



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

FY2013
PROFESSIONAL DEVELOPMENT FOR ARTISTS
ORGANIZATION GRANT APPLICATION
POSTMARK DEADLINE FEBRUARY 1

Contact: Renée Margocee, Individual Artist Coordinator Renee.Margocee@wv.gov

ENCLOSED

- ✓ Guidelines and program description
- ✓ Application Forms and Instructions
- ✓ Submission Checklist
- ✓ Review Criteria
- ✓ National Standard Coding Sheet



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)

Professional Development for Artists

Guidelines for Organizations

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

Read all guidelines, instructions, and forms thoroughly.

Eligibility

- Non-profit arts organizations or other community organizations incorporating the arts into their mission; organizations must be registered 501(c)(3).
- All projects and related costs must occur within the 2013 fiscal year: July 1, 2012-June 30, 2013.
- Organizations are eligible to apply for support to create, expand or improve programs that support individual artists.

Funding Level

- Up to 75% for the first year of funding not to exceed \$5000
- 50% for subsequent years not to exceed \$5000

Matching Requirements

- 25% cash match of total project cost for first time grant recipients
- 50% cash match of total project cost for subsequent funded applications

Program Purpose

- To acknowledge the significant contribution that artists make to the quality of life in local communities and our region by supporting the ability of artists to enhance, expand, or improve their own work and advancing that work to a higher creative and professional level.

Program Mission

- 501(c)(3) organizations are eligible to apply for support to create, expand or improve programs that support individual artists.
- Projects may include:
 - o Self-designed apprenticeships
 - o Collaborations with peers or community organizations
 - o New equipment (excluding computers except where it is the primary tool use)
 - o Costs of professional development workshops (travel, meals, lodging, and scholarships)
Projects receiving scholarship funding must be open to the public
 - o Costs of marketing training
 - o Scholarship support for hosting professional development workshops

Application Instructions

Read all instructions and forms thoroughly.

Getting Started

- ✓ Carefully read instructions and review forms
 - ✓ All sections of the application must be typewritten. Handwritten applications will not be considered.
 - ✓ Do not staple, bind or use paper clips to separate projects or sections
 - ✓ Submit two (2) complete single-sided copies of your grant application packet, including two (2) copies of all supporting documents.
 - ✓ Application must include original signature of applicant
 - ✓ 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.
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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), you are not eligible to apply 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 coding standards included with these instructions. Code all blanks in relation to your organization. If you are unsure of your group’s category, contact staff for assistance.
 - Provide a one-sentence description of the project for which you are applying.
 - Provide beginning and ending date for your project. Project date must occur in the 2013 fiscal year: July, 2012 through June 30, 2013.
 - Budget Summary: List the costs for which you are applying. Describe the item or service, item cost, the percentage for which you are applying and the actual amount requested (rounded off to the nearest dollar). First-time recipients funding equals 75% of item cost. Subsequent funded applications are eligible for 50% of item cost.
 - Total Grant Amount Requested: Total the figures in Amount Requested column.
 - 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 Cash 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.
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Part II: Organizational Operating Budget *Completed by all applicants*

Professional Development for Artists: Organization Application *Must be typewritten*

- This form requests your organization's operating budget for the last, current, and next fiscal years. Under Last Fiscal Year column, enter actual amounts spent (Expenses) and earned/received (Income) in the last completed fiscal year. In Current Fiscal Year column, enter the projected expenses and income for the year in which you are currently operating. In Next Fiscal Year column, enter the projected budget for the upcoming fiscal year. This is the fiscal year in which the project support for which you are applying will fall.
- Expenses:
 - o Contracted fees and travel expenses: artists' and professionals' fees, travel costs, lodging and meals.
 - o Production/service expenses: utilities, rent, exhibit costs, contracted services (lighting/sound, janitorial)
 - o Administrative expenses: staff's salary and benefits, travel, office supplies, endowment administration costs, etc.
 - o Capital expenses: Real property, construction, renovation and durable equipment costs.
- Income:
 - o Enter amount earned from ticket sales, fundraisers, fees for services provided, artwork sales, etc.
 - o Enter any income earned from endowment monies.
 - o Enter amount contributed from individuals, corporations/foundations, federal, state, regional, and local government. Include grants, award money, donations, and any other financial support.
 - o 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 all applicants*

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.

Part IV: Organization Narrative *Completed by all applicants*

- Answer all parts of all questions. Review the evaluation criteria included with this application packet before preparing organization's narrative; it will help you understand the qualities review panelists look for in the applications. If you have questions, do not hesitate to contact Renée Margocee, Individual Artist Coordinator renee.margocee@wv.gov, 304-558-0240.
- 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 II: Project Budget *Completed by all applicants*

Professional Development for Artists: Organization Application *Must be typewritten*

