

## **Arts Grant Guidelines & Frequently Asked Questions:**

Since 1985 the City of Alexandria has been funding local arts grants to help ensure access to quality arts programs and events for its residents and visitors. The Office of the Arts staff are stewards of the Arts Grant program. Annually, a Grant Task Force is established, comprised of Arts Commissioners, arts administrators, and grant professionals. The Task Force reviews and scores the eligible grant applications.

The amount of grant funding is based on the annual budget. Please be sure to review the grant application and guidelines carefully before applying.

### **What types of arts grants are available?**

*Operating Support* (up to \$10,000 not to exceed 25% of operating budget, cash match 1:1)  
Operating Support grants provide operating funds for Alexandria-based arts organizations' regular programming activities and administration. (FY20 will be the final year of Operating Support grants)

*Arts Program grants* (up to \$10,000 not to exceed 50% of total budget, cash match 1:1)  
Program grants support an ongoing or short-term arts program performed or presented to substantially engage or benefit the residents of the City of Alexandria. Annual grants fund activities that take place within the Alexandria city limits.

*Creative Partnership Grants* (amount of \$2,500)  
Applicants will be required to provide \$5,000 cash match. Funding is for Alexandria nonprofit organizations or businesses to engage artists to create new art-centered projects in a variety of media which benefit the community. Businesses or nonprofit organizations are required to include at least one artist.

*Arts Microgrants* (amount of \$1,000, no cash match required).  
Artists 18 years and older can submit projects for community-based arts and culture projects. Microgrants are available for projects that are free, open to the public and benefit City of Alexandria residents. Successful applications will demonstrate that the project supports community representation and cultural respect, encourages cultural diversity and/or enhances underserved communities, neighborhoods or populations of the City of Alexandria.

### **What are the goals of the Arts Grant program?**

The following goals have identified for the Arts Grant Program:

- 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.

### **What are the requirements for Arts Grants?**

In order to be considered for funding, all applications must meet the following criteria:

- All required documents have been uploaded;
- All question items have a response, even if the response is N/A;
- Application was received on
- Must have completed and submitted a final report on any projects previously funded with an Arts Grant;
- Applicant has not applied for other arts grants within the same fiscal year;
- All new applicants who have not previously been awarded funds through the City's arts grants are required to attend a workshop or webinar.
- The proposed budget provides the required cash match; other funding from the City of Alexandria such as Alexandria City Public Schools, the Department of Community and Human Services and/or other City departments, cannot be used for the cash match.
- The applicant not affiliated with an organization (e.g., "Friends of" group) that has submitted an application for the same grant or program.

*For Operating Grants:* Additional eligibility criteria for applications to the Operating grants are as follows:

- Organization must have as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts discipline;
- Organization must have been in existence as an incorporated 501(c)(3) nonprofit arts organization for three years prior to applying for a grant;
- Organization must be an based in the City of Alexandria; evidence of this claim will be a City of Alexandria address as noted on the organization's most recent IRS 990 Return of Organization Exempt from Income Tax;
- At least 50% of the organization's prior year public artistic activities must have been held in the City of Alexandria and at least 50% are projected to be held in the City of Alexandria for the grant year.

*For Arts Program Grants:* Additional eligibility criteria for applications for Arts Program grants are as follows:

- Organization must have as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts discipline;
- Organization must be an incorporated 501(c)(3) nonprofit arts organization or provide evidence that the organization has applied for a 501(c)(3) nonprofit status;

- All program activities for which the organization is seeking support must take place within the City of Alexandria and must include substantial participation from or benefit to the City's residents.

*For Arts Micro Grants:*

- Application is open for projects in any media;
- Eligible artists must be over 18 years of age who live, work or study in the city of Alexandria one year prior to applying and one year during the grant year if awarded;
- Applicants may request up to \$1,000 to be used directly on physical resources or endeavors that will further their community-based project;
- Proposed usage of funds may include, but is not limited to: artistic time, materials and equipment, or exhibition/performance - related expenses;
- Projects must take place within the City of Alexandria, VA;
- Projects must comply with City codes and ordinances and obtain all related permits.
- Employees of the City of Alexandria and members of the Alexandria Commission for the Arts' and their immediate family members are not eligible to apply.
- Artists and/or organizations that have received a grant from the Office of the Arts are not eligible to apply.

*For Creative Partnership Grants*

- Projects in which the creation of an artwork is central;
- Projects in which there is a strong, active, authentic working partnership between the business or nonprofit organization and artist(s) for implementation of the program or art work;
- Projects in which the artist(s) functions primarily as an artist, not as a teacher, an art therapist, or in another capacity;
- Projects that challenge artistic imagination and organizational thinking;
- Projects that are accessible to the general public and must take place within the City of Alexandria, VA;
- The strength of the partnerships will be to create a new art-centered project in a variety of media that could be placed on private property within the city;
- Grants will be awarded for \$2,500 to be used directly on artistic time, materials and equipment, and other related expenses. The applicants will be required to provide \$5,000 cash match. Applicants are eligible to consider a portion of their administrative overhead as part of their cash match;
- Projects must comply with City codes and ordinances and obtain all related permits;
- Special consideration will be giving to projects that engage artists from the DC Metro region;
- If applicant is a nonprofit organization, provide evidence of nonprofit status. If applicant is a business, must supply a copy of their business license, or provide documentation that they are a LLC or other corporate entity.

City agencies, employees or volunteers (defined as any agency under the direct control of an elected official, or which reports directly to the City Manager, may not apply for an Arts Grant; they may only play a supportive role in a program proposed by an organization or group.

