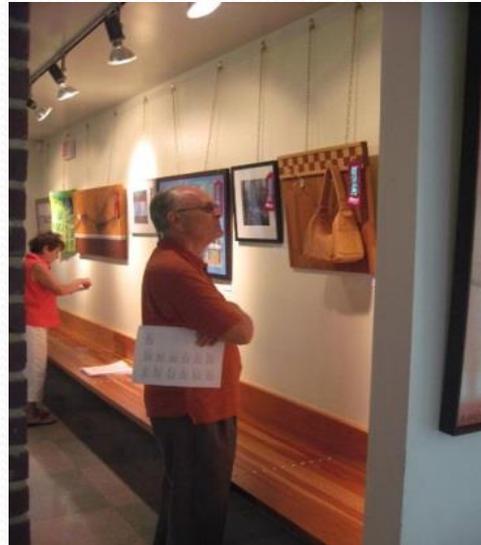


Fiscal Year 2017 Arts Grants Workshops and Webinars



Format for the Grant Workshops & Webinars

▽ Part I:

- Brief overview of the Office of the Arts and Alexandria Commission for the Arts
- Key dates for the grant cycle
- Changes to the grant cycle
- Final Reports

▽ Part II:

- Detailed information about the Grants Offered
- One-on-one, case specific information
- Questions

Office of the Arts

a Division of the Department of Recreation, Parks and Cultural Activities, established September 2008

Mission:

*To serve the public by investing in and celebrating the creativity of artists and promoting the value of arts and culture in the City of Alexandria.
By engaging the community and facilitating greater access to the arts, the Office strives to build a vibrant community for all the City's residents, workers and visitors.*



Office of the Arts

Programs & Services:

- Durant Arts Center
- Public Art Acquisition & Maintenance
- Poet Laureate Program
- Mobile Art Lab
- DASHing Words In Motion
- City Galleries Program
- Art in City Hall
- Administration of Arts Grants
- Internship Program
- Arts Education/Classes
- Volunteer Program
- Capacity Building Workshops

Strategic Planning & Analysis:

- Public Art Implementation Plan
- Arts & Economic Prosperity Study
- Alexandria Cultural Plan
- AftA Diversity Analysis
- Regional Representation
- Policies & Procedures
- Strategic Alliances

Marketing/PR:

- Website
- Press
- Community Outreach



Alexandria Commission for the Arts

Mission:

“To provide leadership in the development of a vibrant and sustainable arts community that engages audiences and to encourage support and appreciation for the arts as a cornerstone of Alexandria’s identity and cultural, social and economic vitality.”

(Adopted February 23, 2008)

Composition of the Commission:

16 volunteer members, appointed by City Council for 3 year terms:

- 3 members shall have specific expertise in visual arts, either as professional practitioners of visual art, as curators of visual art, or as professional administrators working in the field.
- 4 members shall have expertise in other aspects of the arts, including but not limited to arts educators, professional practitioners of various art disciplines and professional administrators working in the field.
- 3 members shall be professionals in fields relevant to arts and cultural development, including cultural planning, marketing, financing and funding, tourism promotion, non-profit organizational development, and real estate development.
- 2 members shall be professionals in the field related to the visual appearance of the cityscape, such as architecture, environmental graphic design, landscape architecture or urban design.
- 3 members shall represent the public at large, as arts consumers or participants.
- 1 member shall be a student who resides in the city and attends a high school located in the City of Alexandria.

Key Dates for Grant Cycle

**City Council
Approves Fiscal Year 2017
Budget May 2016**

**Arts Commission
Confirms Grant Awards
May 2016**

**Arts Commission Meeting
To Develop Grant Recommendation:
Tues., Apr. 19, 2016
Sister Cities Suite, Rm. 1101, City Hall, 301 King St.**

**Grant Task Force Review
Mon., Apr. 11, 2016
City Council Workroom, City Hall, 301 King St.**

**Staff Review:
Feb. 29- Mar. 4, 2016**

**Deadline:
Fri., Feb. 26, 2016**



Arts Grants Fiscal Year 2017

▽ **All programs and projects must occur in this timeframe:**

Begin after July 1, 2016

End before June 30, 2017

▽ **Deadline online submission (11:59 pm):**

Friday, February 26, 2016

▽ **Deadline for hard copy (1):**

Monday, February 29, 2016, 5 pm

LEE CENTER, 1108 Jefferson Street

Arts Grant Program Fiscal Year 2017

▽ Goal Tracking is part of the application

- SMART Goal (Specific Measurable Attainable Realistic Timely)

▽ Cash Match must be met by June 12, 2017

- Funding from the City of Alexandria from other Departments, including Alexandria City Public Schools, cannot be used for the cash match

▽ Alignment with the City's Strategic Plan:

- All grant applicants receiving City Funding must be aligned to the City's Strategic Plan.

Changes to the Arts Grants

▽ Use of Scoring Rubrics:

- Designed to reduce subjectivity in the review process by using rubrics for each assessment item. Weights per question were changed slightly to have the total possible score to equal 100%

▽ Final Reports:

- Are now submitted online

Changes to the Arts Grants

▽ Funding Guidance:

- The Grants Task Force does not provide a funding, but rather scores each application utilizing the criteria rubrics.
- Office of the Arts staff prepares a funding recommendation based on funding guidance. Grants Task Force scores are considered as final.
- Funds are awarded to applicants are based on the percentage of scores as the formula. Applications scoring below 75% will not be recommended for funding.
- The Arts Commission will consider the staff's recommendations and develops their recommendation for funding to applicants. This is done at public meeting.

