



Arlington Arts Grants Program  
**Space & Services Grant Guidelines**  
Fiscal Year 2019

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

[cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us)

## 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* (Policy) 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 is 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.

The Policy for the Support of Arts Organizations and Artists may be found at

<http://arlingtonarts.org/resources/grants/policy-support-arts-organizations-and-grants.aspx>

### 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 the County by:

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

### Who's Who in the Grant-Making Process

Arlington Commission for the Arts (Commission) is a volunteer citizen's group appointed by the Arlington County Board. The Commission advises the Board on arts issues and acts as a liaison between the arts community and the County Board. In addition, the Commission is responsible for forwarding approved grant award recommendations to the County Board for its consideration. The Grants Committee is composed of five members of the Commission. The role of the Grants Committee is to develop annual guidelines for Arlington Arts Grants Program, review grant applications and, with the Advisory Panel, make recommendations for grant awards to the Commission. Advisory Panel members are selected by the Commission to review all eligible grant applications. The 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>.

Arlington Cultural Affairs Division (CAD) operates within Arlington Economic Development, 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 <http://www.arlingtonarts.org>. 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](mailto:cadportal@arlingtonva.us).

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## I. SPACE & SERVICES GRANT PROGRAM DESCRIPTION

The FY 2019 Space & Services Grant is a competitive program for arts organizations that provides access to:

1. County-managed facilities for performances, rehearsals, seminars and workshops
2. The Arlington Cultural Affairs Scenic Studio and CostumeLab
3. A photocopier at 3700 S Four Mile Run Drive

A Space & Services Grant award does not include a monetary award. Arts organizations that wish to receive a monetary award must complete a FY 2019 Project Grant application. Arts organizations that wish to receive both a monetary award and an award of space and services must complete both a FY 2019 Space & Services Grant application and a FY 2019 Project Grant application.

The grant period for a Space & Services award is July 1, 2018, to June 30, 2019.

### Available Facilities

A Space & Services Grant applicant may apply to use the following County-managed performance facilities:

1. Gunston Theatre I
2. Gunston Theatre II
3. Thomas Jefferson Theatre
4. Theatre on the Run
5. Rehearsal, seminar, or workshop spaces

Information about County-managed performance facilities is found at [www.arlingtonarts.org](http://www.arlingtonarts.org). Technical specifications are available and may be requested by emailing [ACA-facilitiesandtechservices@arlingtonva.us](mailto:ACA-facilitiesandtechservices@arlingtonva.us).

### Scenic Studio Services

Scenery construction facilities are offered as part of the FY 2019 Space & Services Grant for a nominal fee. Organizations using the theaters are expected to provide their own staff designers, technicians, etc. CAD technical staff may provide design and technical assistance on a limited basis depending on staff availability. Contact [ACA-facilitiesandtechservices@arlingtonva.us](mailto:ACA-facilitiesandtechservices@arlingtonva.us) to schedule an appointment or discuss tech-related issues.

### CostumeLab Services

The Arlington County CostumeLab maintains a costume collection of over 20,000 pieces available to rent. Space & Services Grant recipients receive a significant discount on all rentals. The CostumeLab manager is available for consultation, but is not able to provide costume design or construction services. Appointments are required to view the costume collection and should be scheduled well in advance. Contact [costumes@arlingtonva.us](mailto:costumes@arlingtonva.us) to schedule an appointment.

## II. SPACE & SERVICES GRANT ELIGIBILITY

To be eligible to receive a FY 2019 Space & Services Grant an organization must:

1. Be certified as a 501(c)3 nonprofit by the Internal Revenue Service (IRS) or have fiscal sponsorship of a certified 501(c)3.

2. Have a physical street address in Arlington County as shown on its 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 previous grant period.

### III. SPACE & SERVICES GRANT EVALUATION

Applications for a FY 2019 Space & Services Grant will be evaluated based upon answers to the following questions:

#### **Artistic Excellence/Quality of Activities (50% of score):**

1. How is your organization artistically suited to conduct these activities?
2. How will these activities fulfill your organization's mission?
3. How will these activities advance your organization's artistic development?
4. How will these activities differ from your typical activities? How are they new or innovative for your organization?
5. How will these activities foster excellence and diversity of arts and culture in Arlington?

#### **Service to the Community (30% of score):**

1. In what ways do these activities matter to people who experience them?
2. How will these activities impact the community or meet a specific need in Arlington?
3. How will community engagement activities be used to attract new audiences?

#### **Managerial Competence (20% of score):**

1. What are your implementation steps and timeline for accomplishing these activities?
2. How will you evaluate and document the success of these activities?

