



Arlington Arts Grants Program

General Operating Support Grant Guidelines

FY 2021

Arlington Commission for the Arts
Arlington Cultural Affairs Division, Arts Grants Office
3700 South Four Mile Run Drive
Arlington, VA 22206

CADportal@arlingtonva.us

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FOREWORD

In June 2019, the Arlington County Board unanimously adopted [Enriching Lives: Arlington Arts and Culture Strategy](#), the culmination of a lengthy process that involved representatives of Arlington Arts organizations, the Arlington County Cultural Affairs Division, the Commission for the Arts, and several community civic, educational, and business leaders.

Enriching Lives sets forth a vision for arts and culture in Arlington, a set of key values, and five aspirational goals (with related strategies) that provide a guiding framework for a thriving artistic and cultural community that supports Arlington's sense of place and civic identity.

The plan's second goal, "Invest in a vibrant, equitable, sustainable and evolving arts and culture ecosystem," emphasizes the importance of a strong arts infrastructure, including "venues, organizations, programs, [and] funding, as well as the networks and relationships that underpin the sector." It notes the importance of supporting and celebrating "creative excellence among artists, arts organizations, businesses, community and education institutions, and County staff."

The Arlington Arts Grants Program is an important way that the County addresses its investment in our arts infrastructure. As you apply for support, consider the ways in which your work helps to further the vision and values of *Enriching Lives*.

Enriching Lives also aligns with the following goals set forth in the [Policy for the Support of Arts Organizations and Artists](#):

1. To 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. To foster the development of excellence and diversity in the arts, ensuring that a varied program of cultural activities is available to satisfy the interests of Arlington's citizens.
3. To guarantee to all Arlington artists and arts organizations an open and fair policy which assures equal access to County arts resources.
4. To encourage development of public/private partnerships in support of the arts.

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 County on policy and program development, oversees the grants and public art programs, advocates for the arts in Arlington and acts as a liaison between the arts community and the County. 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 an 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.

The [Arlington Cultural Affairs Division](#) (CAD) operates within Arlington Economic Development (AED), which is a part of Arlington County government. Our mission is to create, support, and promote the arts, connecting artists and community to reflect the diversity of Arlington. We do this by: providing material support to artists and arts organizations in the form of grants, facilities and theater technology; integrating award-winning public art into our built environment; and presenting high quality performing, literary, visual and new media programs across Arlington. 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.

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I. ARLINGTON ARTS GRANTS PROGRAM DESCRIPTION

The FY 2021 Arlington Arts Grants Program is a competitive program that supports arts organizations with financial grants for General Operating Support (GOS). Grants are to be awarded for activities that:

- Are mission focused;
- Foster excellence, cultural equity and diversity of arts and culture in Arlington County;
- Have significant impact on the community or meet a need in the County; and,
- Result in distinctive, high quality, and meaningful cultural experiences in Arlington County.

At least one artistic and/or cultural work must be performed, produced, or presented for the public in Arlington within the grant period. The grant period is from July 1, 2020, to June 30, 2021. All artistic and cultural works must be presented within the grant period. Only one monetary grant per organization will be awarded.

II. GENERAL OPERATING SUPPORT (GOS) GRANT ELIGIBILITY

General Operating Support (GOS) Grant Overview

Eligible organizations may apply to fund general operating expenses up to \$25,000 and cannot exceed 20% of an organization's total revenue on its most recently filed IRS Form 990 or 990 EZ. To be eligible, an organization must have a budget of at least \$10,000 from the previous fiscal year. The maximum award is \$25,000.

To be eligible to receive a FY 2021 GOS Grant an organization must:

1. Be certified as a 501(c)3 nonprofit by the IRS or have Fiscal Sponsorship of a certified 501(c)3.
2. Have a physical street address in Arlington County as shown on the organization's most recently filed IRS Form 990 or 990 EZ, or on its most recently filed MISC 1099 if the organization is under Fiscal Sponsorship. PO Boxes are not accepted.
3. Have filed an IRS Form 990 or 990 EZ with the IRS for its most recent fiscal year. IRS 990 e-postcards are not accepted.
4. Produce a regular program of cultural and artistic activities that are consistent with the mission of the organization.
5. Have complied with all requirements and conditions imposed by the Commission in the last grant period for which it received funding.

