



ARTS COUNCIL
of Fort Worth & Tarrant County

2010-2011 Grant Program GUIDELINES

Updated July 2010

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The mission of the Arts Council is to create an environment that promotes, nurtures and supports the arts in our community.

In order to realize its mission, the Arts Council's programs are designed to:

- foster artistic excellence;
- increase artistic productivity and creativity;
- develop processes that nurture artists and arts organizations;
- educate a larger constituency regarding the contribution of the arts to community development;
- increase accessibility to the arts throughout the community;
- encourage wider participation in artistic activities;
- and reflect the cultural diversity of our community.

Arts Council funding is available to eligible organizations annually in the form of:


Operating Support Grants provide unrestricted financial support to established Fort Worth arts organizations for general and administrative costs.

Operating support maximums are determined by a percentage of prior year expenses; 1:1 cash match required.

Project Support Grants provide restricted financial support to established Fort Worth arts organizations for the implementation of a specific arts program or project to be presented in Fort Worth.

\$8,000/50% of application budget maximum Project request; 1:1 cash match required.

Neighborhood Arts Program (NAP) Grants provide financial support to established Fort Worth arts organizations for arts programming in traditionally underserved communities of Fort Worth.

NAP Operating support maximums are determined by a percentage of prior year expenses; 1:1 cash match required. NAP Project grants do not require a cash match, but recurring NAP projects will be limited to a maximum based on a declining sliding scale starting in 2012. 

All grants are offered and accepted in the form of Contracts for Cultural Services between the recipient arts organization and the Arts Council of Fort Worth & Tarrant County.

2011 Annual Grant Application, Required Copies (20) & Attachments

SUBMISSION DEADLINE:

5:00 PM FRIDAY, OCTOBER 29, 2010

Via Hand Delivery:

*to Arts Council of Fort Worth & Tarrant County, Community Programs Office (Suite 234)
1300 Gendy Street, Fort Worth, TX 76107*

Or

Via US Post Office postmark (10/29/09).

Applications submitted via third party carrier are not the responsibility of the Arts Council until receipt is confirmed by designated Arts Council staff.

**** Late submissions will not be accepted. ****

Funding is also available periodically throughout the year to eligible organizations in the form of:

Mini Grants provide funding for projects and opportunities not normally included in an arts organization's operating budget. Mini Grants also serve as a prerequisite for established Fort Worth arts organizations wishing to apply for Operating, Project or NAP grants in the future.

\$2,000/50% of application budget maximum Mini Grant request.

ELIGIBILITY

Although the Arts Council certainly welcomes promising new arts organizations into the fabric of our community, the focus of the agency's Grant Program lies in supporting the work of nonprofit arts organizations already established within the community.

To be eligible to apply for and receive Arts Council grant funding, all applicant organizations must:

- be a registered 501(c)(3) arts organization (applicants applying under another organization's 501(c)(3) "umbrella" are no longer allowed); ➤ NEW in 2010
- have been in existence and actively programming in the Fort Worth arts community for a minimum of 3 years (if applying for a first-time Mini Grant, the programming requirement is reduced to 2 years);
- have met all required filing deadlines, including submission of all reporting requirements for any Arts Council grants previously received;
- have prior year operating expenses of at least \$5,000 in order to be eligible for Project or Mini Grants;
- have prior year operating expenses of at least \$50,000 and at least one paid staff to oversee operations in order to be eligible for Operating support (General or NAP). ➤ NEW in 2010

FIRST-TIME APPLICANTS for Arts Council grants are *required* to meet with Arts Council staff prior to the Mini Grant application deadline.

Arts organizations AFFILIATED WITH COLLEGES AND UNIVERSITIES may apply for project support when they meet the eligibility requirements listed above for standalone arts organizations in addition to also meeting the following criteria:

- the application's primary mission is to present or produce artistic/cultural programming;
- the organization's programming is not directly related to the university's academic programs;
- the application programming reaches significant (50% or more) non-student populations;
- the programming is open to the public and meets all the requirements expressed in the guidelines;
- the organization has a community-based board of directors or advisory board that meets regularly.

When all criteria are met, the application's project budget size will determine in which category university- or college-sponsored applications are reviewed, rather than the educational organization's total expenses.

RESTRICTIONS


Arts Council grants are not eligible to fund:


- Debt retirement, capital improvements, endowments, construction, or real property,
- Interest on loans, fines, penalties, or costs of litigation;
- Benefits or special events planned primarily for fundraising;
- Scholarships, purchase awards, or cash prizes;
- Subgranting programs;
- Recitals or classes for which tuition is charged;
- Service organization general operations;

NOTE:

- Application expenses included on other, current applications submitted to the Arts Council for funding.

