

Arts Council of Fairfax County Operating Support Grant Guidelines and Application



**Arts
Council *of*
Fairfax
County**

Deadline: May 26, 2009

Arts Council of Fairfax County
4022 Hummer Road
Annandale, VA 22003
(703)642-0862
www.artsfairfax.org

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Introduction

The Arts Council of Fairfax County creates and nurtures an environment in which the arts and artists can flourish, and is designated as Fairfax County's local arts agency. Through partnerships with schools, individual artists, arts organizations, and other cultural and community groups, the Arts Council promotes and encourages excellence in the arts by initiating and supporting programs, activities, and policies that inspire, nurture, and reflect the cultural diversity of Fairfax County.

In 2006, the Fairfax County Board of Supervisors established a community funding pool for the arts through a grant to the Arts Council of Fairfax County. The *Operating Support Grants Program* is supported by this community funding pool.

Purpose of the *Operating Support Grant Program*

The purpose of *Operating Support Grants Program* is to maintain stability and encourage the development and advancement of the arts in Fairfax County while serving the artistic and cultural needs of Fairfax County residents and their families.

Goals of the *Operating Support Grant Program*

Through the *Operating Support Grant Program*, the Arts Council of Fairfax County seeks:

- To provide support for established arts organizations and the development of new organizations;
- To promote opportunities for individual artists and arts organizations of all disciplines to create, present, and celebrate their artistic endeavors;
- To be a catalyst for increased private sector support for arts organizations through leveraged public funding;
- To encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.

Organizational Eligibility

All applicants must meet the following criteria to apply to the *Operating Support Grant Program*. Staff reviews all grant applications for eligibility prior to the review process.

1. An organization is eligible to apply to the *Operating Support Grant Program* if:
 - It has as a core mission the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline.
 - It has regular activity in a minimum of four different months in the year or 120 days of the year.
2. An organization must:
 - Be in compliance with all local, state, and federal laws; and
 - Hold current or pending status under IRS code 501(c)(3); or
 - Operate as a specifically defined arts division, or have its own arts program identity, within a larger nonprofit 501(c)(3) organization; or
 - If an organization does not hold 501(c)(3) status in its own right, a fiscal agent that holds 501(c)(3) status may apply on its behalf. The fiscal agent must manage all grant funds and ensure compliance with the terms of the grant if an award is made.
3. The organization or the division/program that is applying must have an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church and satisfy TWO of the following four criteria:
 - Present at least 51% of public artistic activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Meet, rehearse, exhibit, and operate within the geographical boundary of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Have 51% of board of directors' members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 - Verify that 51% of attendees at performances, exhibits, events, and activities reside in Fairfax County, the City of Fairfax, or the City of Falls Church evidenced through acceptable statistical data including but not limited to: ticket analysis, subscription data, box office surveys, and audience surveys.
4. The applicant must have submitted all required final reports for any grant(s) received from the Arts Council of Fairfax County during fiscal year 2009 that are due by the application deadline.
5. The applicant must be a current member of the Arts Council of Fairfax County.
6. An organization must have independently prepared financial statements such as an audit or a treasurer's report (audit required for organizations with expenses of \$500,000 and above).
7. An organization is not eligible to apply to the *Operating Support Grant Program* if it receives line item funding from Fairfax County in fiscal year 2010.

Grant Restrictions

All *Operating Support Grant Program* grants must:

- Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church;
- Have qualified artistic or scholarly, administrative, and management leadership (either professional or volunteer) capable of completing any grant-supported activities, programs, or projects;
- Occur within the dates of July 1, 2009 and June 30, 2010.

Operating Support Grant Program grants cannot be used for:

- Fundraising activities, such as capital campaigns or endowment campaigns;
- Construction or renovation projects;
- Political advocacy costs;
- Activities not open to the general public;
- Debt retirement.

Matching Requirements

1. Every *Operating Support Grant Program* grant requires a two to one match by the applicant.
2. The matching funds may come from any source except the Arts Council of Fairfax County or the Fairfax County government. Potential sources of your matching funds include foundation grants, private donations, ticket sales, and member dues.
3. In-kind contributions may only consist of donated goods.
4. The value of all in-kind contributions shown as income must be offset by line item expenses in the total budget.
5. The value of in-kind goods must be documented with invoices, billing statements, or donation letters. To the extent possible, documentation about the donor and the value of in-kind goods should be provided with the application. If the grant is awarded, this documentation must be provided with the final report required at the end of the grant period.

