



Arts Section
The Culture Center
1900 Kanawha Blvd., E
Charleston, WV 25305
www.wvculture.org/arts
TEL: 304-558-0240
TDD: 304-558-3562
FAX: 304-558-3560

FY2013

General Guidelines

.....

Grants and Services of the West Virginia Commission on the Arts

In this packet, you will find:

- Information about the Arts Section and the WVCA1-2
- General Guidelines and Policies for WVCA funding3-7
- How to apply to the WVCA8-9
- List of WVCA grant and service programs10-11

Randall Reid-Smith, Commissioner West Virginia Division of Culture and History

Susan Landis, Chair, West Virginia Commission on the Arts

Jeff Pierson, Director of Arts • jeff.a.pierson@wv.gov

Barbie Anderson, Grants Coordinator • barbie.j.anderson@wv.gov

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

Debbie Haught, Community Arts Coordinator • debbie.r.haught@wv.gov

Renée Margocee, Individual Artist Coordinator • renee.margocee@wv.gov

Rose McDonough, Cultural Facilities & Accessibility Coordinator • rose.a.mcdonough@wv.gov

• Welcome •

Welcome to the grants and services of the West Virginia Division of Culture and History (WVDCH)/West Virginia Commission on the Arts (WVCA). The WVCA promotes a thriving environment for creative expression and appreciation for the arts for our citizens and visitors to our state. The WVCA recognizes the important place the arts have in of quality of life, a complete education, civic advancement, and economic development. The [Arts Section Staff](#) is available to answer your questions and to help you take advantage of these services. We look forward to serving you!

Through grants and technical services to artists, arts organizations, community non-profits, and schools, the WVCA can:

- ✓ reduce the cost of producing and presenting arts experiences for the public and in schools;
- ✓ prepare artists to advance artistically and economically;
- ✓ prepare arts organizations for growth and capacity for responsible arts management.
- ✓ improve facilities to deliver more/ improved arts to the communities

• Grant Deadlines •

February 1st

Professional Development for Individual Artists

March 1st

Arts in Education

Arts Partners

Challenge America-WV

Community Arts Project Support

April 1st

American Masterpieces-WV

July 1st

Cultural Facilities & Capital Resources (CFCRG)

October 1st

EZ Arts Access

Six weeks before the project date

Mini Grants

Training & Travel Fund

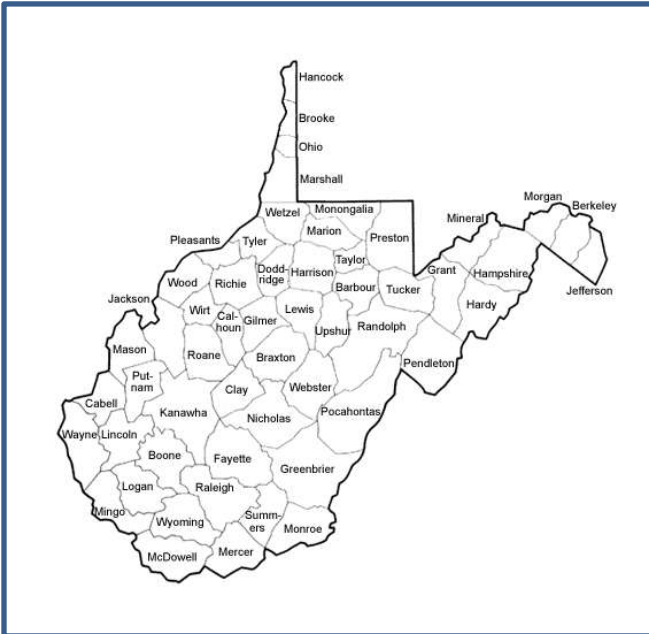
Rolling Deadline

CFCRG-Fast Track

• The State Arts Agency for West Virginia •

The WVDCH receives annual support from the West Virginia Legislature and the [National Endowment for the Arts](#) (NEA) for competitive arts grants approved by the WVCA.

A [fifteen-member commission](#) appointed by the Governor and confirmed by the West Virginia Senate approves all funding. The WVCA advises the Director of the Arts Section of the WVDCH and approves and distributes grants from federal and state funds to artists and arts organizations in the state.