FUNDING OVERVIEW

Application may be made to the Arts Council to receive funding for Operating expenses and/or Project expenses. Additionally, applications may be made within the guidelines of the Mini Grant program or the Neighborhood Arts Program in order to help drive programming into underserved areas of the community. Currently, organizations are limited to two applications of any type during the current Grant Year.  **NEW in 2010**

NOTE: Regarding application “overlap” - operating budgets *should not include* any elements of submitted Project income or expense and, likewise, Project budgets should not include any general operating income or expense. Inclusion of income or expense line items on more than one current application may lead to the ineligibility of one or both applications.  **NEW in 2010**

Review Process

In order to facilitate the review and award process, applications are sorted according to the applicant organization’s operating budget size, utilizing the following categories: Major, Mid-Size and Small. Budget size is determined by the organization’s prior year total operating expenses. If the application is for a university- or college-sponsored project, then the application will be categorized according to the size of the project budget rather than the school’s total expenses.

If the application is for a program whose primary purpose is to serve/engage/present to youth, then it will be reviewed in a separate Youth category, regardless of budget size.

In order to ensure fairness in the distribution of public and donated funds, volunteers from throughout the community are approved by the Arts Council Board of Directors to serve on Grant Review Panels. During panel deliberations, applications are discussed as a group and then, individually, panelists score each application on the basis of: Artistic Merit, Managerial Ability and Service to the Community. Based on the cumulative rankings, the panel makes funding recommendations to the Arts Council Board of Directors for approval at its next meeting.

Funding Timeline for Grant Year 2011 (programming January 1, 2011 – December 31, 2011):

August 2010	Grant Applications Available
October 29, 2010	Application (& 20 Copies) Deadline for Grant Year (GO, Project, NAP)
October 29, 2010	Attachment Deadline for GO, Project, NAP applications
November – December, 2010	Preliminary Questions for organizations from staff
January 5, 2011	Final Reports for 2009 Grant Year due by 5:00 pm
January 2011	Panel Review
Winter 2011	<i>Fiscal Training (details TBD)</i>
January 2011	Presentation for Board Approval
January- February 2011	Notification Letters and Contracts for Cultural Services sent

NOTE: Mini Grant applications are received, reviewed and funded on a different timeline. Please refer to the Mini Grant Guidelines for specific detail.

Payment Grants are paid in full within 45 days of award notification unless:

- the award is a General or NAP Operating Support grant of \$10,000 or more, in which case payment is made in four equal, quarterly installments;
- the award is a Mini Grant, in which case 75% of the award is paid at time of notification and the remaining 25% is paid upon timely receipt of all Final documentation.

Compliance

- Fund Receipt Recognition Funding by the Arts Council requires acknowledgement in all programs, press releases and advertisements for grant-supported activities as is feasible. Credit should be similar to: *[Name of organization or project] is supported in part by a grant from the Arts Council of Fort Worth & Tarrant County.* The Arts Council logo is available and requested to be used in all relevant materials prepared by the fund recipient.
- Reporting Requirements Quarterly Service Reports are required in addition to submission of a Final Report. Timely and complete reporting is monitored by staff and accounted for during grant panel deliberations.  **NEW**

OPERATING SUPPORT GRANT GUIDELINES

Operating Support Grants fund general and administrative costs incurred during the grant year. To be eligible, an organization must have prior year operating expenses of at least \$50,000 and at least one paid staff to oversee operation. ➤ NEW in 2010

Applications are evaluated based on artistic merit, managerial ability and service to community.

Requests may include administrative staff salaries, salaries/fees of artists, supplies, production costs, space rental, marketing, printing and other general and administrative costs.

The maximum award in this category is determined by a percentage of each organization's prior year expenses. For organizations with operating budgets:

> \$1 million	the maximum operating support award is 5% of PYE
\$150,000 – \$999,999	the maximum operating support award is 10% of PYE
\$5,000 – \$149,999	the maximum operating support award is 20% of PYE.

Funds received in this category must be matched dollar for dollar during the grant year, with any combination of earned and/or unearned income. Failure to demonstrate 1:1 cash match at the end of the grant period may affect an organization's future eligibility in this grant category.

- **NOTE:** Application budgets may not include in-kind revenue or expense in the calculation of category totals. If tracked, in-kind donations may be noted on the application budget, *following* the expense total.

Application requires submission of the appropriate financial statements, as specified in the Financial Reporting Requirements section of these Grant Program Guidelines.