### **What is not funded with an Arts Grant?**

- Activities intended to influence, either directly or indirectly, the actions of any public official or body, elected or appointed, on any existing or proposed legislation;
- Activities restricted, entirely or substantially, to the membership of the organization and not open to the public;
- Activities that take place outside of the grant funding period;
- Activities that take place outside the city limits of Alexandria;
- Activities associated with a school's internal arts programs such as in-school student performances, the purchase of art supplies, or cash awards for student arts competitions and purchases of publications;
- Capital expenditures associated with improvement in facilities and/or purchases of equipment;
- Expenses related to reduction of accumulated deficits or debts;
- Expenses related to fund-raising events and receptions;
- Expenses associated with cash awards, prizes, tuition, or to purchase gift cards;
- Expenses related to staff and /or board travel and training;
- Expenses related to planning initiatives and/or consultant fees;
- Applicant's grant request is for an event or activity not considered by the Office of the Arts to be an artistic event. (Note: An ethnic festival, as defined by the City of Alexandria, is not considered to be an artistic event, however artistic activities included in, part of, or sponsored by an ethnic festival may be eligible for project grants);
- Colleges, universities and libraries are not eligible to receive arts grants.

### **How are applications evaluated?**

The Grants Task Force evaluates each application based on the guidelines and the following criteria:

- Artistic Content (45%)
- Community Impact & Engagement (35%)
- Management & Budget (20%)

### **What are the funding policies?**

- Grants may not be awarded for cash awards, prizes, tuition, or to purchase gift cards.
- Applicants must not engage in any activities or present any programs in violation of the statutes of the Commonwealth of Virginia or ordinances of the City of Alexandria.
- Applicants must comply with Section 504 of the Rehabilitation Act of 1973, as amended, which includes provisions that no otherwise qualified person, solely by reason of a handicap in any way or form, shall be excluded from, be denied the benefits of, or be

subjected to discrimination in any form in any program or activity receiving Federal financial assistance.

- Where required, Applicants must comply with Federal Fair Labor Standards which stipulate that all professional performers and supporting personnel will be paid not less than the minimum compensation as determined by the Secretary of Labor to be prevailing minimum compensation for persons employed in similar activities; and that professional and support personnel will not be subject to unsanitary, hazardous or dangerous working conditions in organizations' projects or products.
- Federal, State and City of Alexandria statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include but are not limited to: not discriminating because of race, color, sex, religion, ancestry, national origin, marital status, age, sexual orientation or disability.
- Tribal organizations that receive grassroots funds must represent state or federally recognized tribes.

### **Is there a matching requirement?**

Yes, there is a dollar to dollar (1:1) cash match requirement for the Operating and Program Grants and a 2:1 cash match for the Arts Partnership Grant. No cash match is required for the Arts Micro Grant. In-kind donations or services cannot be applied towards the match. The cash match must be met prior to submitting a Final Report, Other funding from the City of Alexandria such as, Alexandria City Public Schools, Department of Community and Human Services and other City departments, cannot be used for the cash match.

### **What are applicants are required to do if awarded an Arts Grant?**

- **THE GRANT CONTRACT:** The approved application form represents an agreement between the City of Alexandria and the applicant. The applicant will comply with all conditions set forth in the application form and any other documents furnished to the applicant related to the grant. Every recipient of a grant is required to respond in a timely manner to all requests for information required by the Office of the Arts. Two signatures will be required for the application and certification forms, preferably from the board treasurer and president.
- **CONDUCT OF THE GRANT SUPPORTED ACTIVITY:** Activities that receive an arts grant from the City of Alexandria shall take place within the dates for which the grant was awarded, unless otherwise approved by the Office of the Arts.
- **ACKNOWLEDGMENT:** All grant recipients are required to credit the Office of the Arts and the City of Alexandria and use approved logos when appropriate, for its support in all appropriate printed public relations materials relating to activities supported by the Arts Grant program.

- **PARTICIPATION IN LOCAL, REGIONAL AND NATIONAL ARTS STUDIES:** During the grant period, the Office of the Arts may request grantees to participate in local, regional, or national arts studies. The studies may be related to, but are not limited to: audience spending, organization management, or facility usage. All grantees are required to participate in these studies.
- **FINAL REPORTS:** At the completion of the project a Final Report is required. Grant recipients must submit a final report within 30 days after the completion of the project/activities, but no later than required deadlines. 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 grant has been awarded.

**Are there any workshops that I can attend?**

Each year the Office of the Arts provides a series of workshops and webinars to assist with the grant process.

The Office of the Arts requires organizations applying for an Operating or a Program a grant category for the first time to attend one of the grant workshops or webinars to learn of current policies and procedures of the grant program. Other applicants are strongly encouraged to attend the grant workshops or webinars, but not required.

**How will I know I received a grant award?**

The Office of the Arts will inform each grant recipient in writing of the applicant’s grant award, method of disbursement, and any additional requirements the applicant must fulfill. This notification will occur once the Office of the Arts receives final approval of its fiscal year budget.

**When are the funds available?**

Organizational grants, an initial payment (85% of the award) is processed within the first quarter of the City’s Fiscal Year. The final payment (15%) of the award is available after submission and acceptance of the Final Report.

**Who can I contact if I have questions or need additional assistance?**

If applicants have questions, need assistance, or to inquire about available workshops, please contact anyone at the City of Alexandria Office of the Arts or email Cheryl Anne Colton at: [cheryllanne.colton@alexandriava.gov](mailto:cheryllanne.colton@alexandriava.gov). If reasonable accommodation is needed, please call (703) 746-5565; TTY (703) 838-4902.