Funding Categories

Organizations may apply in one of three categories within the *Operating Support Grant Program*. The applicant's budget size determines the appropriate category. If an applicant is an arts division/program within a larger nonprofit 501(c)(3) organization, then the arts division/program's budget should determine its category, not the larger nonprofit's budget size.

For the *Operating Support Grant Program*, your budget size is determined by the "Total Expenses" you describe for your most recently completed fiscal year on the Budget Form. "Pass through money," money that is collected by the organization and then immediately dispersed, as in the case of collecting art sales and then distributing that money back to the individual artist, should not appear in an organization's budget as income. If the organization collects a portion or percentage of that money then only that portion can show as income.

Pass through money is money collected by an organization and then immediately dispersed. Examples include:

- funds collected by an organization that sells art on behalf of an artist and then distributes that money to the individual artist;
- organizations that collect costume fees from individual participants, and then immediately purchase costumes for individual participants;
- money that is collected from individuals for travel purposes, which is then spent on travel.

Some monies spent for fundraising purposes are pass through money. If an organization sells an item for fundraising purposes (for example, wreaths or ornaments), the purchase of those fundraising items cannot be included in the organization's income and expenses. Only the profits from the fundraiser should be included in the income category.

Level I

Arts organizations with cash expense budgets of \$50,000 or above.

Level II

Arts organizations with cash expense budgets of less than \$50,000 and more than \$16,667.

Level III

Arts organizations with cash expense budgets of less than \$16,667.

Review Process

Following the grant application deadline, Arts Council of Fairfax County staff determines whether an applicant is eligible and whether an application is complete. Staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

All eligible applications for the *Operating Support Grant Program* are evaluated by panel review. Panelists are arts professionals with a particular knowledge of or expertise in the segments of the arts community that are eligible to apply to the Arts Council for funding.

The Arts Council of Fairfax County Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the *Operating Support Grant Program* and of the Arts Council of Fairfax County.

Evaluation Criteria

An Advisory Review Panel, usually comprised of 5-9 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit. The Arts Council of Fairfax County selects panel members for their diverse backgrounds, expertise in a particular arts discipline, and knowledge of the community. Panelists will evaluate each grant request based on the criteria below:

1. Quality of Programs

- Do the programs effectively fulfill the applicant's mission?
- Do the programs demonstrate support and stimulation of artistic growth and excellence for Fairfax County artists?
- Do the programs offer the public greater availability to under-represented artists and art forms?
- Does the applicant demonstrate artistic excellence as shown by the qualifications, background, and experience of the artists?
- Does the applicant offer public artistic activities that reflect the diversity of the population of Fairfax County?
- Have previous programs been received positively?

2. Community Outreach

- Is there community support for the applicant?
- Does the applicant respond to community needs?
- Does the applicant make efforts to provide access to the arts for all residents of Fairfax County, especially the traditionally underserved populations (youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas not reached by existing programs)?
- Does the applicant contribute to the community's quality of life and cultural vitality and show a clear understanding of Fairfax County's cultural diversity?
- Does the applicant attempt to reach underserved populations and broaden community involvement through its outreach activities?

3. Organizational Effectiveness

- Does the applicant have active involvement, stability, and strong leadership in board, staff, and volunteers?
- Does the background of management and professional staff qualify them for their positions?
- Is there evidence of long-range, strategic planning?
- Does the applicant have a history of balanced budgets and a diversified base of financial support?

4. Appropriateness of Budget

- Does the applicant have a reasonable, realistic, clear, and complete budget?
- Does the applicant appear financially stable, with a balanced budget?
- Does the applicant have income from a variety of earned and unearned sources?

Conditions of a Grant

Grant recipients must agree to comply with the following conditions of an *Operating Support Grant Program* grant.

Duration of a Grant

Generally, activities supported by *Operating Support Grant Program* grants may be carried out for one year, between July 1, 2009 and June 30, 2010.