The Arts Section Staff of the WVDCH administers arts grant programs, provides technical assistance to artists and arts organizations, and works with the WVCA to set policy for the state's arts programs. In an effort to share current events in the arts in West Virginia, the Arts Section monthly produces ArtWorks Television and quarterly publishes ArtWorks Magazine. For recent episodes, current editions, and more information visit the [Arts Section](#) homepage.

Additional resources may be found at [West Virginia Division of Culture and History](#) through the programs and services of West Virginia State Archives, West Virginia State Historic Preservation Office, West Virginia State Museum and the Norman L. Fagan West Virginia State Theater.

THE STATE ARTS PLAN

The State Arts Plan FY 2010-2013 was created by the WVCA and the Arts Section to assist artists, arts providers, and audiences across West Virginia. It was created through input from community meetings in which hundreds of interested people shared their needs and ideas about the arts. The plan is designed to make the creation and presentation of arts experiences possible across the state. Artists,



people in all interested organizations, volunteer groups, funders, legislators, educators, administrators, and leaders can use these guidelines to bring the arts to life in communities across the state.

• General Guidelines & Policies •

ELIGIBILITY

- Organizations must be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and be chartered in West Virginia as a non-profit organization for at least one year prior to application. Organizations currently in the process of obtaining 501(c)(3) status may use a qualifying non-profit as a fiscal agent for arts related projects.
- A copy of the determination letter from the Internal Revenue Service recognizing the applicant as a 501(c)(3) organization must be included with each application. State, local and county governmental agencies must include a letter from an appropriate official certifying the organization as a governmental unit. All applicants must include a Federal Employee Identification Number (FEIN) that is issued in the name of the applicant organization. Any questions of eligibility should be directed to the arts staff prior to application.
- Local, county, and state agencies are eligible. They must demonstrate that the arts programs they are sponsoring serve the community-at-large and are not restricted to special populations.
- Public or private educational institutions (such as elementary and secondary schools) and school boards are eligible. Private educational institutions must be non-profit and meet the tax-exempt requirements listed above.
- Public and private colleges and universities are eligible to apply. They must demonstrate arts service to the community-at-large with no restriction to campus or special populations. Colleges and universities may apply for a maximum of 33% of eligible costs as outlined in this book. Colleges and universities are eligible to apply for 50% of eligible costs in all NEA Initiatives. Colleges and universities are not eligible to apply to the Cultural Facilities and Capital Resources grant category.
- Cross-state-border projects initiated by a West Virginia arts organization must demonstrate clear service to West Virginia audiences to receive funding from the WVCA
- Individual artists are eligible to apply to the Professional Development Grants Program and the Arts in Education Arts Exposure Projects category only. Individual artists must be eighteen years-old or older and a resident of West Virginia for at least one year prior to the deadline for application. Full-time students are considered on a case by case basis.
- All organizational applicants must have a [Dun & Bradstreet](#) (DUNS) Number and active registration in the [Central Contractors Registration](#) (CCR).
- Eligibility and process of the Cultural Facilities and Capital Resources Grant (CFCRG) program differ from other WVCA grant programs. Contact the Arts Staff and read the complete CFRG guidelines for details.

FUNDING REQUIREMENTS

Funds provided through grants and services of the WVCA should leverage local funds and advance the organizational capacity of community arts groups. This support will never be the “turnkey” solution to making arts happen in each community. As with the successful operation of a business or service, the fiscal health of the arts will be found in a mixture of support from private donors, business and corporations, foundation, and government grants. Support from government is not likely to provide the greater part of the support needed to sustain the arts in a single year or to perpetuate programming for the future. By combining funding from WVDCH/WVCA and monitoring the flow of arts support from other sources, the governance of arts groups will have improved control on their decisions and contribute to their success.

- No applicant will receive grants that total more than 25% of the operating budget of the organization’s last completed fiscal year.
- The amount of fee support any one artist or performance company can receive through WVCA grant programs in a fiscal year is limited. The fee cap is based on a percentage of total funds allocated. The cap may change yearly depending on budget allocations.

