



Arlington Arts Grants Program
Individual Artist Grant Guidelines
FY 2020

Arlington Commission for the Arts
Arlington Cultural Affairs Division Arts Grants Office
1100 N Glebe Rd, #1500
Arlington, VA 22201

FY 2020 Individual Artist Grant Guidelines

FOREWORD

About the Arts Grants Program

Recognizing the important role that cultural activities play in determining quality of life, the Arlington County Board (Board) adopted the [Policy for the Support of Arts Organizations and Artists](#) in 1990. The following goals are identified in the Policy to advance the County's commitment to the arts:

1. Create a climate within the County that is conducive to the growth and development of Arlington's artists and arts organizations through public and private support;
2. Foster the development of excellence and diversity in the arts, ensuring that a varied program of cultural activities are available to satisfy the interests of Arlington's citizens;
3. Guarantee to all Arlington artists and arts organizations an open and fair policy which assures equal access to County arts resources; and,
4. Encourage development of public/private partnerships in support of the arts.

Purpose of the Arts Grants Program

The purpose of the Arts Grants program is to assist artists and arts organizations to establish and maintain programs in Arlington County by:

- Providing facilities, financial, and technical support;
- Enabling the development of a broad base of community support; and,
- Enhancing their artistic, technical, and managerial competence.

Who's Who in the Arts Grant-Making Process

The [Arlington Commission for the Arts](#) (Commission) is a volunteer citizen's group appointed by the [Arlington County Board](#) (Board). The Commission advises the Board on arts issues and acts as a liaison between the arts community and the Board. In addition, the Commission is responsible for forwarding approved grant award recommendations to the Board for its consideration. The [Grants Program Committee](#), develops annual guidelines for Arlington Arts Grants Program, and the [Grants Review Committee](#) reviews grant applications and, with the [Advisory Panel](#), makes recommendations for grant awards to the Commission. Advisory Panel members are selected by the Commission to review all eligible grant applications. The Advisory Panel is comprised of arts and culture professionals with relevant experience in the field. All Commission meetings are open to the public. More information may be found at <http://commissions.arlingtonva.us/commission-arts>.

The [Arlington Cultural Affairs Division \(CAD\)](#) operates within [Arlington Economic Development](#) (AED), which is a part of Arlington County government. CAD is charged with fostering a creative environment that encourages collaboration, innovation, and community participation by providing support to artists and arts organizations in the form of grants, facilities, and theater technology. CAD's website is <https://arts.arlingtonva.us/>. CAD's [Grants Office](#) administers the Arts Grants Program on behalf of the Commission. All communications with the Grants Office should be made through CADportal@arlingtonva.us. Office should be made through CADportal@arlingtonva.us.

arlington arts
FY 2020 Individual Artist Grant Guidelines

TABLE OF CONTENTS

I.	INDIVIDUAL ARTIST GRANT PROGRAM DESCRIPTION.....	1
II.	INDIVIDUAL ARTIST GRANT ELIGIBILITY	1
III.	INDIVIDUAL ARTIST GRANT EVALUATION	1
IV.	HOW TO APPLY FOR A INDIVIDUAL ARTIST GRANT.....	2
V.	GRANT REVIEW AND AWARD NOTIFICATION PROCESS.....	3
VI.	REQUIREMENTS OF AND CONDITIONS FOR GRANTEEES	4
VII.	REPORTING PROCEDURES AND REQUIREMENTS.....	5

APPENDECIES

A.	Responsibilities of Parties	A1
B.	Definitions	A3
C.	FY 2020 Arlington Arts Grants Schedule	A6
D.	How to Download, Complete and Submit the FY 2020 Intent to Apply Application	A7
E.	Sample of FY 2020 Intent to Apply Application	A8
F.	Appeals Process for FY 2020 Intent to Apply	A9
G.	How to Download and Complete the FY 2020 Grant Application	A10
H.	Sample of FY 2020 Arts Grant Applications	A11

arlington arts
FY 2020 Individual Artist Grant Guidelines

INDIVIDUAL ARTIST GRANT PROGRAM DESCRIPTION

The FY 2020 Individual Artist Grant is a competitive program that supports individual artists with grants of \$5,000 in direct financial support.

