

### PURPOSE

To facilitate new and innovative art projects with the potential to lead to other innovations.

### ELIGIBLE APPLICANTS

This grant program is open to any not-for-profit organization, unit of government, or educational institution presenting the arts. These grants are designed to engage the community and encourage collaboration among other organizations with innovative artistic concepts. Each department of a college or university is considered to be a separate applicant. Organizations receiving General Operating Support are not eligible for Project Grant funding. Generally, the Commission will not support the same project for more than three years.

### ELIGIBLE ACTIVITIES

- Commissions of new works of art.
- Operating support for new and emerging arts organizations (organizations whose primary purpose is the arts, that are three years old or less, and that had a previous year's income of less than \$50,000).
- New or expanded performances or exhibitions.
- Services to artists and arts organizations, such as research studies, shared administrative and/or technical services, professional development workshops, and shared promotional materials.

#### IMPORTANT NOTES:

- Project grant applicants may not apply for a regular General Operating Support grant in the same fiscal year.
- General operating support or annual budgets for established organizations are not considered projects and are ineligible.
- Applications from colleges/universities should be for activities not otherwise available in the community.
- Projects from colleges that are primarily for academic credit are not eligible.
- Commission grants to any established arts organization in one year will total no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

### DEADLINE

March 1, 2014, for projects taking place between July 1, 2014, and June 15, 2015.

### CRITERIA

- Artistic quality of the proposed project.
- Extent to which the proposed project engages the needs of the community and/or state.
- Effective management of the applicant organization.
- Cost effectiveness of the proposed project.
- Consideration of long-term impact.

### AMOUNT OF ASSISTANCE

Generally, the grant amounts will be between \$1,000 and \$10,000. Applicants may submit more than one application for a combined total of no more than \$10,000 and must provide at least a one-to-one **cash** match of the requested grant. The Virginia Commission for the Arts will rarely grant more than 50% of the cash costs of any project.

### APPLICATION REVIEW & PAYMENT PROCEDURE

Applications will be reviewed by the area advisory panels and approved by the board of the Commission, following the same review and payment procedures as the General Operating Support applications. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).

**Twelve (12) copies of the application (see checklist) must be received no later than 5:00 PM, March 1, 2014.** The Virginia Commission for the Arts will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances and Grant Conditions Form. 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  
1001 East Broad Street, Suite 330  
Richmond, VA 23219  
804.225.3132 (Voice/TDD)  
[www.arts.virginia.gov](http://www.arts.virginia.gov)

### DIRECTIONS

Please type answers to all of the following sections on your own paper following the numbered sequence. Use no more than TEN (10) 8.5"x 11" regular white pages typed on one side, excluding supporting documentation. Use a typeface of 12 point or larger. Use binder clips in the upper left-hand corner of each copy of the application.

**Do not submit applications in spiral binders, plastic sleeves or folders.**

**1. Type "2014-2015 Project Grant"** at the head of the page.

**2. Applicant organization name, address, zip code** of the 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, email, URL**

Include area code and telephone number of applicant organization as well as any email address or website for the organization.

**4. Federal Employer ID Number**

Federal Employer ID Number is assigned to your organization by the federal government as your Federal Employers' Identification Number (this is not your Virginia Sales Tax number.) The number must be included in your application. Please make sure the number is entered correctly. Payments cannot be made without the Federal Employer ID Number. Payments to public schools may be made via electronic transfer. If so, grant payment may be sent to the school division's central office. **(A letter from the Internal Revenue Service with the Federal Employer ID number must be included with the application. Not applicable to public schools or government units.)**

**5. DUNS Number (NEW)**

This year all applicants must include their DUNS number when applying for a grant. Obtaining your DUNS number is a free, straightforward process. To obtain your number, visit Duns & Bradstreet online at: [www.dnb.com/get-a-duns-number](http://www.dnb.com/get-a-duns-number)

**6. Contact person**

Name, title, email and telephone number (if different from above) of person to contact for more information about this application.

**7. Eligible Activity**

List the activity below for which you seek funding:

- Operating support for new and emerging arts organizations
- Commissions of new work
- New or expanded performances and exhibitions
- Services to artists and arts organizations, such as research studies, shared administrative and/or technical services, professional development workshops, and shared promotional materials.

## IMPORTANT NOTES

- A.** General operating support or annual budgets for established organizations are not considered projects and are ineligible.
- B.** Applications from colleges/universities should be for activities not otherwise available in the community. Projects from colleges that are primarily for academic credit are not eligible.
- C.** Commission grants to any established arts organization in one year will total no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

### 8. Title and brief summary of project

Title should specify the nature of the activity for which funding is requested. In 2-3 sentences briefly summarize the proposed project.

