



West Virginia Division of Culture and History
Commission on the Arts
The Culture Center
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EEO/AA Employer

FY2013

CHALLENGE AMERICA – WEST VIRGINIA PARTNERSHIP

POSTMARK DEADLINE MARCH 1

Contact: Cicely Bosley, Arts in Education Coordinator cicely.j.bosley@wv.gov

ENCLOSED

- ✓ Guidelines and program description
- ✓ Application Forms and Instructions
- ✓ Submission Checklist
- ✓ Review Criteria
- ✓ National Standard Coding Sheet
- ✓ *Before applying, download and read the West Virginia Commission on the Arts [General Guidelines](#)*



All publications and application forms are available in alternate formats.
Contact Rose McDonough, Accessibility Coordinator at
304-558-0240 x. 152 (voice) 304-558-3562 (TDD)

Challenge America West Virginia Partnership Grant

Guidelines for application

Letter of Intent: Required by December 1

Deadline: March 1st for projects occurring between July 1, 2012 and June 30, 2013

Read all guidelines, instructions, and forms thoroughly.

Eligibility

- Non-profit arts organizations, other community organizations incorporating the arts into their mission, K-12 schools, and/or county school systems,
 - o Non-school applicants must be an IRS registered 501(c)(3).
 - o Organizations should have current WVDCH/WVCA grants or a past successful grant administration track record with proven success incorporating artists and arts projects into community development, health or social improvement, and economic development programs.
 - o Organizations without arts track records should partner with arts organizations to introduce programming to their mission.
 - o Colleges and universities that present community outreach and arts in education
 - o Arts Partners, colleges, universities, and previous recipients of Challenge America funds must make particularly strong cases that their proposals meet the goals of the program at the highest level to be competitive for funding

Funding Level

- 50% of the overall project costs up to \$15,000; excludes administrative/overhead costs

Matching Requirements

- 50% cash match is required
- Administrative fees may not be used as match. No administrative fees may be paid with Federal portion of the award.

Funding Priorities

- Preference will be given to projects that:
 - o provide statewide impact or create models for future projects
 - o build infrastructure through community cultural planning
 - o develop and document creative methods to involve artists with youth and families in underserved communities
 - o create and document innovative arts experiences that are above and beyond the applicant organization's normal scope of programming

Program Description

- The focus of Challenge America is on innovative enhancement of public arts experiences, outreach documentation and evaluation.
- Funds are available for projects in the areas of:
 - o *Arts Education*: innovative projects providing education in the arts for community members. Projects should provide evaluation and be replicable.

Challenge America Grant *Must be typewritten*

- *Access to the Arts*: creative projects that expand or improve access to arts experiences by or for underserved populations.
 - *Positive Alternatives for Youth*: innovative arts programs that use the arts as a catalyst for change.
 - *Cultural Heritage/Preservation*: collaborative projects that address cultural tourism and celebrate the unique characteristics of the arts in West Virginia.
 - *Community Arts Development*: projects that create strong communities through the arts.
- Proposals must represent new programs or an expansion of existing arts programming. This may include new types of art projects and/or expansion to underserved populations. This program encourages outreach into adjacent counties outside of the organization's regular service area. The matching funds must not come from any other currently open grant approved by the West Virginia Commission on the Arts.
-

Contact

We are here to help! We strongly recommend contacting our office before you apply. If you have any questions, contact Cicely Jo Bosley, Arts in Education Coordinator: cicely.j.bosley@wv.gov or call (304)558-0240.

Application Instructions

Read all instructions and forms thoroughly.