The program funds innovative, new projects that:

- ✓ Increase access to and engagement in the arts
- ✓ Foster excellence and diversity of arts and culture in Arlington
- ✓ Have significant impact on the community or meet a need in Arlington
- ✓ Result in distinctive, high quality and meaningful cultural experiences in Arlington

At least one public presentation or performance that is directly related to the funded project must take place in Arlington during the grant period. The presentation(s) may be artist talks, exhibitions, outreach activities, educational seminars, or other activities as deemed appropriate by the Commission.

The grant period for this award is July 1, 2019 to June 30, 2020.

I. INDIVIDUAL ARTIST GRANT ELIGIBILITY

To be eligible to receive a FY 2020 Individual Artist Grant, an applicant must:

1. Be a practicing artist who has:
 - a. publicly given, performed or exhibited works at least twice in the past three calendar years, or
 - b. has written or composed works read or performed at least twice in the past three calendar years;
2. Be a legal resident of Arlington County for at least one year prior to the application deadline;
3. Be seeking funds for a specific project that results in the provision of an artistic product or service that benefits the public; and,
4. Be at least 18 years of age.

An applicant may not:

1. Have received an arts grant for financial support from Arlington County within the prior two grant periods;
2. Have violated any requirements or conditions imposed by the Commission in any previous grant period;
3. Be employed by an organization applying for a FY 2020 Program Grant and/or FY 2020 Space & Services;
or,
4. Apply for support of a project that is being done as part of a degree requirement for an educational program.

arlington arts
FY 2020 Individual Artist Grant Guidelines

II. INDIVIDUAL ARTIST GRANT EVALUATION

Applications for a FY 2020 Individual Artist Grant will be evaluated based upon answers to the following questions:

Artistic Excellence/Quality of the Proposed Project (50% of score):

1. How are you artistically suited to conduct this project?
2. How will this project advance your artistic development?
3. How will this project demonstrate a new or innovative activity for you?
4. How will the project foster excellence and diversity of arts and culture in Arlington?

Service to the Community (30% of score):

1. In what ways is this project going to matter to people who experience it?
2. How does the program impact the community or meet a specific need in Arlington?
3. In what ways will the program engage and involve a diverse range of voices and participants?

Managerial Competence (20% of score):

1. What are your implementation steps and timeline for accomplishing this project?
2. How will you evaluate and document the success of the project?
3. How will you ensure that any grant funds you receive will be well managed?

arlington arts
FY 2020 Individual Artist Grant Guidelines

III. HOW TO APPLY FOR AN INDIVIDUAL ARTIST GRANT

Applicants must submit complete and accurate materials and meet all deadlines as specified in these Guidelines and Appendix C. Late or inaccurate applications may not be considered for an award.

The application process is electronic. To complete this process, you will need access to a computer with the latest version of Adobe Reader software and the ability to send and receive emails. Direct any questions to the Grants Office at CADportal@arlingtonva.us. All applications are public record. Keep a complete copy for your file.

Below are the three steps that all applicants must take to apply for an Individual Artist Grant:

Step 1: Attend an Arts Grants Preparation Workshop

The Grants Office and the Grants Committee together offer Arts Grants Preparation Workshops that provide an overview of the FY 2020 Arts Grants Program and include step-by-step directions for completing an Individual Artist Grant application. All artists applying for an Individual Artist Grant are required to register and attend one workshop.

Workshops for Individual Artist Grants will be held on the following dates and times:

1. Thursday, November 8, 2018, 6:30-8:00 p.m.
2. Saturday, November 17, 2018, 12:30-2:00 p.m.

All workshops are held in Room 139, 3700 South Four Mile Run Drive, Arlington, VA, 22206. Registration is required and space is limited. Visit <https://arts.arlingtonva.us/grants/> for available dates and to register via Eventbrite.

Workshops will be rescheduled if the Arlington County government closes due to weather. Call the Parks and Recreation Inclement Weather Line for updated information on closings at 703.228.4715.

arlington arts
FY 2020 Individual Artist Grant Guidelines

Step 2: Complete and Submit the Intent to Apply Form

Due: Monday, December 3, 2018 by 5:00 p.m.

