

Loudoun Arts Council artShare Grants Program 2017-2018 Application Requirements and Process

Purpose

To assist organizations of artistic merit to the Loudoun County community by providing funds to help maintain their stability and encourage their development.

Schedule

Key dates for the 2017-2018 Loudoun Arts Council (LAC) artShare grants program are:

- September 1, 2017 Application materials available
- September 30, 2017 Last date to submit questions about the application process
- **October 31, 2017 Applications due**
- December 15, 2017 Grant awards announced
- December 20, 2017 Grant funds released to grantees
- June 30, 2018 Mid-year evaluation reports due from grantees
- February 15, 2019 Final evaluation reports due from grantees

General Information and Requirements

- All applications must be submitted electronically to info@loudounarts.org, with “artShare Grant Application” in the subject line.
- Grant awards are limited to no more than 10% of the applicant’s operating expenses.
- Available funds may be awarded to multiple applicants. Grant amounts will be allocated among grantees by the LAC Board of Directors after consideration of the review committee’s recommendation. Total grant funds to be awarded for the 2017-2018 program will be at least \$3000.
- Funds may be used for operating costs, program development, and/or special projects that enhance the organization’s capabilities.

Questions about the artShare Grant Application Requirements and/or Process

Applicants may submit questions about any aspect of the 2017-2018 artShare grants program to info@loudounarts.org anytime through September 30, 2017; please put “artShare Question” in the subject line. Answers will be posted on the LAC website as “FAQs” for the benefit of all applicants. The individual or organization that raised the question will not be identified.

Eligibility

Eligible applicants must meet all of the following criteria:

- Currently a member in good standing of the Loudoun Arts Council.
- A non-profit organization exempt from federal income tax under Section 501(c)(3).
- Organizational management and a majority of operations (*i.e.*, activities, services, performances) are based in Loudoun County.
- Currently active with at least 12 consecutive months of operations.
- In compliance with Title VI, Section 601 of the Civil Rights Act of 1964.
- In compliance with Section 504 of the Rehabilitation Act of 1973.

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Application Review

A Review Committee consisting of members of the LAC Board of Directors and selected LAC members will review applications. Any reviewers who have a conflict of interest with respect to any applicant organization will not participate in review of that application. The Review Committee's recommendations will be submitted to the LAC Board of Directors for final grant award decisions.

Selection Criteria

Applications will be reviewed solely on the content of the documents submitted, except that past artShare grantees will also be evaluated on their compliance with the program's terms for past awards. Applicants are advised to fully answer all questions on the application.

Review criteria will include an evaluation of how the requested grant will foster appreciation for the arts within the Loudoun County community that could not be provided within the applicant's existing resources. The general merits of each application relative to others being considered will also be evaluated.

The overall evaluation will incorporate each reviewer's scores on the following criteria:

Artistic Quality

The organization has defined high quality standards that reflect a distinct artistic vision consistent with the applicant's mission and goals. Activities, programs and products are routinely evaluated to assure standards are met and maintained.

Effective Management

The organization has:

- A strong Board composition and an appropriate organizational structure with clearly articulated roles and responsibilities.
- Rigorous fiscal management and oversight.
- A sound business planning process.
- Evidence it is maximizing its opportunities to generate earned income and donations.

Benefits to the Community

The organization expands its reach through cooperation and partnerships with other local organizations or businesses to make the arts a vital part of community life. The organization serves the community through educational programs, services, or programs for special demographic segments of the Loudoun population (*e.g.*, senior citizens, the handicapped, *etc.*), collaboration with or support for other arts organizations, and/or other community service programs, projects or activities.

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Obligations of artShare Grantees

Acknowledgement

Acknowledgement of the grant amount should appear in the grantee's annual report as "Loudoun Arts Council — artShare Grant." Grantees should incorporate the Loudoun Arts Council's logo in their printed program materials and on their website. Grantees should recognize affiliation with LAC and provide appropriate links via social media, newsletters, and/or their website.

Reporting

Grantees must submit a written mid-year report to LAC by June 30, 2018, and a final report by February 15, 2019. Those reports are to include an accounting of funds spent and remaining, a description of how funds were used, and an evaluation of the value of the grant to the organization. Failure to provide these reports could impact future consideration for artShare grants.

Grantees who apply for an artShare grant in the subsequent year (2018-2019) will submit an update of their mid-year evaluation report with that application.