VIRGINIA COMMISSION for the Arts

2007- 2008 Technology Enhancement Grant

Description:

To build the administrative capacity of Virginia arts organizations through grants for the purchase of technology appropriate to the needs of each organization. Technology Enhancement Grants are designed for the purchase of technology hardware and software or training in the uses of technology. This grant is intended to help organizations strengthen their administrative and artistic structures in order to provide better services for the public.

Deadline:

Applications are accepted throughout the year and will be approved at three of the four quarterly Commission meetings. Allow at least four months for the review and approval process.

Amount of Assistance:

Up to $2,500, non-matching. An organization may receive only one Technology Enhancement Grant in a two year period.

Eligibility:

Virginia organizations whose primary purpose is the arts (excluding units of governments, and educational institutions) and that meet the Basic Eligibility criteria listed on page 6 of the 2006 - 2008 Guidelines for Funding. The organization must be incorporated in the state, have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations in the state, and be exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code.

Eligible Activities:

- Purchase of digital hardware, such as computers, monitors, printers, modems, scanners, video and graphic cards, digital cameras, and video editing equipment.
- Software for digital equipment
- Training in the use of digital equipment
- Office technology, such as telephones and copiers
- Theatre technology, light and sound systems

Note: The following items are not eligible expenses under this grant category - taxes, special shipping, carrying cases, or consumables, such a paper, compact discs, tapes, or cartridges.

Criteria for Evaluating Applications:

- Quality of the applicant's technology planning and needs assessment.
- Degree to which the proposed equipment/software/training addresses the stated needs of the applicant.
- Potential impact of the equipment/software/training on the ability of the organization to serve the public
- Cost effectiveness of the proposal

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Application Review & Payment Procedure:

- Applications are accepted throughout the year. Applicants should allow four months for review of the proposals.
- Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date provided by the Commission.
- The Technology Enhancement advisory panel will make recommendations on the pending applications three times a year.
- The board of the Commission reviews the recommendations of the advisory panel and takes final action on the applications at the fall, winter, and spring meetings of the Commission. Applicants may contact the Commission staff to learn the dates of the quarterly meetings.
- The Commission does not accept application materials via facsimile transmission or other electronic means.
- After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of a narrative and financial report, the Commission will authorize payment to the grantee.

Application Submission Checklist:

A complete application must contain four collated sets of the following items:

- A completed Technology Enhancement Grant application on 8.5" x 11" pages typed on one side.
- A copy of your organization‘s technology plan. (See Attached)
- Signed Certification of Assurances Form (two pages).
- Letter from the Internal Revenue Service showing your organization's tax-exempt status.
- A completed National Standards for Arts Information Exchange Race/Ethnicity Data Collection Form (for reporting purposes only; will NOT be considered during the grant-making process).

- **Send completed application to:**
  Virginia Commission for the Arts
  223 Governor Street
  Richmond, VA 23219-2010

For assistance or more information, contact the Commission office at (804) 225-3132 or visit our website at www.arts.virginia.gov.

NOTE: Be sure to keep a copy of your application and all forms and attachments.

2007- 2008
Technology Enhancement for Arts Organizations
Instructions

Applicants should read the 2006-2008 Guidelines for Funding, Certification of Assurances and Grant Conditions to make sure you comply with all of the conditions. In signing the application form, you are agreeing to comply with all of these conditions.

Provide all information requested below in the order listed.

1. Type **"2007- 2008 Technology Enhancement Grant Application"** at the head of an 8.5" x 11" white page. Provide the information requested below on as many pages as are needed, using a typeface of 12 point or larger.

2. Applicant organization name, address
Name, address and zip code of organization applying for funds. The address given is where any grant funds will be sent.

3. County or Independent City location of the headquarters of your organization

4. Telephone/FAX/Email/URL.
Include area code and telephone number of applicant organization as well as any fax number, email address or worldwide web site for the organization.

5. Contact person.
Name and title of person to contact for more information about the application.

6. Federal Employer ID number. The nine digit Federal Tax ID number assigned to your organization by the federal government. Payments cannot be made without this number.