The purpose of the Intent to Apply Form is to determine if you are eligible to apply for a FY 2020 Individual Artist Grant. The Intent to Apply Form must be submitted after the applicant has attended an Individual Artist Grant workshop. Eligibility to apply for an Individual Artist Grant does not guarantee that a grant will be awarded.

1. Download the FY 2020 Intent to Apply Form. Instructions on how to download, complete, and submit the form are provided in Appendix D.
2. Complete the Intent to Apply Form. A sample is provided in Appendix E.
3. Submit the Intent to Apply Form by Monday, December 3, 2018, by 5:00 p.m to CADportal@arlingtonva.us. Applicants will receive an automatic reply email from CADportal@arlingtonva.us confirming the form has been successfully received. Save the confirmation email for your records. If you do not receive the confirmation email, your form was not received and you need to resubmit the form.
4. Applicants will be notified of their eligibility determination by Friday, December 7, 2018. Eligible applicants will receive a web link to the Individual Artist Grant application and a unique code that must be entered when completing the application.
5. Applicants who are found to be ineligible may appeal the decision using the appeals process outlined in Appendix F.

Step 3. Apply for an Individual Artist Grant

Due: Monday, February 11, 2019 by 5:00 p.m.

1. Download the FY 2020 Individual Artist Grant Application. Instructions on how to download and complete the application are provided in Appendix G.
2. Complete the Individual Artist Grant Application. A sample is provided in Appendix H.
3. Submit the Individual Artist Grant Application by Monday, February 11, 2019, by 5:00p.m. to CADportal@arlingtonva.us. Applicants will receive an automatic reply email from CADportal@arlingtonva.us confirming the application has been successfully received. Save the confirmation email for your records. If you do not receive the confirmation email, your application was not received and you need to resubmit the application.

arlington arts
FY 2020 Individual Artist Grant Guidelines

IV. GRANT REVIEW AND NOTIFICATION PROCESS

The following process will be used to review FY 2020 Individual Artist Grant Applications:

1. The Grants Office reviews all applications for accuracy and completeness and may make reasonable attempts to contact the applicant with questions.
2. Eligible and complete applications are competitively evaluated by the Grants Review Committee and an Advisory Panel in a public meeting on Saturday, April 27, 2019 from 8:30 a.m. to 4:00 p.m. at 1100 N. Glebe Road, Suite 1500, Arlington, VA 22201.
3. The Committee and Panel make recommendations for awards to the Commission.
4. The Commission considers the recommendations at its May 22, 2019 Commission meeting and votes to forward its recommendations to the County Board.
5. The Grants Office sends an Award Notification Letter after the Commission Meeting to all applicants notifying them if the Commission is recommending them to the Arlington County Board for a grant.
6. The Commission's final recommendations are forwarded to the County Board.
7. The County Board reviews the Commission's recommendations and makes its final award determination at its July 2019 County Board Meeting.
8. After the County Board makes its final award determinations applicants receive a Letter of Agreement and may be required to fill out additional forms. All forms will also be available on the Grants page of the CAD website: <https://arts.arlingtonva.us/grants/>

arlington arts
FY 2020 Individual Artist Grant Guidelines

V. REQUIREMENTS OF AND CONDITIONS FOR GRANTEES

Failure to comply with any of the following requirements and conditions may result in a grant being delayed and/or revoked and the applicant may be made ineligible for a future grant.

Acknowledgements

A grantee awarded County support must agree to include the following credit in season brochures, programs, web pages, and other appropriate printed and digital material: "This program is supported in part by Arlington County through Arlington Cultural Affairs, a division of Arlington Economic Development, and the Arlington Commission for the Arts."

A link to <https://arts.arlingtonva.us> must also be placed on the individual's website.

Adherence to County Laws, Codes, Regulations, and Policies

All grantees must abide by applicable County laws, codes (e.g. zoning, health, safety, etc.), regulations, and policies. Approval by the Commission shall not be interpreted as approval by other County departments. The grantee is responsible for identifying all laws, codes, regulations, and policies applicable to its project or activity, and for assuring compliance with those requirements. Grantees must also comply with the following:

Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person shall be subject to discrimination or excluded from participation on the grounds of race, color or national origin, and;

Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall be subject to discrimination or excluded from participation solely by reason of the person's handicap.