Getting Started

- ✓ Read all instructions and forms thoroughly.
 - ✓ All sections of the application must be typewritten. Handwritten applications will not be considered.
 - ✓ Do not staple or bind materials. Use paper clips to separate projects and sections.
 - ✓ Submit two (2) complete single-sided copies of your grant application packet, including two (2) copies of all supporting documents.
 - ✓ If you are using the PDF format to complete the application, you cannot save your work on the application. If you have Microsoft Word 1997 or newer, the staff recommends using the “.doc” version of the application, so work can be saved and edited directly on the application.
-

Part I: Applicant Cover Sheet *Completed by all applicants*

- For Contact Person, enter the person to be contacted with questions about the application; the WVCA/Arts Section staff will only contact and share information regarding your grant with the Contact Person and the Signor of the grant. The grant award/denial notification and contracts will be mailed in July. It will be mailed to the legal address listed. Please make arrangements for receipt.
 - Enter your Federal Employer Identification Number in the blank labeled FEIN. If you are not a tax-exempt organization under IRS code 501(c)(3), or a West Virginia public school, you are not eligible for this grant. Confirm your non-profit status by attaching a copy of your IRS determination letter to your application.
 - Code your organization using the National Standard Coding Sheet included with these instructions. Code all blanks in relation to your organization/school. If you are unsure of your group’s category, contact staff for assistance.
 - If you have more than 5 projects, attach a separate sheet.
 - Total Matching Cash Funds must be equal to or greater than the Grant Amount requested. Include organization’s cash, project income, and other support.
 - Total Project Expenses is actual project cash costs. This amount must equal the sum of Grant Amount Requested plus the Total Applicant Matching Cash Funds.
 - Read the certification information carefully, sign, and date the application. The person signing the application must have legal authority to obligate the organization and cannot receive grant funds.
 - Required Supporting Documents
 - o IRS 501(c)(3) determination letter (non-school applicants)
-

Part II: Organizational Operating Budget *Completed by non-school applicants only*

This form requests your organization’s operating budget for the last, current, and next fiscal years.

- Last Fiscal Year: Provide actual figures from FY11.
 - Current Fiscal Year: Provide projected figures for FY12.
 - Next Fiscal Year: Provide the projected budget for FY13; it is within this fiscal year the project for which you are requesting grant support must occur.
 - Expenses:
 - o Contracted fees and travel expenses: artist and professional fees, travel costs, lodging, and meals.
-

Challenge America Grant *Must be typewritten*

- Production/service expenses: utilities, rent, exhibit costs, contracted services (lighting/sound, janitorial)
 - Administrative expenses: staff's salary and benefits, travel, office supplies, endowment administration costs, etc.
 - Capital expenses: Real property, construction, renovation, and durable equipment costs.
 - Income:
 - Enter amount earned from ticket sales, fundraisers, fees for services provided, artwork sales, etc.
 - Enter any income earned from endowment monies.
 - Enter amount contributed from individuals, corporations/foundations, federal, state, regional, and local government. Include grants, award money, donations, and any other financial support.
 - Total the numbers from the Contributed section under each column. Total the Earned amount plus the Contributed amount and enter this as Total Income in each column.
 - Operating Surplus/Deficit: Total Expenses and Total Income should be equal. If they are not, explain your plans for eliminating a deficit or expending a surplus in the budget narrative.
 - Capital Income: Indicate what portion of your income is from a capital campaign.
-

Part III: Budget Narrative *Completed by non-school applicants only*

- Respond to all questions regarding your budgeting process to provide a clearer picture of your financial status.
 - Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
 - There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.
-

Part IV: Organization and School Narrative *Completed by all applicants. Narrative questions are different for school/school system and organization applicants; check page heading to confirm correct form.*

- Answer all parts of all questions.
 - Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
 - There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.
-

Part IV: Individual Project Form *Completed by all applicants.*

- Code your project. Use the National Standard Coding Sheet included with these instructions to code your project activity, race, descriptors, arts education, and discipline (number and letter).
 - Enter the title of your project and a brief description. List only the budget item amounts for which you are requesting funding. Add the amounts to arrive at your total grant request. Attach a separate sheet if necessary.
-

Part V: Individual Project Budget *Completed by all applicants.*

- Expenses: Though some of these items are not eligible for funding, the information is helpful in understanding your organization's total costs.
-