III. GOS GRANT EVALUATION

Applications for a FY 2021 GOS Grant will be evaluated based upon the following criteria:

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

- A. How will your organization foster artistic excellence in Arlington in FY 2021?
- B. What do you plan to do to advance your organization's artistic mission in FY 2021??

Service to the Community (30% of score):

- A. How will your organization impact the community, advance cultural equity or meet a specific need in Arlington in FY 2021?
- B. In what ways will your organization engage and involve a diverse range of voices and participants in Arlington in FY 2021?
- C. Describe your expected organizational and individual partners for FY 2021 including those providing grants and in-kind matches. For each partner, provide their name(s), a brief description, and if they are committed or proposed.

Managerial Competence (20% of score):

- A. How will you ensure that any grant funds you may receive in FY 2021 will be well-managed?
- B. Please share how a GOS grant will positively impact your organization in FY 2021.

IV. HOW TO APPLY FOR A GOS 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 be penalized or ineligible 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 a GOS 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 2021 Arts Grants Program and include step-by-step directions for completing a grant application. **All organizations applying for a GOS Grant are required to register and attend one grant preparation workshop.**

Workshops for Arlington Arts Grants will be held on the following dates and times:

1. Monday, November 4, 2019, from 1:30 to 2:30 p.m.
2. Tuesday, November 12, 2019, from 7:30 to 8:30 p.m.
3. Saturday, November 16, 2019, from 9:30 a.m. to 10:30 a.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.

Step 2: Complete and Submit the Intent to Apply Form

Due: Monday, December 2, 2019 by 5:00 P.M.

The purpose of the Intent to Apply Form is to determine if the organization is eligible to apply for a FY 2021 Arlington Arts Grant. The Intent to Apply Form must be submitted after the applicant has attended an Arlington Arts Grant preparation workshop. Eligibility to apply for an Arlington Arts Grant does not guarantee that a grant will be awarded.

1. Download the FY 2021 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 2, 2019, 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 6, 2019. Eligible applicants will receive an 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.
6. Applicants who submit their Intent to Apply form after 5:00 P.M. on December 2, 2019 will receive a five (5) point penalty deducted from the overall score. Forms received after December 5, 2019 at 5:00 p.m. will be ineligible to move forward in the grant process.

Step 3. Apply for a GOS Grant

Due: Monday, February 17, 2020 by 5:00 P.M.

1. Download the FY 2021 GOS Grant Application. Instructions on how to download and complete the application are provided in Appendix G.
2. Complete the GOS Grant Application. A sample is provided in Appendix H.
3. Submit the GOS Grant Application by Monday, February 17, 2020 by 5:00 p.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.**
4. Applications received after the deadline will be subject to five (5) point penalty on the total score of the application. No applications will be accepted after 5:00 p.m. on February 24, 2020.

V. FY 2021 GRANT REVIEW AND NOTIFICATION PROCESS

The following process is used to review FY 2021 GOS 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 held on Saturday, April 25, 2020 from 8:30 a.m. to 3:00 p.m. at 1100 N. Glebe Road, Suite 1500, Arlington, VA 22201.
3. The Committee and Advisory Panel make recommendations for awards to the Commission.
4. The Commission considers the recommendations at its April 29, 2020 Commission meeting and votes to forward its recommendations to the County Board. The meeting is open to the public.
5. The Grants Office sends an **Award Notification Letter** after the Commission meeting to all applicants notifying them if the Commission is or is not recommending them to the Arlington County Board for a grant.
6. Applicants may appeal the Commission's decision by using the process outlined in Appendix I. The Commission reviews all appeals in accordance with procedures outlined in Appendix I. Decisions on appeals are final.
7. The Commission's final recommendations are forwarded to the County Board.
8. The County Board reviews the Commission's recommendations and makes its final award determination at its July 2020 County Board Meeting.
9. After the County Board makes its final award determinations applicants receive a **Letter of Agreement** and may be required to fill out additional forms.

VI. REQUIREMENTS OF AND CONDITIONS FOR GRANTEES

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

Acknowledgments

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 organization's website.

Failure to perform the above acknowledgments may result in a five (5) point penalty deduction for the organization's FY 2022 Arts Grant application score.

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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.

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 Division 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.

VII. 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 program 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 program or by July 31, 2021. Extensions must be requested by June 15, 2021.

Final Report forms can be accessed at <https://arts.arlingtonva.us/grants/>.