Public Art

Applicants contemplating a public art project (i.e. a work of art located indoors or outdoors on publicly owned property that is visually or physically accessible to the public at least eight hours per day) must comply with [Public Art Program Guidelines](#), Part IV- Community-Initiated Projects.

Prior to application submission, applicants must schedule a call with Elizabeth Carriger, Public Art Project Manager. Elizabeth will help you to determine if your project is in compliance with the Public Art Program Guidelines. She may be reached at 703-228-3771 or ecarriger@arlingtonva.us. The Public Art Department will notify the Grants Department if an applicant is eligible to move forward in the application process. Permission to move forward does not guarantee a grant.

For more information on the County's Public Art Policy, please click [here](#).

Public art projects on privately owned property must comply with the Arlington County Zoning Ordinance, particularly Section 13.2.3.2(a)-(e) entitled "Signs and Similar Devices to Which Ordinance Not Applicable/ Murals or Works of Art". Letter of permission and proof of ownership will be required for Public Art projects on private property.

[See http://buildingarlington.s3.amazonaws.com/wp-content/uploads/2013/06/ACZO.pdf](http://buildingarlington.s3.amazonaws.com/wp-content/uploads/2013/06/ACZO.pdf).

The zoning office is located on the 10th floor of Courthouse Plaza, located at: 2100 Clarendon Blvd.
Arlington, VA 22201

arlington arts
FY 2020 Individual Artist Grant Guidelines

Lobbying

No part of any Arlington County Arts Grant may be used for any activity intended to influence a member of the County Board, a member of the Commission, Arlington Cultural Affairs staff, or a member of the Advisory Panel.

Record Keeping

Grantees are required to maintain accurate and complete financial records and provide the Commission and appropriate County staff access to those records.

arlington arts
FY 2020 Individual Artist Grant Guidelines

VI. REPORTING PROCEDURES AND REQUIREMENTS

Failure to comply with any of the reporting procedures and requirements below may result in a grant being delayed and/or revoked and the applicant may be made ineligible for a future grant.

Changes

Any material changes to the scope of activities, timeline, or budget of a project for which a grant was awarded must be approved by the Commission prior to undertaking the changes. Contact the Grants Office at CADportal@arlingtonva.us for assistance in this matter.

Final Report

The Commission requires that grantees submit a Final Report within 30 days of the end of the funded project or by July 31, 2020. Extensions must be requested by June 15, 2020, for projects ending June 30, 2020.

Final Report forms can be accessed at <https://arts.arlingtonva.us/grants/>. Grantees who fail to submit a Final Report by the specified due date may not be eligible for future Arts Grants funding.

Dates of Project Presentation

Advanced notice is required for public presentations. Performance dates must be received at least 30 days prior to the public presentation. Email dates to CADportal@arlingtonva.us.

arlington arts
FY 2020 Individual Artist Grant Guidelines

Appendix A. Responsibilities of Parties

Responsibilities of all parties involved in the FY 2020 Arts Grants process are summarized below. Please contact the Cultural Affairs Division (CAD) Grants Office for additional information at CADportal@arlingtonva.us.

1. Responsibilities of the Arlington County Board:
 - 1.1. Considering the Commission's recommendations for grant awards
 - 1.2. Appropriating funds and County-owned or managed resources

2. Responsibilities of the Commission:
 - 2.1. Adopting FY 2020 Arts Grants Guidelines that govern the grant-making process
 - 2.2. Considering award recommendations from the Grants Committee and Advisory Panel
 - 2.3. Forwarding approved award recommendations to the Arlington County Board
 - 2.4. Considering appeals and making appeal determinations

3. Responsibilities of the Grants Program Committee:
 - 3.1. Developing the FY 2020 Arts Grants Guidelines
 - 3.2. Overseeing the development of the grant guidelines, grant application and evaluation process

4. Responsibilities of the Grant Review Panel and Advisory Panel:
 - 4.1. Objectively evaluating and scoring grant applications
 - 4.2. Recusing themselves from the evaluation of an application if there exists a conflict of interest
 - 4.3. Make award recommendations to the Commission (Grant Review Panel)

