



**WEST VIRGINIA COMMISSION
ON THE ARTS**

The Culture Center,
1900 Kanawha Blvd E.,
Charleston, WV 25305-0300
304-558-0220
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www.wvculture.org
EEO/AA Employer

EZ Arts Access Application Packet

For grant deadline of April 1st
(for projects occurring July 1st - June 30th)
or

For a grant deadline of October 1st
(for projects occurring January 1-June 30th)

Included in the packet:

Instructions for preparation Application forms Parts I - IV

Part I

Applicant Cover Sheet

Part II

EZ Arts Access Narrative

Part III

Individual Project Form & Budget

Accessibility Requirements Form

Application Checklist/Review Criteria

National Standard Coding Key

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



FY2012

EZ Arts Access Grant

Introduction & Guidelines

EZ Arts Access is a funding program designed to create an easy access point into funding for small communities and organizations with small budgets. EZ Arts Access can also serve non-arts organizations with arts projects. This is a simplified application process with the opportunity for application two times per year, allowing for special opportunities that occur after the West Virginia Commission on the Arts (WVCA) early deadlines have passed. This program encourages new applicants and smaller organizations and communities to plan and present public arts experiences.

Application Deadline: April 1st for projects occurring between July 1st and December 31st and October 1st for projects occurring between January 1st and June 30th.

Eligibility: Non-profit WV organizations providing arts experiences in the community. Funding is limited to organizations with operating budgets of \$30,000 or less. Budget should be based on arts programming budget without capital income/expenses. A successful applicant to the EZ Arts Access grant program is ineligible for other WVCA programming grants, with the exception of NEA/WV special initiatives such as American Masterpieces or Challenge America.

NOTE: Arts learning projects are eligible for funding within these guidelines, but the arts learning must be community-based and not curriculum-based. All curriculum-based projects must apply through Arts In Education grant program.

Funding Level: Up to 50% of the overall project costs, excluding administrative/overhead costs. Annual funding cap is \$3000 per applicant.

Matching Requirement: 50% cash match is required. No administrative fees may be paid with the award.

Funding Priorities: Preference will be given to projects that:

- Provide arts experiences to new or underserved audiences.
- Show partnerships in communities to help build an arts infrastructure that will allow for future arts programming growth.
- Clearly fill a need in the community.
- Use the arts in an innovative way to enhance community life.

Program Description: FY2009 was the pilot year for the EZ Arts Access program. As part of the multi-year pilot phase, an evaluation of the success of the program and arts programming growth in new and underserved areas will be undertaken.

The focus of EZ Arts Access is to enable more arts experiences to be presented in communities by organizations with small arts programming budgets. The goal is more art in more communities with less burden on all-volunteer, grass roots organizations, while introducing the grants process to community leaders in a way that encourages successful arts presentations. The program will support up to 50% of the project costs excluding administrative or overhead costs.

Applicants may have more than one project per application cycle and may apply to both cycles (up to three projects per cycle), but an annual funding cap of \$3000 is in place. You may NOT apply for the same project in more than one cycle.

ALL FIRST TIME APPLICANTS TO THE WVCA should contact staff prior to submitting their application. Staff is available to assist with the grant writing process. ALL APPLICANTS may receive a staff review of their application draft. If a draft is submitted at least two weeks prior to the postmark deadline, staff will provide written comments to focus and improve your application and its chance of success. Staff review does not guarantee funding but does help develop project clarity.

Application Instructions

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. Application may be scanned and the original print submitted with the original signature. Applications are also available online at <http://www.wvculture.org>

Please make TWO complete copies of your grant application packet, including TWO copies of all supporting documents. Submit ONE copy. Keep the other copy for your records.

PART I

APPLICANT COVER SHEET

- Enter applicant organization's name and address. This form requires the organization's legal name as recognized by the IRS and the WV Secretary of State. For Contact Person, enter the person to be called with questions. Please list daytime and evening phone numbers and e-mail if applicable. Check the appropriate blank for Cycle 1 or Cycle 2.
- Enter your Federal Employer Identification Number in the blank labeled FEIN. Enter your date of incorporation. If you are not a tax-exempt organization under IRS code 501, you are not eligible. Confirm your non-profit status by attaching a copy of your IRS determination letter to your application.
- Code your organization using the national coding standards included with these instructions. Code ALL blanks in relation to your organization. If you are unsure, contact staff for assistance.
- Application Summary: type the title, date, and amount requested for the project. Code your project using the national coding standards included with these instructions. Code ALL blanks in relation to your project. If you are unsure, contact staff for assistance.
- Total the Amount Requested for each project and enter as Total Grant Amount Requested.
- Total Applicant 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 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 be a recipient of grant funds.