MATCHING FUND REQUIREMENTS

- Applicants must identify resources for matching funds within their application at the time of submission. Fund raising planning, letters committing matching support, and a history of earned income success are reviewed to determine an organization’s capacity to complete a proposed project.
- All grants require a 50% match by the applicant organization in cash from other sources, with the exception of the grants qualifying for the Distressed County Program. Check matching requirements under each grant category description. No in-kind matches are accepted.
- Other state money allocated by the legislature, for any purpose covered by the support programs in these guidelines, CANNOT be used as a match for WVCA funding.

WHAT THE WVCA DOES NOT FUND

Check each grant program for specific and extended guidelines. Guidelines for NEA Initiative grants such as Challenge America West Virginia Partnership Grant and the American Masterpieces grant may differ from policies set by the WVCA.

- Annual programs previously funded locally
- Public or private primary, secondary, or higher education teaching faculty/staff positions
- Positions that supplant K-12 certified teachers
- Country, pop (see glossary), or rock bands
- Fundraisers or projects associated with fundraising
- Social dances
- Historical research
- Historical re-enactments
- General operating costs (except in Arts Partners support category)
- Programs receiving funding through the legislature
- Administrative costs (unless specifically outlined in extended guidelines)
- Paid advertising costs (television, radio and print media)
- Royalty fees
- Costumes
- Hospitality expenses
- Music or instrument purchases (Except for Cultural Facilities and Capital Resources Grants)
- Space rental
- School-based student awards, competitions or exhibits
- Travel expenses for school groups to perform or compete (i.e.: marching bands, drama clubs, choruses)
- Non-arts related projects
- Indirect costs (see glossary)
- Costs of publishing or self-publishing
- Printing (other than prospectus or catalogs for WV artists)

REVIEW CRITERIA

All grants are reviewed by a panel of experts and/or the WVCA. Applicants must read the review criteria specific to each funding stream. Review criteria can be found within each application.

ACCESSIBILITY SERVICES AND REQUIREMENTS

The accessibility requirements along with programs and services are structured to assist you as an organization to evaluate your programs and facilities and provide resources to help you grow toward the most universally accessible environment possible. The accessibility requirements portion of your application addresses legal access responsibilities and assists you in growing your audiences.

DISTRESSED COUNTY PROGRAM

WVDCH/WVCA offer a program to encourage access to arts grants in West Virginia counties identified by the Appalachian Regional Commission (ARC) as Distressed. These counties are determined to have indicators such as high unemployment, low per capita income, and other economic characteristics that would make a dollar-for-dollar cash match a deterrent to groups seeking arts funding.

First time applicants for Community Arts Project Support and Arts in Education grants from Distressed counties, or organizations in the same counties that have not applied for WVCA funding for three consecutive years are eligible for a reduced matching dollar opportunity. These grant applications will permit a request for 75% of the total project eligible costs, and 25% in cash from other sources will satisfy the matching dollar requirement. Although not part of the required cash match, the budget narrative should describe in-kind support at a minimum value of 25% of the total project to demonstrate strong community support. Grantees will be limited to three years of grants at the lower matching cash requirement.

[**Click for the 2012 list
of ARC Distressed
Counties**](#)

ADDITIONAL INFORMATION FOR ALL APPLICANTS

- If the postmark deadline for a grant program falls on a weekend, the postmark deadline moves to the first following work day. Hand deliveries will be accepted in the Arts office between 8:30am and 5pm on the deadline date. No exceptions.
- To the extent possible, the delivery of grant award monies is scheduled to accommodate the grantee's program requirements. Since grants are based on anticipated state revenue, and not existing funds, grant amounts could be reduced at any time during the grant period.
- Because funds awarded by the WVCA are public monies, grantees must include the following statement in all publicity materials including websites related to the funded program:

“This program is presented with financial assistance from the West Virginia Division of Culture and History, and the National Endowment for the Arts, with approval from the West Virginia Commission on the Arts.”

Appropriate logos for acknowledging funding are made available with your grant award packet and [here](#).

- All grant recipients are required to complete a final report for the funded grant project. Final reports are due no later than 30 days after the end of the grant. No future applications will be accepted from your organization until the WVCA receives your completed final report.

LEGAL REQUIREMENTS

All or part of any WVCA grant award may include federal funds. This makes any WVCA Grant recipient a federal subgrantee and subject to all federal laws.