5. Responsibilities of the CAD Grants Office:
 - 5.1. Managing and providing information about the grant-making process
 - 5.2. Conducting Arts Grants Preparation Workshops
 - 5.3. Reviewing application materials for timeliness, accuracy, completeness, and eligibility
 - 5.4. Facilitating the grant award process
 - 5.5. Responding to applicant and grantee questions via email within two (2) business days

arlington arts
FY 2020 Individual Artist Grant Guidelines

6. Responsibilities of Applicants:

- 6.1. Thoroughly reading the relevant FY 2020 Arlington Arts Grants Program Guidelines and Appendices.
- 6.2. Attending a required Arts Grants Preparation Workshop.
- 6.3. Understanding all requirements of the grant application and award process. Not understanding the requirements of the application and awards process is not grounds for appeal.
- 6.4. Meeting all deadlines in the application and awards process. If deadlines are missed, the application will not be considered for an award and/or the award may be revoked. See Appendix C. for more information.
- 6.5. Providing accurate information on grant applications. Inaccurate or false information is grounds for immediate rejection of an application, revocation of an award, and loss of eligibility to apply for a grant in the future.
- 6.6. Immediately notifying the Grants Office at CADportal@arlingtonva.us of any changes to contact information. The Grants Office is not responsible for missed or lost communications sent to applicants and/or grantees if the applicant or grantee submitted incorrect information or failed to immediately update their contact information.

arlington arts
FY 2020 Individual Artist Grant Guidelines

Appendix B. Definitions

If there are any terms in these Guidelines or application forms that are not listed below or that need clarification, please contact the Cultural Affairs Grants Office at CADportal@arlingtonva.us.

Applicant: An individual or organization that has filed an application with the Arlington Commission for the Arts for the FY 2020 grant period.

Application: An Arlington Arts Grants Cultural application from an eligible organization or individual artist in the form specified by these Guidelines.

Arlington Commission for the Arts Grants: Grants for direct funding, delivery of technical services and/or allocation of County-owned or managed facilities.

Authorizing Official: Name of person with authority to legally obligate the applicant.

Cash/In-kind Match: Cash or in-kind income from sources other than Arlington County and the applying organization's regular budget that match, dollar for dollar, the amount of the grant requested.

Commission: The Arlington Commission for the Arts.

County: Arlington County, Virginia.

County Board: The Arlington County Board of Arlington County, Virginia.

County Support: Support from Arlington County in the form of direct funding, delivery of technical services and/or allocation of County-owned or managed facilities.

Direct Costs, Other Expenses: Expenses directly related to the production of a program other than personnel, fringe benefits, and travel costs. May include contract fees.

Direct Costs, Travel Expenses: Travel expenses directly related to the production of a program, such as lodging, meals, per diem, and transportation costs. Costs must be estimated using the per diem and travel rates of the United States Federal Government's General Services Administration, which may be found at: <http://www.gsa.gov/portal/content/104877>.

Direct Expense: An expense directly related to a program other than salaries, wage, and fringe benefits.

Expenses: Amount of money or monetary value of in-kind donations needed to produce a program.

Fiscal Sponsor: A nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable programs.

arlington arts
FY 2020 Individual Artist Grant Guidelines

501(c)(3): The section of the U.S. tax code that defines nonprofit, charitable (as broadly defined), tax exempt organizations.

Fiscal Year: The 12-month period used for calculating the organization's annual financial statements.

Fringe Benefits: Tax-exempt benefits given on behalf of an organization that supplements an employee's salary or wages, such as health insurance, retirement or pension plans, and paid vacations.

Grant: County support to an applicant in the form of funding for program expenses or in-kind grants of facilities, and/or technical services for rehearsals, production preparation, and/or performances.

Grant Period: The FY 2020 grant period corresponds to the fiscal year of Arlington County, VA beginning July 1, 2019 and ending June 30, 2020.

Grantee: An applicant who has received a grant.

Guidelines: Procedural details for the Arts Grants Program created to fulfill the objectives of The Arlington County Policy for the Support of Arts Organizations and Artists.

Income: Amount of money or monetary value of in-kind donations that fund the production of a program.

In-Kind Match: Contributions of equipment, supplies, or other tangible resources, donated to the applicant by others or provided by the applicant at no charge.