Organizational Eligibility

Grant recipients must continue to meet all *Operating Support Grant Program* eligibility requirements during the grant period. Grant recipients are required to notify the Arts Council of Fairfax County Grants Administrator in writing of any major financial, leadership, or programmatic changes to their organization.

Amount of Grant

Operating Support Grant Program grants range from \$500 to \$50,000. An organization can request no more than 15% of their actual expenses as described on the Budget Form for the most recently completed fiscal year. Applicants may be granted an amount less than requested.

Cost Sharing

Every *Operating Support Grant Program* requires a two to one match by the applicant. See page 5, Matching Requirements, for more information on the cost share requirements.

Use of Funds

Operating Support Grant Program grants may be used for a broad range of activities. Grant funds may not be used for fundraising activities, such as capital campaigns or endowment campaigns, construction or renovation projects, political advocacy costs, activities not open to the general public, debt retirement, or pre-grant costs. All listed expenses must be incurred during the grant period.

Acknowledgement of Arts Council Funding

The Arts Council of Fairfax County requires acknowledgement of the Arts Council's support for all public programs and services. Credit the Arts Council as a donor on all printed materials through use of the Arts Council logo and the statement, "This program is funded in part by the Arts Council of Fairfax County, supported by the County of Fairfax." Grant recipients should send copies to the Arts Council of all materials that are distributed to the public, e.g., flyers, brochures, or program booklets.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. The Arts Council will notify applicants of final decisions in October, 2009.

Payment and Reporting Procedures

Grants recipients will receive 50% of the award amount at the time of the grant announcement. Grant recipients are required to submit an interim financial report no later than six months after receipt of the grant funds. The interim financial report should show that all matching requirements have been met. Once this report is approved by the Arts Council of Fairfax County Grants Administrator, 25% of the award amount will be disbursed to the grant recipient. Grantees are also required to submit a final performance report and a final financial report at the end of the grant period. Upon approval of the final report, the remaining 25% of the award amount will be disbursed to the grant recipient.

Attendance at Arts Council Annual Meeting

Grant recipients are required to attend the Arts Council's annual meeting. This meeting is typically held in January.

Grant Preparation Assistance

The Arts Council of Fairfax County will conduct free grant preparation workshops to instruct prospective applicants on how to complete an *Operating Support Grant Program* application. The Arts Council strongly encourages attendance by all potential applicants. An applicant's attendance at a workshop will not affect the evaluation of the application.

Grant preparation workshops will be held:

Tuesday, April 14 at 7 p.m. (1st Floor Conference Room)

Saturday, April 18 at 10 a.m. (1st Floor Conference Room)

Both workshops will be held at the Arts Council's offices, located at 4022 Hummer Road in Annandale. The Arts Council is located at the Fred M. Packard Center in Annandale Community Park. Our address is 4022 Hummer Road, Annandale, VA, 22003.

The workshops will cover the same material; you only need to attend one workshop. The workshops should run approximately 1.5 hours although they may be longer with questions.

For further information or directions, please contact Jeannette Thomas, Grants Administrator, by e-mail at jthomas@artsfairfax.org or by telephone at (703) 642-0862, ext. 4.

Grant Writing Tips

- Write clearly and concisely.
- Do not use jargon.
- Remember that the people who are reading your application may know nothing about your organization or your programs.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information in different narrative sections.
- Keep in mind that the Arts Council staff does not participate in panel discussions. The application must stand on its own merits.
- Be sure that when a reader has finished reviewing your grant application, s/he will know your organization.
- Verify that all contact information in your application is correct, including e-mail addresses and phone numbers.
- Financial information referred to in the narrative should match the numbers on the Budget Form.
- Use the Arts Council Grant Administrator as a resource. If you have any questions, call at (703) 642-0862, ext. 4, or e-mail to grants@artsfairfax.org.

