

Arts Council of Fairfax County Project Support Grant Guidelines and Application



Arts
Council *of*
Fairfax
County

Deadline: February 25, 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 *Project Support Grant Program* is supported by this community funding pool.

Purpose

The purpose of *Project Support Grants Program* is to 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

Through the *Project 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 *Project Support Grant Program*. Staff reviews all grant applications for eligibility prior to the review process.

1. An organization is eligible to apply to the *Project 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.
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).

Grant Restrictions

All *Project 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.

Project 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 *Project Support Grant Program* grant requires a 2:1 match by the applicant. This means that the Arts Council of Fairfax County will provide no more than one-third of the total expenses of the proposed activity, program, or project.
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

Project Support Grant Program grants are non-recurring grants used to support eligible nonprofit arts organizations, both established and developing, in providing activities that engage new audiences in the arts and contribute to the vibrancy and quality of life in Fairfax County. These grants will not fund operating expenses. These funds should be a catalyst for increased private sector support, used to leverage additional dollars. Finally, these grants encourage wide participation in the arts through diverse cultural programming available to all residents of Fairfax County.

Project Support funding supports activities that would not normally be part of your organization's usual activities. For example, if your organization provides after-school arts instruction, then *Project Support* funding could support the design and implementation of a new class offering that has not been offered before. If your organization occasionally hosts a guest artist, then *Project Support* funding could support bringing an artist who might normally be financially out of reach. This funding is not intended to support ongoing activities that your organization does on a regular basis as part of your mission. You do not have to create a program that is brand new to your organization; however, for existing programs, your proposal should explain how the funding would enhance or expand the scope of your program offerings.

There are three grant subcategories within the *Project Support Grant Program*. An organization can submit a grant application in each subcategory, for a total of three applications. Each application must represent a unique project; you cannot submit the same project in multiple grant subcategories. An organization cannot submit multiple grant applications to one subcategory.

Arts in Education

Arts in Education projects provide high-impact arts experiences for youth under 18 years of age through partnerships with artists and arts organizations. Projects may take place in schools, after-school programs, or nonprofit agencies such as art centers, social service agencies, and parks and recreation facilities that provide services to youth. Projects can support artist's fees and travel, space rental, transportation, advertising, publicity, scripts, costumes, sets, props, music, art supplies, and equipment rental or purchase.

Opportunity

Opportunity projects provide the resources to allow an organization to take advantage of an atypical or out of the ordinary opportunity that otherwise would be out of reach. Opportunity projects should further the growth and development of the applicant organization or engage audiences in new arts experiences. Projects can support performances by guest artists, activities, or infrastructure enhancements.

Partnerships with Individual Artists

Partnerships with Individual Artists projects support a partnership between an arts organization and an artist. The arts organization must serve as the applicant. Projects

can support the production of art pieces, performances, exhibitions, workshops, commissions, arts in education projects, and culturally unique projects that directly benefit artistic development and recognition.

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 *Project Support Grant Program* are evaluated by panel review. Panelists are arts professionals with a particular knowledge or expertise of 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 *Project 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. Artistic Merit of Activity
 - Does the applicant demonstrate artistic excellence as shown by the qualifications, background, and experience of the artists?
2. Feasibility of Project and Effectiveness in fulfilling Applicant's Mission
 - How well is the project designed?
 - Have enough details been defined within the project to assure some level of success in reaching the outlined goals of the project?
 - Is the project feasible within the time frame and budget?
 - Does the project fulfill the applicant's mission?
3. Engagement of New Audiences
 - Does the project attempt to reach new audiences?
 - Does the project contribute to the quality of life and cultural vitality of Fairfax County?
4. Category Specific Criteria (each project falls into only ONE category)
 - a. If the proposed project is in the Arts in Education category, consider:
 - Whether the project's artistic and educational goals are clear and appropriate considering the activities and grade level(s) served.
 - b. If the proposed project is in the Opportunity category, consider:
 - Whether the project responds to an atypical or out of the ordinary opportunity that otherwise would be out of reach
 - c. If the proposed project is in the Partnerships with Individual Artists category, consider:
 - The quality of partnership between organization and artist.
 - The quality of artistic resources.
5. Budget Feasibility
 - Is the budget appropriate and cost-efficient to complete the project activities?
 - Is the budget reasonable, realistic, clear, and complete? Are the figures accurate?
 - Do the proposed sources and amounts of matching funds anticipated appear to be reasonable and attainable?
 - Is the budget appropriate for the scale of the program and the size and characteristics of the intended audience?