Insurance: Payments for general liability, directors, officers, and other organizational insurance policies. Does not include medical insurance paid as an employee benefit.

Marketing/Advertising: All expenses for marketing, publicity, or promotion such as media, brochures, flyers, posters, etc. Does not include payments to contracted individuals or marketing firms.

Mission Statement: Two sentences describing what the organization does, not how it fulfills its mission or why.

Other Income: Income other than that specified in the grant application. May include grants and cash.

Personnel, Administrative: Payments for salaries, wages, fees, and benefits for administrative employees, including administrative staff, program directors, managing directors, business managers, clerical staff, and administrative support personnel.

Personnel, Artistic: Payments for salaries, wages, fees, and benefits for artistic employees, including artistic directors, conductors, curators, composers, choreographers, and other artists.

Personnel, Technical/Production: Payments for salaries, wages, fees, and benefits for technical/production employees, including technical directors, wardrobe, lighting, sound designers, crew, stagehands, video and film technicians, exhibition curators, and installers.

Policy, or Policy for Support: The Arlington County Policy for the Support of Arts Organizations and Artists, as approved by the County Board, December 8, 1990.

Program: Artistic work, activity, or other qualified program under the Guidelines for which an applicant requests County support in the form of funding.

Cultural Grant: A grant of County support in the form of direct funding to support an artistic activity identified by the applicant.

Program Expenses: Expenses or costs related to the production of a program.

Program Income: Income made in-kind or given as cash for a program to pay for production costs.

Salaries and Wages: Money paid to administrative and artistic staff of an organization.

Space and Services: Use of County-owned or managed facilities for performances, rehearsals, classes and workshops, as well as technical services including assistance with scenery and costumes.

Total Program Income: Total income from all sources.

arlington arts
 FY 2020 Individual Artist Grant Guidelines

Appendix C. FY 2020 Arlington Arts Grant Schedule

KEY STEPS	DATES (S)
Step 1: Arts Grants Preparation Workshop	
Attend a workshop for Individual Artist Grants	Thursday, November 8, 2018, 6:30-8:00 p.m. Saturday, November 17, 2018, 12:30-2:00 p.m.
Step 2: Intent to Apply Process	
Submit Intent to Apply form	Monday, December 3, 2018, by 5:00 p.m.
Applicants receive eligibility notification	Friday, December 7, 2018
Intent to Apply appeals accepted	Monday, December 10 - Thursday, December 13, 2018 by 5:00 p.m.
Notification of appeals determination	Friday, December 21, 2018
Step 3: Grant Application Process	
Submit Grant Application	Monday, February 11, 2019 by 5:00 p.m.
Grant Applications Review "Grants Day"	Saturday, April 27, 2019
Award recommendation vote by Arts Commission	Wednesday, May 1, 2019
Grantees receive Notification Letter	Friday, May 2, 2019
Grant Award Appeals accepted	Monday May 6, 2019 - Friday, May 10, 2019 by 5:00 p.m.
Notification of appeals determination	Friday, May 24, 2019
Awards Process:	
County Board considers grant recommendations	Mid- July, 2019
Letters of Agreement sent	Mid-July 2019
Program and Individual Artist grants processed	Mid-August 2019

Dates are subject to change

arlington arts
FY 2020 Individual Artist Grant Guidelines

Appendix D. How to Download, Complete and Submit the FY 2020 Intent to Apply Form

I. Downloading the Intent to Apply Form

1. Go to <https://get.adobe.com/reader/> and make sure you have downloaded the latest version of Adobe Acrobat Reader to your computer.
2. Visit <https://arts.arlingtonva.us/grants/> . Click on the link for the Intent to Apply Form.
3. After clicking on the link, download the form and save it to a folder on your computer. You *must* do this step for the form to function and save properly.
 - If you are prompted to save the file after clicking on the link, save it to a file on your computer. If not, choose “File” then “Save As” and save the file. Your internet browser may also have an icon that looks like a disk or down arrow. Click on the icon and save the form to your computer.
4. After downloading and saving the form, close the internet browser window.
5. Open the Intent to Apply Form from the file you saved on your computer.
6. The form should open in Adobe Reader *not* your internet browser. This is important. If the file still opens in a browser window, right click the file, choose “Open With” and select Adobe Acrobat Reader from the menu.

