May, 2017** - Board Report with Arlington Arts Grants recommendations is submitted to the Arlington County Board.
- **July, 2017** - Arlington County Board approves Arlington Arts Grants recommendations.
- **Late August, 2017**- Monetary grants are sent to awardees.
- **June 15, 2018** - Final Reports are due to cadportal@arlingtonva.us by 11:59 PM.

Appendix G. Details Regarding Fiscal Sponsorship

The following are Guidelines for Organizations that have acquired Fiscal Sponsorship and are applying for an Arlington Arts Grant.

- A Fiscal Sponsor may be incorporated as a 501(c)3 in another locality within the United States. The organization must be headquartered in Arlington County per these guidelines.
- The organization must submit all materials for the Intent to Apply, Application, Appeals, Agreement Packet, and Final Report on its own behalf. The financial report component of the Final Report must be prepared by the Fiscal Sponsor.
- The organization must submit a copy of the signed agreement it has with the Fiscal Sponsor in with the Intent to Apply. The signed agreement must be submitted in its entirety.
- The Grants Office will communicate directly with one designated contact person of the organization. The organization's contact person is responsible for coordinating the grant application and awards processes between Arlington County and the Fiscal Sponsor. Please provide at least three working days for the Grants Office to complete and return any necessary documentation needed by the Fiscal Sponsor.
- If a financial grant is awarded to the applicant, Arlington County will process the grant award and send it to the Fiscal Sponsor who will then disperse the funds to the organization.

Appendix H. Application Tools

The list and links below are provided to help with preparing the grant application and measuring project performance.

IRS Form 990 Overview Course: https://www.stayexempt.irs.gov/Existing-Organizations/Form-990-Overview?_ga=1.17569401.1577549273.1477418487

Examples of Evaluative Tools:

1. Logic Model – A visual representation of the project and its internal relationships.
2. Evaluation Plan – Is guided by the Logic Model and provides detailed information for how data will be collected.
3. Audience/Participant Observation – Observing people using one set of observation questions to unobtrusively collect data.
4. Survey/Questionnaire – A set of questions asked of audience/participants to collect data relevant to the organization and project.
5. Individual Interview of Audience Members and Participants – A set of questions asked of individuals one at a time to gain an understanding of their experiences.
6. Focus Groups – Interviews conducted of groups of people.

More information on evaluation may be found at <https://www.arts.gov/exploring-our-town/project-process/measuring-project-results>

Appendix I. Example of Final Report for Organizations

Organization Name:

Project Title:

Project Summary – Please answer the questions below.

1. List the major outcomes of the project(s).
2. How did the actual activities match with the proposed activities of the project(s)?
3. What did the organization's staff learn during the course of the project?
4. Provide data for audience and participant engagement.
5. Did the engagement results meet, fail to meet, or exceed expectations?
6. How will the outcome(s) inform your organization's future work?

Project Financial Report

- Provide copies of all receipts, invoices, and proof of payment for all actual expenditures related to this project.
- Provide proof of income for all actual income related to this project.
- Complete the Budget Sheet (attached) for all actual expenses and sources of income related to this project. (This will be the same as the budget in the application.)
- Provide an explanation below for all changes to actual expenditures and income that differ from those projected in the proposal.