



**WEST VIRGINIA COMMISSION
ON THE ARTS**

The Culture Center,
1900 Kanawha Blvd E.,
Charleston, WV 25305-0300
304-558-0220
TDD 304-558-3562
www.wvculture.org
EEO/AA Employer

Mini Grant Application Packet

Application deadline: must be received 6 weeks prior to project date

Included in the packet:
Guidelines & Instructions for preparation
Application forms Parts I – IV

Part I

Mini Grant Application Form

Part II

Mini Grant Budget

Part III

Diversity & Accessibility Questionnaire

Part IV

Americans With Disabilities Compliance Assurance Form
(Non-school applicants only)

Application Checklist

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



FY2011

Mini Grant

Application Guidelines and Instructions

All sections of the application **must be typewritten**. Handwritten applications will not be considered. Do not staple or bind materials. Please use paper clips. Application may be scanned and the original print submitted with the original signature. Applications are also available online at <http://www.wvculture.org>

Mini Grant Guidelines

The Mini Grant Program of the West Virginia Commission on the Arts (WVCA) is designed for individual schools, non-profit community arts organizations or other non-profit sponsors that do not present a season of events. Applications must be TYPED, received at least six weeks prior to the start date of the project, and include artist contracts and resumes. The Mini Grant program supports the presentation of WEST VIRGINIA ARTISTS ONLY.

Applicants may request 50% of the contract fee and travel expenses not to exceed \$1000 per fiscal year to assist with the presentation of West Virginia artists in performances, workshops and other projects. The Mini Grant program has limited funds that are available on a first-come, first-served basis. The grant pool is replenished each July 1st. Early application is advised. Only one Mini Grant, for a single performance, will be awarded per applicant per fiscal year (July 1st - June 30th). Applicants that have received funding through other WVCA grant programs during the fiscal year are not eligible for Mini Grant funds in the same fiscal year.

Mini Grant applications are available online at www.wvculture.org/arts/grants.html or by calling 304.558.0240.

APPLICATIONS INSTRUCTIONS

- Please read guidelines and instructions carefully before completing any part of the application. ALL questions must be answered. Incomplete applications will not be accepted.
- ALL applications MUST be typed. Handwritten applications will not be accepted.
- Only one copy of the application and support documents must be submitted, but that copy must be the **original application** with the **original signature**.
- All applications must be signed by a representative authorized to file an application for and on behalf of the applicant, and to act as the authorized representative in connection with this project. The signor must be authorized to legally obligate the applicant to carry out the project for which the application is submitted.
- All supplemental information (contracts, resumes, W-9s, Vendor Registration etc.) must be submitted with the application. W-9s and Vendor Registration are available online at www.wvculture.org/arts/grants.html or by contacting Arts staff at 304-558-0240.
- **Final reports for past projects must be completed** before new applications will be considered.
- The WVCA attempts to provide grant award monies to successful applicants prior to the date of the project, but the applicant organization MUST be prepared to pay the full artist contract fee at the time of delivery of services.

If your project is approved, you will receive an award letter stating the amount you have been awarded. This letter MUST be SIGNED and RETURNED to the Arts Section within two weeks of its receipt.

PART I

DO NOT WRITE IN THIS SPACE

Mini Grant Application Form

MUST BE TYPEWRITTEN

Date received: _____

Application #: _____

Applicant Information

Applicant School/Organization Legal Name: _____

Mailing Address: _____
Street City State County Zip Code

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

E-mail address/website _____

FEIN Number _____ Date of Incorporation (for non-school applicants) _____

PLEASE NOTE: Attach a copy of IRS determination letter to confirm non-profit, tax-exempt status.

