



Arlington Arts Grant Program

FY 2017 Guidelines

Arlington County Commission for the Arts
and
Arlington Cultural Affairs

3700 S Four Mile Run Drive
Arlington, VA 22206

Deadline: February 15, 2016 -11:59 PM



Arlington Cultural Affairs Grants Office

Arlington Commission for the Arts (the "Commission") is a volunteer citizen's group, appointed by the County Board, that advises the County Board on arts issues, advocates for the arts in Arlington, acts as a liaison between the arts community and the County, and distributes grant funding allocated by the County Board in its annual adopted budget, as well as space and technical services provided by the County through its Division of Cultural Affairs, Arlington artists and arts organizations. All Commission meetings are open to the public. See the website at <http://commissions.arlingtonva.us/commission-arts/> for the meeting schedule.

Arlington Cultural Affairs, a division of Arlington Economic Development and part of Arlington County government, is a presenter of public arts programming, administers the County's Public Art programs, and provides services and opportunities to artists and arts organizations. For more information about programs and services, please visit <http://www.arlingtonarts.org/resources/grants.aspx>.

About These Guidelines

Supporting the Arts in Arlington is fundamental to the County Board, Arlington Cultural Affairs, and the Commission. An important component of this is the Arlington Arts Grants Program. These Guidelines describe the Arlington Arts Grants Program and contain important information for FY 2017 Arlington Arts Grants. They are designed to help fulfill the County Board's *Policy for the Support of Art Organizations and Artists* and assist arts organizations and individual artists in submitting grant applications to the County. The Commission's goal is to keep the application process simple and clear, while ensuring the availability of information needed to make fair and informed decisions.

Grant Preparation Assistance and Workshops

To ensure the efficient and effective administration of the arts grants program and to assist arts organization in the grants process, Arlington Cultural Affairs sponsors Arts Grants Workshops that provide an overview of the FY 2017 Arts Grants Program and step-by-step directions for completing an application using the online software. **It is mandatory that all NEW applicants attend one of the following workshops:**

- Excellence and Access Grants: Sunday, January 17, 2016 12:00pm-2:00pm
- Space and Services ONLY: Sunday, January 17, 2016 2:30pm-4:30pm
- Excellence and Access Grants: Tuesday, January 19, 2016 7:00pm-9:00pm
- Space and Services ONLY: Thursday, January 21, 2016 7:00pm-9:00pm
- Spotlight Grant applicants: *Please request an appointment with Cultural Affairs grant staff for individual consultation on FY17 grant proposals. Appointments may be made by email to: artsgrants@arlingtonva.us*

All workshops will be held at 3700 South Four Mile Run Drive, Arlington, VA 22206. Room #139. Registration is required. To register please e-mail Jacqueline Baires-Diener at artsgrants@arlingtonva.us.

PLEASE NOTE: INCLEMENT WEATHER POLICY - Grant workshops will be cancelled if Arlington County government closes due to weather. You may call the Parks and Recreation Inclement Weather Line for updated information on closings: 703-228-4715.

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I. Arlington County Support of the Arts

Recognizing the important role that cultural activities play in determining quality of life, Arlington County 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:

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 citizen;
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.

By providing facilities, financial and technical support, and administrative services, Arlington County is committed to helping artists and arts organizations establish themselves in the County, develop a broad base of financial and community support, and enhance their artistic, technical, and managerial competence.

To determine if an applicant should be supported with Arlington County resources, the Policy requires that the Commission employ the following criteria:

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

The full text of the Policy is at <http://www.arlingtonarts.org/resources/grants.aspx>.

All County support is contingent on the availability of County funds, County-owned or -managed facilities, and County staff. Applications are considered in relation to other applications received for the grant period. County support awarded to an applicant in one grant period does not imply that County support will be awarded in the future.

Because arts grants are very competitive, applicants are encouraged to seek funding for their activities from additional sources. Projects that involve community partners (for example, workshops, or public art installations) will be viewed as more competitive if they demonstrate matching funds and/or in-kind contributions (goods or services, staff support) from community partners.

II. Eligibility of Applicants

These eligibility requirements recognize the size of Arlington County, the importance of an organization's or individual's connection to the County, the number of performances and exhibits in Arlington and compliance with federal anti-discrimination laws.