Failure to submit a final report on time will result in a 5-point penalty off the FY 2022 Arts Grant application score. Organizations that do not submit a final report will not be eligible for an FY 2022 Arts Grant.

Dates of Program 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.

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Appendix A. Responsibilities of Parties

Responsibilities of all parties involved in the FY 2021 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 2021 Arts Grants Guidelines that govern the grant-making process
 - 2.2. Considering award recommendations from the Grants Review 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 2021 Arts Grants Guidelines
 - 3.2. Overseeing the development of the grant guidelines, grant application and evaluation process
4. Responsibilities of the Grants Review Committee 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. Makes award recommendations to the Commission
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
6. Responsibilities of Applicants:
 - 6.1. Reading the FY 2021 Arlington Arts Grants Program General Operating Support Grant Guidelines.
 - 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.
 - 6.7. If the applicant has a Fiscal Sponsor, the applicant is responsible for providing documentation proving fiscal sponsorship and managing communications between the Fiscal Sponsor and Grants Office in a timely fashion. See Appendix J. for more information.

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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 2021 grant period.

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

Arts Grants: Grants for direct funding.

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

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.

Cultural Equity: embodies the values, policies, and practices that ensure that all people— including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion.

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.

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.

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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.

General Operating Expenses: An expense incurred in carrying out your organization's day-to-day business operations. EXAMPLES: Payroll, travel, rental, insurance office supplies etc.

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 2021 grant period corresponds to the fiscal year of Arlington County, VA beginning July 1, 2020 and ending June 30, 2021.

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.

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.

Penalty: Point deduction for late documentation or for failure to place proper acknowledgment of support from Arlington County.

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.

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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.

Total Program Income: Total income from all sources.

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Appendix C. FY 2021 Arlington Arts Grant Schedule

KEY STEPS	DATES (S)
Step 1: Arts Grants Preparation Workshop	
Attend a preparation workshop for Arts Grants	Monday, November 4, 2019, 1:30-2:30 p.m. Tuesday, November 12, 2019, 7:30-8:30 p.m. Saturday, November 16, 2019, 9:30 a.m.-10:30 a.m.
Step 2: Intent to Apply Process	
Submit Intent to Apply Form	Monday, December 2, 2019, 5:00 p.m.
Applicants receive eligibility notification	Friday, December 6, 2019
Intent to Apply appeals accepted	Monday, December 9 - Thursday, December 12, 2019, 5:00 p.m.
Notification of appeals determination	Friday, December 20, 2019
Step 3: Grant Application Process	
Submit Grant Application	Monday, February 17, 2020, 5:00 p.m.
Grant Applications review "Grants Day"	Saturday, April 25, 2020
Award recommendation vote by Arts Commission	Wednesday, April 29, 2020
Grantees receive Notification Letter	Friday, May 1, 2020
Grant Award Appeals accepted	Monday May 4, 2020 - Friday, May 8, 2020, 5:00 p.m.
Notification of appeals determination	Friday, May 29, 2020
Awards Process:	
County Board considers grant recommendations	Mid-July, 2020
Letters of Agreement sent	Mid-July 2020
Grant paperwork processed	Mid-August 2020 – September 2020

Dates are subject to change

Appendix D. How to Download, Complete and Submit the FY 2021 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 Organizations: Submit the following attachments in an email to CAD@arlingtonva.us

1. Intent to Apply Form. Attach the saved version from your computer. Do not attach a printed and scanned copy.
2. Most recent IRS Form 990 or MISC 1099 from Fiscal Sponsor. Only long or short forms will be accepted. E-Postcards will not be accepted.
3. Letter of IRS 501(c)3 designation.
4. Most recent independent audit if your organization’s revenue for the last fiscal year was over \$600,000.

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Appendix E. Sample Intent to Apply Form

1. Organization's Legal Name: _____
2. Organization's Doing Business As (DBA) [Must match DBA on most recent IRS form 990]:

3. Arlington Street Address of Organization (PO Boxes are not accepted):

4. Name of Contact Person for Organization: _____
5. Title of Contact Person for Organization: _____
6. Email Address of Contact Person for Organization: _____
7. Phone Number of Contact Person for Organization: _____
8. Name of Organization Representative who attended the Arts Grant Preparation Workshop:

9. Date Organization Representative Attended Arts Grant Preparation Workshop: _____

IF YOUR ORGANIZATION HAS A FISCAL SPONSOR, PLEASE FILL OUT QUESTIONS 10-14.