PART II

EZ ARTS ACCESS NARRATIVE - This is crucial to your application. Be sure that it is concise, clear and tells your story. Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Retype the headings in bold before each section of the narrative. Applicants **MUST** address ALL points in your narrative.

PART III

INDIVIDUAL PROJECT FORM & BUDGET - Complete one form for each project in your application. Assign a number to each project and label each form accordingly (1 of 3, 2 of 3, 3 of 3). Enter the title of your project at the top of each PART III (should be the same as title(s) listed on the Applicant Cover Sheet).

- Estimate how many people will benefit from the project. Include the audience, participants, students, etc. but not paid performers or employees. In the next blank, give the number of artists participating.
- Indicate if the project is open to the public and the cost of tickets (if applicable).

Expenses:

- Personnel: enter the amount paid to employees working on this project.

- Outside Professional Services: list artists, contractors, or other professionals who have been contracted to work on the project and enter contract fees. Total these amounts and record under Cash Expenses.
- Travel: enter the amount you will spend on travel for the artist (may include food/lodging) directly relating to the project.
- Shipping: enter the amount of any shipping costs associated with the project.
- Other Fees and Services: miscellaneous expenses specific to your project.
- Marketing: enter the amount that you will spend on publicizing the project.
- Remaining Operating Expenses/Space Rental: enter any project expenses not addressed in the above categories to the left of the slash. If you are renting a facility for the project, include the amount you will pay in rent to the right of the slash. Enter the total of the two amounts in the right column.
- Add the Cash Expenses column. That figure is Total Project Expenses. (Line A)

Income: This is where you show how you will support the project and match a WVCA grant.

- 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. On lines provided, list names of corporate, foundation, federal, state and local contributors.
Note: 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.

ACCESSIBILITY REQUIREMENTS FORM - This page must accompany all General Grant applications.

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

1) 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).

2) All applicants must complete the updated **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 the accessibility coordinator at 304/558-0240, ext. 152.

New simplified formats for the **Arts Accessibility Checklist and Transition Plan** and the **Diversity and Accessibility Questionnaire** are based on ADAAG regulations and were created through a partnership between the WVCA and the Center for Excellence in Disabilities/West Virginia University.

ATTACHMENTS

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 II

EZ Arts Access Narrative

NARRATIVE - This is a crucial part of your application. Be sure that it is concise, clear and tells your story. Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Retype the headings in bold before each section of the narrative.

ALL applicants must submit a narrative. This is your opportunity to describe your organization and community, and the importance of your project to them. Please address **ALL** points listed below.

1. Briefly describe your organization's history, mission and goals.

2. What is the beginning and ending date of your organization's fiscal year? (Example: January 1 - December 31 or July 1 - June 30) What is the ending date (including year) of your most recently completed fiscal year? What was your actual income for that fiscal year? actual expenses for that fiscal year? Please do not include capital income or expenses.

3. 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?

4. Describe each of your projects separately (Project 1 of 3, 2 of 3, etc) using the following criteria.
 - a. Describe the project and its goals. What do you want to accomplish?
 - b. Identify the artists, describe how they were selected (be sure to include contracts/resumes).
 - c. Who will benefit from this project? How will they benefit?
 - d. How will you evaluate this project? Describe how you will know that you were successful.

5. Who is your target audience for this project? How will you let your community know about this project?

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. WVCA is not, however, 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.