Eligibility for Arts Organizations

To be eligible to receive an award under the Arlington Arts Grant Program, an organization must meet the following criteria:

1. The organization must have an Arlington mailing address. Organizations that do not have an office at 3700 S. Four Mile Drive must have an Arlington PO Box or mailing address.
2. The organization must be incorporated as a 501(c)(3) or be under the umbrella of a 501(c)(3) fiscal sponsor.
3. Organizations that are granted space and services using Arlington County and Arlington County Public School facilities for rehearsal, classes, and/or workshops, must present a public artistic activity (ies) yearly in Arlington County;

and

4. (a) In the last year, at least 50% of the organization's public artistic activities were held in Arlington, and at least 50% are projected to be held in Arlington for the coming year (this includes performances open to the public in senior centers, churches, schools, etc., but not rehearsals, classes, or workshops);

or

(b) The organization meets three (3) of the following four (4) criteria:

- i. At least one-third of its public artistic activities were held in Arlington in the last year and at least one-third are projected for the coming year (this includes performances open to the public in senior centers, churches, schools, etc., but not rehearsals, classes or workshops);
 - ii. At least 25% of the organization's board of directors reside or work in Arlington;
 - iii. The organization's principal office has been in Arlington for the past year and is projected to remain in Arlington for the upcoming year; or
 - iv. The organization provides clear proof of community outreach efforts in Arlington during the past year and proposes community outreach efforts in Arlington to take place in the upcoming year. Regular performance or exhibit programs are not considered community outreach efforts.
5. The organization is in compliance with Title VI, §601, of the Civil Rights Act of 1964 which states, "No person 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 on the grounds of race, color or national origin."
 6. The organization is in compliance with §504 of the Rehabilitation Act of 1973 which states, "No individual 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.”

7. The organization has not violated any conditions imposed by the Commission in connection with support granted in any previous grant period.

Eligibility for Individual Artists

To be eligible to receive an award under the Arlington Arts Grant Program, an individual must meet the following criteria:

1. Be a legal resident of Arlington County and at least 18 years old;
2. Not have received financial support from the County within the prior two grant periods;
3. Not have violated any condition 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 benefit the Arlington County community; and
5. Have a record of accomplishment as a practicing artist.

Not Funded or Supported for All Applicants

The Commission will not award Arlington County support to for-profit businesses or social or fraternal organizations, recreational organizations, social service organizations, or educational organizations. Nor will the Commission recommend funding for the following:

- Activities that are not open to the public;
- Costs of parties, receptions, fund-raising benefits, etc.;
- Activities that can be construed as promoting a specific religion or political party affiliation;
- Capital equipment purchases that total more than \$500;
- Programs which are primarily recreational, rehabilitative or therapeutic;
- Historical reenactments or civic promotional activities;
- Individuals enrolled in any degree-granting program or high school as of January 1, 2016;
- Individuals who received project grant funding within the previous two fiscal years (FY 15-16); or
- Individuals who are applying as part of a collaboration for which another artist is also applying in the same fiscal year.

General Principles

In determining whether to award a Grant, the Commission will consider an organization's:

- Artistic excellence or artistic growth;
- Managerial competence; and
- Service to the community.

III. Arlington Arts Grant Program

The Arlington Arts Grant Program is exclusively designed to support the growth and development of Arlington’s artists and arts organizations and foster excellence and diversity in the arts and culture offered in the County. There are four categories of grants offered by Arlington County.

- **Space and Services Grant**
- **Excellence and Access Grant (E & A)**
- **Spotlight Grant**
- **Challenge Grant**

A. Space and Services Grant

A Space and Services Grant provides access, based on availability, to County-managed performance facilities for an organization’s performances, rehearsals, classes and workshops, as well as the use of Arlington Cultural Affairs’ Scenic Studio and CostumeLab services, and access to a photocopier at 3700 South Four Mile Run Drive. Copier fees are based on Arlington County Library copier fees. Arts organizations applying for an Excellence and Access Grant (see Section III.B) may apply for a Space and Services Grant in the same application. Organizations only applying for a Space and Services Grant should use the streamlined Space and Services grant application.

Facilities/Space Support

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

- Gunston Theater I
- Gunston Theater II
- Thomas Jefferson Theater
- Theater on the Run
- Spectrum Theater

The following considerations are used in evaluating facility requests:

- Type of activity,
- Number of program participants,
- Anticipated attendance,
- Technical needs,
- Date(s) requested for productions and exhibitions, and
- Effective and responsible use of facilities in the past.

Facility use for public performances has priority over other activities such as classes, rehearsals, workshops, etc. Fee surcharges may be applicable. Information about the above listed facilities can be found at www.arlingtonarts.org. Technical specifications are available from Hal Crawford, Arlington Cultural Affairs Technical Director, at 703-228-1845 or ACA-facilitiesandtechservices@arlingtonva.us

Services Support

Arlington County Cultural Affairs provides scenery construction facilities as a part of a Space and Services Grant for which the County charges a nominal fee. While groups using the theaters are expected to provide their own staff designers, technicians, etc., County technical staff may provide design and technical assistance on a limited basis depending on staff availability. County staff is available for scheduling appointments and giving tech-related advice by contacting Jared Davis, Arlington Cultural Affairs Scenic Studio Manager, at 703-228-6965 or jdavis4@arlingtonva.us.

The Arlington County CostumeLab (Costume Shop) maintains a 12,000+-piece costume collection that is available for rental. Grant recipients receive a significant discount on all rentals. While the County is not able to provide costume design or costume construction services, the Costume Lab manager is available for consultation. Appointments are required to view the costume collection and should be scheduled well in advance. Please contact Jennifer Biehl, Arlington Cultural Affairs CostumeLab Manager, at 703-228-6974 or costumes@arlingtonva.us to schedule an appointment.

