

Arizona Commission on the Arts

**Guide to Grants for
Organizations and
Schools
2010-2011**

Fiscal Year 2011 Grants

FESTIVAL PROJECT GRANTS

Grant Deadline: Thursday, March 18, 2010

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OVERVIEW

Project Grants assist organizations in their efforts to provide quality arts programming to communities. Project Grants are awarded to assist with the costs of connecting artists (or their artistic work) with communities. These arts experiences create the public value for the arts and the rationale for the investment of public funds.

Organizations are required to match eligible project costs at least dollar for dollar. These matching expenses and all other associated funding should be reflected in the Project Grant budget. The scope of a project is left to the discretion of the organization in order to respond to the diverse needs of the community it serves.

Due to reductions to the Arts Commission's grantmaking budget, all discipline-based Project Grants – except for Festivals – have been put on hiatus for the 2010-2011, Fiscal Year 2011 cycle. The Arts Commission will not accept any Project Grant applications besides Festivals for the Thursday, March 18, 2010 deadline.

Festivals: A Definition

Festivals allow communities to share cultural traditions which can create vibrant opportunities and experiences for citizens and visitors. A festival is often a person's first experience and point of entry with the arts. Festivals may be multidisciplinary in scope and include music, dance, art, food, and traditional demonstrations, but also may be specific to an artistic discipline.

Organizations applying for a Festival Project Grant must meet the Arts Commission's definition of a festival as described above. Additionally, applications must have at minimum a \$3000 festival budget with at least \$1500 in a combination of artist fees (travel, lodging and per diem included), marketing, promotional and production expenses. Applications that do not fit within this framework will not be moved forward to panel review.

Festival Project Grants Do Not Fund

- Organizations and schools that received Arts Commission funding in fiscal year 2009 but failed to file a final report by November 16, 2009
- **Performing Arts or Multidisciplinary Organizations' Seasons**
- Projects sponsored by for-profit organizations
- Projects involving construction of facilities
- Debt reduction
- Food and beverages for receptions and hospitality functions
- Fundraising projects
- Scholarships and awards
- Producing organizations to tour or present themselves
- Equipment/capital expenditures
- Regranting
- Indirect costs
- Lobbying expenses
- College or university-sponsored projects not open to the community outside the university setting
- Staff of the applicant organization
- Any costs other than those delineated in the Guide to Grants and relevant Funding Eligibility Scales and Eligible Fees charts

Eligibility

Applicants can verify their eligibility to apply for grants within this area on page 6 of the Overview document. During the 2010-2011, Fiscal Year 2011 grants cycle, organizations may not apply for General Operating Support (including **Organizational Development Grant, General Operating Support Levels I, II, or III, or Basic/Locals Aid**) and support for a **Festival Project Grant**. If an applicant submits applications in any GOS area and Festivals, the applicant will be asked to withdraw one of the applications prior to the panel review.

Eligible Fees for Festivals

Festivals grant awards are flat grants of \$1500 and must be matched by the organization’s contribution of at least \$1500. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

***NOTE ***	
Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
Guest artist fees	
Guest artist travel expenses (including lodging)	
<u>3. PRODUCTION EXPENSES</u>	
Includes stage and space rental, space rental insurance, and sound and lighting equipment	
<u>6. MARKETING/ PROMOTION</u>	
Includes media ads, graphic design, website maintenance, promotional material and printing costs	

Festival Project Grant – Minimum/Maximum Grant Award: Flat Grant Amount of \$1,500

Festival Project Grant	ELIGIBILITY (must meet both requirements)		AWARD
	Minimum comprehensive festival budget must be:	Minimum Production, Marketing and Artist Fees (including travel, lodging & per diem)	Flat Grant Amount:
	\$3,000 minimum	\$1,500	\$1,500

FUNDING CRITERIA

The following criteria are the basis for the panel review of the Festival Project Grant applications and relate to the four narrative sections of the online application:

- Artistic quality and creativity of the project (for service organizations, *Quality of service*)
- Ability of the project to serve the needs of the their community, as defined by the applicant
- Managerial/administrative ability of the applicant organization to carry out the proposed project and properly administer funds granted
- Appropriateness of the applicant's budget to carry out the proposed project

ADDITIONAL REQUIREMENTS AND INFORMATION

Required Supplementary Materials

Organizations are required to submit all of the following supplementary materials in support of Festival Project Grant applications. **Required supplementary materials will not be returned to the applicant.**

The following materials are REQUIRED and must be uploaded to EGOR:

- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.
- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must scan and upload a letter **signed** by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.
- In-Kind Support List. List of in-kind support committed to the project outlined in the application, and from whom (no more than 1 page).
- 3 Year Arts Programming List. A list of the previous, current and upcoming years' arts programming (no more than 3 pages). Describe or annotate the program statements to help panelists understand the nature of the organization's programs.
- Current Staff List (or Volunteer List, if your organization is an all-volunteer organization). Please list full name and position, and number of years with organization.

Submitting a Draft

New applicants are strongly encouraged to contact the Arts Commission well in advance of the deadline to discuss proposed project(s). New applicants may request Arts Commission staff review draft applications for a one-time feedback session not exceeding 15 minutes or one email. Only complete applications can be submitted as drafts. **Drafts must be submitted through EGOR no later than Friday, February 26, 2010 and applicants must notify the appropriate Arts Commission grant contact of draft submission.** Staff review does not guarantee funding, but can help strengthen an application.

COMPLETING AN ONLINE PROJECT APPLICATION IN EGOR

Application Narrative

Applicants are asked to address the following questions within the application and are required to complete a budget (to address the criterion related to *appropriateness of budget*). In addition, applicants are asked to identify staff, board and project directors, and are asked to identify grant and audience type. **Within the budget, applicants are strongly encouraged to use notes to explain in-kind support, variances, debt or cash reserves.**

In EGOR, questions require yes/no or short form responses unless a character count is indicated.

Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application.

Applicants will be required to answer all questions completely in the text boxes provided. Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality

- Describe the project and the artistic quality and creativity of the project. 500 characters maximum.
- Describe your goals for this project and outline your measures of success, corresponding to your stated goals. 3000 characters maximum.
- Provide a one-paragraph bio for each guest artist, company or consultant that will be engaged in this project. 675 characters maximum per bio.

Review Criterion: Community Needs

- Describe the community(ies) this project will serve during the funding period and describe the methods employed to determine the community's needs. 350 characters maximum.
- Please indicate which of the following best describes how your project goals will impact participation (although you may be trying to accomplish all three, your project likely focuses on one of these goals and that is to be expected and recommended)
 - Broadening participation (attracting more people like your current participants).
 - Deepening participation (building deeper relationships with current participants).
 - Diversifying participation (attracting participants who are different than your current participants).
- How many audience members/participants did you serve with public programs during the past season or year?
- How many people do you expect to reach with this project? Keep in mind that projects which seek to deepen the experience for participants may reach a smaller number of people.
- Are you serving schools? If yes, how many?
- Describe how your project will serve the community(ies) you have indicated the project will serve during the funding period. Please consider your mission as you craft your response. 2450 characters maximum.

Review Criterion: Administrative and Managerial Ability

- Describe your organization's ability to manage this project and properly administer a grant made up of state and federal funds. 1600 characters maximum.

History (Not Related to Review Criteria):

- Describe the history of the organization in presenting, producing or serving the arts. 1600 characters maximum.

STAFF CONTACTS

Please contact Jennifer Tsukayama, Director of Strategic Partnerships at 602-771-6531 or jtsukayama@azarts.gov for questions related to Festival Project Grants.

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to EGOR, the Electronics Grants Online Resource.