Additional information used to determine a FY 2019 Space & Services award includes:

- Type of activity
- Number of program participants
- Anticipated attendance
- Technical needs
- Dates requested for productions and exhibitions
- Effective and responsible use of facilities by a previously awarded Space & Services grantee

An award for facility use is based on evaluation of the application and availability of facilities. Public performances have priority over other activities such as classes, rehearsals, workshops, etc. Surcharge fees apply for all activities charging participant or audience fees.

#### IV. HOW TO APPLY FOR A SPACE & SERVICES 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](mailto: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 Space & Services 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 2019 Arts Grants Program and include step-by-step directions for completing a Space & Services Grant application. All organizations applying for a Space & Services Grant are required to attend one workshop.

Workshops for Space & Services Grants will be held on the following dates and times:

1. Monday, November 6, 2017, from 1:30 to 3:30 pm
2. Wednesday, November 8, 2017, from 6:30 to 8:30 pm
3. Saturday, November 18, 2017, from 12:30 to 2:30 pm

All workshops are held in Room 139, 3700 South Four Mile Run Drive, Arlington, VA, 22206. Registration is required and space is limited. Visit [www.arlingtonarts.org/resources/grants.aspx](http://www.arlingtonarts.org/resources/grants.aspx) for available dates and to register.

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: Submit the Intent to Apply Application**

**Due: Friday, December 1, 2017, at 5:00 PM.**

The purpose of the Intent to Apply Application is to determine if your organization is eligible to apply for a FY 2019 Space & Services. Eligibility to apply does not guarantee that a grant will be awarded. Intent to Apply Applications submitted before an applicant has attended a workshop will not be accepted.

1. Download the FY 2019 Intent to Apply Application. Instructions on how to download, complete, and submit the application are provided in Appendix D.
2. Complete the Intent to Apply Application. A sample is provided in Appendix E.
3. Submit the Intent to Apply Application by Friday, December 1, 2017, at 5:00 PM, to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us). Applicants will receive an automatic reply email from [cadportal@arlingtonva.us](mailto: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. Applicants will be notified of their eligibility determination by Friday, December 8, 2017. Eligible applicants will receive a web link to the Space & Services 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 a Space & Services Grant****Due: Friday, February 9, 2018, at 5:00 PM.**

1. Download the FY 2019 Space & Services Grant Application. Instructions on how to download and complete the application are provided in Appendix G.
2. Complete the Space & Services Grant Application. A sample is provided in Appendix H.
3. Submit the Space & Services Grant Application by Friday, February 9, 2018, 5:00 pm to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us). Applicants will receive an automatic reply email from [cadportal@arlingtonva.us](mailto: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.

**V. GRANT REVIEW AND NOTIFICATION PROCESS**

The following process will be used to review FY 2019 Space & Services Grant Applications:

1. The Grants Office reviews all applications for accuracy and completeness and may, if necessary, make reasonable attempts to contact the applicant with questions.
2. Eligible and complete applications are competitively evaluated by the Grants Committee and an Advisory Panel in a public meeting on Saturday, April 21, 2018, from 8:30 am to 4:00 pm 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 and approves the recommendations at its May 24, 2018, Commission meeting.
5. On Thursday, May 25, 2018, the Grants Office sends an Award Notification Packet to all applicants notifying them if the Commission is recommending them to the Arlington County Board for a grant.
6. Applicants receiving awards must submit all documents outlined in the Award Notification Packet by Friday, June 22, 2018, at 5:00 pm. See Appendix J. for examples of required forms.
7. 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.
8. The Commission's final recommendations are forwarded to the County Board.

9. The County Board reviews the Commission's recommendations and makes its final award determination at its July 2018 County Board Meeting.

## 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 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 [www.arlingtonarts.org](http://www.arlingtonarts.org) must also be placed on the organization'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.

### **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.

## 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 or timeline 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](mailto: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 June 30, 2019. An example of a Final Report is provided in Appendix J. Extensions must be requested by June 15, 2019, for projects ending June 30, 2019.

Final Report forms can be accessed at <http://www.arlingtonarts.org/resources/grants/GranteeDocuments.aspx>  
Grantees who fail to submit a Final Report by the specified due date may not be eligible for future Arts Grants funding in the following period.

