



## **ARTS GRANT PROGRAM POLICY GUIDELINES 2009 - 2010**

### **POLICY STATEMENT**

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The Arlington Arts Alliance recognizes artistic, cultural and humanistic activities as essential aspects of community life, and is committed to taking a leadership role in creating an environment in which the arts and culture can flourish. To better define that commitment, the following goals have been established:

- \* To promote, encourage and assist in the application of the arts.
- \* To foster a high level of quality, creativity and diversity in all forms of arts and cultural programs in Arlington.
- \* To forge a partnership with Arlington's arts and cultural agencies and the private sector.
- \* To achieve a consistent and fair policy in the allocation of funding support among the various arts and cultural entities.
- \* To provide special incentives, concessions, indirect support, and/or funding partnership to private and nonprofit concerns presenting exceptional arts and cultural offerings.

The Arlington Arts Alliance has a grant program to provide local organizations with financial support for projects contributing to the arts and culture in Arlington. Funds are allocated to the Alliance from the city's hotel/motel tax revenue. The Arlington Arts Alliance reserves the right to amend these policies and guidelines at any time.

### **ELIGIBILITY**

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1. Nonprofit applicants must be a tax-exempt organization holding a letter of confirmation from the Internal Revenue Service.
2. The proposed activity/project must take place in Arlington.
3. The project/activity must be completed between October 1, 2009 and September 30, 2010.
4. Applicants must be in good standing with previous Arlington arts and cultural grant projects.
5. Applicants must demonstrate community economic development enhancements, such as local expenditures in Arlington including but not limited to retail, dining, etc...
6. Applicants must demonstrate enhancement of Arlington tourism and convention industry.
7. Applications must be typed, submitted on time, and complete with all supporting documentation. All application questions must have a response in order to be considered complete.

## APPLICATION GUIDELINES

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1. All applications must be completed in accordance with the Grant Application, Policy Guidelines and the Timetable.
2. Funding requests are limited to one application per organization.

## TIMETABLE

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Applications available at <a href="http://www.arlingtonarts.net">www.arlingtonarts.net</a>	November 1 – January 15, 2010
COMPLETE applications due by 5:00 p.m. to the Arlington Arts Alliance with one (1) copy of the application and one (1) set of support materials	<b>5:00 p.m., January 15, 2010</b>
Selection Panel review applications and score based on criteria.	January 18 – February 2, 2010
Award recommendations are presented to the Arlington Chamber Foundation Executive Committee by Selection Panel for final approval	February 3, 2010
Grant funding award announcement letters sent out and posted on <a href="http://www.arlingtonarts.net">www.arlingtonarts.net</a>	February 3, 2010

## FUNDING RESTRICTIONS

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Grant funds may not be used for elimination of accumulated debt; out-of-town travel; fund-raising events, activities, social functions or parties; personal expenses; scholarships; cash prizes; or projects already completed or funded. All events for which grant funds are awarded must be open to the public. However, a reasonable admission may be charged.

## DISBURSEMENT OF FUNDS

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1. One hundred percent of the grant award will be scheduled for payment according to the terms of the Grant Program Policy Guidelines. The applicant must file a Funding Request Form within 45 days of the conclusion of the project. Failure to submit the Funding Request Form in the designated time frame may result in forfeiture of future grants.
2. The approved applications in any granting period may not necessarily total the available funds for that period. In this event, a decision regarding the disbursement of any remaining funds will be made at the discretion of the Arlington Arts Alliance.

## **APPLICATION REVIEW CRITERIA**

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### **Project Support**

Project Support grants provide funding assistance for specific projects. The purpose of this grant program is to assist organizations in growth and expansion of their projects, promote the community's cultural richness, foster artistic enrichment and reach new audiences in the community.

To qualify for funding, an organization must meet the following criteria:

- It must hold the project within the City of Arlington.
- It must have been in existence and actively pursuing its goals for at least one year prior to application.
- It must maintain full or part-time paid or volunteer management.
- It must demonstrate commitment to a high level of artistic achievement.
- It must demonstrate commitment to outreach programs and/or community involvement.

The following criteria are used to evaluate and score the grant applications. Applications should address these criteria in the narrative portion of the application.

#### **QUALITY (30 points)**

- high artistic or cultural merit as perceived by peers, critics and others as appropriate
- innovation/creativity in programming and content
- vision and leadership of staff
- responsiveness to community needs

#### **COMMUNITY INVOLVEMENT (30 pts)**

- ◆ efforts to reach a diverse population in audience and on the governing board
- ◆ efforts to involve the youth of Arlington
- ◆ innovation in programming to reach new and special audiences including collaborative programs
- ◆ legitimate efforts to involve diverse cultural, ethnic and artistic elements in the planning, execution and evaluation of programs
- ◆ initiative in promoting arts education within appropriate discipline

#### **ADMINISTRATIVE & FISCAL CAPACITY (25 pts)**

- history of growth, stability and vision
- long- and short-range goals
- ability to accomplish proposed goals
- accuracy and completeness of financial reporting
- financial resources are experiencing appropriate growth in relation to grant funding

#### **CONTRIBUTION TO LOCAL ECONOMY (15 pts)**

- ▲ effectiveness of marketing efforts
- ▲ efforts to secure financial support from both private and public sectors
- ▲ enhancement of tourism and convention industry
- ▲ audience growth
- ▲ local expenditures in Arlington, including retail, dining, etc...

## **AFTER RECEIVING A GRANT**

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1. Proper acknowledgment must be given to the Arlington Arts Alliance and by including the following statement on all printed programs, publicity or publications related to the project:

**THIS PROGRAM (EXHIBIT) MADE POSSIBLE IN PART  
THROUGH A GRANT FROM THE ARLINGTON ARTS ALLIANCE**

This acknowledgment must be prominently displayed as a sponsor of the event and, if possible, should use the Alliance's logo which can be obtained by email request to [arts@arlingtonarts.net](mailto:arts@arlingtonarts.net). In order to ensure compliance with this requirement, a draft of the acknowledgment can be sent for review.

2. Books and records must be maintained for at least three years after termination of the grant and must be provided to the Alliance upon request. A financial statement from a certified public accountant or an independent audit may be required for the fiscal year in which the grant is awarded.

3. The Funding Request Form must be submitted within 45 days of the project's completion. The form must include an itemized financial account of the project, including copies of paid expenses (invoices, receipts, etc...) and copies of cancelled checks, credit card statements and bank account statements to substantiate payment of expenses. Failure to submit the Funding Request Form in the designated time frame may result in forfeiture of future grants.