

Abingdon Arts Commission – Project Grant

FY24-Project Grant

Organization:

Contact information:

Application Form

General Information

INSTRUCTIONS:

Answer the application questions listed in each section.

Questions with an * asterisk must be answered to complete and submit the application.

Applicant Discipline*

What is the APPLICANT organization's primary area of work? This may be different than the project discipline.

Year Organization was Founded*

Incorporation Year*

Organizations and fiscal agents must be incorporated in the state of Virginia in order to be eligible in this grant category.

Fiscal Agents Only

Fiscal Agents

A not-for-profit, federally tax-exempt Virginia organization may act as fiscal agent and apply for a Project Grant on behalf of an individual or organization that is not tax-exempt or not yet incorporated in Virginia. The fiscal agent must sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds.

The Commission requires that a fiscal agent have a written agreement (contract) with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application. The fiscal agent may not have a staff member affiliated with any of the project, either as an employee or in a policy making role such as serving on the board of directors.

Fiscal Agent Agreement

Attach a copy of the formal signed agreement (contract) between the applicant and **fiscal agent** that outlines the working relationship and responsibilities of both parties.

Mission, History and Programs, and Strategic Plan

Mission Statement*

What is the organization's published mission statement?

History and Programs*

Starting with the organization's name, ***briefly***

1. Discuss the organization and its history, including information related to when and why the organization was established.
2. Provide a ***brief*** description of the type of services/programming the organization offers (eg: 5 exhibitions/yr).

Strategic Plan

Attach your organization's current Strategic Plan, if available.

Grant Project Description

Project Discipline*

List the primary arts discipline for the project activity for which you seek funding.

Project Activity*

Check the eligible project activity for which you seek funding.

- New Performances or Exhibitions
- Expanded Performances or Exhibitions
- Commissions of New Works

Project Start Date*

The project must begin on or after July 1, 2023

Project End Date*

The project must end on or before June 15, 2024

Project Name and Summary*

List the title of the project (*the title should specify the nature of the activity for which funding is requested*). Then, in two to three sentences, briefly summarize the proposed project.

Project Description*

Describe the project for which you are requesting funding. Include the following information:

1. Tell us why you are doing this project (the goals of the project) and how the project reflects your organization's mission or purpose.
2. Information on the nature of the activity (concert, exhibition, service, survey, etc.), location site(s), number of activities that will be associated with the project, etc.
3. Information about the artists and/or project leaders involved in the project.
4. How you have developed plans for this project and who was involved in the planning?

You may attach a Project Description document if you need more space to complete the question.

Note: *More points will be given to especially innovative or creative projects and/or projects that reach under-served constituencies.*

Total Number of Artists Directly Involved*

Enter the total number of artists who will be directly involved in providing artistic services specifically identified with the project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists will be directly involved in providing artistic services, or if the project is for services and does not directly include artists (e.g. research studies, shared administrative and/or technical services, professional development workshops, and shared promotional materials), enter "0."

Total Projected Audience*

How many people do you hope to reach through this project?

Is this a NEW or EXPANDED project?*

- New Project
 - One time only project
 - Pilot for a future program

- Expanded Project

Expanded Project Description*

If the project is not new, explain how the proposal represents an expansion over the project's previous size or scope. Include the results of the previous project.

Artistic Quality

Organization Website

Enter your organization's URL (website link) below. Please make sure the information on the website is current as it will be reviewed by the panelists. If your organization does not have a website, list a link to another social media source such as Facebook, *if applicable*.

Artists, Project Staff, and Board Officer Bios*

Attach one document with biographical sketches of the following people associated with the project:

- Artists involved in the project
- Key Administrative/Artistic Staff or Project Leaders
- Board Officers

Include each person's title on the bio. Limit the bio information to 1/4 page per person. Combine all bios in a separate, complete document.

Documents Reflecting Artistic Quality*

Attach 4 documents reflecting artistic quality of the proposed project. Types of artistic documentation that may be included, but not limited to, include: images of artists represented in visual art exhibitions, recent reviews about the artist or program if it is a continuation of the project, letters of recommendation or support, programs, brochures, etc.