Organizations intending to submit a grant application are encouraged to schedule an informative meeting with members of the grant panel that will be reviewing the application. (Contact information is available through the Grant Program office, 817-298-3035.) Meetings should be completed, whenever possible, prior to mid-December.

Receipt of Arts Council funds requires timely submission of Quarterly Service Reports, documenting attendance at funded activities and other measurable statistics, throughout the year.

Participation in the Arts Council's "Arts Card" discount program for Council donors and attendance at any City of Fort Worth-required fiscal training are also required.

By the end of the grant period (the end of the grant year unless otherwise specified), submission of a Final Report is required in order to complete the grant cycle and maintain eligibility for future funding. Final Reports are reviewed by staff and accounted for during grant panel deliberations.

All reporting forms are available online (www.artsfortworth.org/apply.html) or by contacting Arts Council staff, 817-298-3035.

PROJECT GRANT GUIDELINES

Project Support Grants help fund the cost of a single, defined project to be completed during the grant year.

Requests may include: exhibitions, special performances, collaborations, outreach, and other production costs. Projects are generally considered to be “in addition to” an organization’s regular programming, but may include regular or recurring activities so long as they are clearly segmented from any general operating support budget submitted.

Project Support requests are limited to \$8,000 and may not exceed 50% of the submitted project budget. Applications are evaluated based on artistic merit, managerial ability and service to community.

Project application budgets may include general and administrative costs only if those costs are project-specific. Project application budgets should be separate from and may not include any income or any administrative or other costs already included in a current Operating Support application. Project budgets should “stand alone from” Operating Support application budgets.

Application requires submission of the appropriate financial statements, as specified in the Financial Reporting Requirements section of these Grant Program Guidelines.

Funds received in this category must be matched dollar for dollar during the project cycle, with any combination of earned and/or unearned income. Failure to demonstrate 1:1 cash match at the end of the project may affect an organization’s future eligibility in this grant category.

- NOTE: Application budgets may not include in-kind revenue or expense in the calculation of category totals. If tracked, in-kind donations may be noted on the application budget, *following* the expense total.

Organizations intending to submit a grant application are encouraged to schedule an informative meeting with members of the grant panel that will be reviewing the application. (Contact information is available through the Grant Program office, 817-298-3035.) Meetings should be completed, whenever possible, prior to mid-December.

Receipt of Arts Council funds requires timely submission of Quarterly Service Reports, documenting attendance at funded activities and other measurable statistics, throughout the year.

Participation in the Arts Council’s “Arts Card” discount program for Council donors and attendance at any City of Fort Worth-required fiscal training are also required.

By the end of the grant period (the end of the grant year unless otherwise specified), submission of a Final Report is required in order to complete the grant cycle and maintain eligibility for future funding. Final Reports are reviewed by staff and accounted for during grant panel deliberations.

All reporting forms are available online (www.artsfortworth.org/apply.html) or by contacting Arts Council staff, 817-298-3035.

NEIGHBORHOOD ARTS PROGRAM (NAP) GRANT GUIDELINES

The Neighborhood Arts Program (NAP) was created to bring the performing, visual and interdisciplinary arts into traditionally underserved communities, particularly low income areas, of Fort Worth. Many programs are offered during school hours, after school, evenings and weekends, and summers.

Generally, locations are eligible if more than 50% of the user population is below the poverty line. Locations can include:

- Community Centers
- Boys and Girls Clubs
- Libraries
- Public Schools
- Churches
- Senior Centers

For more specific NAP criteria, contact the Grant Program office at 817-298-3035.

NAP Operating Support funds unrestricted operating expenses of arts organizations that either office in a designated, low income community or that provide more than 50% of its programs* to underserved communities. The NAP application requires documentation of proposed locations and activities. (* 50% of programming to be determined by percentage of audience served and percentage of service offerings.)

To be eligible for operating support, an organization must have prior year operating expenses of at least \$50,000 and at least one paid staff to oversee operations. **NEW in 2010**

Application requires submission of the appropriate financial statements, as specified in the Financial Reporting Requirements section of the Grant Program Guidelines.

Funds received in this category must be matched dollar for dollar during the grant year, with any combination of earned and/or unearned income. Failure to demonstrate 1:1 cash match at the end of the grant period may affect an organization's future eligibility in this grant category.

The maximum award in this category is determined by a percentage of each organization's prior year expenses. For organizations with operating budgets:

> \$1 million	the maximum operating support award is 5% of PYE
\$150,000 – \$999,999	the maximum operating support award is 10% of PYE
\$5,000 – \$149,999	the maximum operating support award is 20% of PYE.