Challenge America Grant *Must be typewritten*

- Personnel: amount paid to employees working on this project (Salaried Positions)
- Outside Professional Services: list artists, contractors, or other professionals contracted to work on the project and enter contract fees. Total these amounts and record under Cash Expenses.
- Travel: amount you will spend on travel for the artist (may include food/lodging) directly relating to the project
- Shipping: amount of any shipping costs associated with the project
- Other Fees and Services: miscellaneous expenses specific to your project
- Marketing: amount that you will spend on publicizing the project
- Space Rental: If you are renting a facility for the project, include the amount you will pay in rent.
- Remaining Operating Expenses: any project expenses not addressed in the above categories
- Add the Cash Expenses column. That figure is Total Project Expenses (Line A).
- Income:
 - Enter any revenue (money earned by your organization) from admission fees, contracted services fees, or other. These amounts may be projected.
 - Provide figures showing the amount of financial support received in the form of grants, awards, donations, etc. List names of corporate, foundation, federal, state and local contributors.
 - Any money from a pending grant, award, etc. must be labeled “pending.” Documentation of support must be included as an attachment.
 - Applicant Cash refers to your organization’s cash available to put toward this project.
 - Total the Cash Income column; enter as (Line B) Total Applicant Matching Cash Funds. Enter the Grant Amount Requested (Line C). Line B must be equal to or greater than Line C.
 - Add Total Applicant Matching Cash Funds and Grant Amount Requested to get Total Cash Income (Line D). This must equal Line A under Expenses.
- Administrative costs incurred during the project by organization or school staff are not eligible for funding and cannot be used as match.
- In-kind or donated goods or services cannot be used as match.
- Supporting Documents Required
 - Contracts or letters of agreement
 - Letters of verification from sources of matching funds

Part VI: Individual Project Narrative *Completed by all applicants.*

- Answer all parts of all questions.
- Attach separate sheets, typed in at least 12 point font with 1” margins. Please copy or retype the headings before each section.
- There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question
- Supporting documents required:
 - Artist resumes
 - Letters of support from any partnering organizations
 - Artist promotional materials
 - Marketing plan

Accessibility Requirements Form and Questionnaire *Completed by all applicants*

The WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility thoroughly for the program year.

- Attach separate sheets, typed in at least 12 point font with 1” margins. Please copy or retype the headings before each section.
- You (the legal authority to obligate the applicant) will be required to submit the signed Americans with Disabilities Act Compliance Assurance Form that indicates your programmatic and facility accessibility as described by the Americans with Disabilities Act (ADA).
- All applicants must complete the Diversity and Accessibility Questionnaire relating to your programs and facilities.
- The expectations for quality accessible programs are the same for schools and arts organizations. Schools are urged to use The Arts Accessibility Checklist and Transition Plan as a tool to improve awareness and promote accessibility, but it is not required as part of the grant application. Schools are required to complete the Diversity & Accessibility Questionnaire.
- Accessibility forms and documentation must be included with your grant application at the time of submission and will factor into the grant review process. Forms and accessibility resources are available at www.wvculture.org/arts or contact Rose McDonough, Accessibility Coordinator at 304/558-0240 ext. 152, rose.a.mcdonough@wv.gov.

Support Documents

- Two copies of all supporting documents must be submitted as one-sided copies; no two-sided copies will be copied or included in the grants distributed to reviewers.
- Brochures, annual reports, financial audits, etc. will be provided for the first panel reader and available in grant file, but will not be copied for distribution.
- Please use the checklist to assure that all appropriate documents are included.

PART I: Applicant Cover Sheet

Completed by all applicants

Do not write in this space

Date received: _____

Application #: _____

PRN: _____

Applicant Legal Name (Organization): _____

Mailing Address: _____

City: _____ County: _____ State: ____ Zip: _____

Contact Person: _____

Telephone (daytime): _____ Telephone (non-bus. hours): _____

E-mail address: _____ Website: _____

FEIN Number: _____ Date of Incorporation: _____

Coding: Use the national coding key to code your organization's status, institution, discipline, and race.