### **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](mailto:cadportal@arlingtonva.us).

## Appendix A. Responsibilities of Parties

Responsibilities of all parties involved in the FY 2019 Arts Grants process are summarized below. Please contact the Cultural Affairs Division (CAD) Grants Office for additional information at [cadportal@arlingtonva.us](mailto: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 2019 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 Committee:

- 3.1. Developing the FY 2019 Arts Grants Guidelines
- 3.2. Overseeing the grant application and evaluation process
- 3.3. With the Advisory Panel, objectively evaluating and scoring grant applications
- 3.4. Recusing themselves from the evaluation of an application if there exists a conflict of interest
- 3.5. Making award recommendations to the Commission

### 4. Responsibilities of the Advisory Panel:

- 4.1. With the Grants Committee, objectively evaluating and scoring grant applications
- 4.2. Recusing themselves from the evaluation of an application if there exists a conflict of interest

### 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. Thoroughly reading the relevant FY 2019 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](mailto: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 L. for more information.

## 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](mailto:cadportal@arlingtonva.us).

**1:1 Cash 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.

**Applicant:** An individual or organization that has filed an application with the Arlington Commission for the Arts for the FY 2019 grant period.

**Application:** An Arlington Arts Grants Program 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.

**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 project 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 project, 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 project other than salaries, wage, and fringe benefits.

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

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

**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 project expenses or in-kind grants of facilities, and/or technical services for rehearsals, production preparation, and/or performances.

**Grant Period:** The FY 2019 grant period corresponds to the fiscal year of Arlington County, VA beginning July 1, 2018 and ending June 30, 2019.

**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 project.

**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. Does not include people working under contract.

**Personnel, Artistic:** Payments for salaries, wages, fees, and benefits for artistic employees, including artistic directors, conductors, curators, composers, choreographers, and other artists. Does not include people working under contract.

**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. Does not include people working under contract.

**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.

**Project:** Artistic work, activity, or other qualified program under the Guidelines for which an applicant re-quests County support in the form of funding.

**Project Grant:** A grant of County support in the form of direct funding to support an innovative artistic activity identified by the applicant up to a maximum award level of \$35,000, \$3,000, or \$2,500 depending on the applicant's IRS documentation.

**Project Expenses:** Expenses or costs related to the production of a project.

**Project Income:** Income made in-kind or given as cash for a project to pay for production costs.

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

**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 Project Income:** Total income from all sources.

**Appendix C. FY 2019 Arlington Arts Grant Schedule**

<b>KEY STEPS</b>	<b>DATES (S)</b>
<b>Step 1: Arts Grants Preparation Workshop</b>	
Attend a workshop for Project and/or Space & Services Grants	Monday, November 6, 2017, 1:30-3:30 pm Wednesday, November 8, 2017, 6:30-8:30 pm Saturday, November 18, 2017, 12:30-2:30 pm
Attend a workshop for Individual Artist Grants	Thursday, November 9, 2017, 6:30-8:00 pm Saturday, November 18, 2017, 3:00-4:30 pm
<b>Step 2: Intent to Apply Process</b>	
Submit Intent to Apply application	Friday, December 1, 2017, 5:00 pm
Applicants receive eligibility notification	Friday, December 8, 2017
Intent to Apply appeals accepted	Monday, December 11 - Wednesday, December 13, 2017, 5:00 pm
Notification of appeals determination	Thursday, December 21, 2017
<b>Step 3: Grant Application Process</b>	
Submit Grant Application	Friday, February 9, 2018, 5:00 pm
Grant Applications Review "Grants Day"	Saturday, April 21, 2018
Award recommendation vote by Arts Commission	Wednesday, April 25, 2018
Grantees receive Notification Packet	Friday, April 27, 2018
Grant Award Appeals accepted	Monday April 30 - Friday, May 11, 2018, 5:00 pm
Notification of appeals determination	Thursday, May 25, 2018
Submit required documents as indicated in Award Notification Packet	Friday, June 22, 2018, 5:00
<b>Awards Process:</b>	
County Board considers grant recommendations	Mid- July, 2018
Project and Individual Artist grants processed	August 1, 2018
Space & Services grants finalized	August 1, 2018

## Appendix D. How to Download, Complete and Submit the FY 2019 Intent to Apply Application

### I. Downloading the Intent to Apply Application

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 [www.arlingtonarts.org/resources/grants.aspx](http://www.arlingtonarts.org/resources/grants.aspx) . Click on the link for the Intent to Apply Application.
3. After clicking on the link, **download the application and save it to a folder on your computer. You must do this step for the application 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 application to your computer.
4. After downloading and saving the application, close the internet browser window.
5. Open the Intent to Apply 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.