- NOTE: Application budgets may not include in-kind revenue or expense in the calculation of category totals. If tracked, in-kind donations may be noted on the application budget, *following* the expense total.

NAP Project Support funds the cost of a single, defined project to be completed in an NAP-designated community during the grant year.

NAP project grants are highly competitive and evaluated on artistic merit, managerial ability and relevance to underserved communities.

NAP Project grants do not require a cash match the first year they are presented (although documentation of additional financial support can be beneficial). If an NAP project is recurring, it is eligible for Arts Council support based on a sliding scale: **NEW in 2011**

Year 1	100% of project budget
Year 2	75% of project budget (1:3 cash match required)
Year 3	50% of project budget (1:1 cash match required)

NOTE: To facilitate the transition to this sliding scale, all NAP Project applications submitted in 2011 will be considered "Year 1" projects.

NAP Project application budgets may include general and administrative costs only if those costs are project-specific. NAP Project application budgets should not include any administrative or other overhead costs considered and accounted for as part of General Operating Expense. NAP Project budgets should "stand alone from" General Operating Support application budgets.

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Whether applying for Operating Support or Project Support, organizations intending to submit an NAP grant application are encouraged to schedule an informative meeting with members of the grant panel

that will be reviewing the application. (Contact information is available through the Grant Program office, 817-298-3035.) Meetings should be completed, whenever possible, prior to mid-December.

Receipt of Arts Council funds requires timely submission of Quarterly Service Reports, documenting attendance at funded activities and other measurable statistics, throughout the year.

Participation in the Arts Council's "Arts Card" discount program for Council donors and attendance at any City of Fort Worth-required fiscal training are also required.

By the end of the grant period (the end of the grant year unless otherwise specified), submission of a Final Report is required in order to complete the grant cycle and maintain eligibility for future funding. Final Reports are reviewed by staff and accounted for during grant panel deliberations.

All reporting forms are available online (www.artsfortworth.org/apply.html) or by contacting Arts Council staff, 817-298-3035.

MINI GRANT GUIDELINES

Mini Grants enhance the growth and professional development of eligible organizations by providing funding for projects and opportunities not included in an organization's normal budget process.

Mini Grants also serve as a prerequisite for organizations wishing to apply for Operating or Project support in the future. First-time applicants to the Arts Council must satisfactorily complete a Mini Grant project (completing both the funded activity as well as the required reporting) in order to become eligible to apply for General Operating, Project or NAP support. It is required that first-time applicants meet with Arts Council staff prior to submitting an application.

Mini Grant requests are limited to \$2,000 and may not exceed 50% of the submitted project budget. Funds allocated by the Board will be available for granting in this category until the allocation is depleted for the fiscal year.

Organizations are limited to one Mini Grant application per year.

NEW in 2010

Eligible Requests

- Professional training or consultants to assist the organization's management development.
- Equipment relevant to the artistic or professional aspects of the organization
- Travel & registration subsidies to attend professional development conference relevant to the organization
- Unforeseen or unique opportunities that are not part of an organization's regular season
- Emergency situations

Timeline

Mini Grant applications are accepted: Award period:

NEW

5:00 pm Fri., April 1, 2011

For projects to be completed May-September 2011

5:00 pm Thurs., Sept. 1, 2011

For projects to be completed October 2010 –December 2011.

Payment on Mini Grants is made in two installments, with 75% of the award paid at time of award notification and the remaining 25% paid within 45 days of receipt of all required documentation.

Each application submitted is reviewed by a committee of the Arts Council Board of Directors and scored, each on its own merit, on a 10-point scale based on:

NEW in 2011

- impact to the arts community, 4 points
- impact to the organization, and 3 points
- ability to complete the project. 3 points

Applications are then ranked according to score and the panel assigns funding recommendations within program limits. Funding recommendations are subject to approval by the Board of Directors. Immediately following approval, notification is sent to each applicant organization.

Funds awarded in this category must be matched dollar for dollar during the project cycle, with any combination of earned and/or unearned income. Failure to demonstrate 1:1 cash match at the end of the grant period may affect an organization's future eligibility in this grant category.

Submission of a complete Final Report (including expense documentation) is due either: within 45 days of the end of the award period or no later than the deadline for annual grant final reports in order to receive final payment and to maintain future eligibility. If extenuating circumstances prohibit the timely completion of the Mini Grant process, coordination with Arts Council staff must be initiated and documented prior to the regular deadline. An incomplete Mini Grant will prohibit further applications in this category until the grant is complete.

