

**ARLINGTON COUNTY CULTURAL AFFAIRS AND THE ARLINGTON COUNTY
COMMISSION FOR THE ARTS GRANT PROGRAM**

CHALLENGE GRANT FY12 APPLICATION INSTRUCTIONS

To all Arlington County Supported Groups:

The Arlington County Board has renewed the Challenge Grant Program for the current fiscal year (FY12) which ends on June 30, 2012. The Challenge Grant Program was established as an incentive to those arts organizations supported by Arlington Cultural Affairs and the Arlington Commission for the Arts to expand their corporate and business funding. The County Board has allocated \$30,000 for the Challenge Grants. The Challenge Grants are not part of the general operating support funding recommended each year by the Commission, but are an additional funding opportunity for Arlington's Arts Commission supported groups.

Challenge Grants are for small and medium grants arts organizations only. To be eligible, a group must be currently receiving General Operating Support or a Space and Service Grant from Arlington, and must be a 501 [c] (3) organization. Those groups whose general operating support has reached the funding cap are not eligible for a Challenge grant.

Subject to the limitations of the total grant pool amount, the Challenge Grant is a 1-2 match based on new and/or increased corporate funding support obtained by groups between February 21, 2011 and February 20, 2012 (i.e. for every \$2 of eligible funds received, an arts group may receive \$1 of grant funding), in the event that the total amount of eligible funds requested by applicants exceeds \$30,000, the awards will be pro-rated.

Application deadline for the FY12 Challenge Grants is March 5, 2012. Grant funds are expected to be awarded no later than June 30, 2012.

**PLEASE NOTE THE FOLLOWING REGARDING THE ARLINGTON COUNTY
CHALLENGE GRANT PROGRAM AND ELIGIBILITY:**

ELIGIBLE FUNDS

- Funds received from businesses (including unincorporated businesses), corporations, and corporate foundations.
- Corporate matching donations are eligible, but the donation being matched is **NOT ELIGIBLE**.

INELIGIBLE FUNDS

- Funds received from individuals, governmental entities, and other non-corporate foundations.
- Donations being matched.
- In-kind donations from businesses.
- 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. Challenge Grant applicants will be asked to certify that no qualifying donations constitute such rental or benefit.

Donations are eligible for the period during which the funds are actually received.

FOR EXAMPLE: If you receive a grant letter on February 15, 2012, but the funds are not received until February 25, 2012, the donation will not be eligible during this current grant period.

Groups are required to submit back-up documentation with their Challenge Grant application, for both the new and/or increased donation, and where applicable, the donation for the prior year.

DONATIONS NOT ACCOMPANIED BY DOCUMENTATION ARE INELIGIBLE. Back-up documentation should be in the form of a grant award letter AND a copy of the payment check or voucher. Documentation for a matching donation should reflect both the corporate match AND the amount of the individual donation.

It is your responsibility to make your application clear. If a donation requires an additional explanation, then attach one. Do not expect the Commission to “interpret” an ambiguous application in your favor.

IN ORDER TO BE CONSIDERED FOR A CHALLENGE GRANT, YOUR ORGANIZATION MUST:

1. Complete the Challenge Grant Application Cover Sheet.
2. Complete the Challenge Grant Schedule of Donations.
3. Use the Checklist, and attach supporting documentation for EVERY donation listed on the Schedule of Donations.
4. Submit the Application by mail or hand-deliver to Cultural Affairs. There will be a box at the Cultural Affairs front desk labeled Challenge Grants FY12. Submit Application NO LATER THAN March 5, 2012.

Based upon last year’s experience, you may want to consider some ideas used by some successful applicants:

- Mention the Challenge Grant in all communications with potential donors, including individual donors who may be able to qualify for matching donations from their employer.
- Include a reference to the Challenge Grant on all donation forms.

In addition to possibly generating additional funds, this may make it easier for you to spot potentially qualifying donations.

CHALLENGE GRANT APPLICATION FOR FY12

COVER SHEET

APPLICATION DEADLINE: Monday, March 5, 2012. This is not a postmark deadline. Late applications will not be accepted. Send or deliver completed applications to: Arlington Commission for the Arts, Cultural Affairs Division, 3700 South Four Mile Run Drive, Arlington, VA 22206

ORGANIZATION NAME:

ORGANIZATION ADDRESS:

CITY/STATE/ZIP CODE:

FEDERAL I.D. #:

PHONE:

EMAIL ADDRESS:

WEBSITE:

PRIMARY CONTACT NAME:

CONTACT TITLE:

CONTACT ADDRESS:

CONTACT PHONE:

CONTACT EMAIL:

Summary of FY12 Challenge Grant Request

TOTAL ELIGIBLE FUNDS RAISED:

TOTAL CHALLENGE GRANT REQUESTED (50% of total eligible funds raised):

Certification Agreement: The undersigned certifies to the best of his/her knowledge that (a) the information in this application and its attachments is true and correct; (b) the filing of this application has been duly authorized by the governing body of the applicant; (c) the applicant agrees to comply with all of the grant program conditions; and (d) the funds listed on this application were not received in connection with a use of space from the applicant. The undersigned further certifies that he or she has the legal authority to obligate the applicant and that in order to receive the funding awarded, the applicant must enter into a letter of agreement with the Cultural Affairs Division of Arlington County, Virginia.

Printed Name of Authorizing Official

Title

Signature of Authorizing Official

Date

**SAMPLE
SCHEDULE OF DONATIONS FOR CHALLENGE GRANT**

A	B	C	D	E	F
NAME OF CORPORATION OR BUSINESS DONOR	DID THIS DONOR MAKE A DONATION 2/22/10-2/21/11 YES/NO	IF YES TO COLUMN B, AMOUNT OF THAT DONATION	AMOUNT OF DONATION 2/21/11-2/20/12	DATE OF DONATION- 2/21/11-2/20/12	AMOUNT IN COLUMN D MINUS AMOUNT IN COLUMN C
ABC Industries	YES	\$6000.00	\$9,000.00	8/31/11	\$3,000.00
Arlington Corp.	NO	\$0	\$4,000.00	11/04/11	\$4,000.00
XYZ Store	YES	\$10,000.00	\$8,000.00	12/15/11	\$0

TOTAL OF COLUMN F=

GRANT AMOUNT APPLIED FOR (SUBJECT TO PRO RATA LIMITATION):

50% OF TOTAL IN COLUMN F=

NOTE: Although an example is given for a reduced donation (XYZ Store), a reduced donation would not qualify for a grant, and need not be included on the form.

FY12
CHECK LIST FOR EACH CHALLENGE GRANT DONATION

ATTACH A COPY OF THIS CHECKLIST TO YOUR DOCUMENTATION FOR EACH DONATION YOU ARE SUBMITTING.

1. DID THE DONOR MAKE A DONATION DURING THE PREVIOUS GRANT YEAR (FEBRUARY 22, 2010-FEBRUARY 21, 2011)? YES___ NO___

2. IF SO HAVE YOU ATTACHED A COPY OF:
 - (A) THE GRANT LETTER FOR THAT DONATION? _____
 - (B) THE CHECK OR PAYMENT VOUCHER FOR THAT DONATION? _____

3. FOR THE DONATION FOR THE CURRENT GRANT YEAR (FEBRUARY 21, 2011-FEBRUARY 20, 2012) HAVE YOU ATTACHED A COPY OF:
 - (A) THE GRANT LETTER FOR THAT DONATION? _____
 - (B) THE CHECK OR PAYMENT VOUCHER FOR THAT DONATION? _____