

Grants for Organizations and Schools Fiscal Year 2017: Festival Grants

Program Description

Festival Grants support organizations in their efforts to provide quality arts programming through festival activities and are awarded to assist with the costs of connecting artists (or their artistic work) with communities.

For the purposes of this grant program, a Festival is defined as an event that is a periodic—often annual—gathering or celebration that happens in a condensed period of time, featuring a varied and curated program of events having an easily identifiable and unifying theme or specified focus.

Festival activities must last a minimum of one six-hour day and may only span the duration of two consecutive weekends. The majority of the event content and programming must be experienced live and in person and must be dynamic in nature. For the purposes of this grant program, festival activities can include juried processes, but scholarships, pageants or standalone award ceremonies are ineligible.

Festivals allow communities to share artistic and cultural traditions which can create vibrant opportunities and experiences for citizens and visitors. A festival is often a person's first experience and point of entry with the arts and can serve as a bridge to new kinds of arts attendance. Festivals may be multidisciplinary in scope and often feature arts education opportunities. Festival activities can include various performing, visual and literary arts, food and traditional demonstrations, but also may be specific to an artistic discipline.

Applicant Eligibility

An applicant must be incorporated as an Arizona nonprofit organization with tax-exempt status or be a unit of government. Eligible organizations include Arizona local arts agencies, tribal cultural organizations, government departments or agencies, university/college departments and other nonprofit cultural and social service organizations. Unincorporated organizations may apply through a registered nonprofit fiscal sponsor.

Grant Program Review Criteria & Scores

Quality Artistic Programming (40%): Project provides quality artistic programming through festival activities.

Community Impact (30%): Project meaningfully engages communities through festival activities.

Stewardship of Public Funds (30%): Project budget is complete and appropriate; project demonstrates a commitment to access for people of all abilities.

Applications will receive a total score out of 100 percent.

Deadline & Grant Cycle

DEADLINE: 11:59pm, Thursday, March 17, 2016
for projects taking place between July 1, 2016 and June 30, 2017.

Primary Staff Contact

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*For questions regarding the budget form or **GO!EGOR**:*

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Eligibility Requirements by Funding Level

Festival Grant applications will be reviewed in two levels, based on the project's total expense budget.

Festival Level I

Funds awarded in this category provide support to small-sized to mid-sized festivals.

Program requirements at time of application:

- A minimum of 1 year of arts related programming.
- A maximum total expense budget of \$19,999.
- A minimum of \$1,500 in eligible fees*.

Festival Level II

Funds awarded in this category provide support to mid-sized to large-sized festivals.

Program requirements at time of application:

- A minimum of 1 year of arts related programming.
- A minimum total expense budget of \$20,000.
- A minimum of \$2,000 in eligible fees*.

*Eligible fees include **Contracted Artistic Services & Artists Fees** (including travel/per diem), **Production Expenses, Space Rental** and **Marketing/Promotion** expenses. For further description of these fees, refer to the **Eligible Fees Chart** under the **Award Amount/Chart/Scale** section.

Funding Restrictions

This program does not fund the following:

- Organizations and colleges/universities that received Arts Commission funding in Fiscal Year 2015, but failed to file a final report by Monday, September 14, 2015.
- An organization's season or seasonal series of presented or produced work.
- Events that span the duration of more than two consecutive weekends.
- Events not lasting at least one full day (6 hours minimum).
- Applications submitted by for-profit organizations.
- Virtual events.
- Static exhibitions.
- Projects involving construction of facilities.
- Debt reduction.
- Food and beverages for receptions and hospitality functions.
- Fundraising projects.
- Scholarships, pageants or standalone award ceremonies.
- 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.
- Grant administration, overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award, with the exception of fiscal sponsors.

- Lobbying expenses.
- College or university-sponsored projects not open to participation by the community outside the university setting.
- Staff or board member salaries of the applicant organization.
- Any costs other than those delineated in the **Festival Project Budget Form** and **Eligible Fees Chart**.

This list is not comprehensive.