(Participation in the Arts Council's "Arts Card" discount program for Council donors is not required if a Mini Grant is the *only* funding received from the Council for the year.)

FINANCIAL REPORTING REQUIREMENTS

There are no exceptions to these requirements. Any organization not submitting the appropriate financial statements by the stated attachment deadline will not be eligible for funding.

Applying organizations with prior year actual expenses > **\$250,000:**

- must submit the most recently completed fiscal year's audited financial statements in order to be eligible for funding.

If the audit of the most recent fiscal year is not yet complete by the Attachment deadline (Friday, *October 29, 2010 for the 2011 grant year*), provide a written statement indicating the expected delivery date for the current audit and a copy of the most recently completed audit (prior year). **C NEW**

Before Panel deliberations begin (*January 6 – 18, 2011*), *it is the applicant's responsibility to update the audit information on file*, either replacing an old audit with the most current one or by providing another written statement explaining the absence of a completed audit for the most recently completed fiscal year in order to maintain eligibility for funding. **C NEW**

Organizations with expenses of **\$150,000 - \$249,999:**

- must submit either an audit or year-end financial statements compiled and authorized by a certified public accountant.

Organizations with budgeted expenses of **\$25,000 - \$149,999:**

- must submit a copy of the most recently filed IRS 990.

Organizations with budgets < **\$25,000:**

- must submit internally prepared financial statements for the prior year.

After reviewing submitted financial documentation, at its discretion the Arts Council may request additional information from applicants in order to clarify data or to provide needed detail.

GRANT APPLICATION ATTACHMENTS

One set of all required attachments is required from each applicant annually.

If an organization makes multiple grant applications to the Arts Council in a given year, it is not necessary to resubmit the required attachments. Attachments are not saved year to year, however.

REQUIRED ATTACHMENTS (checklist):

- Cover page listing: Organization name
"2010 Attachments"
Grant application categories applied for
- Federal 501(c)(3) tax exemption letter
- Organizational History (200 word max. = 1/2-page approx.)
- Bulleted two-year program history (two pages, max.)
- Biography of artistic and/or administrative leadership (400 word max. = one page approx.)
- Most current Long Range or Strategic Plan **NEW**
If your organization does not have a Long Range or Strategic Plan, please provide a statement to that effect along with any brief explanatory or contextual note that might be needed.
- Current Board of Directors list, including names and addresses
- Financial Statements as specified in the Grant Program Guidelines (page 9).

Optional Attachments:

- Five (5) samples of programs, advertising, media coverage, etc.
No multiple copies, please.
Excess samples will not be reviewed; they will be discarded upon receipt.
Samples are optional and need only be submitted when their content demonstrates a noteworthy aspect of the organization or its programming.

Submission Packet

CHECKLIST:

- Signed original Application(s),
- Twenty (20) copies* of each Application, **NEW**
- One (1) set of the Required Attachments
- Maximum five (5) Optional Attachments

* Application copies should be double-sided, hole-punched and paper-clipped (do not staple).

REVIEW PROCESS

Grant applications submitted to the Arts Council are reviewed by volunteer Grant Panels in accordance with the published criteria for each applicant category (Major Organizations; Mid-Size Organizations; Small Organizations and Youth Programs). Neighborhood Arts Program applications are also reviewed by those same panels, by category.

Grant Panels are composed of twelve to twenty community volunteers. An Arts Council board member chairs each Panel. The Panels consist of arts, business professionals and community leaders who are knowledgeable of the varied artistic disciplines represented on the panel. Panelists conduct performance evaluations and participate in scheduled staff presentations throughout the year (primarily in the fall) and submit written reports to the Arts Council that are reviewed during panel deliberations.

Upon receipt, Arts Council staff reviews applications for completeness. Staff may contact the applicant if simple clarification is needed or, if the questions are more complex, submit written questions to the applicant in order to provide clarification during deliberations; applicants are given at least one week to respond to these preliminary questions. Responses are made available to panelists.

During the deliberations, required attachments and any other supplementary materials are made available for review. Submitted financials, performance and staff reports and the application narratives are presented and discussed in detail. Staff members are present during this discussion in order to document the process and to answer any questions posed by the panelists; however, staff does not participate in the actual scoring of any applications. If a question is raised that cannot be answered, at its discretion, the Panel may direct staff to contact the applicant by phone for an immediate answer.

Panelists individually score each application when discussion is complete, assigning points to the application based on the criteria outlined in these Guidelines. Applications are then ranked, based on their cumulative scores, and funding recommendations are derived based on: application scores, maximum award amounts, and the total funds allocated to each Panel. Panelists may (or may not) also choose to review an organization's previous funding levels (past three years) as a guide.