The Application Package

An application requesting funding from the *Operating Support Grant Program* should include the following materials in the following order:

1. Form A, with original signatures in blue or red ink
2. Organizational Profile (not to exceed one page)
3. Narrative (not to exceed three pages)
4. Programs and Activities Form
5. Budget Form
6. Budget Narrative (not to exceed one page)
7. Eligibility Checklist
8. List of Board of Directors that includes profession, work address, and place of residence. Please highlight members who work or live in Fairfax County.
9. List of Key Board Members and Staff
10. Resumes for each person named on the "List of Key Board Members and Staff"
11. Treasurer's Report or Audit for most recently completed fiscal year. An audit required if applicant's expenses exceed \$500,000.
12. IRS Letter of Determination for your organization and/or your parent organization
13. Most recent IRS 990 submission (do not include schedules)
14. Cover sheet for supplemental materials
15. Supplemental materials (not to exceed 5 printed items plus one CD/DVD/VHS tape). You must include an identical set of your supplemental materials in each copy of your application.
16. Application Checklist

All *Operating Support Grant Program* grant applications must be received (not postmarked) at the Arts Council of Fairfax County no later than May 26, 2009 at 5 p.m.

Application Formatting

1. You must complete all pages using at least 11 pt. Times New Roman, Arial, or Helvetica font. The application is available in Word format by sending an e-mail request to grants@artsfairfax.org or by downloading it online at www.artsfairfax.org.
2. Use a margin of not less than 1" on all four sides.
3. DO NOT STAPLE ANY PAGES. You may separate the sets of copies with paper clips or binder clips. Please do not use any additional separators or title pages to divide parts of the application from one another.
4. DO NOT send notebooks, folders, binders, or plastic sheet protectors.
5. All submissions must be typed on a computer or typewriter. Handwritten or hand-printed applications will be returned.

Supplemental Materials

Submission of additional materials is optional, but strongly encouraged. Materials should describe recent (within the last two years) activities. Supplemental materials will not be returned to the applicant. You can submit up to 5 items of print materials and one CD, DVD, or Video sample. Please include ten identical copies (one for the original and one for each copy of your application) with the following types of information:

- Printed copies such as programs, brochures, catalogs, study guides, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, and awards.
- CD/DVD/Video Samples: Examples include VHS format video cassette or DVD of no more than five minutes. Label each sample with the applicant's name and the title and date of performance. Video tapes must be cued to begin at the start of the five minute segment. CD and DVD samples must include a time stamp and a starting time to let the reviewer know where to cue the performance.

Identification of Supplemental Materials

- Submit one cover sheet describing all the support materials included with your application.
- Please be sure that the organization's name appears on all support materials.

Submitting Your Application

All *Operating Support Grant Program* applications must be received (not postmarked) at the Arts Council of Fairfax County no later than May 26, 2009 at 5 p.m. You must submit one original of your application and nine copies of your application.

- Applicants should submit the application before 5 p.m. on May 26, 2009.
- Applications may not be faxed or transmitted electronically.
- Send applications attention the Grants Administrator, Arts Council of Fairfax County, 4022 Hummer Road, Annandale, VA 22003. Applications must be received in the offices of the Arts Council on or before the deadline. It is not a postmark deadline.
- If you wish to use the U.S. Post Office or a delivery service such as FedEx or UPS, please select a service with a guaranteed delivery date.
- Late applications will not be accepted. The Arts Council strongly recommends that you hand deliver your application. Applications that are late due to post office delays will not be accepted.

Reminder

- Incomplete, faxed, handwritten and/or late applications will not be eligible.
- Be sure that all required signatures are provided.
- Be sure that you have provided one original and nine copies of the application package.
- Be sure that your application complies with all formatting requirements on page 12.
- Be sure that your application is collated in the order listed on the APPLICATION CHECKLIST at the end of this document.

Appeals Process

Unless there are grounds for an appeal, all funding decisions of the Arts Council are final. Arts Council funding decisions may be appealed only upon the following grounds:

1. The Applicant's grant application was denied based on criteria other than those set forth in the applicable guidelines, where the application of such improper criteria was open and obvious and there was also no legitimate basis for denial under the applicable guidelines;
2. The Applicant's grant application was denied based on the grant panel's failure to apply the applicable guidelines, where such failure is open and obvious and not merely a subjective evaluation of the merits of the application;
3. The Applicant's grant application was denied based on the grant panel's failure to consider relevant evidence presented in support of the grant application, where such failure was both open and obvious and not merely the result of the Applicant's failure to properly identify or present such evidence; and/or
4. The Applicant's grant application was denied as the direct result of an undisclosed conflict of interest between the Applicant and a member of the grant panel, where, but for such conflict, the Applicant's grant application would not have been denied.