Eligibility

An organization submitting an application for a Space and Services Grant must meet the eligibility requirements of Section II of these Guidelines.

Grant Period

A FY 2017 Space and Services Grant will support operations and programs taking place between July 1, 2016 and June 30, 2017. The deadline for submitting a completed grant application is **February 15, 2016–11:59 PM**.

All applications must be submitted online at: arlington.culturegrants.org.

B. Excellence and Access Grant (E & A)

The purpose of an Excellence and Access Grant is to support the creation, presentation, planning, and implementation of priority, mission-focused activities that foster the excellence and diversity of arts and culture in Arlington County. The Commission welcomes creative and innovative proposals that demonstrate artistic excellence, bring the arts to Arlington residents, and make Arlington an arts destination. Examples of eligible proposals may include: a single concert; a concert series; enhanced demonstration or initiatives for community outreach; the commission or development of a new work of art that is created, exhibited, and premiered in Arlington; the creation of costumes for a new work or new costumes for a theater performance; revisions to promotional materials to reflect an Excellence and Access Grant event; a musical score written for a new work; offset of salary expenses to implement the activity(ies); guest artist fees for an Arlington art event; new and innovative scenery project; new or revamped outreach activities; an exhibition or other production to be held in Arlington County over the course of the grant award year; initiatives to improve or enhance managerial competence, etc.

Some criteria to consider when developing the proposal:

- Extent to which the proposed activity(ies) engages the community and/or advances diversity
- Effective management of the activity(ies)
- Cost effectiveness of the activity(ies)
- Quality of the activity(ies)

An Excellence and Access Grant may not exceed \$40,000 and must include no less than a 1:1 match from the organization. Applicants can submit an application with more than one project for a combined total of \$40,000 or less.

Arlington Eligible Income (“AEI”)

While the amount of financial support through the grant program will no longer be based on an organization’s AEI, the Commission still believes it is critical to collect this information. Therefore, we still require organizations to submit this information. Failure to provide AEI will disqualify the application from being considered.

AEI consists of all earned and contributed income from an applicant’s most recently completed fiscal year with the following exclusions.

Arlington Eligible Income excludes the following:

- All Income from performances, exhibits, presentations, and other cultural activities held outside of Arlington County;
- Grants received from Arlington County and other local government jurisdictions;
- Value of in-kind facilities, services, or non-monetary contributions;
- Capital funds;
- Endowment donations and earnings;
- Income from, or scholarship donations for, classes, tuition, camp fees or workshop fees;
- Loans;
- Pass-through revenue; and
- Membership fees that are paid for the primary purpose of providing members with classes, instruction, and other similar activities.

The Commission reserves the right to review and confirm an organization’s AEI to ensure that it is consistent with the Commission’s Guidelines and intent.

Eligibility

An organization submitting an application for an Excellence and Access Grant must meet the eligibility requirements of Section II of these Guidelines.

Grant Period

A FY 2017 Excellence and Access Grant supports operations and programs taking place between July 1, 2016 and June 30, 2017. The deadline for submitting a completed grant application is **February 15, 2016–11:59 PM.**

All applications must be submitted online at: arlington.culturegrants.org.

C. Spotlight Grant

Spotlight Grants are designed to support individual artists for specific projects that encourage and engage local artists in their creative endeavors, and benefit Arlington County and its residents. Applicants are required to develop and present innovative new arts projects or programs that increase access to and involvement in arts, and respond to diverse community needs and interests. Although it provides an individual with direct financial support and opportunities for professional development, a Spotlight Grant is not a fellowship program.

Artists of all disciplines at various career stages are welcome to apply for a Spotlight Grant. The Commission may award up to three \$5,000 Spotlight Grants each year.

A Spotlight Grant recipient is required to have at least one public presentation or performance in Arlington County 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 that is located indoors or outdoors on publicly owned property, and is visually or physically accessible to the public at least eight hours per day) must be compliant with Public Art Program Guidelines, Part IV - Community-Initiated Projects. If you have questions about the process, contact Angela Adams, Arlington County Public Art Administrator, at 703-228-3553 or aadams@arlingtonva.us.

Public art projects on privately owned property must be compliant with County Zoning ordinance; especially Section 13.2.3.2 (a) - (e) entitled "Signs and Similar Devices to Which Ordinance Not Applicable/Murals or Works of Art:
<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.

Eligibility

An individual artist submitting an application for a Spotlight Grant must meet the eligibility requirements of Section II of these Guidelines.

Grant Period

A FY 2017 Spotlight Grant supports operations and programs taking place between July 1, 2016 and June 30, 2017. The deadline for submitting a completed grant application is **February 15, 2016–11:59 PM**.

All applications must be submitted online at: arlington.culturegrants.org.