10. Name of Organization's Fiscal Sponsor as Registered with the Internal Revenue Service [if applicable]:

11. Physical Street Address of Fiscal Sponsor [if applicable]:

12. Organization or Fiscal Sponsor Website: _____
13. Organization or Fiscal Sponsor Phone Number: _____
14. Organization or Fiscal Sponsor FEIN Number: _____

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

Name: _____ Title: _____

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**Appendix F. Appeals Process for
FY 2021 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; or,
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 December 12, 2019 by 5:00 p.m.
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 Cultural Affairs, 3700 South Four Mile Run Drive, Arlington, VA 22206. Office hours are Monday - Friday, 10:00 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 Download and Complete the FY 2021 GOS 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.

Appendix H. Sample FY 2021 GOS Grant Application

I. Organization Information

1. Organization Name:

2. Organization Primary Contact:

3. Organization Primary Contact Email:

4. Organization Primary Contact Phone Number:

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

6. Please tell us about your organization and include your mission statement (500 words max):

7. Describe the composition of your organization:

Number of Full-Time Employees:

Number of Part-Time Employees:

Number of Volunteers:

III. Artistic Excellence (50% of score):

1. How will your organization foster artistic excellence in Arlington in FY 2021? (300 words max)

2. What do you plan to do to advance your organization's artistic mission in FY 2021? (250 words max)

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

1. How will your organization impact the community, advance cultural equity or meet a specific need in Arlington in FY 2021? (250 words max)

2. In what ways will your organization engage and involve a diverse range of voices and participants in Arlington in FY 2021? (300 words max)

3. Describe your expected organizational and individual partners for FY 2021 including those providing grants and in-kind matches. For each partner, provide their name(s), a brief description, and if they are committed or proposed. (500 words max)

VI. Managerial Competence (20% of score)

1. How will you ensure that any grant funds you may receive in FY 2021 will be well-managed? (250 words max)

2. Please share how a GOS grant will positively impact your organization in FY 2021. (350 words max)

VII. Artistic Activity

Provide up to 5 links to your organization's previous work 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. Do not include your organization's website.

1.
2.
3.
4.
5.

VIII. 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, on behalf of this organization, 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, as well as future applications, for funding.

Name:

Title:

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Appendix I. Appeals Process for FY 2021 GOS Grant Award

If an applicant is not satisfied with the Commission's grant award determination, the decision may be appealed.

Grounds for Appeal

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; or,
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 incomplete or late cannot be appealed.

Appeal Process

To appeal a Commission decision:

1. Submit a written appeal addressed to Ms. Marsha Semmel, Chair, Arlington Commission for the Arts.
2. Ensure the appeal is received by Friday, May 8, 2020 by 5:00 p.m. Appeals received after this time will not be considered.
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 need to resubmit the appeal.
 - To hand deliver: Give the appeal to the receptionist at the front desk at 3700 South Four Mile Run Drive, Arlington, VA 22206. You will be given a receipt with the date and time the appeal was received. Keep this receipt for your records. Office hours are Monday – Friday 10:00 a.m. – 5:00 p.m.
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.

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Appendix J. Details Regarding Fiscal Sponsorship

The following information is for organizations that have acquired Fiscal Sponsorship and are applying for an FY 2021 Arlington Arts Grant.

1. A Fiscal Sponsor may be incorporated as a 501(c)3 in another locality within the United States. The applying organization must be headquartered in Arlington County per these guidelines.
2. The applying organization must submit with the Intent to Apply Form a copy of the entire signed agreement it has with the Fiscal Sponsor.
3. The applying organization must submit the most recent MISC 1099 it received from the Fiscal Sponsor. Do not submit the Fiscal Sponsor's IRS Form 990.
4. The applying organization must submit all materials for the Intent to Apply, Application, Appeals, Agreement Packet, and Final Report on its own behalf.
5. The financial report component of the Final Report must be prepared by the Fiscal Sponsor.
6. The Grants Office will communicate directly with one designated contact person for the applying organization who is responsible for coordinating the grant application and awards processes between Arlington County and the Fiscal Sponsor.
7. Allow at least three (3) business days for the Grants Office to complete and return any necessary documentation needed by the Fiscal Sponsor.
8. If a financial grant is awarded to the applicant, Arlington County will process the grant award and send the funds to the Fiscal Sponsor **who will then disperse the funds to the organization.**