Conditions of a Grant

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

Duration of a Grant

Generally, project activities supported by *Project 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 *Project 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

Project Support Grant Program grants range from \$1,000 to \$30,000, depending on the *Project Support Grant Program* subcategory. The Arts Council will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

Cost Sharing

Every *Project Support Grant Program* requires a 2:1 match by the applicant. This means that the Arts Council of Fairfax County will provide no more than one-third of the total expenses of the proposed activity, program, or project. See page 5, Matching Requirements, for more information on the cost share requirements.

Use of Funds

Project 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 revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. 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 is required 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 June, 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 a *Project 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, January 21, 2009 at 7 p.m. (2nd Floor Conference Room)

Saturday, January 24, 2009 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 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.
- 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 *Project Support Grant Program* should include the following materials in the following order:

1. Form A, with original signatures in blue or red ink
2. Project Marketing Description (not to exceed 100 words)
3. Organizational Profile (not to exceed one page)
4. Schedule of Completion (not to exceed one page)
5. Narrative (not to exceed four pages)
6. Budget Form
7. Budget Narrative (not to exceed one page)
8. List of Key Project Staff, Board Members, and Consultants with Resumes
9. Eligibility Checklist
10. Treasurer's Report or Audit for most recently completed fiscal year (audit required if applicant's expenses exceed \$500,000)
11. Fiscal Year to date budget
12. IRS Letter of Determination for your organization and/or your parent organization
13. Most recent IRS 990 submission (do not include schedules)
14. Supplemental materials with identifying cover sheet (not to exceed 5 printed items plus one CD/DVD/VHS tape)
15. Application Checklist

All *Project Support Grant Program* grant applications must be received (not postmarked) at the Arts Council of Fairfax County no later than February 25, 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 eight 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 5 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 page 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 *Project Support Grant Program* applications must be received (not postmarked) at the Arts Council of Fairfax County no later than February 25, 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 February 25, 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 seven 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 Project Support Grant Program Application Form A

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:
 Braddock Lee Providence City of Fairfax
 Dranesville Mason Springfield City of Falls Church
 Hunter Mill Mount Vernon Sully

() _____
 Project Director and Title _____ Project Director Telephone _____ Project Director E-mail Address _____

() _____
 Chief Administrator and 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 (2:1 match required) \$ _____

Project Title _____

Proposed Project Start Date _____ Proposed Project End Date _____

Project Support Category
 Arts in Education (grant amount ranges from \$1,000 - \$30,000)
 Opportunity (grant amount ranges from \$1,000 - \$20,000)
 Partnerships with Individual Artists (grant amount ranges from \$1,000 - \$10,000)

1. Has your organization applied to the Arts Council of Fairfax County in the past? _____Y _____N

2. Has your organization received funding from the Arts Council of Fairfax County in the past? _____Y _____N

3. Which category best describes the primary activity of your organization? (check one)
 Arts education Instrumental music Theatre
 Dance Literature Visual arts
 Film Multidisciplinary /arts services Vocal music/opera

4. Number of performances, exhibitions, events annually: _____ 5. Estimated annual audience: _____

6. 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 Project Support Grant Program
Project Marketing Description (not to exceed 100 words)**

Provide a brief overview of your project, describing your specific project, not the applicant organization. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area. If your project is funded, the Arts Council will use this description in publicity materials to describe your project activities. Do not exceed five sentences or 100 words in your description.

**Arts Council of Fairfax County 2010 Project 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 the Feasibility of Project and Effectiveness in fulfilling Applicant's Mission 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 Project Support Grant Program
Schedule of Completion (not to exceed one page)**

Provide a Schedule of Completion (a timeline) that shows when each major project task will be undertaken. The Schedule of Completion must correspond to the activities described in the narrative and the project dates on Form A and Budget page. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet.