D. Challenge Grant

Challenge Grants encourage additional support for the Arlington arts organizations from the business and philanthropic communities.

Subject to the limitations of the total grant pool amount, a Challenge Grant matches new or increased corporate funding support obtained by groups between February 21, 2015 and February 20, 2016. For every \$2 of eligible funds received, an arts organization may receive \$1 of grant funding. Challenge grant funding levels are capped at \$10,000 for any one organization. In the event that the total amount of eligible funds requested by all Challenge Grant applicants exceeds the total amount of funds available for the Challenge Grant Program, the awards will be pro-rated as determined by the Commission.

Eligibility

Challenge Grant applicants must have a 501(c)(3) or be under the umbrella of a 501(c)(3) fiscal sponsor.

Status and must be currently receiving an Excellence and Access Grant or a Space and Services Grant.

Eligibility Period - February 21, 2015 through February 20, 2016

Eligible funds must be received and deposited within the eligibility period. No exceptions will be made. The date the funds are actually deposited by an organization determines eligibility, not the date of the donation letter. For example: if an organization receives a donation letter on February 15, 2016, but the funds are not deposited until February 23, 2016, the award is considered as a gift on February 23, and thus the donation is not eligible during the FY 2017 grant period.

Eligible Funds include funds received from

- Businesses (including unincorporated businesses),
- Services that are provided to a donor (i.e., advertisement as a component of corporate sponsorship); only the amount of the donation in excess to the value of the service is eligible. The value of the service must be stated in the application,
- Corporations, and
- Private foundations (corporate, non-corporate, and public and private charities),

NOTE: Corporate matching for donations made by individuals are eligible, but the individual donation being matched is not.

Ineligible Funds are funds received from

- Individuals,
- Governmental entities (federal, state and local),
- BIDS,
- Donations being matched with other sources,
- In-kind donations from businesses,
- Payment for advertisements, including corporate sponsorship programs that allow sponsors to place advertisements in programs, on the organization's website or other type of publicity for

the donating organization. (NOTE: Including a sponsor's logo on materials is not considered advertising.),

- The monetary value of donations made in connection with a "rental" of space by the arts organization or in which the use of space is a benefit given for the donation (NOTE: Challenge Grant applicants will be asked to certify that no qualifying donations constitute such rental or benefit.), and
- For goods and services received from the staff or board members of the arts organization.

Documentation

The intent of the Challenge Grant program is to encourage new donations and increased sources of support. Donations from a donor who also contributed in the previous year must be larger than that of the previous year to qualify for matching funds. In addition, only the amount in excess of that received the previous year will qualify for the current year. Supporting documentation is required for both new and increased donations and, where applicable, donations for the prior year.

Supporting documentation must include:

- An award/matching fund letter. This can be in the form of an email transmittal; an employee-business matching form; or a formal letter on the donor entity's letterhead. Documentation for a matching donation should reflect both the corporate match and the amount of the individual donation.
- A copy of the payment check or voucher.
- If an award is from the same donor as the last fiscal year, copies of both the payment check or voucher from last year, as well as the current year must be attached to the application. Only the increased donation amount will be considered.
- Challenge grant submissions must include links to the donors' business, corporation, or foundation websites.

Failure to provide the documentation described above will invalidate a donation from consideration. In cases that appear to conflict with the intent of this program, the Commission may request further clarification from the recipient organization.

Grant Period

The grant period for Challenge Grants is different from the grant periods for other grants. The application deadline for Challenge Grants is **mid-May, 2016**. Grant funds are expected to be awarded no later than June 30, 2016.

All applications must be submitted at: arlington.culturegrants.org.

IV. Review Process

Complete Applications

To be considered for any Arlington Arts Grant, an applicant must submit a complete application. Incomplete applications will not receive further consideration. Upon receipt of an application, Arlington Cultural Affairs reviews all applications to determine eligibility and completeness, and will be available to answer questions from the Commissioners.

Submission of Supplemental Materials/Work Samples

Work samples are used to demonstrate the artistic quality of works and programs. Letters of recommendation or evaluations by an organization's board, advisory or staff members are not eligible for submission. All work samples MUST be UPLOADED onto all grant applications at arlington.culturegrants.org

Literature: Individual writers may submit up to 10 samples of poetry or 10-20 pages in fiction or essays. Please indicate if work is not complete. An outline or a description of a longer work, or a storyboard may be included.

Media: Submit no more than two complete works. The work should be current (within the last two years).

Performing Arts: Submit video or audio material from the immediate past or current season. In addition, the grantee may submit up to five (5) different program brochures from the current season's performances.

Visual Arts: Organizations or artists should submit up to nine (9) digital images of pertinent work samples.