Grants Task Force

Role: Single Task Force to review all eligible applications received through the Organizational and Special Opportunities Grant Programs

Composition: Up to 9 members comprised of Arts Commissioners, arts administrators, artists, community members, and patrons—reviews all relevant applications submitted for review by the Office of the Arts and completes a standardized scoring sheet for each application.

Conflict of Interest: No members of Task Force are allowed to have any conflict of interest with any grant applicant. Task Force Members are appointed by ACA and do not submit an application.

Grants Task Force Meeting

▽ Grants Task Force Meeting

- Staff-facilitated
- Public meeting –
 - Monday, April 11, 2016, 8:30 am – 4:30 pm, City Council Workroom, 2nd Floor, City Hall, 301 King Street, Alexandria, VA
- No interviews or interactions with the applicants – applications stand on their own
- Scoring done by Grants Task Force
- Funding recommendations to ACA, then ACA makes final funding recommendation .

Goals for Arts Grants Fiscal Year 2017

▽ The Arts Grants goals:

- To strengthen Alexandria's creative capacity by providing its residents with diverse opportunities to meaningfully engage with the arts;
- To improve the capacity and stability of Alexandria-based arts organizations to create, perform, and present works of artistic excellence and innovation through organizational support and program funding;
- To create a vibrant urban environment by supporting diverse individual artists, organizations, and other entities in the creation, performance, and presentation of high-quality works of art across the City of Alexandria. To strengthen Alexandria's creative capacity by providing its citizens with diverse opportunities to meaningfully engage with the arts;

Arts Grants Fiscal Year 2017

▽ Grants offered for Fiscal Year 2017

- *Grants for Organizations (1:1 cash match required)*

Operating Support

- ◇ *20% of Operating Budget, up to \$12,500;*

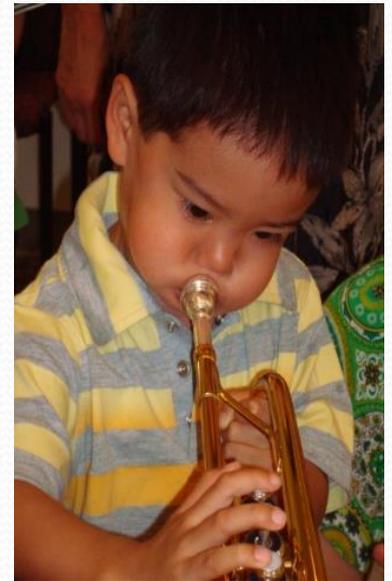
Program

- ◇ *50% of Program, up to \$7,500*

- *Grant for Artists (no cash match required)*

Special Opportunity

- ◇ *100% of Project, up to \$2,500*



Arts Grants For Organizations

Fiscal Year 2017

- ▽ **Operating Support grants** (*20% of Operating Budget, up to \$12,500*) provide unrestricted operating funds for Alexandria-based arts organizations' regular programming activities and administration.
- ▽ **Program grants** (*50% of Program, up to \$7,500*) support an ongoing or short-term arts program performed or presented to substantially engage or benefit the citizens of the City of Alexandria.

Arts Grants for Individual Artist(s) Fiscal Year 2017

- ▽ **Special Opportunity Grants** (*100% of Project, up to \$2,500*) for individual artists and artist teams encourage innovative, thought-provoking projects that engage citizens and visitors in Alexandria's public spaces.

Arts Grants Fiscal Year 2017

▽ Receiving Grant Payments:

- Award Letters with Certification forms are sent to applicants early July, 2016
- Signed certification forms are sent back to Office of the Arts
- Certification forms received, payment requests of 85% of grant award are prepared, early August, 2016
- Satisfactory Final Report received, on or before June 12, 2017, final payment of 15% of grant award will be prepared

Fiscal Year 2017 Final Report

▽ Staff Verification:

- ✓ Was the final report submitted by June 12, 2017?
- ✓ Has the organization met the CASH match requirement by June 12, 2017?
- ✓ Has the budget information been accurately completed?
- ✓ Has a brief description been provided that speaks to the community benefit received as a result of the funded activities?
- ✓ Have the FY 2017 activities been reported in the requested format?

Fiscal Year 2017 Final Report

▽ Importance:

- Final Reports provide insights for:
 - Percentage of total income represented by the grant
 - Cost per audience member/participant served
 - Descriptions are used to inform how grant funds were used
- Helps the Arts Commission advocate for you
- If an applicant fails to complete a satisfactory final report form, or has an outstanding final report form, or issue from a previously-awarded grant, the applicant will not receive a grant for the next grant cycle, even if the Arts Commission's recommends funding for the grant the grant

Annual Arts Grants

▽ Office of the Arts Home Page:

- www.alexandriava.gov/Arts

▽ Online Grant Application Request links to:

- Arts Operating Grant
- Program Grant
- Special Opportunity Grant

▽ Grantees have access Fiscal Year 2017 grant applications through June 30, 2017

3 Steps to Submit Online Grant Application

Step 1.

Review on-line grant materials on the website and determine which grant best suits your needs

Step 2.

Compile information and write grant

Step 3:

Submit grant on-line
(application can be saved and edited before submitting)

Resources:

- **Online Fundraising Sources**
- **Grant-seeking and Nonprofit Resources at the Alexandria Library**
- **Alexandria Commission for the Arts**
- **Alexandria Arts Forum**
- **Volunteer Alexandria**

Fiscal Year 2017 Grant Workshops and Webinars

Questions?

Office of the Arts' website: www.alexandriava.gov/arts

Discussion

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