- Expenses: Though some of these items are not eligible for funding, the information is helpful to understand the project's total cost to the organization.
 - o Personnel: enter the amount paid to employees working on this project.
 - o Itemize and provide documentation for all costs associated with the project; include product/service source on documentation
 - o Use current per diem rates to calculate meals and mileage
 - o If necessary, attach separate sheets.
- Income: Show how the organization will support the project including how matching funds will be secured.
 - o List all outside project support from corporate, foundation, government, and private sources. Documentation of support may be included as an attachment to strengthen your application.
 - o Label cash from pending grants, awards, etc. as "pending."
 - o Applicant Cash refers applicant organization's cash contribution this project.
 - o Enter Grant Amount Requested (Line C), enter Total Cash Income (Line B).
 - o Add Total Applicant Matching Cash Funds and Grant Amount Requested to get Total Cash Income (Line D). Line A under Expenses and Line D must equal.
 - o For all first-time applicants, amount requested can be no more than 75% of the total project costs, not to exceed \$2500. For applicants who have received funding from this grant program in the past, Line B must be equal to or greater than Line C.
- Required support documents
 - o Itemized documentation of project costs
 - o Signed contracts/letters of agreement
 - o Sample scholarship form, if applicable

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.
- 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.

Attachments

- 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, documentation of materials or equipment costs 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.

Do not write in this space

Date received: _____

Application #: _____

PRN: _____

PART I: Applicant Cover Sheet

Applicant Legal Name: _____

Mailing Address: _____ City: _____ County: _____

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

E-mail address: _____ Website: _____

Coding: Using the national coding key, code your status in all of the following categories:

Applicant Status: _____ Type of Activity: _____ Applicant Institution: _____

Project Descriptors: _____ Arts Education: _____

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

Grant Proposal: Provide a one-sentence description of your project.

Project Start Date: _____ Project End Date: _____

Are you a first-time applicant? Yes No

Have you previously received funding from this program? Yes No

Budget Summary: (List the item, cost, percentage requested, and amount requested)

Item	Item Cost	Percentage Requested	Amount Requested
1.	\$	%	\$
2.	\$	%	\$
3.	\$	%	\$
4.	\$	%	\$
5.	\$	%	\$
Total Grant Amount Requested			\$
Total Applicant Matching Cash			\$
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

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: What portion of organizational income is derived from capital campaign?	\$	\$	\$

PART III: Budget Narrative

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

- 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 contributed income resources available to your organization.**
- 6. 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?**
- 7. Explain plans for eliminating any surplus or deficit from your organizational operating budget.**

PART IV: Organization Narrative

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

- 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? Identify your challenges and strengths as an organization.**
- 3. Briefly describe your current programming for the community. Include existing programs and services for individual artists.**
- 4. Describe your project and how it will serve artists in your community. Were community artists included in the planning for this project? If so, describe how.**
- 5. Describe your marketing plan. How will you let artists know that this professional development opportunity is available to them? Describe outreach efforts. You may attach a separate marketing plan.**

PART V: Project Budget

Completed by all applicants

Expenses for this project

Personnel (Your staff) Administration/Artistic/Technical		\$
Outside Professional Services/Artistic Fees & Services		
	\$	
	\$	
	\$	
	Total	\$
Travel		
		\$
Other Fees and Services		
		\$
Marketing		
		\$
Materials – attach additional sheets if necessary		
		\$
Remaining Operating Expenses/Space Rental		
		\$
Total Project Expenses Line A		\$

Income for this project

<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		\$
Applicant Cash		\$
Total Matching Funds Line B		\$
Grant Amount Requested Line C		\$
Total Project Cost Line D		\$
<i>Lines A and D must be equal</i>		

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: _____

Program Diversity & Accessibility Questionnaire - FY2013

Completed by all applicants

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

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 1/2-1 page per question

- 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.

Organization Application Checklist

These items are REQUIRED to complete your grant application. Incomplete applications receive lower scores. Funding levels are based on score.

- Part I: Signed Application Cover Sheet
 - Part II: Organizational Operating Budget
 - Part III: Organization Budget Narrative
 - Part IV: Organization Narrative
 - Part V: Project Budget
 - Accessibility Requirements Form
 - Program Diversity and Accessibility Questionnaire
 - IRS letter documenting nonprofit 501(c)(3) status
 - All final reports are current
 - List of current officers of the organization
 - Itemized documentation of costs including artist contracts where applicable
 - Letters of verification from sources of matching funds
 - Artist resumes
 - Sample scholarship form where applicable
 - TWO complete single-sided copies of your grant packet (TWO copies of work samples and all support documents)
-

Scoring Criteria

Your application will be scored according to the following criteria. Applications are ranked according to the following criteria. Each of the four areas receives 1-5 points with 5 points being the highest score for a total of 20 points possible.

- 1. Capacity - ability to complete the project:** Is there evidence of clear project objectives, effective strategies for delivering needed programs and services, and where applicable, appropriately qualified contract personnel?
- 2. Planning and efficient use of resources:** Is there evidence of input from existing organizations or other artists, in either planning or implementation of this project?
- 3. Potential for an award to enhance the organization's contribution to community artists:** Does the project correspond with or enhance the organizations current goals and programming?
- 4. Potential for programmatic growth:** Is there evidence that the project will continue or have long-term impact? Will this project serve artists in a meaningful and significant way?

NATIONAL STANDARD CODING SHEET

APPLICANT STATUS

- 01 Individual
- 02 Organization - Non-profit
- 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

- 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
- 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))