Public Art: Applicants contemplating a public art project (i.e., a work of art that is located indoors or outdoors on publicly owned property, and is visually or physically accessible to the public at least eight hours per day) must be compliant with Public Art Program Guidelines, Part IV - Community-Initiated Projects. If you have questions about the process, contact Angela Adams, Arlington County Public Art Administrator, at 703-228-3553 or aadams@arlingtonva.us. In addition to images of your work, you must submit a site plan and evidence of collaboration with, and commitment by, interested parties, completed sketches and/or a model of the proposed work.

Note: ALL submissions and work samples MUST be UPLOADED on the Supplemental Material page of the on-line application.

Evaluation Criteria

All grant applications are evaluated according to criteria established in the County Board's *Policy for the Support of Art Organizations and Artists*. The criteria include:

- Artistic excellence or artistic growth exhibited by the applicant (40% of score):
 - Artistic ability;
 - Adherence and consistency to organization's mission;
 - Artistic growth achieved through parameters cited by applicants (i.e., more challenging work, higher attendance numbers, enhanced digital presence, etc.)
 - Professional arts activity as evidenced by supporting materials and for individuals, achievement reflected in his/her resume; and
 - For individuals, defined impact of the proposed project on the artist's career.

- Managerial competence of the applicant (30% of score):
 - Goals and objectives of proposed activities are clearly explained (why the proposal merits funding);
 - Implementation steps are clearly explained and sufficient details are provided in the project timeline;
 - Estimated expenses and budget appear to be reasonable and any major deficits or anomalies in the budget documents are clearly explained;
 - Managerial and/or financial growth is achieved through parameters cited by the applicant;
 - Diversified base of financial support;
 - Strategic plan;
 - Arlington representation on Board; and
 - Overall quality of submitted application and supporting materials.

- Service to the community by the applicant (30% of score):
 - Consideration of diversity of community interest, involvement in the organization's programs, and demonstration of a commitment of the applicant to the County's minority, ethnic, or diverse cultural interests;
 - Outreach to underserved populations in the community;
 - Collaboration with other Arlington arts groups;
 - Growth in community outreach is achieved through parameters cited by the applicant;
 - For an individual, public benefit of artist's project is clearly defined and is appropriate; and
 - The benefits to Arlington are detailed.

Space and Services Grants

Arlington Cultural Affairs staff will compile and review Space and Services Grant applications and do their best to ensure that all eligible arts groups receive appropriate space and services based upon resource availability. Staff will then make recommendations to the Commission on assignments of specific facilities and performance dates for review and approval.

Advisory Review Panel

For Excellence and Access, and Spotlight Grants, an advisory panel of independent subject matter experts selected by Arlington Cultural Affairs staff, with input from the Commission, reviews and advises the Commission on:

- Artistic quality of an applicant, and where appropriate, the artistic quality and merit of the proposed project;

- Appropriateness of awarding County support to an applicant in light of the Commission's goal of a balanced county arts program;
- Applicant's satisfaction of the criteria specified in the Policy; and
- The level of financial support under the Arlington Arts Grants Program.

The Advisory Panel may request a studio or performance visit as part of the review process to gather more information regarding a proposal.

Commission Review

1. Commissioners **independently** review and **preliminarily** rank each application based on the evaluation criteria.
2. On Grants Day, commissioners receive oral recommendations from advisory panel representatives and Commission liaisons' update on each applicant. After group discussion and/or clarifications, each commissioner gives his/her **final ranking taking into consideration the roundtable discussion of strengths and shortcomings in the application and with the group overall** while still following evaluation criteria. (NOTE: Commissioners who have a conflict of interest and/or have recused themselves from ranking a specific group do not provide a score. Please refer to the "Policy of Recusal" for more information.)
3. After all applicants are ranked, highest and lowest scores will be deleted and the remaining scores are averaged to obtain a final score for each group.

Advisory panel meetings and Grants Day are open to the public. Applicants are not permitted to make oral presentations but may be asked to respond to questions from Commissioners and panelists. The date and location of Grants Day will be posted on the Commission website and available from Arlington Cultural Affairs staff.

Based on available funds, the applicants are allocated funding as follows:

- Applicants receive funding directly proportional to their eligible grant total and their score (for example, a group with an average score of 78 receives 78% of their eligible grant total).
- All applicants scoring below 70 score are ineligible for a financial grant (but still eligible for a Space and Services grant).

The Commission then makes recommendations on grant awards to the County Board for its review and final determination.

V. Requirements and Conditions of Grantees

Acknowledgments

An applicant awarded County support must agree to insert in season brochures, programs, web pages, and other appropriate printed and digital material the following credit: “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”. In addition, a link to www.arlingtonarts.org must be placed on an organization’s web site.

Adherence to County Laws, Codes, Regulations, and Policies

All organizations, individuals, projects, and activities must adhere to 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 applicant is responsible for identifying all laws, codes, regulations, and policies applicable to its project or activity, and for assuring compliance with those requirements.

Audit

The Commission requires that grantees that receive direct financial support and that have income of over \$600,000 annually for at least two consecutive years submit a certified, independent audit of their financial records every year.

