Suggestions for a Successful
FY 2019
Arlington Arts Project Grant Application

Grants Preparation Workshop

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Goal

The goal of this training is to help organizations applying for an FY 2019 Project Grant understand how to define and develop a project.

Objectives

By the end of this training participants will be able to:

- Describe the term "project."
- Develop projects that are new and innovative or further a current direction.
- Develop projects that fit the organization's mission.
- Create a title and write a description of the project.
- Identify activities and resources necessary for the project.

5 factors affect the award you can receive

1. The amount the County Board approves for grants in the budget-- just over $218,000 for FY 2019.

2. The number of organizations and individuals applying for grants.

3. The amount of your last year's revenue.

4. The scope of your project.

5. Your score
   - All applications are evaluated and given a score that is part of the calculation for your grant award.
   - Scores are based on Artistic Excellence/ Quality of the Project (50%), Service to the Community (30%) and Managerial Competence (20%).
   - The maximum score is 100. Applications scoring less than 60 may not be funded.

What do we mean by a Project?

A project:

- Produces **something** which is new and innovative or furthers your organization's direction.

- Has objectives (in keeping with your mission), includes activities and utilizes resources.

Can I apply for one or more performances or a season?

As long as they are necessary for the **project,** you can include performances, series, or even a season.

BUT

1. You must demonstrate that they **are part of the project**

AND

2. That they support producing something which is new or innovative, or furthers your organization's direction.

How the reviewer looks at the application

- Does the project fit with the organization's mission?
- Has the organization done projects like this in the past?
- Is the budget appropriate for the project?
- Does the organization have the skills to do the project?

Project Name and Description

- A good project name quickly informs the reader about the project and lets them know what to anticipate.

- A project description the project and explains how the project will be carried out.

- The project description should include:
    1. A statement of purpose
    2. The objectives of the project
    3. Information that supports the project's feasibility

- Good project descriptions are concise, well-organized and make it easy for the reader consider the merits of the project.

Project-related budget items can include:

- Staff salaries/wages and value of volunteer hours that are directly related to the project.

- Audience engagement costs for promotion, advertising, social media campaigns, web site development, etc.

- Rent, insurance, surcharge fees, etc. for facility rental (even if you are applying for Space and Services, be prepared to pay rent at another facility.)

- Transportation/lodging expenses (renting vehicles, gas, tolls etc.)

- Development/acquisition of new technology, props, scenery, set up of displays, signage, costumes, etc.

- Supplies (office supplies, branding items such as tshirts, refreshments, etc.)

- Honorarium, guest artist fees and professional contracts.

- Workshops or classes.

- Royalties paid for scripts, music, etc.

Carol's Suggestions

1. Create a project as large as your organization can justify and support.

2. Identify how project is new and innovative, or how it furthers your organization's direction.

3. Be sure your project fits with your organization's mission.

4. Create a descriptive and action -oriented project name.

5. Make sure your application is clear, well organized and able to convince the reader on the merits of the project.