Funding recommendations determined by the Panels are presented by the Grant Panel Chairs to the Arts Council Board of Directors for final approval at the next scheduled Board meeting (typically, in February). Once award amounts have been approved, staff sends notification letters to all applicants - along with grant contracts, reporting and recognition requirements and panel scores and comments. A community celebration of the awards typically is hosted by the Arts Council as a forum for public presentation of the (initial) award checks. (General and NAP Operating grants of \$10,000 or more are paid out in quarterly installments.) Grant checks may only be released once an executed contract is on file with staff.

Mini Grants are processed in a similar manner but applications are received, reviewed and funded on a semi-annual basis.

EVALUATION CRITERIA

Evaluation Criteria for General Operating Support & Project Grants

Artistic Merit (50 points)

- artistic product perceived as high quality by audience
- innovation and creativity in programming and artist selection
- vision and leadership of artistic staff
- programming appropriate to the mission of the applicant organization
- contribution to the field (discipline)

Managerial Ability (25 points)

- effectiveness and efficiency of organization
- effective board/staff interaction
- presentation of a clear and realistic budget for the organization, program and/or project
- organizational stability
- demonstrated evidence of strong or developing financial support from the community for the organization
- programs marketed locally, regionally, nationally and/or internationally
- existence of a long-range and/or strategic plan for the organization
- *For Youth Program applicants only: demonstrated effort to reach a broad audience, beyond the performers' immediate family*

Service to the Community (20 points)

- diversity in the audience
- diversity on the board of directors
- efforts to reach and educate new audiences
- programs attract visitors as well as residents
- activities have local, regional, national or international impact

Staff Evaluation/Use Only

NEW

Compliance (5 points)

- meets grant recipient reporting requirements in a timely manner (quarterly service reports, ARTScard discount offer, registrations, etc.)
- application projections for income, expense and audience served are in line with past performance and/or current circumstances
- appropriate recognition of Arts Council funding support
- responsive to communications from Arts Council staff

Evaluation Criteria for Neighborhood Arts Program Operating Support & Project Grants

Artistic Merit (40 points)

- artistic product perceived as high quality by audience
- innovation and creativity in programming and artist selection
- vision and leadership of artistic staff
- programming appropriate to the mission of the applicant organization
- contribution to the field (discipline)

Managerial Ability (25 points)

- effectiveness and efficiency of organization
- effective board/staff interaction
- presentation of a clear and realistic budget for the organization, program and/or project
- organizational stability
- demonstrated evidence of strong or developing financial support from the community for the organization
- programs marketed locally, regionally, nationally and/or internationally
- existence of a long-range and/or strategic plan for the organization
- *For Youth Program applicants only: demonstrated effort to reach a broad audience, beyond the performers' immediate family*

Relevance to Underserved Communities (30 points)

- program is aimed at an identifiable, underserved population, such as: school age children, residents of low income neighborhoods, those with disabilities, or senior citizens
- relevance and appropriateness of program to its target audience
- accessibility of program to its target audience
- program increases self-esteem, quality of life
- program teaches creativity, expression
- program identifies children with artistic talents and helps to obtain specialized training for them in the visual and/or performing arts, *if applicable*

Staff Evaluation/Use Only

NEW

Compliance (5 points)

- meets grant recipient reporting requirements in a timely manner (quarterly service reports, etc.)
- appropriate recognition of Arts Council funding support
- responsive to communications from staff

TIMELINE: 2010 Grant Year & Acceptable Delivery Methods

Funding timeline for applications supporting programming January 1, 2011 – December 31, 2011):