Project's Management & Cost Effectiveness

Fiscal Year End Date*

Grant Amount Requested*

The amount can be no more than 50% of the total CASH expenses of the project. Do not include in-kind expenses.

Project Budget*

Attach the project's total budget.

Total Projected Income*

List the total projected income from the project, **including the AAC request**.

Total Projected Expense*

List the total projected expense of the project.

In-Kind Support*

Although in-kind donations may not be included in the project budget, you may list sources and the monetary value of in-kind donations being sought for the project if applicable. In-kind donations are noted as community support of the project. If you do not have any in-kind support, write N/A.

***In-kind Support** refers to items or services for which a fee would normally be paid, provided to the applicant at no cash cost. To be considered in-kind, donated goods/services must be necessary to the organization or project, i.e., these goods/services would be purchased if not donated. Professional services must be donated by a professional working in that profession and valued on the provider's professional rate.*

Reduced Funding Plan*

Describe the impact of partial funding on this project. What changes would you make?

Organization's Management & Cost Effectiveness

Profit & Loss Statement / Audit*

Attach your organization's Profit & Loss Statement *or* Audit **from the most recently completed fiscal year**. The organization's name and date must be listed.

Do **NOT** attach an IRS 990 Form.

- ***Organizations with annual income over \$600,000***, must attach an opinioned, audited financial statement from the most recently completed fiscal year. If the audit is not complete by the grant deadline, upload a board approved Profit and Loss Statement from the most recently completed fiscal year. Your organization will be required to submit an audit prior to the panel meeting.
- ***Organizations with annual income less than \$600,000***, attach a board approved Profit and Loss Statement from the most recently completed fiscal year.

Balance Sheet*

Attach your organization's most recent **Balance Sheet** showing total assets and total liabilities.

Financial Position*

- ***Shortfall Explanation:*** If your organization's figures on the year-end Profit & Loss Statement or audit reflect an operating deficit, or if the Balance Sheet shows negative net assets, describe why this occurred and the way in which you plan to retire or reduce this deficit.
- ***Surplus Explanation:*** If your organization's figures on the year-end Profit & Loss Statement or audit reflect a substantial surplus, explain why your proposed activities should be carried out using Virginia Commission for the Arts funds rather than existing resources.

If your organization had neither a shortfall nor surplus, write N/A.

Community Benefit

Demographics and Target Audience*

Describe the geographic area and the community/target audience that you hope to reach through this project. If the project will reach an underserved community, please explain.

Community can be defined by geography, age, physical ability, gender, gender identify, sexual orientation, religion, socio- economic status, race/ethnicity, education level, economy, employment, citizenship status, etc. or any combination of these traits.

Community Benefit*

How will the proposed project make a positive impact on the community/targeted audience and/or the artists involved in the project?

Project Success

Marketing and Promotion Plans*

Describe how your organization will market this project, including advertising, publicity, and social media efforts.

Project Goals*

List the goals of the project.

Project Evaluation*

Describe how your organization will evaluate/measure the success or failure of the project.

Certification of Assurances

The Certification of Assurances is the grant contract between the Town of Abingdon and the grantee.

The Town of Abingdon's Arts Commission grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code or are local chapters of tax exempt national organizations.

*** Attach a copy of the organization's federal tax exemption letter for 501(c)3 issued from Dept. of Treasury / IRS.**

Name of Authorizing Official (first and last)*

Title of Authorizing Official*

Email for Authorizing Official*

File Attachment Checklist

- Fiscal Agent Agreement (if applicable/rare)
- Strategic Plan (if available)
- Project Description document (if more space is needed)

Required Attachments

- Biographical profile document of Artists, Project Staff, and Board Officers *
- Artistic Quality documentation (up to 4 items) *
- Project Budget *
- Profit & Loss Statement or Audit *
- Balance Sheet *
- Federal tax exemption letter for 501(c)3 status *