The federal government requires grantees to provide assurances they will comply with the following:

- [Americans with Disabilities Act](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [The Native American Graves Protection and Repatriation Act of 1990](#)
- [Drug-Free Workplace Act of 1988](#)
- [Part 505 of Title 29: Regulations Relating to Labor](#)
- [Title VI of the 1964 Civil Rights Act](#)
- [Age Discrimination Act of 1975](#)
- [Title IX of the Education Amendments of 1972](#)
- [Regulations Relating to Debarment and Suspension \(45 C.F.R. pt. 1154\)](#)
- [National Environmental Policy Act](#)
- [National Historic Preservation Act](#)

Additional information about legal requirements is available from the Arts Staff and the National Endowment for the Arts at: <http://www.nea.gov/manageaward/Legals.html>

HOW TO APPLY TO THE WVCA

1. Have a great idea! Got an idea for a project to bring the arts to life in your community? Start here!

2. Read the guidelines:

The Guidelines will help you understand the process, procedures and eligibility for WVCA grants.

3. Prepare and mail a letter of intent to apply:

Check the program description to see if you need to submit a letter of intent to apply. All first time applicants should submit this letter. It enables the Arts staff to work with you during the application process.

4. Talk with Arts Staff:

We want to hear from you! We are here to answer your questions and help you develop your application.

5. Send a draft of your application for review:

If we receive your draft at least two weeks before the deadline, staff will provide written comments by mail or email to help you better prepare your final application.

7. Receive Staff's written comments

Look over the staff's written comments, make changes or additions before your final application is sent.

6. Take advantage of the Grace Period:

You may submit your completed application postmarked one month before the program deadline for special consideration. Staff will provide technical review and comments and notify you of missing or incorrect information.

8. Receive grace period review

A letter describing missing information will be provided by staff – check it for a due date. Prepare information and submit by that date!

9. Prepare and mail final application

Please note: Two complete single-sided copies of all grant materials, application forms and all documentation, must be submitted Use the checklist for a complete application! It's a postmark deadline. Check it twice.

10. Receive your notification card:

You will know that your application has arrived safely because a post card announcing its receipt will be sent to you.

11. Panel reviews:

A panel of arts professionals, community members, and WVCA members will review your application, assign a score and make recommendations for funding to the full commission.

12. WVCA meets to vote on funding:

The commission meets in early June to make final funding decisions on all February, March and April deadline applications and in early September to make final decisions on all July deadline applications.

13. If your grant is approved:

You will receive a packet containing your award letter, contract, a grant item sheet listing each funded project, a payment schedule and invoice(s). Within two weeks, you must return these documents signed and notarized to the WVCA.

15. Appeals:

An unsuccessful applicant may appeal to the WVCA by writing to the Director of Arts, requesting that the application be reconsidered. The letter of appeal must be received within sixty days after notification is received.

Award appeals will be considered only if the applicant can document specific examples that demonstrate that the application was misrepresented or improperly reviewed.

The Director will review the letter of appeal and submit it with the original application to the WVCA for consideration at their next regular meeting. The commission will review the appeal and act on it during that meeting.

Should the applicant desire to submit new material or add new programs to the appealed project, the request will be treated as a new application. New applications will be reviewed in the next grant cycle.

14. If your grant is not approved:

A letter will be sent notifying you of the WVCA's decision. It will contain panel and WVCA comments to help you review and plan.

17. Changes to your project:

If circumstances arise that require a change to your project (i.e. date, location, participating artist, artist's fees, etc) you must request approval for those changes in writing in advance. Direct your request to the Director of Arts Partners support recipients are exempt from this requirement.

16. Request technical assistance:

Staff or an advisor from the Peer Assistance Network can provide technical assistance to improve your chances of success in the next grant cycle.

18. Final Report:

Once you have completed your WVCA funded project, you must submit a final report within 30 days of the event or completion date. If you have more than one project, the WVCA may require an interim report upon completion of each project. You must submit all final reports within thirty days to be eligible for subsequent funding.