### II. Completing the Intent to Apply Application

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

### III. Submitting the Intent to Apply Application and Required Attachments

**For Organizations:** Submit the following attachments in an email to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us)

1. Intent to Apply application. 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 you are applying for a Project Grant and your organization's revenue for the last fiscal year was over \$600,000.
5. Current Certificate of Liability Insurance, if you are applying for a Space & Services Grant.

**For Individual Artists:** Submit the following attachments in an email to [cadportal@arlingtonva.us](mailto:cadportal@arlingtonva.us)

1. Intent to Apply application. 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.

**Appendix E. Sample of Intent to Apply Application**

**I. Intent to Apply Application for Project Grant and /or Space & Services Grant**

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 Organization's Fiscal Sponsor as Registered with the Internal Revenue Service [if applicable]: \_\_\_\_\_  
\_\_\_\_\_
5. Physical Street Address of Fiscal Sponsor [if applicable]: \_\_\_\_\_  
\_\_\_\_\_
6. Organization or Fiscal Sponsor Website: \_\_\_\_\_
7. Organization or Fiscal Sponsor Phone Number: \_\_\_\_\_
8. Organization or Fiscal Sponsor FEIN Number: \_\_\_\_\_
9. Name of Contact Person for Organization: \_\_\_\_\_
10. Title of Contact Person for Organization: \_\_\_\_\_
11. Email Address of Contact Person for Organization: \_\_\_\_\_
12. Phone Number of Contact Person for Organization: \_\_\_\_\_
13. Name of Organization Representative who Attended Arts Grant Preparation Workshop: \_\_\_\_\_  
\_\_\_\_\_
14. Date Organization Representative Attended Arts Grant Preparation Workshop: \_\_\_\_\_
15. For which Grant will your organization be applying? (check all that apply)
  - Project Grant
  - Space & Services Grant

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**II. Intent to Apply Application 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: \_\_\_\_\_

## Appendix F. Appeals Process for FY 2019 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 application by the Grants Office staff at the time of review, despite the applicant providing accurate and complete information on the application
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 Mr. Jeff Zeeman, Chair, Arlington Commission for the Arts.
2. Ensure that it is received by 5:00 PM 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](mailto: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. 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 2019 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](mailto:cadportal@arlingtonva.us)

**Appendix H. Sample of Arts Grant Applications  
Individual Artist Grant Application**

**I. Artist Information**

1. Enter the application code given to you by Grants Office Staff after your Intent to Apply Application was approved. \_\_\_\_\_
2. Name of Project: \_\_\_\_\_
3. Describe the Project (350 words max): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 [Date]	To [Date]	Number of Days	Total Cost
Total Travel Expenses				

DIRECT EXPENSES: OTHER EXPENSES	
Type of Expense	Amount
Total Other Expenses	
<b>TOTAL PROJECT EXPENSES</b>	

2. Project Income

- a. List any income secured for this project

TOTAL PROJECT EXPENSES	
Enter Amount Requested from Arlington County	

CASH	
Total Cash Amount	

IN-KIND		
Type of In-kind Match	Name of In-kind Source	In-kind Value
Total In-kind Match Value		

TOTAL CASH & IN-KIND MATCHES FOR THIS PROJECT	
TOTAL PROJECT INCOME	

3. Describe collaborating partners for this project, including those providing the 1:1 cash match and In-Kind match. 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): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Project Grant Narrative**

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 differ from your typical activities? How is it new or innovative? (150 words max):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

5. In what ways is this project going to matter to people who experience it? (100 words max): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

7. How will community engagement activities be used to attract new audiences? (100 words max): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe how you will evaluate and document the success of the project. (100 words max): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IV. Artistic Activity**

Provide up to five (5) links to your previous work in the fields below. These links may be for 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. \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Project Grant Application**

**I. Organization Information**

1. Enter the application code given to you by Grants Office Staff after your Intent to Apply Application was approved. \_\_\_\_\_
  
2. Mission Statement of the Organization (100 words max): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. Describe the composition of your organization:  
 Number of full-time employees: \_\_\_\_\_  
 Number of part-time employees: \_\_\_\_\_  
 Number of volunteers: \_\_\_\_\_
  
4. Name of Project: \_\_\_\_\_

**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 [Date]	To [Date]	Number of Days	Total Cost
Total Travel Expenses				



3. Describe the organizational partners for this project, including those providing the 1:1 cash match and In-Kind match. 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): \_\_\_\_\_

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4. Describe the individual partners for this project, including those providing the 1:1 cash match and In-Kind match. 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): \_\_\_\_\_

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**III. Project Grant Narrative**