Certificate of Insurance

Groups that rent or use Arlington facilities must provide the County with a “Certificate of Liability Insurance” to cover any damages that they, members of their organization or their guests may cause. Arlington County Public Schools and Arlington County must be listed as Certificate holders on the proof of insurance. The organization’s commercial general liability insurance limits should be a minimum of \$1 million per occurrence and \$2 million aggregate. Organizations must also have general liability insurance with limits of \$1 million per occurrence and \$2 million annual aggregate. Grantees must submit a Certificate of Insurance no later than July 1, 2016, to Hal Crawford at ACA-facilitiesandtechservices@arlingtonva.us.

Changes

Any material changes to the scope of activities, timeline, or budget of an awarded grant must be approved by the Commission prior to undertaking the changes. Please contact the Grants Officer at artsgrants@arlingtonva.us for assistance in the matter. Failure to obtain Commission approval for grant changes may result in the Commission withdrawing the funding for your grant. Scheduling changes (including cancellations) for facility use must be approved by Michelle Isabelle-Stark, Director of Cultural Affairs, in writing by the grantee. Please contact Hal Crawford, Director of Facilities, for more information. You can access a “Scheduling Changes for Facility Use Form” at <http://www.arlingtonarts.org/resources/grants.aspx>.

Fee Surcharge

Grantees are assessed a surcharge for activities held in spaces owned by Arlington County -- including all Department of Parks and Recreation facilities and Arlington Public Schools. The surcharge is 10% of all generated ticket, subscription, tuition, and class fee income. In addition, there is a 10% surcharge on membership fees that are charged for rehearsals for organizational

performances or events. All surcharge fees must be paid within 30 days of the completion of a performance, class, and/or workshop. Nonpayment of surcharge fees may result in the loss of grantee privileges as a supported arts group. Grant surcharge fees may be paid by check (made out to Treasurer, Arlington County) or credit card. All payment should be submitted to Antoinette Essex at 3700 S. Four Mile Run Drive, Arlington, VA 22206, or ACA-facilitiesandtechservices@arlingtonva.us.

Fee Copier Charges

Copier fees are based on Arlington County Library copier fees.

Fee Sunday Monitor

Grantees are required to pay a \$100.00 Sunday monitor fee for use of all Arlington County and Arlington County Public School facilities on a Sunday.

Note: Sunday monitor fees are NOT a surcharge but a payment for a monitor to be available to open up County facilities on a day that County facilities are generally closed.

All Sunday monitor fees must be paid within 30 days after the Sunday use of a facility.

Nonpayment of Sunday Monitor Fees may result in the loss of grantee privileges as a supported arts group. Sunday monitor fees may be paid by check (made out to Treasurer, Arlington County) or credit card. All payment should be submitted to Antoinette Essex at 3700 S. Four Mile Run Drive, Arlington, VA 22206, or ACA-facilitiesandtechservices@arlingtonva.us.

Letter of Agreement

Prior to receiving an award, successful applicants must sign a Letter of Agreement before receiving any County support. The Letter of Agreement outlines the particulars about funding, and/or allocation of facilities and technical services, including scope of services, availability of facilities, conditions of County support, etc.

Lobbying

No part of any award of Arlington County support may be used for any activity intended to influence a member of the County Board, Commission, Arlington Cultural Affairs staff, or any advisory panel.

Record Keeping

Each applicant awarded County support shall maintain accurate and complete financial records and authorize the Commission and appropriate County staff access to those records.

VI. Announcement and Award of Grants

The Commission expects to notify applicants of its recommendations for Cultural Grants, Spotlight Grants, and Space and Services Grants in May 2016. For Challenge Grants, written notification varies based upon the timing of funds appropriated by the County Board.

Grant funds are released after the County Board makes its final determination at the July 2016 County Board Meeting. Arlington Cultural Affairs staff will notify grant recipients when they should expect to receive their award.

VII. Reporting Procedures and Requirements

Grantees are required to submit a Facility Request Form for use of all Cultural Affairs facilities. Facility requests for theater use must be submitted by August 1, 2016. Facility requests for theater use submitted after August 1, 2016, is subject to availability. Facility request forms for theater use must be submitted to Hal Crawford at ACA-facilitiesandtechservices@arlingtonva.us

Grantees are required to submit a Facility Request Form for use of all Cultural Affairs rehearsal space, meeting rooms, recording studios, etc. (see full list on Facility Request Form) 3 weeks before the date of space usage. Facility requests for rehearsals and other space usage (not including theater space) must be submitted to Antoinette Essex at ACA-facilitiesandtechservices@arlingtonva.us

The Facility Request Form can be accessed at <http://www.arlingtonarts.org/resources/grants.aspx>

The Commission requires grantees to submit a final report on each grant within 30 days of the end of the Grant Period or Project but no later than July 30, 2017. For Spotlight Grants only, if the project will not be completed by June 30, 2017, notify the Arlington Cultural Affairs Grants Officer and submit an interim report by May 31, 2017. A final report is not required for a Challenge Grant.

