2012– 2013 Technical Assistance Grant for Arts Organizations

Description:
The Commission assists organizations in improving their artistic quality, community service, or management. Technical Assistance Grants are designed to provide outside help for organizations on particular problems. The Commission staff will help organizations find the appropriate consultants or workshops for their needs, if requested.

Deadline:
Applications are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2012, and June 15, 2013.

Amount of Assistance:
Grants up to $1,000 each, total not to exceed $2,000 in fiscal year 2012 - 2013.

These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.

Eligibility:
Virginia organizations whose primary purpose is the arts and that meet the Basic Eligibility criteria listed on page 6 of the *2012-2013 Guidelines for Funding*. Organizations must be incorporated in the state and have their headquarters and home seasons or activities equivalent to a home season for non-producing organizations, in the state.

Eligible activities are:

- Short-term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action.
- Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness.

Criteria:
Applications are evaluated on the need of the applicant organization for the proposed activity and the financial need for the requested grant.

Application Review & Payment Procedure:

- Complete applications must be received by the Commission at least four weeks before the proposed activity.
- The Commission does not accept application materials via fax or email.
- The Commission staff reviews the application and notice to applicants of decisions is generally prompt.
- After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of a brief narrative and financial report, the Commission will authorize payment to the grantee.

Application Submission Checklist:

- A complete application must contain **one** collated set of the following items:
- A completed Technical Assistance Grant on 8.5" x 11" pages typed on one side.
- 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).

Any application not containing all of the items listed above in the order shown will be considered incomplete and will be returned with a brief explanation.

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

2012- 2013 Technical Assistance Grant for Arts Organizations

Applicants should read the ***2012-2013 Online Guidelines for Funding***, Certification of Assurance and Grant Conditions to ensure compliance with all of the conditions. Applications are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2012 and June 15, 2013. The Virginia Commission will not accept any application materials via fax or email. For assistance or more information, contact the Commission office. The Commission staff is available for consultation on applications and to review drafts of applications.

Mail application to:

Virginia Commission for the Arts
223 Governor Street
Lewis House – Second Floor
Richmond, VA 23219
804/225-3132 (phone)

Provide all information requested below in the order listed and send it to the Commission office at least **four weeks** before the proposed activity. Original signatures are required.

1. Type **"2012- 2013 Technical Assistance for Arts Organizations"** at the head of an 8.5" x 11" 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, and city/county
Name, address and zip code of organization applying for funds. This is the address to which any grant funds will be sent. Include the name of the county or independent city in which the organization is based.

3. Telephone, E-mail, URL
Include area code and telephone number of applicant organization as well as the email address and website for the organization.

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

5. Type of activity
Specify the nature of the activity for which funding is requested.

6. 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, 2012. **Request must be made at least 4 weeks prior to beginning date of project.**

7. Amount requested
Up to $1,000 for each application (non-matching), total not to exceed $2,000 per year. These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.

8. Total and itemized projected cost
Total cost of activity (may exceed amount requested if more than the amount for which organization is eligible). Itemize the total costs of the projected activity--may include items such as consultant's fees, travel, per diem, lodging, etc.

9. Federal Employer ID number. Payments cannot be made without this number.

Continued on the next page

10. How will grant funds be used?
Describe the activity for which funds are requested. Include specifics: name of conference/workshop or consultant; date(s); site; and nature of program (marketing, fundraising, etc.). If the project involves a consultant who has not been chosen, describe the qualifications you seek and the nature of the consultancy.

11. Who will use/benefit from the grant?
List name and title of those attending conference or to work with consultant (if a group, state Board, Staff, etc.)

12. How will this activity improve the artistic quality, community service, or management of the applicant organization?

13. Tax Exempt Status Letter
Attach a copy of the organization's letter from the Internal Revenue Service showing your organization's tax-exempt status and Employer Identification Number (EIN).

14. 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.

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

YOU MAY OMIT QUESTIONS 16 - 21 ONLY IF YOU HAVE SUBMITTED AN APPLICATION IN ANOTHER GRANT CATEGORY FOR THE CURRENT FISCAL YEAR AND THIS INFORMATION IS ON FILE.

16. Incorporation date: Date the applicant organization was incorporated in Virginia.

17. Fiscal year: Beginning and ending dates of the 12 month accounting period used by the applicant.

18. Organization purpose: Concise statement of the mission or purpose of your organization.

19. Number of personnel according to special characteristics
Number of personnel according to special characteristics of board, advisory group, administrative and artistic personnel. You may use any format that contains the following information:

	People of Color	Special Constituencies
Administrative		
Artistic		
Technical		
Board members		
Other		

20. Total income and expenses: Total cash income and expenses for your organization's most recently completed, current, and next fiscal years.

21. 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.

Continued on next page

CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2012-2013 FOR TECHNICAL ASSISTANCE GRANTEES OF THE VIRGINIA COMMISSION FOR THE ARTS

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").

continued on next page (signature required)

- 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, 2013 (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 and the National Endowment for the Arts 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. 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

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.