1. Describe the project (350 words max): \_\_\_\_\_

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2. How is your organization artistically suited to conduct this project? (100 words max): \_\_\_\_\_

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3. How will this project fulfill your mission? (100 words max): \_\_\_\_\_

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4. How will this project advance your organization’s artistic development? (100 words max): \_\_\_\_\_

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5. How will this project differ from your typical activities? How is it new or innovative for your organization? (150 words max): \_\_\_\_\_

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---

---

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

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- 7. In what ways is this project going to matter to people who experience it? (100 words max): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. How will the project impact the community or meet a specific need in Arlington? (100 words max):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9. How will community engagement activities be used to attract new audiences? (100 words max): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10. What are your implementation steps and timeline for accomplishing this project? (150 words max):  
\_\_\_\_\_  
\_\_\_\_\_
- 11. Describe how you will evaluate and document the success of the project. (100 words max): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Artistic Activity**

Provide up to five (5) links to your previous work in the fields below. These links may be for 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. \_\_\_\_\_

**V. 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: \_\_\_\_\_

**FY 2019 Space & Services Grant Application**

**I. Organization Information**

1. Enter the application code given to you by Grants Office Staff after your Intent to Apply Application was approved. \_\_\_\_\_
  
2. Mission Statement of the Organization (100 words max): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Describe the composition of your organization:  
Number of full-time employees: \_\_\_\_\_  
Number of part-time employees: \_\_\_\_\_  
Number of volunteers: \_\_\_\_\_

**II. Space & Services Grant Narrative**

1. Describe the activities your organization will conduct in County-managed spaces. (350 words max):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Describe the organizational partners for these activities. 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Describe the individual partners for these activities. 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. How is your organization artistically suited to conduct these activities? (100 words max): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. How will these activities fulfill your organization's mission? (100 words max): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How will these activities advance your organization’s artistic development? (100 words max):

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7. How will these activities differ from your typical activities? How are they new or innovative for your organization? (150 words max):

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---

8. How will these activities foster excellence and diversity of art and culture in Arlington? (100 words max):

---

---

9. In what ways do these activities matter to people who experience them? (100 words max):

---

---

10. How will these activities impact the community or meet a specific need in Arlington? (100 words max):

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11. How will community engagement activities be used to attract new audiences? (100 words max):

---

---

12. What are your implementation steps and timeline for accomplishing these activities? (150 words max):

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---

13. Describe how you will evaluate and document the success of these activities. (100 words max):

---

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**IV. Artistic Activity**

Provide up to five (5) links to your previous work in the fields below. These links may be for 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. \_\_\_\_\_

**IV. Schedule of Key Activity Dates**

Enter the space request information for each of your activities below. Request space for each of the activities separately.

\*Requested Venue, indicate: Theatre on the Run, Gunston Theatre I, Gunston Theatre II, Thomas Jefferson Theatre, Classroom

\*\*Number of Weeks for performances include load-in through strike. Do not include rehearsals.

Name of Activity	
Requested Venue*	
Number of Weeks**	
Preferred Dates	
Anticipated Number of Attendees	
Technical Needs	

Name of Activity	
Requested Venue*	
Number of Weeks**	
Preferred Dates	
Anticipated Number of Attendees	
Technical Needs	

Name of Activity	
Requested Venue*	
Number of Weeks**	
Preferred Dates	
Anticipated Number of Attendees	
Technical Needs	

Name of Activity	
Requested Venue*	
Number of Weeks**	
Preferred Dates	

Anticipated Number of Attendees	
Technical Needs	

**V. 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: \_\_\_\_\_

## Appendix I. Appeals Process for FY 2019 Arts 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 Grants Committee member who willfully failed to disclose a conflict of interest
2. Erroneous interpretation of the application provided by the CAD Grants Office Staff, Advisory Panelists, or Grants Committee members at the time of review, despite the applicant providing accurate and complete information on the application
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 incomplete or late cannot be appealed.

### Appeal Process

To appeal a Commission decision:

1. Submit a written appeal addressed to Mr. Jeff Zeeman, Chair, Arlington Commission for the Arts.
2. Ensure the appeal is received by 5:00 PM on the 10<sup>th</sup> 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 need to 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. 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 J. Required Forms for Grantees**

Visit <http://www.arlingtonarts.org/resources/grants/GranteeDocuments.aspx>

**Appendix K. Public Art Policy**

Visit <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/20/2013/12/public-art-policy.pdf>

### Appendix L. Details Regarding Fiscal Sponsorship

The following information is for organizations that have acquired Fiscal Sponsorship and are applying for an FY 2019 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 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.