

Huntsville Arts & Cultural Grant Program



ARTS AND CULTURAL GRANTS

FY2019 GRANT GUIDELINES

**NOTE: 2019 ARTS AND CULTURAL GRANT PROGRAM CONTINGENT ON
CITY OF HUNTSVILLE FY19 BUDGET APPROPRIATION**

GUIDE TO FUNDING

INTRODUCTION

In recent years Huntsville, Alabama has been recognized nationally for its strong economic base, moderate cost of living, and excellent quality of life. The City's arts and cultural offerings are important quality of life amenities that help our community attract new businesses and residents while creating opportunities for economic growth and prosperity. Huntsville's arts and cultural organizations also contribute financially to our local economy: arts and culture in Huntsville/Madison County are an \$89.9 million industry that supports 3,073 full-time equivalent jobs and \$6.6 million in local and state government revenue. At the same time, Huntsville's arts and cultural sector helps to develop local identity while celebrating diversity and fostering understanding within our community. In fall 2012, the City of Huntsville became one of over 5,000 local communities across the nation to establish a publicly-funded arts and cultural grant program.

Huntsville's 2019 Arts and Cultural grant applications have been released as of August 31, 2018, but potential applicants should be aware that FY19 grant funding is contingent on a 2019 City of Huntsville Budget appropriation. The Huntsville City Council is expected to finalize the FY19 budget by September 30, 2018 in advance of the October 1, 2018, grant deadline.

From FY13 through FY18, Arts Huntsville received \$100,000 in funding specifically for the Huntsville Arts and Cultural Grant program. Arts Huntsville has requested a funding increase for the FY19 grant program, which supports nonprofit arts and cultural organization not otherwise funded through direct City of Huntsville budget appropriations. However, all Arts and Cultural Grant funding is contingent on the City of Huntsville's FY2019 Budget, as stated above.

Arts Huntsville's FY19 pass-thru grant funds will be awarded through a competitive grants process, and eligible Huntsville-based arts and cultural nonprofit organizations may submit one project grant request for up to \$10,000 in funding.

GRANT PROGRAM GOALS

Arts Huntsville's goals in awarding grants to arts and cultural organizations include the following:

- Elevate the work of local artists and organizations.
- Increase the availability of high quality arts and cultural programming.
- Increase accessibility to the arts for all Huntsvillians.
- Expand educational opportunities in the arts for all ages.
- Cultivate diverse arts and cultural programming representative of Huntsville's multicultural community.
- Showcase arts and culture as an economic driver in the city of Huntsville.

ELIGIBILITY REQUIREMENTS

Organizations must meet the following requirements to be eligible for project support:

Organizational Requirements

- Nonprofit arts and cultural (i.e. visual art, music, dance, theater or literary) organization with current 501(c)(3) tax exempt status.
- Primary mission of year-round arts and cultural (i.e. visual art, music, dance, theater or literary) programming.
- Must be in existence for three years with evidence of public programming dating from January 2016 or earlier.
- Organizational business operations and primary programming located within the City of Huntsville or the downtown core (defined for grant purposes as the area bordered by California Street, Bob Wallace Ave., Triana Blvd. and I-565/Pratt Avenue).
- Member in good standing of Arts Huntsville as of October 1, 2018.
- Ability to provide a 1:1 cash match for project grant funding.
- A commitment to nondiscrimination practices as defined by Federal and Alabama State constitutional and statutory law.

Governance Requirements

- Active and financially supportive Board of Directors responsible for:
 - **Leadership**- Leading the organization to create positive community impact through effective fulfillment of the organization's mission.
 - **Fiduciary** –Acquiring sufficient resources for the organization's operations and accounting to the public for its mission-driven services and expenditure of funds.
 - **Legal** – Keeping the organization in compliance with all laws that relate to its activities.
 - **Operational** – Ensuring the organization's work is completed in all program/operational areas and that all work is completed in an ethical, legal, and effective manner.
 - **Strategic** - Developing and approving a multi-year strategic plan that addresses program excellence, community services, and institutional stability.
- Current organization By-Laws approved by the Board of Directors.

The following entities will not be eligible for grant support:

- Arts and cultural organizations receiving support from the City of Huntsville through a direct operational appropriation.
- Individual artists.
- Institutions of higher education or individual departments of college and universities.
- Foundations, guilds or other auxiliary or fundraising organizations associated with arts and cultural organizations.
- Public broadcasting media, radio and television stations.
- Churches or church-affiliated/religious-based programs or organizations.
- Governmental institutions, i.e., public libraries, park and recreation facilities, schools, etc.

