



Arizona Commission on the Arts Grants for Organizations and Schools 2013-2014: Honoring Our Servicemembers Grants

Program Description

Honoring Our Servicemembers Grants assist organizations in their efforts to provide *participatory* arts and cultural experiences for active-duty servicemembers, reservists, veterans and their families. This program is not meant to subsidize tours, entry fees or ticket prices. Proposals may focus on any arts discipline or arts therapy, or could align with existing arts programming. Projects may involve participants of any age, and can take place in a variety of settings and formats.

Applicant Eligibility

An applicant must be incorporated as an Arizona nonprofit organization or school with tax-exempt status, or be a unit of government. Eligible organizations include Arizona schools, school districts, afterschool programs, parks and recreation departments, neighborhood centers, universities, libraries, social service and community organizations, retirement communities, assisted living facilities, rehabilitation centers and hospitals.

Grant Program Review Criteria & Scores

Quality Programming/Service (35 points): Project provides quality programming or service in support of arts experiences for identified participants.

Community Investment (35 points): Project plan demonstrates capacity of the organization to engage participants in meaningful, accessible and participatory arts experiences; and to cultivate mutually-beneficial relationships, support and/or guidance from appropriate and related community partners.

Stewardship of Public Funds (30 points): Project plan demonstrates commitment and capacity of the applicant to administer public funds.

Review Score based on a total of 100 points.

Eligibility Requirements

Honoring Our Servicemembers applicants must meet the following program requirements at the time of application:

- Minimum comprehensive project budget of \$1,500. *(Includes Contracted Services/Artist Fees including travel/per diem, Staff Time Equivalent, Materials/Supplies, Space Rental and Marketing/Promotion Materials)*

Grant Program Does Not Fund

- Organizations and schools that received Arts Commission funding in fiscal year 2012 but failed to file a final report by Monday, August 6, 2012.
- Subsidy programs for tickets to performances or events.
- Applications submitted by for-profit organizations.

Deadline & Grant Cycle

DEADLINE:
11:59pm, Thursday, March 21, 2013
for projects taking place between
July 1, 2013 and June 30, 2014

Primary Staff Contact

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Grant Program Does Not Fund (continued)

- Projects involving construction of facilities.
- Food and beverages for receptions and hospitality functions.
- Fundraising projects.
- Funding for insurance.
- Scholarships, awards and competitions.
- Producing organizations to tour or present themselves.
- Conferences, symposiums and the like.
- Religious institution-led or religious group-sponsored projects not open to participation by non-congregants.
- Religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals, or which exist as parts of religious sermons or services.
- Equipment/capital expenditures.
- Re-granting.
- Indirect costs.
- College or university-sponsored projects not open to participation by the community outside the university setting.

This list is not comprehensive.

Award Amount/Chart/Scale

Honoring Our Servicemembers Grants range from \$750 to \$7,500, and must be matched 1:1, excluding in-kind support. The minimum comprehensive project budget must be \$1,500. The following chart lists eligible fees for this grant program. Proposed projects are not required to have planned expenditures in all "Eligible Fees" areas. Applicants will have an opportunity to outline additional expenditures areas in the GO!EGOR online application.

Honoring Our Servicemembers	Eligible Fees <i>(must be itemized)</i>
Contracted Services & Artists Fees including travel/per diem	Guest artist fees and travel expenses <i>(including lodging)</i> .
Staff Time Equivalent	Value of dedicated (paid) staff time used to conduct and/or manage project.*
Materials/Supplies	Purchase of materials directly related to conducting project.
Space Rental	Includes space rental for project only.
Marketing/Promotional Materials	Creation of materials promoting or directly related to conducting project.

*Hourly personnel rate X number of personnel directly involved with conducting project.

How to Apply

All applications must be submitted online at **GO!EGOR** (<http://arizona.culturegrants.org/>). Incomplete applications will be ineligible for review or funding. The application contains the following sections, [1] Applicant and Organization Profile, [2] Overview and Narrative Questions, [3] Budget and [4] Supplemental Materials/Information.

GO! EGOR

The Arizona Commission on the Arts uses an online grants application system, called GO!EGOR, to receive and review grant applications. This electronic grants application system allows the Arts Commission to capture and archive applicant information, and allows grant review panels to review applications in consistent formats and structures.

GO! EGOR (continued)

The Arts Commission will not accept applications by means other than GO!EGOR. If applicants do not have internet access, they are advised to contact local public libraries and local arts agencies, many of which offer public internet access. If extenuating circumstances prohibit applicants from using GO!EGOR, they are advised to contact the Arts Commission **at least one month before** the application deadline to make alternative arrangements for application submission.

General Instructions for Completing an Application in GO!EGOR

Applicants are encouraged to develop responses to all application questions and information requests using word processing software and to copy and paste completed responses into the GO!EGOR application. Within the GO!EGOR system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require applicants to use check boxes and drop-down selection screens, and others require a narrative response.