Project Information

(If needed, you may attach one additional page for Project Description)

Name of artist/company _____

Name of Performance: _____ Performance Fee: \$ _____

Date/Time of Performance: _____ Number of artists participating: _____

Location: _____ Cost of Admission: \$ _____

Anticipated audience profile: # of Youth _____ # of Adults _____ # Schools _____

% of participants with disabilities _____ % of culturally-diverse participants _____

Grant amount requested from the West Virginia Commission on the Arts \$ _____

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

Mini Grant Budget

EXPENSES (For This Project):

CASH EXPENSES

Artist Fees

_____ \$ _____
_____ \$ _____
_____ \$ _____ \$ _____

TRAVEL (RECEIPTS MUST BE SUBMITTED WITH FINAL REPORT FORM UPON COMPLETION OF PROJECT)

HOTEL _____ \$ _____

FOOD _____ \$ _____

MILEAGE (Roundtrip) _____ \$ _____

TOTAL PROJECT EXPENSES \$ _____

INCOME/MATCH (list the amount and source of matching funds below)

REVENUE (May be projected)

Admissions \$ _____
General School fund \$ _____
Parent Teacher Organization \$ _____

SUPPORT

Corporate Support _____ \$ _____
Foundation Support _____ \$ _____
Other Private Support _____ \$ _____

GOVERNMENT SUPPORT (Do not include this grant request)

Federal _____ \$ _____
State/Regional _____ \$ _____
Local _____ \$ _____

TOTAL INCOME/ MATCHING FUNDS \$ _____

GRANT AMOUNT REQUESTED \$ _____

TOTAL \$ _____

PART III

Diversity and Accessibility Questionnaire Mini Grant Accessibility Requirements

The **Diversity & Accessibility Questionnaire** must pertain to the location and audience of your project. For example, if you are an arts organization programming in a school, your answers should indicate how students with disabilities are able to participate in the school setting, not your theatre.

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 must complete the **Diversity & Accessibility Questionnaire(Part II)**.

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.

Diversity & Accessibility Questionnaire - FY2011

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.

- Tell us about your community? Include demographic information on cultural/ethnic make-up, economy and employment, education level and average age of your population.
- 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?
- 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?
- How do you reach out to community members with disabilities? Does your organization target this population for participation?
- Are the universally accepted disability symbols used on your website, print materials and signage to inform the public that accommodations are available?
- Describe your organization's policy on accessibility. How is the policy publicized?

PART IV

Americans With Disabilities Compliance Assurance Form Mini Grant Accessibility Requirements (for non-school applicants only)

WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility thoroughly for the program year. All non-school applicant grant preparers (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 FY2009 non-school applicants must complete the simplified **Arts Accessibility Checklist and Transition Plan**, regardless of their state of compliance, as a testing method for the new format.

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.

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. **THIS COMPLETED PAGE IS PART OF YOUR APPLICATION.**

We have completed the new transition plan (**All non-school FY09 applicants must complete form**)

We are in full compliance with the Americans with Disabilities Act (ADA).

We are not in full compliance with the Americans with Disabilities Act (ADA).

ORGANIZATION: _____

* NAME: _____

TITLE: _____

SIGNATURE: _____

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

Mini Grant Application Checklist

- Application is TYPED
- PART I - Signed Application Form
- Part II - Mini Grant Budget
- PART III - Diversity & Accessibility Questionnaire
- PART IV - ADA Compliance Assurance Form (for non-school applicants)
- All final reports are current
- IRS letter documenting organization's non-profit (501(c)3) status (for non-school applicants)
- Artist resume(s)
- Artist contract(s)
 - with original signatures by both parties
 - contract includes performance fee, date and location
- W-9 Taxpayer Identification and Certification (available online at www.wvculture.org/arts/grants.html)
- WV-1A Vendor Registration and Disclosure Statement (contact Arts staff for form: 304.558.0240)
(available online at www.wvculture.org/arts/grants.html)
- A complete copy of your application has been placed in your files.



**These items are
REQUIRED to complete
your grant application.**

FAXED applications, contracts, award letters or vendor registration forms are not acceptable. Only original copies with original signatures are acceptable.

PLEASE NOTE: Incomplete Applications May Not Be Funded.