### 9. 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, 2014 or end after June 15, 2015.

**10. Project director** (if different than contact person listed above).

**11. Anticipated size of audience/number of participants.**

**12. Number of artists to participate.**

**13. Total estimated cash expenses of project.**

**14. Total estimated cash income from other sources and cash from applicant organization.**

**15. Project grant amount requested from the Virginia Commission for the Arts.** Not to exceed 50% of estimated cash expenses of the project. Applicants may submit more than one application for a combined total of no more than \$10,000.

**16. International Activity.** Please write "International Activity" and either "yes" or "no" to indicate whether your request includes funds for any of the following:

1. activities involving travel to other countries;
2. activities in which foreign artists visit the U.S.;
3. any cultural exchange program; or
4. activities linking your organization with artists or institutions in other countries.

### 17. Description of the Project

Describe the project for which funding is requested.

**NOTE:** For new and emerging organizations applying for operating support, describe your organization and programs. Include specific information on the nature of the activity (concert, exhibition, survey, etc.), site(s), artists involved and other pertinent facts. Describe the way in which you have developed plans for this project, including who is involved in the planning. Describe how the community will benefit from this project. Applications from colleges/universities should be for activities not otherwise available in the community. If the applicant is a college/university department, please address this point in the project description.

**ALSO ANSWER THESE QUESTIONS ABOUT THE PROJECT:** Is this a new (never-done-before) project? If new, is it a one-time-only project? Is it a pilot for a future program? If not new, how does the proposal represent an expansion over the project's previous size? If it is a continuation or expansion of a previously funded project, what were the results of the project?

**18. Relationship of the project to organization’s mission**

How does this project reflect your organization’s mission or purpose?

**19. Anticipated audience for the project**

Who is the primary audience for this project (artists, general public, children, racial/ethnic groups, special constituencies, etc.)? How does the proposed project serve the needs of the community/audience targeted?

**20. Marketing of the project**

Describe how your organization will market this project; including both advertising and publicity efforts.

**21. Evaluation of the project**

Describe how your organization will measure the success or failure of the project.

**22. Budget of the project**

**A.** List the estimated cash expenses and cash income of the project using this format:  
 (Under estimated cash income, please list source from which funding has been requested and/or secured. Do **not** include in-kind contributions. Only include income and expenses for the project for which funding is being requested.)

Estimated Cash Expenses of the Project		Estimated Cash Income of the Project	
Description	Amount	Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		* GRANT AMOUNT REQUESTED FROM VCA:	\$ _____
<b>* TOTAL CASH EXPENSES:</b>	<b>\$ _____</b>	<b>TOTAL CASH INCOME:</b>	<b>\$ _____</b>

**\* PLEASE NOTE:** Total expenses and income should be equal, if not, please explain. Total VCA grant request must not exceed 50% of total estimated cash expense of project. Applicants may submit more than one application for a combined total of no more than \$10,000.

**B.** Describe the impact of partial funding on this project. What changes would you make?

If your organization is a college or university, do not include fixed administrative or “overhead” expenses as part of the project expenses. Include only those expenses which are directly related to the project and which will be incurred only if the project happens. Colleges/universities may not include faculty or staff salaries as income or expense for the project.

Questions 23 and 24 May be Omitted if Your Organization is a College, University, or Unit of Local Government.

### 23. Organizational Structure

A. When was your organization founded? When was it incorporated? How many people are currently employed by or volunteering their efforts to your organization? Use the following format for your answer: Include volunteer/paid contracted/fee for service/full or part-time individuals.

	Full-Time (Paid)	Part-Time (Paid)	Volunteer
Administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical	_____	_____	_____
Board/Trustees	_____	_____	_____
Other (committees, etc)	_____	_____	_____

B. List principal paid staff positions by title. Indicate full or part-time. Show hours per week for part-time.

C. Describe the Board of Directors/Trustees major functions. How are members chosen? What is the average length of board service? How often does the board meet? What skills and community groups are represented by board members? Do any members of the board of directors perform or exhibit with your organization? If so, how many? Describe any unique features of your organization's structure which help it achieve its mission.

### 24. Racial/Ethnic Involvement

A. Describe the racial/ethnic demographics of your service area. Describe the effort you make to involve people of color (Asian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander or) in your organization as board, staff, volunteers and audience. What steps have you taken to develop specific programs which address the needs and/or interests of multi-cultural people?

B. For the people listed in Section 23A, how many are people of color or special constituencies? (definitions: people of color – American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander or Hispanic/Latino; special constituencies – individuals with mental or physical disabilities or older persons.) Use the following format for your answer (**Note:** further information is required on the attached National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form):

	People of Color	Special Constituencies
Administrative	_____	_____
Artistic	_____	_____
Technical	_____	_____
Board/Trustee members	_____	_____
Other (committees/etc.)	_____	_____

### 25. Compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Section 504 of the Rehabilitation Act of 1973 is the federal law prohibiting discrimination against persons with physical or mental disabilities in federally assisted programs.