II. Completing the Intent to Apply Form

1. Once the form opens in Adobe Acrobat Reader you can fill it out.
2. We recommend that you save the form as you work. Close and re-open the form to make sure it is saved.

III. Submitting the Intent to Apply Form and Required Attachments

For Individual Artists: Submit the following attachments in an email to CADportal@arlingtonva.us

1. Intent to Apply Form. Attached the saved version from your computer. Do not attach a printed and scanned copy.
2. Proof of Arlington residency for at least one year. This may be a scanned copy of your driver’s license, utility bill, or other official dated document or identification showing your name and physical address for the past year.

arlington arts
FY 2020 Individual Artist Grant Guidelines

Appendix E. Sample of Intent to Apply Form

I. Intent to Apply Form for Individual Artist Grant

1. Artist's Name: _____
2. Number of Years residing in Arlington County: _____
3. Physical Street Address (PO Boxes are not accepted): _____

4. Phone Number: _____
5. Link to Artist's website or online portfolio: _____
6. Artist's Email Address: _____
7. Date Artist attended Arts Grant Preparation Workshop (MM/DD/YYYY): _____
8. Are you at least 18 Years of age?
 - a. Yes
 - b. No

I certify that the above information and attached documentation are true and correct.

Name: _____

arlington arts
FY 2020 Individual Artist Grant Guidelines

Appendix F. Appeals Process for FY 2020 Intent to Apply

If an applicant is not satisfied with the Intent to Apply determination, the decision may be appealed.

Grounds for Appeals

The following are the only grounds for an appeal:

1. Influence of one or more Advisory Panel or Commission member who willfully failed to disclose a conflict of interest;
2. Erroneous interpretation of the form by the Grants Office staff at the time of review, despite the applicant providing accurate and complete information on the form;
3. Discrimination on the basis of race, religion, national origin, age, gender, sexual orientation, or disability;
4. Decision based on criteria other than those listed in these Guidelines and Appendices.

Limitations on Appeals

Grant applications and appeals that the Commission determines to be incomplete or late cannot be appealed.

Appeals Process

To appeal a Commission decision:

1. Submit a written appeal addressed to Ms. Marsha Semmel, Chair, Arlington Commission for the Arts.
2. Ensure that it is received by 5:00 p.m. on the third business day after the date of notification.
3. The appeal may be submitted by email or hand delivered.
 - To email: Submit the appeal to CADportal@arlingtonva.us. If you do not receive an automatic confirmation email that your appeal was successfully received, you must resubmit the appeal.
 - To hand deliver: Give the appeal to the receptionist at the front desk at Arlington Economic Development, 1100 N Glebe Rd, Suite 1500, Arlington VA 22201. Office hours are Monday-Friday, 9:00 a.m. to 5:00 p.m. You will be given a receipt with the date and time the appeal was received. Keep this receipt for your records.
4. The appeal must be no longer than 500 words and must include the specific grounds for the appeal and cite applicable provisions of these Guidelines and Appendices upon which the appeal is based.
5. When an appeal has been received by the deadline, in the proper format, the Commission will consider the appeal at a regularly scheduled meeting.
6. The applicant will be notified of when his or her appeal will be considered and may be present at the meeting, but no presentation may be given on the applicant's behalf. Commissioners may ask questions of the appealing applicant.
7. A majority vote of the Commissioners who are present at the meeting is required to decide the appeal.

Review

The Commission will review all appeals in accordance with procedures outlined in these Guidelines. The Commission's final recommendations will be forwarded to the County Board.