Additionally, according to the Arts Commission’s enabling statutes, “Notwithstanding any other law, no monies from the Arizona Commission on the Arts may be spent for payment to any person or entity for use in desecrating, casting contempt on, mutilating, defacing, defiling, burning, trampling or otherwise dishonoring or causing to bring dishonor on religious objects, the flag of the United States or the flag of this state.” Recipients of Arts Commission support are further instructed to “take into consideration general standards of decency and respect for the diverse beliefs and values of the American public” within funded programs.

Award Amount/Chart/Scale

Level	Total Expense Budget	Minimum Required Eligible Fees	Award Amounts	
Level I	\$19,999 or less	\$1,500	\$2,000 high	\$1,500 low
Level II	\$20,000 or more	\$2,000	\$3,000 high	\$2,000 low

All grant awards must be matched by the organization’s contribution of cash on a 1:1 basis.

While in-kind contributions are useful in demonstrating support for a project, they may not be used to match grants. The fair market value of volunteer services cannot be recognized as eligible in-kind revenue in the context of the required grant match as volunteer services do not meet fiscal auditing criteria under generally accepted accounting principles.

Eligible Fees (Must be itemized)	Description of Fees
Contracted Artistic Services & Artists Fees	Guest artist contractual fees including travel, lodging and per diem expenses.
Production Expenses	Includes insurance, sound, lighting and equipment rental and operation for the artistic project only.
Space Rental	Includes stage, space or venue rental for the artistic project only.
Marketing/Promotion	Includes contracted graphic design services, the purchase of advertising space, and creation of digital and printed promotional materials for the event.

How to Apply

All applications must be submitted online through GO!EGOR, (<http://arizona.culturegrants.org/>). (GO!EGOR will open for applications during the first week of February 2016.) 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 Form** and [4] **Supplemental Materials**.

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.

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, save often.
- Once submitted, applicants can no longer make changes 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.

[1] Applicant and Organization Profile

If you are a new applicant, GO!EGOR will prompt you to create a user profile and organization profile. If you are a returning applicant, you will login using your existing user profile and update your existing organization profile.

Applicants are required to provide and maintain contact information for a Program/Project Director who is directly responsible for management of this grant application.

In addition, applicants are encouraged to provide the following contact information, if applicable:

- Authorizing Official – a contact with authorizing authority who is legally able to sign contracts.
- Organization Contact – a contact who can provide general organization information.

[2] Overview and Narrative Questions

Compose your answers to the following narrative questions in a separate document before you begin the online application. These questions require time and editing to prepare a thoughtful and complete answer.

Additionally, composing responses in a separate document allows an applicant to take full advantage of the character counts set for each text box of the online form. Each character count is carefully gauged to allow applicants to provide concise yet robust responses to each narrative question. Applicants who take full advantage of the space provided fare better during panel review.

Whenever possible, support narrative responses with quantitative data. Applicants who provide this type of well-rounded narrative response fare better during panel review.

Finally, consider that these questions are not meant to provide review panels with a comprehensive understanding of an organization, but are meant to provide examples of the ways in which an organization's event meets the review criteria for the Festival Grant program.

Festival Overview

- **Festival website.** This field will auto populate from the Organization Profile.
- **Mission/vision of the applicant organization.** This field will auto populate from the Organization Profile. (800 character maximum, including spaces.)
- **Projected number of participants.**
- **Project title and brief, one-sentence description of the project.** Consider this your project's elevator pitch. (500 character maximum, including spaces.) **Project description.** Later in this application you will provide specific information about your festival's artistic programming. Use this response section to provide a description of the entire Festival. Be as specific as possible about the festival's various activities as well as the festival's timeline. If this is an ongoing project, include how many years the festival has existed. (2500 character maximum, including spaces.)

Quality Artistic Programming

Project provides quality artistic programming through festival activities.