**A.** Are your organization's physical facilities and real estate owned, rented, donated, or shared? Briefly describe the facilities your organization uses most often for administration and/or its programs.

**B.** Who is the accessibility coordinator for your organization? Does your staff receive training in working with persons with disabilities?

**C.** Answer the following questions. Do not skip any of these questions. If some are not applicable to your organization, write "N/A" and explain why.

- Does your organization have an advisory committee to oversee compliance with Section 504 of the Rehabilitation Act?
- Is there ramp access or elevators for wheelchairs?
  - Is there a wheelchair area for viewing performances?
  - Are there restroom facilities with grab bars and door widths to accommodate wheelchair users?
  - Will your public performances or programs provide:
    - Interpreters for persons who are deaf?
    - Telecommunications device for the deaf to reserve tickets or obtain information?
    - Hearing amplification (FM, infrared, etc.) for persons with hearing impairments?
    - Audio description of performances or presentations for persons who are blind or have low vision?

**D.** Describe any plans your organization has to improve its future accessibility to individuals with mental or physical disabilities or older persons.

### 26. Other supporting documentation

Please refer to the Project Grant Application Checklist page for the additional supporting documentation which **MUST** be submitted with your application.

### CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS FOR PROJECT GRANTEEES OF THE VIRGINIA COMMISSION FOR THE ARTS

Virginia Commission for the Arts (Commission) 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.

#### Commission Project grants are limited to:

- 50% or less of cash costs of any activity funded through a Project Grant
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.

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.
- provide the Commission an opinioned, independent audit of its financial records if the organization's income is \$600,000 or more for at least the two prior consecutive years.
- 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. **NOTE:** If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

#### 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").

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and **before June 1, 2015** (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). This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records.

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. 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."

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 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.

**APPLICATION CHECKLIST FOR PROJECT GRANT SUPPORT 2014-2015**

Please ensure that all items on this checklist are included as part of your grant submission on or before the **due date of March 1, 2014** or the request will be considered incomplete. Incomplete applications will not be reviewed by the panel. Do not submit any materials other than those required. Check each box to confirm items are enclosed with your application. Do not submit applications in spiral binders, plastic sleeves or folders. The completed checklist must be included as part of your grant submission.

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Grant Contact (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

**SUBMIT 12 COLLATED SETS OF THE FOLLOWING ITEMS IN THE ORDER LISTED BELOW**

- A completed Project Grant Application (no more than 10, one sided 8.5" x 11" pages, 12pt type)
- This year all applicants must include their DUNS number when applying for a grant. Obtaining a DUNS number is a straight-forward process and is free. To obtain a DUNS number go to Dun & Bradstreet website [www.dnb.com/get-a-duns-number](http://www.dnb.com/get-a-duns-number)
- Resumes or biographical sketches of the artists involved in the project, and principal personnel and board officers (paid or unpaid) of your organization. Show each person's title on the resume/sketch.
- List of the current Board of Directors/Trustees, including their home addresses and emails. Indicate officers of the Board.
- Documentation regarding artistic quality of the proposed project. If the project is not a new activity, submit reviews of the project from previous years. If it is new, submit reviews of similar kinds of projects previously undertaken by the applicant organization or other documentation (detailed resume of the artist in charge of the project, for example) to prove high artistic quality of the proposed project. Other examples of supporting documentation may include letters of support, audience surveys, and samples of materials produced by the applicant, such as study guides, printed programs, etc. The advisory panel will not review video or audio tapes during the panel meeting. However, you may, but are not required to, send copies of such tapes to the panelists in advance of the panel meetings. The names and addresses of the panelists, as well as the dates and locations of the panel meetings, are available from the Commission website at [www.arts.virginia.gov](http://www.arts.virginia.gov) or by calling the office at 804.225.3132.
- Opinioned, audited financial statements for the most recently completed fiscal year for organizations with annual income over \$600,000;
- or
- For organizations with annual income of \$600,000 or less, you must submit a Treasurer's Report (Profit and Loss Statement) from the most recently completed fiscal year.
- Balance Sheet from most current month end (preferably from January 31, 2014)

**SUBMIT ONE COPY ONLY OF THE FOLLOWING ITEMS BEHIND THE FIRST SET MARKED ORIGINAL**

- Signed Certification of Assurances Form
- IRS Tax Exempt Letter showing your organization's Federal Employers' Tax Identification Number (EIN). **DO NOT SUBMIT 990 FORMS or VIRGINIA SALES TAX EXEMPTION FORMS.**
- National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form (information will not be considered during the grant-making process.)
- Signed Application Checklist

**Keep a Copy of Your Application and All Attachments**