Below are some general suggestions to help applicants navigate the GO!EGOR application process:

- For narrative responses, applicants should use upper/lower case letters (*not all caps*).
- Formatted text is not accepted by GO!EGOR: applicants cannot bold, italicize or underline text, or change font style or size.
- Narrative responses are limited to a maximum character (*not word*) count. Note the maximum number of characters before developing narrative responses. Applicants will be notified if the maximum character count has been exceeded.
- For numeric amount responses, enter only whole numbers (*no decimals, commas or dollar signs*).
- Applicants must tab or mouse from question to question. When an applicant hits "enter," the system will save the page.
- GO!EGOR "times out" if an applicant remains on one page for an extended period of time. To avoid losing work, please save often.
- Once submitted, applicants no longer have access to their grant application(s).
- Again, applicants are encouraged to develop responses to all application questions and information requests (*including budget information*) using word processing software, wherein applicants can spell-check and monitor character count. Applicants are further encouraged to save often, and once responses are complete and edited, to copy and paste responses into the GO!EGOR application.

Applicants are asked to address the following questions within the application and are asked to identify staff, board and organizational leadership, an overview of the organization and/or budget, and grant type.

[1] Applicant and Organization Profile

GO!EGOR will prompt you to create a user profile and organization profile.

[2] Overview and Narrative Questions

Compose your answers to the narrative questions in a separate document before you begin. These questions will take time and editing to prepare a thoughtful answer.

Overview

Provide an overview of your project and its major activities. Describe the project site and project plan; identify the key project leaders, including the artist/company/consultant, and their role(s) in the project; describe the number and type of participants; provide a basic timeline/schedule and any other relevant participant and/or programmatic information. *(2500 character maximum, including spaces)*

Quality Programming/Service

Project provides quality programming or service in support of arts experiences for identified participants.

1. Describe the overall project goals. Describe how your organization will actively engage participants in participatory arts and cultural experiences. *(2500 character maximum, including spaces)*
2. Describe how your organization will identify potential participants, taking into account the diverse nature of individuals engaged in military service. *(2000 character maximum, including spaces)*
3. Who are the key artists who will be engaged in this project? Describe the skills or experience of the artists/company as they relate to the goals of the project, and address their experience in working with servicemembers and/or veterans. Provide a one-paragraph bio for each artist or company. *(2000 character maximum, including spaces)*
4. Describe how this program fits within programming or services already offered by your organization, or, if this is a departure from your organization's existing programming, please describe how the proposed program is in alignment with your broader mission, vision or purpose. *(1500 character maximum, including spaces)*

[2] Overview and Narrative Questions (continued)

Community Investment

Project plan demonstrates capacity of the organization to engage participants in meaningful, accessible and participatory arts experiences; and to cultivate mutually-beneficial relationships, support and/or guidance from appropriate and related community partners.

1. Describe how your organization will involve potential participants in the development and implementation of the project. *(2500 character maximum, including spaces)*
2. Describe your organization's experience and/or capacity in working with servicemembers or veterans. Describe efforts made to collaborate with military and/or veteran service organizations. *(2000 character maximum, including spaces)*
3. Describe the criteria your organization will use to evaluate the project and the artist/company. How will the project evaluation be conducted and how will the results be utilized? *(2000 character maximum, including spaces)*

Stewardship of Public Funds

Organization demonstrates sound management and capacity to administer public funds.

1. Use the following text box to provide context for the project budget you submit through GO!EGOR, and to explain any in-kind support. This is your opportunity to bring the project budget to life, as if you were explaining it to the grant review panel. *(2000 character maximum, including spaces)*
2. Public monies require accountability to the taxpayers. Describe your organization's ability to manage this project and properly administer a grant made up of public funds. *(2000 character maximum, including spaces)*

[3] Budget

Follow the instructions in GO!EGOR to submit your project budget.

[4] Supplemental Materials/Information

Required supplementary materials must be uploaded via **GO!EGOR** (*access to GO!EGOR will become available no later than the first week of February, 2013*). You will need to provide the following:

Federal Tax Exemption Letter *(first-time applicants only)*

This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government (*including Tribal*) are exempt from this requirement.

Fiscal Sponsor Letter of Agreement *(if applicable)*

If using a Fiscal Sponsor, an applicant must scan and upload a letter signed by both authorizing officials from the grantee organization and the Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.

The Arizona Commission on the Arts is an agency of the State of Arizona which supports access to quality arts and arts education opportunities for all Arizonans; the development and retention of statewide jobs in the nonprofit arts, culture and education sectors; and increased economic impact in local communities through arts-based partnerships that develop tax and small business revenue.

We imagine an Arizona where everyone can participate in and experience the arts.

For more information, contact us at Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, Arizona 85003-1326 or call (602) 771-6502 or email info@azarts.gov or visit <http://www.azarts.gov>.

To request this or any other publication in an alternate format, contact the Arts Commission offices.

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