August 2010	2010 Grant Applications available online
5:00 pm Friday, October 29, 2010	<u>Application Deadline for 2011 Grant Year</u> (GO, Project, NAP) – <u>in office</u>
5:00 pm Friday, October 29, 2010	<u>Attachment Deadline</u> for GO, Project, NAP applications – <u>in office</u>
November – December, 2010	Preliminary Questions for organizations from staff
5:00 pm Weds., January 5, 2011	<u>Final Report Deadline for 2010 Grant Year</u> – in office by 5:00 pm
January 6, 2011	Panel Review Session: Youth Organizations
January 11, 2011	Panel Review Session: Small Organizations
January 13, 2011	Panel Review Session: Mid-Size Organizations
January 15, 2011	Fourth Quarter <u>Service Reports Due</u>
January 18, 2011	Panel Review Session: Major Organizations
January – February 2011	<u>City-required Fiscal Training (details TBD)</u>
January 2011	Panel Recommendations presented to Board for Approval
January - February 2011	Award Letters and Contracts for Cultural Services Sent
February 22, 2011	Grant Presentation Celebration & Arts Council Annual Meeting
5:00 pm Friday, April 1, 2011	Semi-Annual <u>Mini Grant Application Deadline</u>
April 15, 2011	First Quarter <u>Service Reports Due</u>
July 15, 2011	Second Quarter <u>Service Reports Due</u>
August 2011	2012 Grant Applications available online
5:00 pm Thurs., September 1, 2011	Semi-Annual <u>Mini Grant Application Deadline</u>
October 15, 2011	Third Quarter <u>Service Reports Due</u>
October-November 2011	<u>Application Deadline for 2012 Grant Year (date TBD)</u>
November 15, 2011	Semi-Annual Mini Grant Final Reports <u>Due</u>
January 2011	<u>Final Reports for 2010 Grant Year Due, including Mini Grants (date TBD)</u>
January 15, 2011	Fourth Quarter <u>Service Reports Due</u>

Completed grant applications and final reports must be signed in at the Arts Council Community Programs office no later than 5:00 pm on date due; late submissions will not be accepted.

If grant applications and/or attachments or final reports are sent by USPS, they must have an official USPS postmark (postage meter tapes are insufficient) reflecting the date of deadline (ex: 10/29/10) or earlier. The Arts Council is not responsible for applications or reports until they are delivered by USPS carrier. In case of carrier loss, applicants are strongly encouraged to retain a copy of all items sent by USPS along with documentation of USPS postmark date.

Mini Grant applications may not be submitted by USPS. Fax only with prior approval.

Applications, attachments and Final Reports should be delivered to:

**Arts Council of Fort Worth & Tarrant County
ATTN: Community Programs Office – Grant Program
1300 Gendy Street
Fort Worth, Texas 76107**

Answers to preliminary questions and quarterly service reports may be submitted via email or fax (817-732-2866).

For questions, please contact: katherine@artscouncilfw.org or 817-298-3035

FORT WORTH AREA

In order to work with transparency and accountability within the scope of funding by the City of Fort Worth through proceeds of the Hotel Occupancy Tax (collected and distributed by the City through its Culture & Tourism Fund), the Arts Council now asks applicant organizations to account for “non-Fort Worth” program participation.

Arts organizations will be asked to provide statistics regarding non-local program participation as well as any relevant local hotel usage on the Arts Council Grant Application form(s) as well as, if contracted, on the required Quarterly Service Reports.

For the sake of this reporting, “non-Fort Worth” participants are defined as:

- Those who, when asked to provide a zip code during ticket purchase, provide one that is *outside* the Fort Worth metropolitan area,
- Those who purchase tickets through a tourism-oriented marketing channel, such as group sales in conjunction with the CVB, etc., or
- Other determinants of non-local residency are allowable, but should be well documented and discussed with Arts Council staff before being used in reporting.

Fort Worth Area Zip Codes (*including Benbrook, Haltom City, North Richland Hills, Saginaw, Watauga, and Westworth Village*) - to be *excluded* from counts of “non-Fort Worth participation”:

76101	76110	76117	76131	76143	76177
76102	76111	76118	76132	76147	76179
76103	76112	76119	76132	76148	76180
76104	76113	76120	76133	76155	76182
76105	76114	76121	76134	76161	76185
76106	76114	76123	76135	76162	76196
76107	76114	76124	76136	76163	76199
76108	76115	76126	76137	76164	
76109	76116	76129	76140	76176	

“Local hotel room nights” can include:

- Room nights booked by the organization itself for use by presenters, vendors, guest artists, or any other business-related purpose;
- Room nights booked and/or paid for by the hotel guest directly but attributed to the arts organization through hotel reporting (tracking the use of discount rate codes, etc.), or
- Other determinants of non-local residency are allowable, but should be well documented and discussed with Arts Council staff before being used in reporting.