Other than the grounds listed above, there are no other grounds for an appeal, including, but not limited to, general dissatisfaction with the process, dissatisfaction with the amount awarded, dissatisfaction with the qualifications of the members of the grant panel, disagreement with an opinion of a member of the grant panel, or the Applicant's desire to submit additional evidence.

To file an appeal, an Applicant must submit a written appeal request directly to the Arts Council. Such appeal must be received by the Arts Council within fourteen (14) calendar days of the date of the applicant's notification letter from the Arts Council with regard to the funding decision being appealed. An appeal must state the grounds for the appeal and provide clear and convincing evidence in support of such grounds. No evidence or supporting materials which could have been provided as part of the Applicant's original grant application will be considered.

All appeal requests will be reviewed by the Grants Committee of the Arts Council's Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by the Arts Council. If the Grants Committee determines that there exist grounds for an appeal, the Grant Committee will re-evaluate the application. All decisions of the Grant Committee with regard to any re-evaluation will be final. If the Grants Committee determines that there are no grounds for an appeal, then the original decision of the grant panel shall become final without further recourse or reconsideration. All decisions of the Grants Committee with regard to appeal requests are final without further recourse or reconsideration.

Arts Council of Fairfax County 2010 Operating Support Grant Program Application Form A

Completed application must be received by 5 p.m. on May 26, 2009.

Organization Name _____ Federal Employer ID# _____

Mailing Address _____ City _____ Zip Code _____

Organization Street Address (not P.O. Box) _____ City _____ Zip Code _____

Organization Website _____ () _____ () _____
 Organization Phone _____ Organization Fax _____

Check the appropriate Fairfax County magisterial district for your organization's street address:

- | | | | |
|--------------------------------------|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Braddock | <input type="checkbox"/> Lee | <input type="checkbox"/> Providence | <input type="checkbox"/> City of Fairfax |
| <input type="checkbox"/> Dranesville | <input type="checkbox"/> Mason | <input type="checkbox"/> Springfield | <input type="checkbox"/> City of Falls Church |
| <input type="checkbox"/> Hunter Mill | <input type="checkbox"/> Mount Vernon | <input type="checkbox"/> Sully | |

Contact Person _____ Contact Person Title _____

() _____
 Contact Person Telephone _____ Contact Person E-mail Address _____

Chief Administrator _____ Chief Administrator Title _____

() _____
 Chief Administrator Telephone _____ Chief Administrator E-mail Address _____

Chairman, Board of Directors _____ () _____
 Chairman's Telephone _____ Chairman's E-mail Address _____

Chairman's Mailing Address _____ City _____ Zip Code _____

AMOUNT REQUESTED \$ _____ AMOUNT MATCHING \$ _____
 (Cannot exceed 15% of actual expenses as described on the Budget Form (Must make at least a 2:1 match)
 for the most recently completed fiscal year or \$50,000)

Operating Support Category (check one):

- Level I (Budgets of \$50,000 and above)
- Level II (Budgets of less than \$50,000 and more than \$16,667)
- Level III (Budgets of less than \$16,667)

1. Has your organization applied to the Arts Council of Fairfax in the past? _____ Y _____ N

2. Which category best describes the primary activity of your organization? (Check one.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Arts education | <input type="checkbox"/> Instrumental music | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Literature | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Film | <input type="checkbox"/> Multidisciplinary /arts services | <input type="checkbox"/> Vocal music/opera |

3. Number of performances, exhibitions, events annually: _____ 4. Estimated annual audience: _____

5. Two signatures are required; the organization's chief administrator and a board member (preferably chairman of the board).
We the undersigned attest to the accuracy of the information submitted in this application and we will comply with all Compliance Requirements as described in the Guidelines.

Chief Administrator/Date _____ Board Member/Date _____

Print Name _____

Arts Council of Fairfax County 2010 Operating Support Grant Program Organizational Profile (not to exceed one page)

Provide an organizational profile of no more than one page. The organizational profile gives the reviewers an understanding of the applicant organization, and will help reviewers to assess Quality of Programs evaluation criterion. Include the following information:

1. Describe the applicant organization's history, mission, and goals. If you are division or separate program of a larger organization, describe that organization's history, mission, and goals as well as the history, mission, and goals of your division/program and explain your relationship to the larger organization.
2. Describe the applicant organization's service area (audience served, including size, demographic characteristics, and geographic area).