Applicant Status: _____ Applicant Institution: _____

Discipline (number and letter): _____ Grantee Race: _____

Please mark all other WVCA programs the organization has applied to in this year's grant cycle:

- | | |
|--|---------------------------|
| <input type="checkbox"/> Arts in Education | Amount Requested \$ _____ |
| <input type="checkbox"/> Professional Development (Org.) | Amount Requested \$ _____ |
| <input type="checkbox"/> Community Arts | Amount Requested \$ _____ |
| <input type="checkbox"/> American Masterpieces | Amount Requested \$ _____ |

Application Summary: (List the title of each project, date, and amount requested)

Project Title	Date	Amount Requested
1.		\$ _____
2.		\$ _____
3.		\$ _____
4.		\$ _____
5.		\$ _____
Total Grant Amount Requested		\$ _____
Total Applicant Matching Cash Funds		\$ _____
Total Project Expenses		\$ _____

I certify that 1) the information in this application is true and correct to the best of my ability, 2) the organization's Board of Directors has approved this project, 3) I have the legal authority to obligate the applicant. Profits made from any project receiving support from the WV Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

PART II: Organizational Operating Budget

Completed by non-school applicants only

Applicant Name: _____

	Actual Figures Last Fiscal Year _____-_____ Start Date - End Date	Budgeted Figures Current Fiscal Year _____-_____ Start Date - End Date	Budgeted Figures Next Fiscal Year _____-_____ Start Date - End Date
1. Expenses			
Contracted fees and travel expenses	\$	\$	\$
Production/exhibition/service expenses	\$	\$	\$
Administrative expenses	\$	\$	\$
Capital expenses	\$	\$	\$
Total Expenses	\$	\$	\$
2. Income			
Earned income	\$	\$	\$
Endowment income	\$	\$	\$
Contributed income			
Individuals	\$	\$	\$
Corporations/Foundation	\$	\$	\$
Federal Government	\$	\$	\$
State Government	\$	\$	\$
Local Government	\$	\$	\$
Total Contributed	\$	\$	\$
Total Income	\$	\$	\$
3. Operating Surplus/(Deficit)	\$	\$	\$
4. Capital Income: Portion of organizational income raised for capital purposes	\$	\$	\$

PART III: Budget Narrative

Completed by non-school applicants only

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

- 1. Describe involvement of staff, board officers and committees in the preparation of your annual budget. Describe the process for board oversight and budget monitoring as the year unfolds: provide a timeline for financial reports and the mechanism that would allow for the adoption of an adjusted budget.**
- 2. What methods were used to determine expenses for the projected budget: flat funding using current budget figures; increases based upon anticipated inflation; special resources for special projects; zero-based budgeting representing a thorough reconsideration of previous expense planning; or a reduction in parts or overall spending?**
- 3. Describe the relationship between strategic planning (mission, goals and objectives), programming selection, and fundraising activities in the preparation of your budget.**
- 4. Describe relative weight of expenses in total budget for the following: administration and personnel costs, fixed overhead expenses for facilities/plant operation, and programming costs. How were these decisions made? Separately describe capital purchase expenses for real property, construction, renovation or durable equipment.**
- 5. Describe the earned and unearned income resources available to your organization. What strategies are used to manage cash flow problems? Does your board have an endowment or board restricted contingency fund? What funds are currently available in these instruments and how are they managed for maximum security and planned growth?**
- 6. Explain plans for eliminating any surplus or deficit from your organizational operating budget.**

