
arlington arts

Arts Grants Program

Individual Artist Grant 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 Individual Artist 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 much simpler process than in previous years.

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.

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. See Appendix F. "Important Dates for FY 2018 Arts Grants" for more information.

- 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.

Individual Artist Grant Details

The purpose of the FY 2018 Individual Artist Grant is to support individual artists in Arlington County for specific projects that encourage and engage them in their creative endeavors and benefit the Arlington community. Applicants are required to develop and present innovative new arts projects or programs that increase access to and involvement in the arts, and respond to diverse community needs and interests. Although it provides an individual with direct financial support and opportunities for professional development, an Individual Artist Grant is not a fellowship program.

The grant period for this award is July 1, 2017 to June 30, 2018.

Artists of all disciplines at various career stages are welcome to apply for an Individual Artist Grant. The Commission may award up to three of these grants each year in the amount of \$5,000 each.

An Individual Artist grantee is required to have at least one public presentation or performance in Arlington during the grant period. Public presentations must be directly related to the work or activities funded by the grant. Public presentations may take the form of artist talks, exhibitions, outreach activities, educational seminars, or other activities as deemed appropriate by the Commission.

Applicants contemplating a public art project (i.e. a work of art located indoors or outdoors on publicly owned property that is visually or physically accessible to the public at least eight hours per day) must comply with Public Art Program Guidelines, Part IV- Community-Initiated Projects. Applicants with questions about the process should contact Angela Adams, Public Art Director, at 703-228-3553 or aadams@arlingtonva.us.

Public art projects on privately owned property must comply with the Arlington County Zoning Ordinance, particularly Section 13.2.3.2(a)-(e) entitled "Signs and Similar Devices to Which Ordinance Not Applicable/ Murals or Works of Art".

See <http://buildingarlington.s3.amazonaws.com/wp-content/uploads/2013/06/ACZO.pdf>.

The zoning office is located on the 10th floor of

Courthouse Plaza
2100 Clarendon Blvd.
Arlington, VA 22201

Individual Artist Grant Award Criteria

Applications for an Individual Artist Grant will be evaluated based upon the following criteria:

- The extent to which the project engages Arlington's diverse community
- Effective administrative and financial management of the project
- The project specifically addresses an identified issue in Arlington County in an innovative way
- Artistic quality of the proposed project and other projects produced by the artist
- Extent to which the public will benefit from the project

Individual Artist Eligibility

In order to be eligible to receive a FY 2018 Individual Artist Grant, an artist must:

1. Be a practicing artist producing, composing, writing, presenting or supporting dance, literary arts, media arts, music, theatre, visual arts or related arts.
2. Have given, performed or exhibited, or have had works written or composed, read or performed, in either case to the public at least twice in the past three calendar years.

In order for an individual artist to receive financial support, he/she must meet all the criteria listed above, and:

1. Be a legal resident of the County for at least one year prior to the application deadline;
2. Not received financial support from the County within the prior two grant periods;
3. Not have violated any conditions imposed by the Commission in connection with any previous Commission funded project;
4. Be seeking funds for a specific project which results in the provision of a product or service that will be available to the public for the benefit of Arlington County;
5. Be at least 18 years of age;
6. 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; and
7. 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.

If the applicant is employed by an organization applying for a FY 2018 Project Grant and/or a FY 2018 Space & Services Grant, the artist may apply for an FY 2018 Individual Artist Grant if the proposed project is clearly not related to work being done for the employing organization.

Individual Artist 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 artists applying for an Individual Artist Grant are required to attend one workshop for artists.

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

Individual Artist Grant 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 FY2018 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 Individual Artist 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 Individual Artist 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 Individual Artist 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. At that time, the applicant may appeal the Commission’s decision by using the process outlined in Appendix E. “Appeals Process for Arlington Arts Grants”.
6. The Commission will review all appeals in accordance with procedures outlined in Appendix E.
7. The Commission’s final recommendations will be forwarded to the County Board.
8. 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 FY 2018 Individual Artist 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 Individual Artist Grant award.

Requirements of and Conditions for Grantees

Acknowledgements

A grantee 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.

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.

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.

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 artsgrants@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 funded 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 future Arts Grants funding in the following three-year period.