PART III

EZ Arts Access

Individual Project Form & Budget

DO NOT WRITE IN THIS SPACE

Application #: _____ PRN: _____
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MUST BE TYPEWRITTEN

Please complete this form for each individual project in your general grant application

Project _____ of _____ Projects Project title: _____

Applicant Name: (Organization) _____

Location of Project (City and County) Start Date End Date Time Place/Facility

Projected number of participants/audience _____ Artists participating _____

Open to the Public? _____ Cost of tickets: Adults \$ _____ Students \$ _____

EXPENSES (For This Project):

CASH EXPENSES

PERSONNEL (Your staff)

Administration/Artistic/Technical \$ _____

OUTSIDE PROFESSIONAL SERVICES

Artistic Fees & Services

_____ \$ _____

_____ \$ _____

TRAVEL/SHIPPING

_____ \$ _____

OTHER FEES & SERVICES

_____ \$ _____

MARKETING

_____ \$ _____

REMAINING OPERATING EXPENSES/SPACE RENTAL

_____ \$ _____

TOTAL PROJECT EXPENSES

\$ _____

LINE A

INCOME (For This Project):

CASH INCOME

REVENUE (May be projected)

Admissions \$ _____

Contracted/Other Revenue \$ _____

SUPPORT

Corporate/Foundation Support \$ _____

Other Private Support \$ _____

GOVERNMENT SUPPORT (Do not include this grant request)

Federal _____ \$ _____

State/Regional _____ \$ _____

Local _____ \$ _____

APPLICANT CASH

_____ \$ _____

TOTAL APPLICANT MATCHING CASH FUNDS \$ _____

GRANT AMOUNT REQUESTED \$ _____

TOTAL CASH INCOME

\$ _____

LINES A and D MUST BE EQUAL

LINE B

LINE C

LINE D

Accessibility Requirements Form

Americans With Disabilities Act Compliance Assurance Form is required for a complete application. All organizations who are not in full compliance must complete the new simplified transition plan. Please contact the 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: _____

TITLE: _____

SIGNATURE: _____

* Name of the person with authority to legally obligate "APPLICANT."

Program Diversity & Accessibility Questionnaire - FY2012

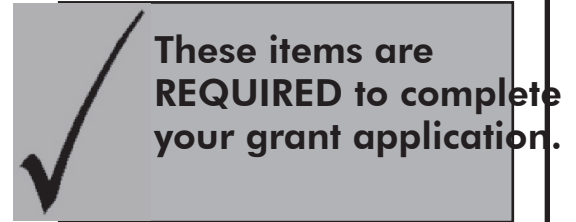
Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Please restate each question in bold before the answer. the questions apply not only to your programs, but to artists, staff, volunteers and board members as well.

1. Tell us about your community? Include demographic information on cultural/ethnic make-up, 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) Mobility disabilities? Visual disabilities? Hearing disabilities? Speech disabilities? Learning disabilities? 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?

EZ Arts Access Application Checklist

When preparing an application please check specific program guidelines in the Grants and Services Book for any special instructions.

- PART I - Signed Application Cover Sheet
- PART II - EZ Arts Access Narrative
- PART III - Individual Project Form & Budget
- PART IV - ADA Compliance Assurance/
Diversity & Accessibility Questionnaire
- IRS letter documenting organization's non-profit (501(C)3) status
- Artist resumes
- Artist contracts - Must stipulate performance fee, date and location and must include original signatures of both parties.
- List of current board of directors of the organization
- Letters of support from listed participants or partner organizations
- W-9 Taxpayer Identification and Certification (available online at www.wvculture.org)
- WV-1A Vendor Registration and Disclosure Statement
(contact Arts staff for form: 304.558.0240)
- A complete copy of your application has been placed in your files



Faxed applications, contracts or vendor registration forms are NOT acceptable. Only originals with original signatures are acceptable.

Scoring Criteria:

Your application will be evaluated according to the following criteria.

1. Is the project clearly described with good planning?
2. Are quality artists included in the planning and the project?
3. Is the project clearly connected to the mission of the sponsoring organization? Does the organization show the planning and budget oversight to complete the project successfully?
4. Does the project fill community need or enhance community life through innovative use of the arts? Does the project offer greater community access to quality arts experiences?
5. Does the project serve a new or underserved audience? Are partnerships in place to further develop the ability to produce arts programs?

PLEASE NOTE: Any missing information will delay your grant funding!

NATIONAL STANDARD CODING SHEET

DISCIPLINES (APP& PROJ)

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
- ### 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

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

APPLICANT INSTITUTION

- 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

10 Literature

- A Fiction
 - B Non-Fiction
 - C Playwriting
 - D Poetry
- ### 11 Interdisciplinary
- ### 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
- ### 14 Multidisciplinary
- ### 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

PROJECT DESCRIPTORS

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

GRANTEE 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)

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)