PART IV: Organization Narrative

Completed by all applicant organizations

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

1. **Briefly describe your organization's history, mission and goals.**
2. **Briefly describe your community with an overview of all arts opportunities, where does your organization fit into the picture? What are your challenges? Your strengths?**
3. **Include a brief history of your programming.**
4. **Describe your general marketing plan, audience development efforts and what you are doing this year to reach new audiences.**
5. **How has your increased attention to accessibility changed your programming and expanded audiences?**
6. **Describe how you will meet the following documentation criteria if your project is funded.**
 - **According to National Endowment for the Arts requirements for Challenge America funding recipients, the following must be provided as part of your final report:**
 - **Two publishable, professional quality photographs of project activities and/or resulting work.**
 - **Photographs submitted in digital form on separate CD are preferable.**
 - **Digital images must be 300 dpi or higher (we can scan prints if you are unable to provide digital format). Images should be at least 4"x6".**
 - **In a document on the CD, provide an explanation of each image and the photographer's name.**
7. **Describe your arts/arts in education advocacy efforts locally and on a state and national level. How do you educate, engage, and inform decision makers about the impact of your programs on the community you serve?**

PART IV: Schools & County School Systems Narrative

Completed by all applicant schools and county school systems

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

1. Describe your school/county school system's:
 - a. Current arts education programming.
 - b. Goals set toward building comprehensive arts education curriculum.
2. Describe your arts/arts in education advocacy efforts locally and on a state and national level. How do you educate, engage, and inform decision makers about the impact of your programs on the community you serve?
3. Describe how you will meet the following documentation criteria if your project is funded.
 - According to National Endowment for the Arts requirements for Challenge America funding recipients, the following must be provided as part of your final report:
 - Two publishable, professional quality photographs of project activities and/or resulting work.
 - Photographs submitted in digital form on separate CD are preferable.
 - Digital images must be 300 dpi or higher (we can scan prints if you are unable to provide digital format). Images should be at least 4"x6".
 - In a document on the CD, provide an explanation of each image and the photographer's name.

PART V: Individual Project Form
Completed by all applicants

Do not write in this space
Application #: _____
PRN: _____

Applicant Name (Organization/School): _____

Project Location: _____

Start Date – End Date: _____ Number of artists participating: _____

Projected # of participants/audience: _____ Open to the Public (Yes/No): _____

Ticket Prices: _____

Will you be using federal funds to match this grant? Yes No

Coding Type of Activity: _____ Project Race: _____ Project Descriptors: _____

Arts Education (number and letter): _____ Project Discipline (number and letter): _____

Project Title and Brief Description:

Project Summary: List budget items and amount requested for each

	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

PART VI: Individual Project Budget

Completed by all applicants

Applicant Name: _____

Expenses: Identify full costs related to the project in the spaces below. If more space is needed you may also attach an additional one page budget summary.

<i>Personnel: your staff, administrative, artistic, and technical</i>	\$	
<i>Outside Professional Services: Contracted Artist/Professional Fees</i>		
	\$	
	\$	
	\$	
	<i>Total</i>	\$
<i>Travel Costs</i>		
		\$
<i>Shipping</i>		
		\$
<i>Other Fees & Services</i>		
		\$
<i>Marketing</i>		
		\$
<i>Remaining Operating Expenses/Space Rental</i>		
		\$
		\$
	<i>Total Project Expenses Line A</i>	\$

Income: In-kind and donated services may not be used as matching funds. Documentation of outside support must be submitted with application. List sources applied to but not yet confirmed as 'pending'.

<i>Revenue (may be projected)</i>		Amount
Fees and Tuition		\$
Contracted Services Revenue		\$
Other Revenue		\$
<i>Support</i>		
Corporate		\$
Foundation		\$
Other Private		\$
<i>Government (exclude this grant request)</i>		
Federal		\$
State/Regional		\$
Local		\$
<i>Applicant Cash</i>		
	Total Matching Funds Line B	\$
	Grant Amount Requested Line C	\$
	Total Cash Income	\$
	<i>Lines A and D must be equal</i>	

PART VII: Individual Project Narrative

Completed by all applicants

There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1” margins. Please copy or retype the headings before each section.