An applicant demonstrating excellent Quality Artistic Programming:

- Engages qualified and diverse artistic or cultural personnel whose skills and expertise align with programming goals.
 - Employs systems to effectively curate quality artistic programming.
 - Develops creative and coherent programming that is aligned with the applicant's mission, vision and goals.
1. Who are the key artists who will be engaged in the festival in FY2017? Describe their skills or experience and what they will contribute to the festival programming. If FY2017 festival artists are not yet secured, provide information about the artists your organization plans to feature. (2000 character maximum, including spaces.)
 2. Describe the process the organization employs to select or create the festival's artistic programming. (1500 character maximum, including spaces.)
 3. Describe how the festival's featured artistic programming advances your organization's mission, vision and goals. (1500 character maximum, including spaces.)

Community Impact

Project meaningfully engages communities through festival activities.

An applicant demonstrating excellent Community Impact:

- Clearly defines and understands the communities (geographic, cultural, etc.) served by the festival.
 - Employs effective strategies to engage community members as volunteers.
 - Collaborates and forms meaningful partnerships with other entities to achieve programming goals.
 - Evaluates and understands the festival's relevance and impact on the communities it serves.
1. Define the diverse communities this festival will engage during the funding period. Consider who will create, attend, participate in, be featured in, and facilitate the event. Include quantitative demographic information about diversity of age, ethnicity, race, gender, ability, education, etc. whenever possible. (1200 character maximum, including spaces.)
 2. Describe **TWO** key ways in which the festival activities will engage community volunteers. Who are the volunteers and what types of service or activities will they perform? (1500 character maximum, including spaces.)
 3. Describe **ONE** significant partnership you will engage in to support the festival. Consider partners of all sorts, including other nonprofits, local businesses, schools, community/civic groups and government agencies. (800 character maximum, including spaces.)
 - a. How will this partnership serve your communities? (1000 character maximum, including spaces.)

4. Beyond attendance figures, how will you define the success and understand the effectiveness of festival activities? (1200 character maximum, including spaces.)

Stewardship of Public Funds

Project budget is complete and appropriate; project demonstrates a commitment to access for people of all abilities.

An applicant demonstrating excellent Stewardship of Public Funds:

- Provides a complete and appropriate financial projection for the festival (through the project budget).
 - Provides a detailed budget description.
 - Provides detailed information about any substantial in-kind support.
 - Ensures festival programming and facilities support access for people of all abilities.
1. The review panel will examine the **Festival Project Budget Form** uploaded through GO!EGOR. Explain the project costs, including eligible fees, and any anticipated income. This is your opportunity to bring your festival budget to life, as if you were explaining it to the grant review panel. (1500 character maximum, including spaces.)
 2. In-kind contributions are useful in demonstrating support for a project. Explain any substantial in-kind support for your festival activities. (1500 character maximum, including spaces.)
 3. Grants from the Arts Commission require compliance with the regulations of Section 504 and Title II of the Americans with Disabilities Act (ADA). Beyond ADA compliance, describe how your organization will ensure that the festival programming and facilities/venues support access for and the participation of people of all abilities. (1500 character maximum, including spaces.)

[3] Budget Form

All applicants must submit a complete project budget using the provided template. Any uploaded budget documents other than the Festival Project Budget Form will be removed. To submit the Festival Project Budget Form:

- Download the **Festival Project Budget Form**, found on the website at <http://www.azarts.gov/grant/festival/>.
- Complete the project budget form in full. Save a copy of the form as a PDF to your computer using the following file name format: **[OrganizationName]_FestivalFY17_BudgetForm**
- Upload your completed **Festival Project Budget Form** to GO!EGOR on the Budget Form page of the application.

[4] Supplemental Materials

Supplemental materials must be uploaded through GO!EGOR. (GO!EGOR will open for applications during the first week of February 2016.) Any materials beyond those explicitly requested within the guidelines will be removed from the application file.

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 authorizing officials from both 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.



One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 49-year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona's arts sector. Through robust programs, research initiatives and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts.

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

For more information, contact us at (602) 771-6501 or email info@azarts.gov or visit www.azarts.gov. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An equal employment opportunity agency.*