Appendix G. How to Complete the FY 2020 Grant Application

1. Go to <https://get.adobe.com/reader/> and make sure you have downloaded the latest version of Adobe Acrobat Reader.
2. Click on the application link in the email that you received.
3. Download the application and save it to a folder on your computer. If you do not do this step, the application will not function or save properly.
 - If you are prompted to save the file after clicking on the link, save it to a file on your computer. If you are not prompted, choose “File” then “Save As” and save the application. Your internet browser may also have an icon that looks like a disk or down arrow. Click on it and save the application to your computer.
4. After downloading and saving the application, close the internet browser window.
5. Open the Grant Application from the file you saved on your computer.
6. The application should open in Adobe Reader *not* your internet browser. This is important. If the file still opens in a browser window, right click the file, choose “Open With” and select Adobe Acrobat Reader from the menu.
7. Once the application opens in Adobe Acrobat Reader you can complete the form. We recommend that you save your work often. Close and re-open the application to make sure it saved your information.
8. When you have completed and saved the application to a folder on your computer, attach the application and any required additional materials to an email and send to CADportal@arlingtonva.us.

arlington arts
FY 2020 Individual Artist Grant Guidelines

Appendix H. Sample Individual Artist Grant Application

I. Artist Information

1. Applicant Name:

2. Applicant Email:

3. Enter the application code given to your organization by Grants Office Staff after your Intent to Apply was approved:

4. Project Name:

5. Describe the Project (350 words max)


FY 2020 Individual Artist Grant Guidelines

Sample Individual Artist Grant Application

II. Project Budget Information

1. Project Expenses - Enter all project related expenses in the table below. The table will automatically calculate the expenses.

DIRECT EXPENSES: SALARIES & WAGES				
Title and/or Type of Personnel	Number of Personnel	Annual or Average Salary Range	% Of Time Devoted to Project	Amount
Total Salaries & Wages				
FRINGE BENEFITS				
Total Fringe Benefits				
Total Salaries, Wages & Fringe Benefits				

DIRECT EXPENSES: TRAVEL (include per diem)				
Number of Travelers	From	To	Number of Days	Total Cost
Total Travel Expenses				

DIRECT EXPENSES: OTHER EXPENSES	
Type of Expense	Amount
Total Other Expenses	
TOTAL PROJECT EXPENSES	

arlington arts
 FY 2020 Individual Artist Grant Guidelines

Sample Individual Artist Grant Application

2. Project Income

List any income secured for this project.

1. Amount Requested from Arlington	
------------------------------------	--

2. Other Income	
Description of Other Income	Amount
Total Other Income	

3. Total In-kind Contributions	
Type of In-kind Contribution	In-kind Value
Total In-kind Contribution	

TOTAL PROJECT INCOME	
----------------------	--

3. Describe collaborating partners for this project, including those providing other income and in-kind contributions. For each of them, provide their name(s), a brief description, if they are committed or proposed, and the criteria used to select them. (300 words max)

arlington arts
FY 2020 Individual Artist Grant Guidelines

Sample Individual Artist Grant Application

III. Project Narrative - Artistic Excellence/Quality of the Proposed Project (50% of score):

1. How are you artistically suited to conduct this project? (100 words max)

2. How will this project advance your artistic development? (100 words max)

3. How will this project demonstrate a new or innovative activity for you? (150 words max)

Sample Individual Artist Grant Application

4. How will the project foster excellence and diversity of art and culture in Arlington? (100 words max)

Sample Individual Artist Grant Application

IV. Service to the Community (30% of score)

1. In what ways is this project going to matter to people who experience it? (100 words)

2. How will the project impact the community or meet a specific need in Arlington? (100 words max)

3. In what ways will the program engage and involve a diverse range of voices and participants? (100 words max)

Sample Individual Artist Grant Application

V. Managerial Competence (20% of score)

1. What are your implementation steps and timeline for accomplishing this project? (150 words max)

2. How will you evaluate and document the success of this project? (100 words max)

3. How will you ensure that any funds you receive are well managed? (100 words max)

Sample Individual Artist Grant Application

VI. Artistic Activity

Provide up to 5 links to your previous work in the fields below. These links may be from your portfolio, YouTube channel, Vimeo account, Flickr, other social media accounts, or file sharing website(s) such as DropBox or Google Drive containing pictures, video, or reviews with descriptions of your past professional work.

1.

2.

3.

4.

5.

VII. Signature

The applicant covenants to save, defend, hold harmless and indemnify the County, and all of its officers, departments, agencies, agent, and employees (Collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's project as herein described.

I attest the above information is true and accurate. I acknowledge that false and inaccurate statements made on this application are grounds for immediate dismissal of this application and future applications.

Name