USE OF FUNDS

The Arts and Cultural Grant Program funds **Project Grants** and does not provide general operating support for organizations. Examples of **grant projects** include (but are not limited to):

- Art Exhibitions.
- Performances.
- Series of related Events (such as a season of performances or series of exhibitions).
- Audience Development Projects.
- Conferences and Workshops.
- Creation of New Works.
- Promotion of Arts and Cultural Activities.
- Residencies by Guest Artists.

Examples of **eligible arts and culture grant fund expenditures** include (but are not limited to):

- Artist salaries and stipends related to the funded project.
- Project personnel.
- Outside fees and services related to the funded project.
- Space rental for project activities.
- Project marketing.
- Project royalties.
- Project supplies and equipment (e.g. fabric, paint, music, gallery supplies, etc.).
- Ticketing/box office expenses related to the funded project.

Arts and culture grant funds may not be used for:

- Projects already completed, exhibited, or performed.
- Activities not open to the general public.
- Activities intended to serve only an organization's membership.
- Programming offered outside the City of Huntsville or the downtown core.
- Fundraising activities/events.
- Food and/or refreshments.
- Capital expenses.
- Furniture, fixtures or equipment exceeding \$1000.
- Payment of accumulated deficits or debts.
- Contributions to cash reserve or endowments.
- Contingency funds - funds for an event that may occur but that is not likely or intended.
- Costs for selling and/or marketing any products or services of the organization unrelated to the funded project.
- Donations and contributions to other organizations, including re-granting.
- Entertainment costs (costs of amusement, diversion, social activities, ceremonies, and costs relating thereto, such as meals, lodging, rentals, transportation and gratuities) or costs for food or beverages for parties/receptions.
- Goods or services for personal use of the organization's employees or Board.
- Expenditures for any for-profit activity or entity.

MATCHING FUNDS

- **All grant awards require a one-to-one cash match by the applicant.** This means the applicant must cover at least half the cost of a project or program with its own income.
- **Matching funds must be collected or available during the grant year.** Funds which are pledged but not received by September 30, 2019 cannot be counted as match. Organization cash must be available and expended during the grant year.
- **Matching funds may include:**
 - Earned income: admissions, concessions, contracted services, etc.
 - Individual and business donations.
 - Income from Fundraisers.
 - Grants.
 - Organization cash on hand.
 - Unearned income: money from interest, endowments, rents etc.
- **Matching funds may not include:**
 - Money from the City of Huntsville.
 - Donated goods or services (in-kind income).

You will be required to estimate in-kind goods and services in the budgeting process to demonstrate the organizational health and fiscal strength of your organization, but in-kind support may not be applied to the required 1:1 cash match requirement for all grant awards.

ADDITIONAL REQUIREMENTS AND INFORMATION

- All applicants will be required to create and maintain a profile at www.artshuntsville.org and actively participate in Huntsville's arts community.
- All applicants will be required to submit a Final Report by July 8, 2019 which includes an evaluation documenting Artistic Excellence, Community Impact and Access to the Arts, Arts Education, and Organizational Management & Fiscal Stability.
- FY19 is defined as the period beginning October 1, 2018 and ending September 30, 2019. Grant projects may extend from October 1, 2018 through September 30, 2019.
- Awarded funds must be expended and funded projects must take place during the grant year.
- Prior funding does not guarantee funding at any time.
- Submission of grant application does not ensure funding. Each application will be evaluated on its merits by the grant panel.
- Any proposed Huntsville Arts and Cultural Grant may be adjusted as necessary prior to actual payment of the grant, if funds availability changes.
- The complete grant process is reviewed and evaluated annually by the Arts Huntsville Staff and Board.
- Availability of grants are subject to Arts Huntsville's direct appropriation from the City of Huntsville for pass-through grant awards, which is determined as part of the City's annual budget process.

APPLICATION PROCEDURE

- It is recommended that the applicant attend a grant workshop hosted by Arts Huntsville prior to submitting an application. FY2019 workshop will be September 19, 2018 at 6:00 p.m. at Arts Huntsville.
- Applications received after the deadline are not eligible. Incomplete applications will not be reviewed. Applications may not be faxed or e-mailed.
- To create a grant application, go to <http://www.artshuntsville.org/huntsville-arts-cultural-grant-program/>
- Grant application is in a fillable MS Word format. Complete it and print for submission.
- Grant applications must be completed in full.
- Up to 5 pieces of support materials may be attached. (One copy each.)