Arts Council of Fairfax County 2010 Project Support Grant Program Narrative Questions (response not to exceed four pages)

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

1. Describe the project to be funded and its goals. List locations and dates.
2. Who are the artistic resources and/or individual artists involved in the project? What other partnership agencies/schools are involved in this project, if any?
3. Category Specific Question:
 - a. If the proposed project is in the Arts in Education category:
 - Describe the project's artistic and educational goals for a young participant.
 - b. If the proposed project is in the Opportunity category:
 - Describe how the project responds to an atypical or out of the ordinary opportunity for your organization.
 - c. If the proposed project is in the Partnerships with Individual Artists category:
 - Describe the partnership between the organization and the artist, and highlight the artistic resources.
4. Describe how this project fits your organizational mission. Is the proposed project a new activity for your organization or different from your typical activities? Describe how this project differs from your typical activities. Is it a significant expansion of an existing program?
5. How will you measure success in meeting your goals for this project (e.g., by # of participants, attendance as a % of capacity, ticket sales, testimonials, reviews)?
6. Describe your organization's ability to carry out this project. If you have done a similar project in the past, was the project successful?
7. What are your plans for marketing and promoting your activities?
8. Explain how this project will specifically either engage new audiences in the arts and/or contribute to the vibrancy and quality of life in Fairfax County.

Arts Council of Fairfax County 2010 Project Support Grant Program Budget Form

Outline the expenses and income specific to this grant request. This is not your organization's total budget. Describe the expenses and income with as much detail as possible. Please round up or down as appropriate to the nearest \$10.

Organization Name _____

Project Dates _____ to _____

EXPENSES	Applicant	Arts Council	Total Expenses
Personnel			
Administrative staff salary & benefits			
Artistic staff salary & benefits			
Technical/Production staff salary & benefits			
Contract: artistic			
Contract: other _____			
<i>Sub-total Personnel</i>			
Other			
Rental: rehearsal & performance			
Advertising & Promotions			
Travel			
Other: _____			
Other: _____			
<i>Sub-total Other</i>			
TOTAL EXPENSES			
REVENUES	Applicant	Do not write in this area.	
Earned Income			
Tickets/Admissions			
Contract Services			
Performance Fees			
Other: _____			
<i>Sub-total Earned</i>			
Contributed/Unearned			
Individuals			
Corporations			
Foundations			
Federal			
State (VCA and/or line item)			
Local (Arts Council or other)			
<i>Sub-total Contributed/Unearned</i>			
TOTAL REVENUES			
TOTAL REVENUES			
GRANT REQUEST			
TOTAL INCOME (must equal TOTAL EXPENSES)			

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

The Budget Narrative gives the applicant the opportunity to explain all elements of the Budget. This is a required form. Use this space to describe any expenses in your budget for equipment, supplies, travel, or services. If your Budget includes "Other" project expenses that are greater than \$1,000, the Budget Narrative should detail the individual expenses included in that figure.

If Arts Council funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Narrative should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

You should use the Budget Narrative to describe how your organization will secure the financial resources necessary to meet the 2:1 matching requirement if the proposal is funded.

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

Provide a list of the key project staff, board members, and the consultants who will be directly involved in the program. Add resumes or curriculum vitae of no more than two pages each for all key personnel (board members, staff, and consultants). If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes.

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

Organization _____

Please check all appropriate boxes:

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
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 that are due by the application deadline.	<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

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

Chief Administrator//Date

Board Member/Date

Print Name _____

Arts Council of Fairfax County 2010 Project 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
- Project Marketing Description (not to exceed 100 words)
- Organizational Profile (not to exceed one page)
- Schedule of Completion (not to exceed one page)
- Narrative (not to exceed four pages)
- Budget Form
- Budget Narrative (not to exceed one page)
- List of Key Project Staff, Board Members, and Consultants with Resumes
- Eligibility Checklist
- Treasurer's Report or Audit for most recently completed fiscal year (audit required if applicant's expenses exceed \$500,000)
- Fiscal Year to date budget
- IRS Letter of Determination for your organization and/or your parent organization
- Most recent IRS 990 submission (do not include schedules)
- Supplemental materials with cover sheet (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 seven 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.