

FY19 Frequently Asked Questions for Organizations

Q: Will you accept a piece of paper other than the IRS Form 990, 990EZ, or MISC 1099 to show the Arlington physical street address of an applying organization?

A: No. Only the applicant's most recently filed IRS Form 990, 990EZ, or MISC 1099 will be accepted.

Q: Will grantees have to submit the same set of documents multiple ways?

A: No. The Intent to Apply Application and Grant Applications will only be accepted by email. The Notification and Agreement documents will be accepted *either* by email *or* hand-delivery.

Q: What is the minimum score an application can receive before being denied a grant?

A: An application must score a minimum of 60 points *to be considered* for an award.

Q: What is the monetary value of volunteer hours?

A: Estimates vary for the monetary value of a volunteer's hours. An average is \$25.00.

Q: Do you have suggestions for making existing projects or programs fresh?

A: Make sure the existing program or project you are requesting support for contributes to the growth of the organization.

Q: Are bonuses given by the review panel for having partnerships?

A: Partnerships that are logical, contribute to the goals of the grant program, and leverage support for the organization demonstrate managerial competence. The application may be scored higher if such partnerships are documented well on the application.

Q: May we have the list of current Arlington Arts Commissioners and their contact information?

A: Yes. Please email cadportal@arlingtonva.us to ask for it.

Q: Organization lists its PO Box on page 1 of IRS Form 990-EZ, and a physical address on line 42a. Does this meet Arlington address requirements?

A: No. Page 1 of the IRS Form 990 and 990EZ establishes the mailing address of the organization. PO Boxes do not establish where an organization is headquartered because they can be rented by organizations headquartered anywhere in- or outside of Arlington County. An Arlington physical street address is required as the mailing address of the organization because it proves that the organization is located in Arlington County.

Line 42a of the IRS Form 990EZ reads: "The organization's books are kept in care of _____ Telephone no. _____ Located at _____ ZIP + 4 _____"

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This line in no way refers to where the organization is headquartered or what the physical street address of the organization is. It is asking where the organization's financial records are kept. Where the financial records of an organization are kept does not determine where the organization is headquartered.

Q: What is regular season programming?

A: Regular season programming is the programming an organization presents year after year. If an organization presents three orchestral concerts every year, the three orchestral concerts are considered regular season programming.

Q: Can the 1:1 Cash Match include other support from Arlington County?

A: No. All sources of the 1:1 Cash Match must be from non-Arlington County Government sources.

Q: On average, how many organizations apply every year?

A: About 30 organizations apply for grants every year.

Q: Is a questionnaire acceptable to evaluate a program?

A: Yes.

Q: Our Space & Services Grant is only for rehearsal space. How do we evaluate rehearsals?

A: Evaluation of rehearsals should be evaluated as any other program. Each grantee must prove their use of County grants has been effective and accomplished the goals outlined in the grant proposal. Questionnaires and surveys are two tools that may be used to show that rehearsals have accomplished the organization's program goals.

Q: Are performances a project?

A: A performance may be part of a project. The applicant must prove in its grant proposal how the performance is necessary for the proposed project to be successful.

Q: Does "further development of an on-going direction" mean growth or can an organization submit a request for a grant to support the same thing an organization has been doing?

A: "Further development of an on-going direction" means an organization may request a grant for a project it has produced in the past so long as that project clearly relates to the growth of the organization and meets the other criteria on page 1 of the Project Grant Guidelines.

Q: Why the move to a project based program?

A: Applicants were consistently asking for grants that supported the existence of an organization. Because Arlington County is a public agency and the grant program is a publicly funded program, it must be a steward of taxpayer dollars in

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a way that proves public benefit to residents of the County. It was decided that a project based approach for monetary grants is more likely to produce measurable public benefit and more closely fall in line with the goals of the County's Policy for Arts Organizations and Artists.

Q: Is hiring a guest artist and presenting them a project?

A: It may be if it fulfills the criteria of what defines a project.

Q: Is reproducing a project acceptable?

A: It may be acceptable if it clearly demonstrates that reproducing the project furthers the development of the organization.

Q: What qualifies as a cash match?

A: Cash, in-kind donations, or both cash and in-kind donations from non-Arlington County sources qualify as a cash match.

Q: Do volunteer hours qualify as a match?

A: Yes.