All Arts and Cultural grant applications must be submitted on paper; no electronic submissions will be accepted. Submit an original with signatures and 8 additional collated copies for the panel process (copies may be single or double-sided). Review the check list for additional information to be submitted with the application.

Applications are a matter of public record.

Please note: Familiarity with these guidelines and application instructions is the applicant's responsibility.

Supplying accurate information as well as completeness and clarity of the application package (including all narratives, budgets, and support materials) is the sole responsibility of the applicant. Good grantsmanship and a quality proposal are fundamental and indicative of organizational management. Miscalculated budgets, non-descriptive narratives, narratives that do not respond to grant review criteria, incomplete information, or failure to itemize income or expenses may result in a negative review and the possibility of zero funding.

APPLICATION DEADLINE

All final grant applications and supplemental materials must be received by:

5:00 p.m. October 1, 2018

in the Arts Huntsville office located in the Von Braun Center at 700 Monroe Street Suite #2, Huntsville AL 35801.

GRANT REVIEW CRITERIA

All grants will be reviewed using the four criteria areas listed below. Under each criterion are bullet points that a grant reviewer may use to judge the level at which organizations or programs demonstrate the criteria. The bullet points are not listed in priority order, and applicants are not required to address each one. Applicants may describe any other ways they achieve the criteria. The total maximum score per application is one hundred points (100).

Artistic Excellence (30 points)

- Documented organizational awards, peer or public reviews of works and artistic personnel, as well as local, regional, national, and/or international recognition.
- The ability to position Huntsville as an artistically and culturally dynamic community while also establishing Huntsville artists and arts/cultural organizations as educational and economic resources in the community.
- Development of new works of art and content.
- The involvement of skilled artistic personnel.
- The incorporation of emerging artists into programs and performances.

Community Impact & Arts Access (30 points)

- Reaches groups of people that are not otherwise served by arts/cultural programming or that face obstacles when taking advantage of artistic opportunities.
- Evidence of free admission or discounted tickets, or any ticket subsidy program, and the method by which the accessible tickets are publicized.
- Presentation of programs in non-traditional arts settings.
- Demonstrated success in reaching new audiences for the arts.
- Growth in membership and/or attendance.
- Programmatic content designed to reach underserved populations (socio-economic status, race, gender, neighborhoods, age, etc.
- Diversity in programming and use of diverse artistic talent.
- Marketing through collaborations.
- Marketing through cultural tourism initiatives.

Arts Education (20 points)

- Demonstrated success in providing quality educational opportunities and experiences.
- The exhibition or performance of works that enhance the community's experience with the arts.
- Creation of programs designed to develop future audiences, performers, artists, and arts patrons.
- Development of curriculum or content that supports educational learning standards.
- Integration with public school, private school or area university curricular programming.

Organizational Management & Fiscal Health (20 points)

- Board governance and oversight.
- Overall fiscal health, stability, and fundraising.
- An established history or plan to manage finances consistent with acceptable business practices.
- Existence of a strategic business plan.
- Clear plan to eliminate debt (if debt exists).
- Evidence of board and staff/volunteer development and clear internal operating policies.
- An organization's openness to internal diversity (socio-economic status, race, gender, culture, age, etc.) in its management, employment practices, board of directors, and volunteers.
- Organizational commitment to arts advocacy.
- Demonstration of strong grantsmanship through complete, accurate, timely application and reporting (as applicable).

APPLICATION REVIEW

- Panelists will review the applications as submitted and rate them according to the above criteria. Applicants should not assume that any panelist will have any foreknowledge of their organization or project and must state their case clearly and completely in the application.
- Numerical ratings will be averaged to derive a final numerical score for each application.
- Panel hearings will be open to the public.
- Panelists' written comments will be made available to applicants after awards have been made.
- Funds will be allocated by the panelists based on available funds, requested grant amounts, and the panel's rating of the grant application.

CONFLICT OF INTEREST

A citizen participating in the agency's grant review process shall avoid any action that might result in, or create the appearance of, any conflict of interest. Participants must disclose at all relevant times all relationships, associations or affiliations that might influence the evaluation or funding of any applicant. Further, all panelists have affirmative responsibilities to maintain the highest ethical standards in the conduct of government business and are advised of the standards established by the City of Huntsville.