Final report forms can be accessed at <http://www.arlingtonarts.org/resources/grants.aspx>.

Grantees who fail to submit final reports will be ineligible for future grant support.

VIII. Appeals Process

An applicant may appeal the Commission's recommendations.

Grounds for Appeal

An applicant who believes that County support was denied or reduced erroneously may appeal to the Commission for reconsideration only on the following grounds:

- Influence of one or more advisory panel or Commission members who willfully failed to disclose a conflict of interest;
- Erroneous information provided by the Cultural Affairs staff, advisory panelists or Commission members at the time of review, despite the fact that the applicant provided accurate and complete information on the application;
- Race, religion, national origin, age, gender, sexual orientation, or disability; or
- Criteria other than that listed in the Policy for Support or the conditions in these Guidelines.

Appeal Procedure

1. In order to appeal a Commission decision, an applicant must send an Appeal to the Chair of the Commission. The Chair must receive the appeal within 10 business days from the date of the applicant's notification of the Commission's decision.
2. An appeal must be in writing, typed, and no longer than 1,500 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 timely received and 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. Although the applicant may be present at the meeting at which the applicant's appeal is considered, no oral presentations will be allowed. Commission members may ask questions of an applicant who has filed an appeal.
5. A majority vote of Commissioners present at such meeting shall be required to decide an appeal.

Limitations on Appeals

Applicants whose grant applications are determined to be incomplete, late, or ineligible are denied the opportunity to appeal.

Review

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

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 Officer.

Accumulated Deficit: An organization has accrued a multi-year deficit or negative fund balance.

Accumulated Surplus: An organization has accrued a multi-year surplus or positive fund balance.

Admissions/Subscriptions: Income that is derived from the sale of admissions, including tickets, subscriptions, etc.

All Other Contributed Income: Income derived from sources other than those listed.

All Other Earned Income: Income derived from sources other than those listed.

Applicant: An individual artist or arts 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*.

Applicant Cash: Funds from an applicant's present and/or anticipated resources that applicant plans to provide for the proposed project, not accounted for by other income sources.

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 Arts Commission Grants: Cash income received from Arlington Commission for Arlington Arts Grants including Excellence and Access Grants, Spotlight Grants, or Challenge Grants.

Arlington County Surcharge: Arlington supported arts organizations and individual artists are assessed a surcharge for activities held in spaces owned by Arlington County -- including all Department of Parks and Recreation facilities and Arlington Public Schools. The surcharge is 10% of all generated ticket, subscription, tuition, and class fee income. In addition, there is a 10% surcharge on membership fees that are charged for classes, camps, rehearsals, tuition, and for workshops.

Arlington Eligible Income

All earned and contributed income from an applicant's most recently completed fiscal year within Arlington County (e.g., performances, exhibitions, presentations, etc.).

Authorizing Official: Name of person with authority to legally obligate the applicant, usually an Executive Director or Board President.

Capital Funds: Funds raised by applicant for acquisition, construction, or renovation of real property.

Challenge Grant: Matching grant program established by the Commission with a funding cap level of \$10,000 for any one organization.

Classes, Camps, Rehearsals, Tuition, and Workshops (Expenses): The cost of materials for use in classes, camps, rehearsals, tuition, and workshops.

Classes, Camps, Rehearsals, Tuition, and Workshops (Income): Money derived from tuition and/or fees paid by classes, camps, rehearsals, tuition, and workshop. Membership fees that are paid in lieu of class tuition/fees are included.

Commission: The Arlington Commission for the Arts.

Commission Paid to the Organization for Sale of Art: Amount of sales proceeds retained by the organization for selling artwork.

Contracted Artistic Fees: Payments for services by artists not considered regular employees of the applicant.

Contracted Services (Expenses): Fees paid by the applicant for contracted services.

Contracted Services (Income): Income earned from fees paid to the applicant for provided services, such as workshops, performances, classes, etc.

Contributed Income: Cash support given to the organization in the form of a gift or grant. Does not include earned income, loans or investor proceeds.

Corporate/Business Contributions: Cash support derived from contributions by businesses, corporations, and corporate foundations.

County: Arlington County, VA.

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

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.

Deficit: Amount of expenses in excess of income for the year.

Earned Income: Income earned as gross proceeds from specific events.

Endowment Donations: A separate accounting fund that is used to provide long-term stability to an organization. Funds are placed in a segregated account or accounts in order to generate interest income for the applicant. Earned interest from endowment funds may be reported as Arlington Eligible Income if used within that fiscal year.

Excellence and Access 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 \$40,000.

Excellence and Access Grant Request: Amount requested by applicant for the proposed project. The amount cannot be more than 50 percent of the cost of the proposed project.

Federal I.D. Number: The number assigned to an organization by the federal government as the employer's identification number.

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.

Foundation Contributions: Cash support derived from grants given by private foundations.

