

Fiscal Year 2018 Grant Application Instructions

Grant Program Background

The Alexandria Commission For The Arts

Mission

The Alexandria Commission for the Arts' primary mission is to lead and advocate for cultural development within the City of Alexandria and surrounding region. The Commission stimulates artistic excellence in the City and makes arts accessible to all Alexandrians.

In pursuing this mission, the Arts Commission sees its role as one of partnership with sponsors of locally initiated arts activities. The Arts Commission does not intrude upon the creative aspects of the activities of artists and organizations but rather provides support and encouragement in those areas where its expertise, experience and resources may prove helpful. As one of its primary activities, the Arts Commission operates a grant program to disburse funds received from the City of Alexandria, the Commonwealth of Virginia and private donors.

The Composition of the Commission

The Alexandria Commission for the Arts was created in 1984 by the Alexandria City Government and is an extension of that Government. It is composed of sixteen citizen volunteer members appointed by the City Council for 3-year terms. Five members represent specific art disciplines: dance, music, literature, theatre and visual arts; five members represent business expertise relative to arts and cultural development and five members represent the public at large as arts consumers and participants. In addition, the City Council appoints a high school student to serve on the Arts Commission. City staff from the Department of Parks, Recreation and Cultural Activities' Office of the Arts supports the Commission. All Arts Commissioners, members of the Commission's subordinate bodies, and support staff abide by the City's Code of Ethics and Conflict of Interest Policy and sign a conflict of interest statement annually. All meetings of the Arts Commission are publicly announced and open to the public.

General Instructions

The following are general instructions regarding completion and submission for all grant programs:

1. **Fiscal Year:** The Fiscal year period for the City of Alexandria begins July 1 and ends June 30. For the financial portions of this application, the Most Recently Completed Year and Current Year should be as defined by the applicant's fiscal year. The Grant Year however, is the fiscal year you are requesting funding, is defined as the City's

Fiscal Year 2018 (July 1, 2017 - June 30, 2018). All awarded grant funds must be used within the City's Fiscal Year.

2. **Space Requirements and Font Size:** Completed applications must be submitted and printed. Handwritten applications or forms altered in any fashion will render an application ineligible.
3. **Number of copies:** One printed copy of the application and attachments must be received by the Commission's Office by the deadline indicated on the application.
4. **Required Signature:** The application must be signed and dated by two people from the applicant organization. One person must be the Treasurer.

Organizational Grants:

Organizations may apply to one of the following grant programs during any grant-making cycle:

- **Art Operational Grant**
A grant to an Alexandria-based arts organization intended to provide general operating support for regular programming activities and administration.
- **Art Program Grant**
A grant to an arts organization intended to support an arts project performed/presented to benefit the citizens of the City of Alexandria.

Individual Artist(s) Grant:

- **Special Opportunity Grant**
A grant to an individual artist or a group of unincorporated artists intended to support an arts project performed/presented to benefit the citizens of the City of Alexandria.

Specific Requirements

Grants should be submitted with pages in the order listed below.

1. **Application form:** To have a completed application form, all questions should be answered in the application form.
2. **Grant Specific Required Attachments:** An outline of attachments is provided with the application for each of the grant types offered. Appropriate attachments must accompany each grant application.

General Attachments

Applications from organizations should include 1 copy of the following:

- Copy of the organization's IRS Letter of Determination;
- Proof of residency (first page recent IRS 990) *(for Operational and Program Grants only)*;
- Resume(s) with addresses of key personnel (Artistic/Managing/Executive Directors, Arts Educators, etc.) *(save as one PDF, then upload)*
- Work Samples and File Identification List:
 - Work samples are critical to each application and are carefully considered during the application review. Work Samples best represents the work of the organization, program or project and realization of its mission.
- Supporting Materials:
 - Up to three internally produced support materials such as brochures, marketing materials, curricula, etc.
 - Up to three externally provided support materials such as press/reviews, letters of support, social media feeds, etc.
- Program Calendar *(use template provided)*.
- Budget pages – Income and Expenses *(Use Budget Worksheets)*.

Operating Support Attachments:

- Profit and Loss Statement from most recently completed Fiscal Quarter.
- Balance Sheet from most recently completed Fiscal Year:
- List of Board Members with roles (Treasurer, Secretary, etc.) with Bios* *(save as one PDF, then upload)*

Program Support Attachments:

- Program Budget for the Grant Period: *(Use Budget Worksheet)*.
- List of Artists and Program Managers involved with the program, roles for the program and Bios* *(save as one PDF, then upload)*

Special Opportunity Grant Attachments:

- Project Budget for the Grant Period: (*Use Budget Worksheet*).

Optional Attachments:

- In-kind contributions For Services
- In-kind Volunteer Hours
- Marketing and Fundraising Plans
- Strategic Plan

Instructions for preparing Work Samples

- **Visual Arts Organizations and Artists: Submit 20 digital images of different works.** Create an Image Identification List of the images submitted. Arrange the list in the order you wish the files to be viewed. For each image, include the artist's name, artwork title, medium, size, year completed. Digital files should be numbered to correspond with the Image Identification List. If you would like to include video files (in addition to the 20 images) upload the files to an online source (YouTube, Vimeo, etc.) and include the links to the image list.
- **Performing Arts Organizations and Artists (Dance/Theater): Submit two video recordings of performances.**
- **Performing Arts Organizations and Artists (Music): Submit two audio or video recordings of performances. (Optional – Submit up to 10 digital still images of performance/productions).**

Create a File Identification List of the work submitted. Arrange the list in the order you wish the files to be viewed. For each file, include the performance title, year performed, and brief description of the work. Digital files should be numbered to correspond with the Image Identification List. Video files should be uploaded to an online source (YouTube, Vimeo, etc.) and include the links in the image list. If performance starts mid-video, please list the start and finish time you wish the reviewer to watch. If videos require a login to view, provide necessary login information in the image/file list.

For more information or to ask specific questions contact Cheryl Anne Colton (703) 746-5565.