APPEALS

Arts Huntsville allocates grant awards based upon the average scores of the grant review panel, which assesses each grant application according to published criteria (see "Grant Review Criteria" in these guidelines). The grant panel process necessarily requires independent qualitative judgment. As a result, Arts Huntsville's funding decision cannot be appealed simply because an applicant disagrees with the assessment of the grant review panel. An applicant may appeal an Arts Huntsville decision only by demonstrating the following: (1) the appellant must show there was a defect in the process of considering the appellant's grant application, and (2) the defect in the process caused the appellant harm.

The following rules for making an appeal will be strictly followed:

- The appeal must be received in writing by the Executive Director of Arts Huntsville within fifteen (15) days of the announcement of the funding decision.
 - Arts Huntsville will review and file the appeal within fifteen (15) business days of receipt of the appeal.
 - Each written appeal must specifically state the exact nature of the claimed defect in the process, and must specifically state and identify the damage caused by the defect in the process. Written appeals that do not specifically provide this information will be dismissed summarily.
 - The panel that considered the contested grant and/or the Arts Huntsville Executive Committee will provide a written response to the Arts Huntsville Executive Director and a copy to the appellant within fifteen (15) days of the appeal filing.
 - Arts Huntsville's review will be based on the following information:
 - The information in Arts Huntsville's file on the contested grant application.
 - The appellant's written appeal to Arts Huntsville's Executive Director.
 - The written response of the panel that considered the contested grant application and/or the Arts Huntsville Executive Committee.
 - The oral response of the panel chair and/or the chair of the Arts Huntsville Executive Committee to Arts Huntsville members' questions during the appeal review.
- The decision of Arts Huntsville is final.**

ALLOCATIONS & GRANT MANAGEMENT

AWARD NOTIFICATION & CONTRACT DOCUMENTS

When an Arts and Cultural grant is awarded, the grantee will be notified and must submit an amended grant budget. Once the grant budget is accepted and approved by Arts Huntsville, the Arts Huntsville staff will send a packet including contracts and regulations that must be agreed to and signed by the grantees and returned to Arts Huntsville office for signatures from the Executive Director before funds are released. The contract specifies the grant amount and the budget for the project, plus other stipulations and/or financial reporting requirements. Grantees who fail to submit revised budget and/or program documents within the assigned time frame will void their eligibility for grant funds. Funds made available through noncompliance will be redistributed at the discretion of Arts Huntsville and its staff.

FUNDED ACTIVITIES AND FINANCIAL REPORTING

Grant recipients must keep clear, separate ledgers or accounts to record the use of all grant and matching funds. Funded organizations must use an accounting system that is in accordance with generally accepted accounting standards and principles. Grantees will be informed of payment and closeout process during award notification.

Arts Huntsville requires periodic reporting on the progress of program activities contracted under the grant agreement. Recipients must file all documents by the dates enclosed in the contract. Grantees must provide an explanation of any item in the Arts and Cultural Grant Final Financial Report form that varies twenty percent or more from the original expense item in the grant application or revised grant

budget. At Arts Huntsville's request, each recipient shall provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, canceled checks and bills. Such records shall be retained for a period of three years after submission of the Final Report. Inadequate record keeping can result in a loss of grant funds and eligibility to compete for future funding from Arts Huntsville.

Final payment of the grant balance will not be made until the final reports are received. The grantee, not Arts Huntsville, is responsible for submitting the grant reports on time. If the final reports are not submitted by the date due, the grantee will be in violation of the contract and may become ineligible for future funding. Any unmatched and/or unspent funds at the time of the final reports must be returned to Arts Huntsville. Failure to do so cause the grantee to become ineligible for future grants until unspent funds are reimbursed to Arts Huntsville.

Grant Recognition and Logo Usage

- Grant funding recognition must be included in all promotional materials, press releases, publicity, advertisements and printed programs.
- The grant program logo must be 1.25" wide by .845" high or larger in all materials.
- If the grant program logo cannot be accommodated at that size, the following statement must be included in 12 point Calibri (or equal size equivalent): Supported in part by the Huntsville Arts & Cultural Grant Fund, a program of the City of Huntsville and Arts Huntsville
- Put the logo in a prominent position on your website, with this address linked: <http://www.artshuntsville.org/huntsville-arts-cultural-grant-program/>
- Do not manipulate or change the logo colors, shape or wording. We understand that in some cases the logo may be printed in black and white; this is acceptable.
- Allow at least .25" around each side of the logo in print publications/advertising.
- When no printed materials are used, give verbal credit to the Huntsville Arts and Cultural Grant Program prior to each event.