Government Contributions, Arlington Commission for the Arts: Cash support derived from grants or appropriations given by Arlington Commission for the Arts. Includes funds from Challenge Grants if relevant.

Government Contributions, Federal: Cash support derived from grants or appropriations given by agencies of the federal government (e.g. National Endowment for the Arts).

Government Contributions, Arlington: Cash support derived from grants or appropriations given by Arlington County agencies or Arlington Public Schools. Does NOT include grants received from Arlington Commission for the Arts.

Government Contributions, Other Local Jurisdictions: Cash support derived from grants or appropriations given by other local jurisdictions such as Fairfax County, City of Alexandria, or Washington, D.C., etc.

Government Contributions, Regional/State: Cash support derived from grants or appropriations given by agencies of the state government, regional agencies (e.g. Virginia Commission for the Arts, local governments, Washington Metropolitan Area Transit Authority) and/or multi-state consortia of state agencies (i.e. Mid-Atlantic Arts Foundation, counties, cities).

Grant: County support to an applicant in the form of funding for general operating expenses, facilities, and/or technical services, or for specific projects.

Grant Period: The FY 2017 grant period corresponds to the fiscal year of Arlington County, VA beginning July 1, 2016 and ending June 30, 2017.

Grantee: An applicant who has received a grant.

Guidelines: The “Arlington County Policy for the Support of Arts Organizations and Artists” adopted on July 22, 2015 by the Commission.

Income from Performances, Exhibits, Presentations, and Other Cultural Activities Held outside Arlington: Ticket, class, and other earned income, derived from performances, exhibits, presentations and other cultural activities held outside the jurisdiction of Arlington County.

Individual Contributions: Cash support derived from donations by individuals.

In-Kind Goods and Services: 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.

Interest: Income from interest on bank balances and other investments, including interest income from endowments used for operating support.

Loans: Money owed to lenders within the fiscal year.

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.

Matching Funds: Money from sources other than the Commission that is dedicated to the proposed activity.

Membership Fees or Dues (Income): Funds paid by individuals or entities to an arts organization that are in the nature of a contribution to arts organization’s operations and help to support its mission. Payments of membership fees or dues often entitle its members to certain benefits and privileges, such as admission to events and participation in activities. Membership Fees or Dues paid for the primary purpose of attending classes, workshops, training, and other similar activities shall be considered tuition and should not be classified as membership fees or dues.

Mission of the Organization: The purpose and scope of the organization.

Operating Expenses: The ongoing cost for running an arts organization.

Other Contract Fees: Payments to firms or persons for non-artistic services such as legal, financial, etc., as well as non-artistic technical and production services.

Other Contributed Income: All support generated from sources other than those listed in contributed income line items.

Other Earned Income: All revenue earned from sources other than those listed in earned income line items. This can include catalog sales, concessions, gift shop income, parking income, etc.

Other Operating Expenses: All expenses not entered in other categories, including telephone, postage, rental of equipment, scores, royalties and scripts, supplies and materials, janitorial and other facility services, insurance fees, interest charges, food consumed on premises, travel/lodging, utilities, taxes & fees, storage, etc.

Pass-Through Revenue: Funds provided to the organization that must be spent on behalf of, or passed through, to a secondary recipient.

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.

Production (Expenses): The cost associated with producing artistic events, including royalties, scores, equipment rental, etc. Does not include personnel expenses.

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

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.

Space and Services Grant Only: This grant provides use of County-managed performance facilities as well as the use of Arlington Cultural Affairs Scene Shop and Costume Shop services. There are no funds awarded with this grant.

Space Rental (Expenses): Payments made for rental of office, rehearsal, theater, hall, gallery, and other such spaces. Does not include surcharge payments to Arlington County.

Space Rental (Income): Income derived from payment to the applicant for space rental such as dance studios, rehearsal halls, performance venues, conference rooms, etc.

Special Event Fundraising (Expenses): Payment for fundraising activities or costs for running fundraising activities target specifically to an event, including costs of advertising, printing, mailing food, drink, or space rental when directly connected to general fundraising activities.

Special Event Fundraising (Income): All income generated by special event fund-raising activities, including individual and corporate contributions, and sales of items and concessions if sold separately from event ticket.

Spotlight Grant: Grant designed to support individual artists for a specific artistic project.

Sunday Monitor Fee: Fee paid by an organization for facility usage on Sundays.

Surplus: Amount of revenue in excess of expenses for the year.

Travel/Lodging (Expenses): Lodging, meals, and/or transportation costs directly related to the proposed project.

Total Audience/Attendance: Total number of patrons and participants at a particular event.

Total Class Income: Income from all classes including tuition, membership, and workshops fees.

Total Contributed Income: Total contributed income from all sources.

Total Expenses: Total expenses from all sources.

Total Income: Total income from all sources.

Total Earned Income: Total earned income from all sources.

Total Personnel (Expenses): Payments for all personnel including administrative, artistic and technical/production.

Total Ticket Income: Income from all ticket sales, including subscriptions.