1. **Summarize the project activity. Include:**
 - a. **Goals for the project**
 - b. **What is new or innovative about the project? How does it expand your normal programming and promote outreach?**
 - c. **Describe your organization’s paid and/or volunteer staffing (administrative, artistic and technical) in relation to this project**
 - d. **Describe the facilities to be used for all activities with seating capacity and technical capabilities.**
2. **Identify the area(s) of project focus within the Challenge America WV Partnership Goals and describe how your project meets these goals:**
 - **Arts Education**
 - **Access to the Arts**
 - **Positive Alternatives for Youth**
 - **Cultural Heritage/Preservation**
 - **Community Arts Development**
3. **What outcomes do you anticipate as a result of this project? How will these outcomes be assessed and evaluated? Include details about goals, strategies and tools for evaluation. Describe how this information will inform future projects.**
4. **Describe the method used to select artists for the project and explain why the artists are appropriate for this project. Who makes the final artist selections? (Attach a resume & contract for each artist whose fees are requested within this project.)**
5. **Describe all activities planned as part of the project. For any residency activities, list dates/times, communities being served, participants, expected attendance figures, and educational or support materials to be offered.**
6. **Are you partnering with another organization? Describe key personnel and each organization’s role in the project.**
7. **Describe plans for marketing the project. Include specifics such as: target audience(s), attendance/participation goals, types of media to be used, and ticket price structure.**
8. **Describe plans for implementing the project if funding is not granted or granted at a lower level. How will this project be incorporated into your future programming strategies?**

Accessibility Requirements Form

Completed by all applicants

Americans with Disabilities Act Compliance Assurance Form is required for a complete application.

All organizations that are not in full compliance must complete the [transition plan](#). Please contact the Rose McDonough, Accessibility Coordinator at (304) 558-0240 ext. 152, or visit our website at www.wvculture.org/arts.

We are in full compliance with the American's with Disabilities Act (ADA).

We are not in full compliance with the American's with Disabilities Act (ADA) and have completed the transition plan.

Organization: _____

Location of Project/Facility Represented: _____

Name (person with the authority to legally obligate "applicant"):

Title: _____

Signature: _____

The WVCA asks each applicant to describe efforts to improve programmatic and physical access in its organization as a means to evaluate the degree to which it is proactively working on these issues. The WVCA is not in the position to determine whether an applicant is in compliance with any State and Federal laws governing this subject. A WVCA grant should not be interpreted as an opinion on that organization's compliance with its legal obligations. Each organization is responsible for complying with all applicable laws, rules, and regulations.

Program Diversity & Accessibility Questionnaire - FY2013

Completed by all applicants

Answer all parts of all questions. Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

The following questions pertain to the applicant's programs, artists, staff, volunteers, and board members.

1. **Tell us about your community. Include demographic information on cultural/ethnic makeup, economy and employment, education level, and average age of your population.**
2. **How does your organization let the community know about programs and services? How do you invite the community to participate? How do you make all members of the community feel welcome at your facilities and programs?**
3. **What accommodations are available to address the following disabilities? Describe access to both facilities and programs for each.**
 - a. **Mobility disabilities**
 - b. **Visual disabilities**
 - c. **Hearing disabilities**
 - d. **Speech disabilities**
 - e. **Learning disabilities**
 - f. **Developmental disabilities**
4. **How do you reach out to community members with disabilities? Does your organization target this population for participation?**
5. **Are the universally accepted disability symbols used on your website, print materials and signage to inform the public that accommodations are available? Are these materials accessible?**
6. **Describe your organization's policy on accessibility. How is the policy publicized? Is there an access committee? Is there staff assigned to address accessibility?**

For resources, help with this questionnaire, and how you can improve access to your programs and facility, contact the Accessibility Coordinator, Rose McDonough at Rose.A.Mcdonough@wv.gov, (304)558-0240 ext. 152.

Challenge America Grant Checklist

These items are required for a complete application. Failure to submit required forms will result in a lower score. Funds are awarded by score.