Q: Can we have last year's comments and scores?

A: Yes. Email cadportal@arlingtonva.us to request them.

Q: How can we prove that something new and innovative is achievable based on old work?

A: An applicant that demonstrates in the answers on its application that it has created achievable goals, has the staff on hand to achieve the goals, is following the course of its strategic plan, and has carefully planned how it will execute the project will prove that something new and innovative is a logical next step for the organization.

Q: Do answers on the Space & Services Grant application have to match answer on the Project Grant application?

A: The applications are two separate applications and should be treated as such. The answers may or may not be the same depending on what you are applying for.

Q: Can more Arlington Public School spaces be made available for the Space & Services Grant?

A: No. Cultural Affairs has done everything it can to secure free space and services in Arlington Public Schools for the Arts Grants Program. Cultural Affairs is at maximum capacity for administering these grants and Arlington Public Schools is at maximum capacity for administering its facilities.

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Q: Where do we access digital copies of the forms?

A: Intent to Apply Applications may be accessed at <http://arlingtonarts.org/resources/grants.aspx>. If an applicant is found eligible to apply, they will be emailed links to access the Project Grant and/or Space & Services Grant Applications. Forms grantees need to submit if they are awarded a grant may be found at <http://www.arlingtonarts.org/resources/grants/GranteeDocuments.aspx>.

Q: Are there two (2) Intent to Apply Applications or one (1)?

A: There is only one (1) Intent to Apply Application.

Q: What is the completion date for construction impacting theaters?

A: The Grants Office does not have the completion date for construction projects. Please email ACA-facilitiesandtechservices@arlingtonva.us for information about construction affecting performance spaces.

Q: Is an IRS 990 e-postcard accepted for determining grant eligibility?

A: IRS 990 e-postcards are not accepted to determine an organization's eligibility to apply for a grant.

Q: What if we do not have an IRS Form 990, 990EZ, or MISC 1099?

A: An organization that does not have an IRS Form 990, 990EZ, or MISC 1099 will not be found eligible to apply for an Arlington Arts Grant.

Q: What information do I enter on the Intent to Apply Application if I don't have a Fiscal Sponsor?

A: If your organization does not have a Fiscal Sponsor, it may enter "n/a" or leave the fields asking for Fiscal Sponsorship information blank.

Q: Where does collaboration fit in the application?

A: Information about collaborations should be provided in the description and narrative fields of the Project Grant and Space & Services Grant Applications as the applicant deems appropriate.

Q: What revenue qualifies in the funding limitations of the Project Grant?

A: An organizations total revenue on its most recent IRS Form 990, 990EZ, or MISC 1099 qualifies.

Q: What is considered a resource for the 1:1 cash match?

A: Any non-Arlington County support that can have a cash value attached to it.

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Q: How do we know who our partners are for a project when the application is due months before our organization plans the project for which we are requesting support?

A: Organizations may list partners as proposed for the project they would like to be supported.

Q: Is there a limit for the number of volunteer hours listed for the 1:1 cash match?

A: No. However, the number of volunteer hours listed should be directly related to the project and their cash value should be appropriate.

Q: Do we include all of an insurance premium of a portion as a project expense?

A: The percentage of the insurance premium that is directly related to the project should be included as a project expense.

Q: Is there a website to find amount of average rental fees?

A: The Grants Office does not have a recommended website for estimating rental fees. Best practice would be to contact the facility or venue your organization would like to rent for the project and obtain a quote.

Q: Can we see how much each grantee was awarded?

A: You may email cadportal@arlingtonva.us and ask for the list of awards.

Q: Can the majority of a 1:1 cash match be In-kind?

A: Yes.

Q: How does recent revenue affect the amount we apply for?

A: Per the Grant Guidelines, an organization may apply for up to 50% of its revenue on its most recent IRS Form 990, 990EZ, or MISC 1099, up to \$35,000.

Q: Is a class to learn technology an allowable expense?

A: Yes, so long as it directly relates to the project.

Q: What is the difference between an organizational partner and an individual partner?

A: An organizational partner is an organization your organization partners with to produce the project. An individual partner is an individual person your organization partners with to produce the project.

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Q: Is there a minimum amount of money that can be requested for the Project Grant?

A: No.

Q: When we list volunteer hours, do we list them as In-kind donations?

A: Yes.