GLOSSARY

Actuals	Specific cash amounts recorded in the organization's financial records as actual amounts received and spent during the course of operations. Does not include projections, budgeted numbers or amounts pending.
Administrative Salaries	Salaries, wages and benefits paid to persons considered employees of the applicant organization. (<i>Requirement for Operating grant eligibility</i>)
Admissions	Revenue from the sale of tickets, subscriptions and membership.
Applicant Cash	Funds from accumulated resources (including carry-forward from the previous year) that applicant has available to spend for this project. This is analogous to the cash in an individual's checking account.
Attendance	Total number of individuals "consuming" (attending) a performance or exhibition. Does not distinguish single ticket buyers from season ticket holders/repeat attendants. Does not include participants.
Cash Reserves / Applicant Cash	Cash on-hand and available to the organization for unrestricted use. (Anecdotally, the equivalent of "cash in your checking account".)
Certification	A signed statement confirming and taking responsibility for the accuracy of the submitted application or report.
Contracted Services	Includes the sale of workshops, classes or other services performed by the applicant organization to other community organizations; school or government contracts for specific services; performance fees or tuition.
Corporate Contributions	Cash received from businesses or corporations, not individuals, not in return for or in excess of fair market value of any tickets or other tangible goods or services received.
Earned Income	Income is "earned" when there is a direct exchange of product or service for monetary value. Examples include the sale of tickets to a performance, fees for a workshop, etc. Earned income does not include grants or donations.
Federal EIN	A Federal Employer Identification Number (or Tax Identification Number) is issued by the IRS to anyone, including individuals, who has to pay employee withholding taxes to the IRS. It is the corporate equivalent to a Social Security Number.
Fees & Services: Artistic	Payments for artistic services to firms or individuals who are not considered employees of the applicant organization. Examples: guest directors, jurors, visual artists, performers, writers, choreographers.
Fees & Services: Other	Payments for technical and consultant services to firms or persons who are not considered employees of the applicant organization. Examples: curriculum specialists, stage managers, lighting crews, installationists.
Financial Statements	Reports prepared from the organization's accounting records describing its financial performance, specifically listing income and expenses, itemized by major categories, relevant to a project or organization for a specific, stated time period. Income and expense should be totaled.
Foundation Income	Cash received from a private or community foundation, usually in the form of a grant.
General & Administrative Expense (G&A)	Those expenses associated with the general cost of doing business and not directly related to the cost of programming. Includes employee benefits, utilities, office equipment leases, etc.
In Kind Donations	Goods or services donated for the direct use of the organization, either in production or administration. Examples include a magazine donating ad space, a printer donating event invitations, a caterer providing food for a reception free of charge. In Kind donations are not eligible for matching Arts Council grants.
Marketing/Promotion	All costs for marketing, publicity, and promotion specifically identified with the organization's operations. Includes cost of print, broadcast or internet advertising, brochure printing/mailing, postcards, posters, etc.

Mission Statement	An organization's Board-approved statement of purpose, written as part of its governing documents. The statement provides specific direction for the organization's programs, services and activities. The mission statement should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out, and measured, in future years.
Narrative	Those portions of a grant application where the activity and/or the organization are described in detail, generally within a prescribed limit (space, word count).
Net	The mathematical difference between income ("gross") and expense. See also: Surplus (Deficit).
Number Served	Total attendance.
Other Expense	Expense incurred from sources not listed elsewhere. It may include one-time fees, special purchases, etc.
Other Revenue	Revenue from sources not listed elsewhere. It may include income derived from a variety of sources such as catalog sales, advertising space in programs and promotional items.
Other Private Contributions	Revenue derived from cash donations, including individual contributions. Does <i>not</i> include corporate, foundation or government grants.
Overhead	See: General & Administrative Expense (G&A)
Production Expense	Funds expended for items necessary to the production, performance or exhibition. Examples: costumes, sets, props, royalties, printing, framing.
Prior Year Expense (PYE)	The total (cash) spent during the prior fiscal year. (Because the IRS requires reporting of total gross receipts (including monies spent on fundraising events like galas or bingo, this figure may not match the total reported by the organization to the IRS.) This figure is required on the cover page of each grant application as well as on the financial statement section of the Operating Support applications.
Public Performances	Performances where attendance is open to the general public, whether free of charge or ticketed.
Restricted Income	Donations limited by the donor to a specific use by the recipient. Example: Arts Council Project grant monies are restricted to use for the project described in the application and may not be used for general overhead costs.
Space Rental	Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery and other such spaces and including utilities, insurance, maintenance and other costs related to the use of the space.
Surplus (Deficit)	The mathematical difference between income and expense; specifically a surplus if income is greater than expense and a deficit if expenses exceed income. (A deficit is typically indicated by a negative in front of the number or by placing the number within parentheses.)
Travel	All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Examples: airfare, mileage, hotel, per diem, cab.
Tuition	The amount charged for a regularly occurring period of instruction.
Unearned Income	Grants, donations or contributions given to the organization in excess of any fair market value or return on goods or services received.
Variance	The difference, positive or negative, between a budget estimate and the actual amount recorded.