1 Grant Programs of the West Virginia Commission on the Arts and the WV Division of Culture and History

Grant Program	IND. Artists	Arts Orgs.	Schools	Deadline	Grant Program	Description
ArtsPartners (Formerly Major and Mid Size Support)		X		Letter of Intent Oct 1 Pre-application Nov 1 March 1	Minimum funding \$10,000 Maximum funding \$100,000	General operating support for organizations with operating budgets \$100k and above
Community Arts Presenting Artists		X		March 1	Up to 50% of artist's fees and travel costs 50% cash match	For presentation of national, regional and in WV touring artists.
Community Arts Performing Arts		X		March 1	Up to 50% of artist's fees and 50% cash match	For support in the creation and presentation of new works. Production of existing works in performing arts.
Community Arts Visual Arts		X		March 1	Up to 50% of artist's fees and other eligible costs	Assistance for programs and exhibitions for galleries, museums, art centers and alternative spaces.
Community Arts Media Arts		X		March 1	Max \$10,000 50% cash match	Support for artists' fees, production and post-production costs and presentation costs for media projects.
Community Arts Folk/Traditional Arts		X		March 1	Up to 50% of artist's fees and 50% cash match	Assistance for projects that document, preserve, and present the folk and traditional arts of WV.
Community Arts Re-Granting		X		March 1	Up to \$6,000 50% cash match	Supports organizations with a mission of re-granting funds according to community need.
Community Arts Long-Range Planning		X		Letter of Intent Dec.1 March 1	Up to 50% of consultant salaries for a 2-year period	Help with developing long-range plans for administrative and technical development of artistic program.
Community Arts Community Connections		X		Letter of Intent Dec.1 March 1	50% of eligible costs up to \$5,000 per year	1-2 year program to develop community cultural plan to promote community partnerships.
Community Arts Staffing Support		X		Letter of Intent Dec.1 March 1	Up to 50% of staff salary and benefits not to exceed 25% of total org's budget	Support for one professional staff position for up to three years. Please review extended guidelines.

See full program descriptions for details

Grant Programs of the West Virginia Commission on the Arts and the WV Division of Culture and History

2

Grant Program	IND. Artists	Arts Orgs.	Schools	Deadline	Grant Program	Description
EZ Arts Access		X		April 1 for projects occurring July 1-June 30; Oct. 1 for projects Jan. 1-June 30	Up to 50% of overall project costs; excluding administration costs; annual funding cap is \$3,000 per applicant	Designed to create easy access points in funding for small communities and organizations with small budgets.
Mini Grants		X	X	Six weeks prior to event start date	50% of artist fees & travel expenses up to \$1,000	Support for schools and organizations to present W.V. artists.
Arts in Education School Based Projects		X	X	March 1	50% of artist, consultant, or specialist fees and materials	For curriculum-based projects involving artists, teachers and students in the creative process in daily instruction.
Arts in Education Out of School Time Projects		X	X	March 1	50% of artist, consultant, or specialist fees and materials	For new and ongoing projects that establish, expand, or advance both school curriculum or arts education programming outside of school hours.
Arts in Education Arts Exposure Projects	X	X	X	March 1	50% of artist or company's contract fees	For professional arts exposure experiences for young people including limited contact time with students outside of the performance or demonstration.
Professional Development	X	X		February 1	Up to 75% of project cost and up to 50% for subsequent years	Supported for projects providing professional development for professional and emerging artists.
Cultural Facilities and Capital Resources		X	X	Letter of Intent Apr.1 July 1	\$1 for \$1 match for requests from \$2500 to \$500,000	For acquisition, construction, renovation and accessibility improvements and capital purchases.
Cultural Facilities and Capital Resources Emergency Fast Track		X	X	Ongoing Deadline	\$1 for \$1 match for requests from \$2000 to \$10,000	Available for responding to smaller renovation projects, emergency situations and ADA accessibility improvements.
Challenge America - WV		X	X	Letter of Intent Dec.1 March 1	50% of project costs up to \$15,000; excluding administration	Projects that strengthen communities through the unique power of the arts (focus on arts education, outreach).
American Masterpieces - WV		X		April 1	From \$2,000 to \$10,000; up to 50% of overall project cost is eligible 50% match	Supports projects providing access to America's cultural legacy through touring support and collaborative projects.
Training and Travel Fund	X	X		No Later Than six weeks prior to event	up to 50% of eligible expenses; funds decrease for repeat visit to same event	Provides funding support on a reimbursement basis to attend training opportunities.

See full program descriptions for details