Arts Council of Fairfax County 2010 Operating Support Grant Program Narrative Questions (Response not to exceed three pages)

In narrative form, answer the following questions and requests for information as they apply to your organization in **three pages or less**. Please number your answers in the order found below. Please include your organization's name at the top of each page.

Quality of Programs

1. Describe your organization's programs and activities and their connection to your organization's mission, specifically those that will occur from July 1, 2009 to June 30, 2010. Use the Programs and Activities Form to describe dates, locations and venues, expected capacity and attendance, audience served. For programs that have occurred, provide evidence of customer and community satisfaction through reviews, surveys, etc.
2. Describe your efforts to improve program quality and any involvement of artists in planning and presenting. Are your programs received positively?
3. Describe any efforts to provide access to under-represented artists and art forms.
4. What distinctive roles do your programs and services play in advancing Fairfax County and/or its communities culturally?

Community Outreach

5. Describe your outreach to the community beyond performances. How do you identify and respond to community needs?
6. Describe the community's support for your organization.
7. How does your organization inform the community about your activities? How do you provide access to traditionally underserved populations (youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas not reached by existing programs)?
8. What plans do you have for expanding your audience base? Please describe.

Organizational Effectiveness

9. Describe your organizational structure, including professional staff and volunteer board. Describe staff and board's day to day responsibilities, and indicate if staff is full or part time, paid or volunteer. Discuss any recent, significant changes to your organization.
10. Describe your long-range planning process. What are the top three priorities of your organization for the next three years?
11. How is your Board of Directors involved in fundraising? What is your organization's percentage of and/or policy regarding board giving?
12. Describe your organization's financial management structure. Who is involved in the day to day financial decision making? How does your organization create and approve yearly budgets?

**Arts Council of Fairfax County 2010 Operating Support Grant Program
Programs and Activities Form**

Describe your organization's programs and activities, specifically those that will occur between July 1, 2009 and June 30, 2010. Use this form to describe dates, locations and venues, expected capacity and attendance, and audience served. You can re-create this form if necessary.

| Program/Activity Name | Participating Artist(s) | Program Date | Venue and Location | Expected Capacity and Attendance | Audience Served |
|-----------------------|-------------------------|--------------|--------------------|----------------------------------|-----------------|
| | | | | | |
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Arts Council of Fairfax County 2010 Operating Support Grant Program Budget Form

Outline real expenses for the most recently completed fiscal year, the approved budget for this fiscal year, actual income and expenses through April 1, 2009, and estimate next year's budget. Arts divisions/programs within a larger nonprofit 501(c)(3) organization should enter only arts specific budget information. Round up or down to the nearest \$10.

Organization _____ Method of accounting: Cash _____ Accrual _____
 Fiscal Year covers period of: _____

| EXPENSES | Most Recently Completed Fiscal Year | Current Fiscal Year Approved Budget | Current Fiscal Year actual income & expenses to 4/1/09 | Next Fiscal Year |
|--|-------------------------------------|-------------------------------------|--|------------------|
| Personnel | | | | |
| Admin. Salary & benefits | | | | |
| Artistic salary & benefits | | | | |
| Tech/Prod salary & benefits | | | | |
| Contract: artistic | | | | |
| Contract: other _____ | | | | |
| <i>Sub-total Personnel</i> | | | | |
| Operational | | | | |
| Rental: rehearsal & performance | | | | |
| Advertising & Promotions | | | | |
| Operations & Administration | | | | |
| Programs, Production, Exhibits | | | | |
| Fundraising | | | | |
| Loans and debt retirement | | | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| <i>Sub-total Operational</i> | | | | |
| TOTAL EXPENSES | | | | |
| Annual Surplus/ (Deficit) | | | | |
| Accumulated Surplus/ (Deficit) | | | | |
| REVENUES | Most Recently Completed Fiscal Year | Current Fiscal Year | Current Fiscal Year actual income & expenses to 4/1/09 | Next Fiscal Year |
| Earned Income | | | | |
| Tickets/Admissions | | | | |
| Memberships | | | | |
| Contract Services | | | | |
| Performance Fees | | | | |
| Tuition/Class/Workshop Fees | | | | |
| Product Sales & concessions | | | | |
| Special Events | | | | |
| Other: _____ | | | | |
| <i>Sub-total Earned</i> | | | | |
| Contributed/Unearned | | | | |
| Individuals | | | | |
| Corporations | | | | |
| Foundations | | | | |
| Federal | | | | |
| State (VCA and/or line item) | | | | |
| Local (Arts Council or other) | | | | |
| Interest & Investment Income | | | | |
| In-Kind (must also show as an expense) | | | | |
| <i>Sub-total Contributed/Unearned</i> | | | | |
| TOTAL REVENUES | | | | |