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.

Individual Artist Grant: A grant of County support in the form of direct funding to support an innovative artistic activity identified by the applicant up to a maximum award level of \$5,000.

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.

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. Artist's Name
2. Number of years residing in Arlington County as of [grant application deadline]
3. Physical Street Address (PO Boxes are not accepted)
4. Phone Number
5. Link to Artist's website or online portfolio
6. Artist's email address
7. Date Artist attended Arts Grant Preparation Workshop
8. Are you at least 18 years of age?

Attachments

- Proof of Arlington residency for at least one year. This may be a scanned copy of your driver's license, utility bill, or other official dated document or identification showing your name and physical address for at least one year.

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. Artist Information

1. Enter your application code given to you after your Intent to Apply was completed.
2. Artist Name
3. Name of Project

II. Project Narrative

1. Describe the major project activities that will take place in Arlington County for this specific project. What will be the final product? (maximum 400 words)
2. What is the goal of this project? (maximum 250 words)
3. Who is/are the primary audience/participants/community for this project? How will they interact with the project? (maximum 250 words)
4. How is this project accessible to the intended audience/participants/community? (maximum 200 words)
5. How will the public benefit from this project? (maximum 250 words)
6. Describe your artistic and managerial qualifications for implementing this project based upon previous work. (maximum 300 words)
7. How will the project be promoted? (maximum 200 words)
8. How will the project impact and enhance the artistic experience of Arlington residents and visitors? (maximum 250 words)
9. How will this proposed project continue your artistic development? (maximum 300 words)
10. What artistic risks will the project require? (maximum 250 words)

II. Project Budget Information

1. Project Expenses

DIRECT EXPENSES: SALARIES & WAGES

Title and/or Type of Personnel	Number of Personnel	Annual or Average Salary Range	% Of Time Devoted to Project	Amount

Total Salaries & Wages: \$

Fringe Benefits
Total Fringe Benefits: \$

Total Salaries, Wages & Fringe Benefits: \$

DIRECT EXPENSES: TRAVEL (include per diem)

Number of Travelers	From	To	Number of Days	Total Cost

Total Travel Expenses: \$

DIRECT EXPENSES: OTHER EXPENSES

Type of Expense	Amount

Total Other Expenses: \$

TOTAL PROJECT EXPENSES: \$

2. Project Income (Be sure to provide the value of In-kind contributions.)

1. Amount Requested from Arlington:	\$
2. Other Income	Cash Amount
Total Other Income:	\$
3. Total In-kind Match for this project	
Type of In-kind Match	In-kind Value

Total In-kind Match: \$

TOTAL PROJECT INCOME: \$

3. If applicable, describe the organizational partners for this project. For each of them, provide their name(s), description(s), if they are committed or proposed, and the criteria used to select them. (maximum 300 words)

4. If applicable, describe individual partners for this project. For each of them, provide their name(s), two sentences explaining why their partnership is relevant, if they are committed or proposed, and the criteria used to select them. (maximum 300 words)

IV. Schedule of Key Project Dates

1. What are the significant dates of your project? (Include proposed dates for audience engagement. Dates must fall between July 1, 2017, and June 30, 2018; maximum 200 words)

V. Artistic Activity

1. 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 containing pictures and video with descriptions of your past professional work.

VI. 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 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.

Name

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 2018 Arts Grants

Arts Grants Preparation Workshop Dates:

- **Wednesday, January 11, 2017**- Arts Grants Preparation Workshop for all Individual Artists interested in applying for a grant. Details on how to register may be found at arlingtonarts.org/resources/grants
- **Saturday, January 14, 2018**- Arts Grants Preparation Workshop for all Individual Artists interested in applying for a grant. Details on how to register may be found at arlingtonarts.org/resources/grants
- **Thursday, January 26, 2017**- Arts Grants Preparation Workshop for all Individual Artists 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.

Appendix G. Application Tools for FY 2018 Arts Grants

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

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 H. Example of Final Report for Artists

Artist Name:

Project Title:

Project Summary – Please answer the questions below.

1. List the major outcomes of the project.
2. How did the actual activities match with the proposed activities of the project?
3. What did you 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 inform your 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.