- PART I - Application Cover Sheet with original signature
- PART II - Organizational Operating Budget (for non-school applicants)
- PART III - Budget Narrative (for non-school applicants)
- PART IV - Organization and School Narrative
- PART V - Individual Project Form
- PART VI - Individual Project Budget
- PART VII - Individual Project Narrative
- Diversity & Accessibility Questionnaire
- Accessibility Requirements Form
- All final reports are current
- IRS letter documenting organization's non-profit, 501(c)(3) status (for non-school applicants)
- Artist resume(s)
- Artist promotional material
- Contracts or letters of agreement
- Marketing plan
- Letters of verification from sources of matching funds
- Letters of support from any partnering organizations
- List of current officers of the organization (non-school applicants)
- TWO complete copies of your grant packet; include TWO copies of all supporting documents

Challenge America Grant Application Review Criteria

Each grant application is reviewed, discussed, and scored by a panel of arts education experts according to this criterion. Their recommendations are presented to the WVCA for discussion and final funding decisions.

Clearly described project and its connection to the mission of the sponsoring organization	0-10 points
Quality artists selected	0-10 points
Evidence of thorough project planning with artist involvement (including marketing of the project)	0-10 points
Demonstrated community need served	0-10 points
Innovative beyond the organization's normal offerings	0-10 points
Organization's capacity to administer funds and implement the project as presented in the application	0-10 points
Clearly described and adequate plan for evaluation	0-10 points
Clearly described and adequate plan for documentation	0-10 points
Clearly described and documented collaborations in place to expand the resources and the impact of the project	0-10 points
Diversity and Accessibility Questionnaire	0-10 points
Grant management (overall presentation of application and evidence of responsibility)	0-10 points
Total Possible	110 points

NATIONAL STANDARD CODING SHEET

APPLICANT STATUS

- 01 Individual
- 02 Organization - Nonprofit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

APPLICANT INSTITUTION

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/Univ.
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Exhibit/Gallery Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Organization
- 19 School District
- 20 Parent - Teacher Association
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institution
- 50 Social Services Organization
- 51 Child Care Provider
- 99 None of the Above

DISCIPLINES (APP& PROJ)

- 01 Dance
 - A Ballet
 - B Ethnic/Jazz
 - C Modern
- 02 Music
 - A Band
 - B Chamber
 - C Choral
 - D New
 - E Ethnic
 - F Jazz
 - G Popular
 - H Solo/Recital
 - I Orchestral
- 03 Opera/Musical Theater
 - A Opera
 - B Musical Theater
- 04 Theater
 - A General
 - B Mime
 - D Puppet
 - E Theatre for Young Audiences
- 05 Visual Arts
 - A Experimental
 - B Graphics/Printmaking
 - D Painting
 - F Sculpture
- 06 Design Arts
 - A Architecture
 - B Fashion
 - C Graphic
 - D Industrial
 - E Interior
 - F Landscape Architecture
 - G Urban/Metropolitan
- 07 Crafts
 - A Clay
 - B Fiber
 - C Glass
 - D Leather
 - E Metal
 - F Paper
 - G Plastic
 - H Wood
 - I Mixed media
- 08 Photography
- 09 Media Arts
 - A Film
 - B Audio
 - C Video
 - D Technology/Experimental

TYPE OF ACTIVITY

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Development
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support/Administrative
- 15 Professional Support/Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Re-granting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

11 Interdisciplinary

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/trad. storytelling)

12 Folklife/Traditional Arts

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/trad. storytelling)

13 Humanities

- A K-12
- B Higher education
- C Pre-Kindergarten
- D Adult learners

14 Multidisciplinary

- A K-12
- B Higher education
- C Pre-Kindergarten
- D Adult learners

15 Non-Arts/Non-Humanities

ARTS EDUCATION

- 01 50% or more of project activities are arts education directed to:
- A K-12
- B Higher education
- C Pre-Kindergarten
- D Adult learners

- 02 Less than 50% of project activities are arts education directed to:
- A K-12
- B Higher education
- C Pre-Kindergarten
- D Adult learners

99 No arts education

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk

PROJECT DESCRIPTORS

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk

GRANTEERACE

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White

- 99 No single group (organizations only)

PROJECT RACE

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White

- 99 No single group (organizations only)