**Arts Council of Fairfax County 2010 Operating Support Grant Program
Budget Narrative (Not to exceed one page)**

The Budget Narrative is a required form and should be used to explain all elements of your budget, particularly any unusual or atypical income or expenses. Explain any substantial (i.e. a change of 10%) increases or decreases in your budget.

**Arts Council of Fairfax County 2010 Operating Support Grant Program
List of Key Board Members and Staff with Resumes**

Provide a list of the key board members and staff directly involved in the day to day administration and artistic programming of the applicant organization. Add resumes or curriculum vitae of no more than two pages each for all key personnel (both board members and staff).

Arts Council of Fairfax County 2010 Operating Support Grant Program Eligibility Checklist

Organization _____

| | | |
|---|------------------------------|-----------------------------|
| My organization's core mission is the creation, exhibition, presentation, production, or performance of and/or education in, an arts discipline. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization has regular activity in a minimum of four different months in the year or 120 days of the year. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization is in compliance with all local, state, and federal laws. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization holds current or pending status under IRS code 501(c)(3). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization operates as a specifically defined arts division or program within a larger nonprofit 501(c)(3) organization. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A fiscal agent that holds 501(c)(3) status has applied on behalf of my organization. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization has an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization presents at least 51% of public artistic activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization meets, rehearses, exhibits, and operates within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization has 51% of the members of the board of directors work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization has 51% of audience members are residents of Fairfax County, the City of Fairfax, or the City of Falls Church. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization has independently prepared financial statements such as an audit or a treasurer's report (audit required for organizations with expenses of \$500,000 and above). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization has submitted all required final reports for any grant(s) received from the Arts Council of Fairfax County during fiscal year 2009. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization is a current member of the Arts Council of Fairfax County. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My organization received line item funding from Fairfax County in fiscal year 2010. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

We the undersigned certify that the organization meets all the eligibility requirements described in the *Operating Support Grant Program Guidelines and Application*.

Chief Administrator/Date Board Member/Date

Print Name _____

Arts Council of Fairfax County 2010 Operating Support Grant Program Application Checklist

Organization _____

Use this checklist to ensure that your application is complete and in the following order:

Original Copy

- Form A, with original signatures in blue or red ink
- Organizational Profile (not to exceed one page)
- Narrative (not to exceed three pages)
- Programs and Activities Form
- Budget Form
- Budget Narrative (not to exceed one page)
- Eligibility Checklist
- List of Board of Directors that includes profession, work address and place of residence. (Please highlight members who work or live in Fairfax County.)
- List of Key Board Members and Staff
- Resumes for each person named on the "List of Key Board Members and Staff"
- Treasurer's Report or Audit for most recently completed fiscal year. An audit required if applicant's expenses exceed \$500,000.
- IRS Letter of Determination for your organization and/or your parent organization
- Most recent IRS 990 submission (do not include schedules)
- Cover sheet for Supplemental materials
- Supplemental materials (not to exceed 5 printed items plus one CD/DVD/VHS tape). You must include an identical set of your supplemental materials in each copy of your application.
- Application Checklist (this page)

Once the Original Copy is complete, make nine copies with all items in the same order.

Remember

- You must complete all pages using at least 11 pt. Times New Roman, Arial, or Helvetica font.
- Use a margin of not less than 1" on all four sides.
- DO NOT STAPLE ANY PAGES. You may separate the sets of copies with paper clips or binder clips. Please do not use any additional separators or title pages to divide parts of the application from one another.
- DO NOT send notebooks, folders, binders or plastic sheet protectors.
- All submissions must be typed on a computer or typewriter. Handwritten or hand-printed applications will be returned.