NOTE: Please make sure your graphic designers use the new grant program logo using the Arts Huntsville and City of Huntsville logos.

**ARTS HUNTSVILLE
FY20119 ARTS AND CULTURAL PROJECT GRANTS**

FREQUENTLY ASKED QUESTIONS

Q: How will my application be reviewed?

A: Volunteer community members serve as application review panelists. Panelists are selected and assigned based on interests and expertise with a representative from each City Council District. The panel is chaired by an Arts Huntsville board member. Arts Huntsville staff cannot serve as panel members. Panelists assess the strengths and weaknesses of each application. Based on panel evaluation and available funds, panelists make recommendations for funding to Arts Huntsville Board of Directors. Grant panelists are not required to attend activities and may not necessarily be familiar with your organization. Therefore, as you prepare your application, it is important to clearly articulate the value, impact, and quality of the project, as it may be the first exposure a panelist will have with your proposed project.

Q: How much can I request?

A: Applicants may request up to \$10,000. Requests must be for a specific project only, not operating support. Locally funded grants create an extremely competitive process, therefore all applicants are encouraged to develop a strong application and be realistic with regard to funding expectations. Some applications may not receive funding based on the panel review process.

Q: Am I required to match the grant?

A: Applicants are required to leverage the investment by providing a 1:1 cash match. Applicants should project fundraising efforts, if they do not have the cash on hand.

Q: What is In-kind support?

A: In-kind support is defined as anything provided to the project (space rental, supplies, printed materials, volunteer time, etc.) at no cost to the applicant. All contributions should be given an appropriate cash value. Commonly-used in-kind support includes volunteer time. Nationally, the estimated dollar value of volunteer time by the Independent Sector is \$24.14/hour. In-kind support may not be used to match grant funds. *Remember that all volunteer time is in-kind support, whether artistic support or support in other categories.*

Q: What can Arts and Cultural Grant dollars be used for?

A: Arts Huntsville funds can be used for program-related fees & contracts, marketing & advertising expenses, expendable supplies & materials, space rental, etc. If you are unsure if you can use grant funds for a specific expense, please see the list of ineligible costs above or contact Julie Hornstein 256-810-7395 or jhornstein@artshuntsville.org.

**ARTS HUNTSVILLE
FY2019 ARTS AND CULTURAL PROJECT GRANTS**

FREQUENTLY ASKED QUESTIONS CONTINUED

Q: May I submit any additional support material?

A: Each application is limited to five (5) pages of support material. Submissions in excess of this will be deleted at the sole discretion of the Program Director. Appropriate support materials include, but are not limited to, brochures, programs, photos and other materials which provide evidence of artistic quality, use of the grant program logo and outreach.

Q: The application asks me to provide my City of Huntsville district number. Where do I find these?

A: If you do not know your district information, go to the website below and enter the address:

<http://maps.huntsvilleal.gov/myaddress>

Q: If my organization receives funding, what will be required?

A: Arts Huntsville Grant recipients will be required to do the following:

- Return an amended budget if your project is not fully funded.
- Complete and return a Funding Agreement, which outlines the terms and conditions of the award.
- The applicant agrees to recognize and identify publicly Arts Huntsville and the City of Huntsville's financial support of its programs, to display the grant program logo on its property and its print materials and to credit Arts Huntsville and the City of Huntsville in media releases and during performances and/or exhibits.
- Comply with all Arts Huntsville and City of Huntsville policies, and Office of State Budget and Management requirements, where applicable.
- Submit a final report and all additional paperwork, and project documentation, no later than July 8, 2019.

Q: What is the difference between Other Revenue and Other Income on the budget?

A: Revenue is monies you earned in some way, i.e. performing a service or selling something tangible. Other Income is monies you do not have to actively earn or passive income, i.e. the cash in your bank accounts, interest or dividends earned on investments, rent from owned property, etc.

Q: I have more questions. Where can I get help?

A: Arts Huntsville staff member Julie Hornstein is available at 256-810-7395 or jhornstein@artshuntsville.org.