7. Start and end dates.
The first and last dates of the project for which assistance is requested. No activities for which Commission funds are requested may begin before July 1, 2007. ***(confirm application deadline with the Commission)***

8. Amount requested.
Up to $2,500, non-matching. An organization may receive only one Technology Enhancement Grant in a two year period.

9. Estimated expenses of the hardware, software, training.
Provide an itemized list of the total costs of the projected purchases and / or training costs. If the anticipated expenses are more than $2,500, what will be the source of other funding for the technology enhancement?

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10. Technology plan for applicant. (See attached IT Plan outline below)
Attach a copy of the current technology plan for your organization. This technology plan should include a description of the current technology system, security and virus protection used for computer hardware, plans for upgrading the system, anticipated benefits of upgrading the system, alternatives considered for the upgrade, and anticipated impact of not upgrading the current system.

11. Description of purchases. Detail of the hardware, software, training.
Include specifics: Brand name of hardware and software, technical specifications, etc. If the project involves a training course, describe the qualifications of the trainer and what will be covered in the course. If the training takes place at a college list the institute and the course specifics.

12. Tax Exempt Status Letter.
Attach a copy of the organization's letter from the Internal Revenue Service showing your organization's tax-exempt status.

13. Certification of Assurances.
Attached. Must have the original signature of an official with the legal authority to obligate the applicant organization. Type the name and title of the authorizing official and the date of the signature. In signing the Certification of Assurances form, you are agreeing to comply with all of these conditions.

14. National Standards for Arts Information Exchange Race/Ethnicity Form.
Attached. *For reporting purposes only; will NOT be considered during the grant-making process.*

YOU MAY OMIT THE FOLLOWING ONLY IF YOU HAVE SUBMITTED A GENERAL OPERATING SUPPORT GRANT APPLICATION FOR THE CURRENT FISCAL YEAR AND THIS INFORMATION IS ON FILE.

15. Incorporation date.
Date the applicant organization was incorporated in Virginia.

16. Organization fiscal year.
Beginning and ending dates of the 12 month accounting period used by the applicant.

17. Organization purpose.
Concise statement of the mission or purpose of your organization.

18. A list of current board of directors and key staff members.

19. A financial statement for the most recently completed fiscal year. Submit either an itemized financial statement or independent auditors report.

20. Previous year's activities. List major arts activities or services by your organization in the previous year, the number of each type of activity, and total attendance at each type of activity.

CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2006-2007
FOR TECHNOLOGY ENHANCEMENT GRANTEES
OF THE VIRGINIA COMMISSION FOR THE ARTS (Commission)

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

provide accurate, current and complete financial records of each grant.
maintain accounting records which are supported by source documentation.
maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
maintain procedures ensuring timely disbursement of funds.
provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission.

Each Commission grantee will comply with these federal statutes and regulations:

Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

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Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before June 15, 2007 (A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period).

Acknowledgment of the Commission must be made in **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Camera ready logos are available from the Commission on our website or by request. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." Camera ready logos are available from the Commission on our website or by request.

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with all of the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

the information in this application and its attachments is true and correct;
the filing of this application has been duly authorized by the governing body of the applicant organization;
the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he / she has the legal authority to obligate the applicant organization.

_____

Typed Name of Authorizing Official **Title**

_____

Signature of Authorizing Official **Date**

_____

Applicant Organization Name

Technology Enhancement Grant

Technology Plan

Technology is the technical means people use to improve their surroundings. It is also knowledge of using tools and machines to do tasks efficiently. For the purpose of the Technology Enhancement Grant and your organization's technology plan the word "technology" defines all digital hardware, software, video and graphic capabilities, lighting and sound systems, and training in the use of this digital equipment.

The purpose of the technology plan is to document current technology assets, needs, and long range goals.

The technology plan helps an organization to use technology as a tool to accomplish its mission, save money on technology, buy what is needed, avoid crisis, and use staff time more effectively.

Below is a suggested outline for you to use when developing your organization's technology plan, but you are not limited to this format. There is no maximum or minimum length for the plan. The technology plans of small organizations may be less than one page in length, while organizations with more complicated technology systems may need ten or more pages.

If you have questions please contact Foster Billingsley at the Virginia Commission for the Arts (804) 225-3132 or foster.billingsley@arts.virginia.gov .

SECTION 1: ORGANIZATION BACKGROUND

In two to three paragraphs tell us what your organization does and who your constituents are.

SECTION 2: TECHNOLOGY LEADERSHIP

1. Who is involved in the technology planning for the organization? List staff names and job titles.
2. Who is the lead person that coordinates the technology planning and implementation?
3. Who manages the ongoing care and maintence of the technology hardware and software?
4. What are the responsibilities and expectations of the lead person coordinating the organization's technology planning and the person maintaining the organization's technology infrastructure?
5. How often do those involved in the organization's technology planning meet to review the progress, success or failure of the plan? Who evaluates the plan? How often is the plan updated?

SECTION 3: ASSESS CURRENT RESOURCES

1. What technology does your organization currently have in place? List the specifics of the type of hardware / software, age of the technology, and number of each type of equipment.
2. How well is the current technology working? Is the technology breaking down? Does the technology meet the organization's needs?
3. What technology documentation does the organization have? Does the organization have a procedural manual on the operation of the organization's technology in case the key technology person leaves? Does the organization have a document on how to restore the technology in case of a disaster?

4. **Hardware assessment:**
    a. What type of network system does your organization have? (stand alone computers or network capabilities for staff to interact with each other)
    b. Security – access policies and protocols. What security system is currently in place such as password protection and organization guidelines on computer usage?
    c. Does the organization have a back up system in place to save data in case of computer failure or other disasters? How is the data backed up and how often? Who performs the back up of data?

5. **Software Assessment:**
    a. What virus protection software is installed on your hardware? How often is the virus protection software updated and run on the desktops and server?
    b. Does your current software (word processing, accounting, publication, video and graphic, etc.) meet the needs of the organization?
    c. Does your organization currently use a database? What database program do you use? Does the database meet your organization's needs?
    d. Does your organization integrate its databases to track ticketing, fundraising and accounting to engage new audiences and develop new revenues?
6. **Website / Internet Assessment:**
    a. Does your organization currently operate a website?
    b. Who develops and manages your website?
    c. Does your organization use the website for online ticketing and fundraising?
    d. What email program does your organization use?
7. **Staff Assessment:**
    a. What technology skills does your staff have?
    b. What technology training does the organization provide for new employees?
    c. Who provides the technology training for the staff?
    d. Does the organization offer training to the staff for new technology introduced to the organization?

SECTION 4: DEFINE ORGANIZATION NEEDS – TECHNOLOGY VISION

1. What will technology help you do that you can't do already? How will it enhance or improve the delivery of your mission, engage new audiences and develop new revenues?
2. What technology is mission critical for your organization? Describe what you want to do not what you want to buy.
    - Today
    - In six months
    - In a year
3. Describe future technology improvements, upgrades and purchases planned for your organization.
4. What are the benefits from the planned technology improvements, upgrades and purchases?
5. What is the timeline for the planned technology improvements, upgrades and purchases?
6. What are the projected costs for the planned technology improvements, upgrades and purchases?
7. What training will be offered to the staff with the planned technology improvements, upgrades and purchases?
8. Has the organization incorporated the planned technology improvements, upgrades and purchases in the annual budgets?

Applicant/Organization Name: _____

FORM BCKFDR\8891
(Updated 12/20/01)

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

Racial/Ethnicity Data Collection Form

Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

A: **Asian**
B: **Black/African American**
H: **Hispanic/Latino**
N: **American Indian/Alaskan Native**
P: **Native Hawaiian/Pacific Islander**
W: **White**

Organizational/Institutional Applicants

(*e.g.* school, arts group**):**

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more **Asian**
B: 50% or more **Black/African American**
H: 50% or more **Hispanic/Latino**
N: 50% or more **American Indian/Alaskan Native**
P: 50% or more **Native Hawaiian/Pacific Islander**
W: 50% or more **White**
99: **No single group** listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: **Asian individuals**
B: **Black/African American individuals**
H: **Hispanic/Latino individuals**
N: **American Indian/Alaskan Native individuals**
P: **Native Hawaiian/Pacific Islander individuals**
W: **White individuals**
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.