WHAT IS IT?

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.

WHO IS IT FOR?

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.

APPLICATION & REVIEW TIMELINE

Application Due
March 14, 2019, 11:59pm

Grant review panels convened
May 2019 (dates and times to be announced)

Grantees notified
July 2019

FUNDING PERIOD

July 1, 2019 to June 30, 2020.

Festivals may be multidisciplinary in scope and often feature arts engagement opportunities. Festival activities can include various performing, visual and literary arts, food, and traditional demonstrations, but also may be specific to an artistic discipline.

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.

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 nonprofit fiscal sponsor.

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.

PRIMARY STAFF CONTACT

Kristen Pierce Kent
Organizational Grants and Services Manager
Phone: (602) 771-6517
Email: kpierce@azarts.gov

TECHNICAL SUPPORT

For questions regarding the Submittable online submission platform:

Email: support@submittable.com
Phone: (855) 467-8264, ext. 2
Web: help.submittable.com

ELIGIBILITY REQUIREMENTS BY FUNDING LEVEL

Festival Grant applications will be reviewed in two levels, based on the proposed 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 $2,000 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 $3,000 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.*

AWARD AMOUNT/CHART/SCALE

	TOTAL EXPENSE BUDGET	MINIMUM REQUIRED ELIGIBLE FEES	AWARD AMOUNTS
Level I	$19,999 or less	$2,000	$2,000
Level II	$20,000 or more	$3,000	$3,000

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 entire event.

THE APPLICATION

The first two sections of the application are the Organization and Festival Overviews.

ORGANIZATION OVERVIEW

Information collected in this section of the application is used solely for internal and reporting purposes and will not be considered during the application review.

- Organization's legal name and DBA (if applicable).
- Secondary point of contact for your organization.
- Contact information for ADA Coordinator.
- IRS Letter of Determination. 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 using a Fiscal Sponsor, an applicant must attach 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.
- Festival website.
- Board of Directors contact list.
- Festival Level.

FESTIVAL OVERVIEW

- Festival name
- Organization's mission statement. (150 words maximum)
- Festival dates.
- Projected number of participants.
- Project Summary. Provide a brief, one sentence description of the project. Consider this your project's elevator pitch. (150 words maximum)
- Project Description. Use this section to provide a description of the entire Festival (later in the application you will provide specific information about your festival's artistic programming). 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. (500 words maximum)

NARRATIVE QUESTIONS

Responses to the following narrative questions are required for all Festival Grant applicants. Incomplete applications will be deemed ineligible and will not receive funding.

1. Who are the key artists who will be engaged in the festival in FY2020? Describe their skills or experience and what they will contribute to the festival programming. If FY2020 festival artists are not yet secured, provide information about the artists your organization plans to feature. (500 words maximum)

2. Describe the process the organization employs to select or create the festival's artistic programming. (300 words maximum)

3. Describe how the festival's featured artistic programming advances your organization's mission, vision, and goals. (300 words maximum)

4. 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. (300 words maximum)

5. 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? (300 words maximum)

6. Describe ONE significant partnership you will engage in to support the festival and address how this partnership will serve your communities. Consider partners of all sorts, including other nonprofits, local businesses, schools, community/civic groups, and government agencies. (300 words maximum)

7. Beyond attendance figures, how will you define success and understand the effectiveness of festival activities? (300 words maximum)

8. Explain the project budget costs, including eligible fees, and any anticipated income. The review panel will examine the Festival Project Budget Form as a part of their application review. This is your opportunity to bring your festival budget to life, as if you were explaining it to the grant review panel. (300 words maximum)

9. In-kind contributions are useful in demonstrating support for a project. Explain any substantial in-kind support for your festival activities. (300 words maximum)

10. 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. Grants from the Arts Commission require compliance with the regulations of Section 504 and Title II of the Americans with Disabilities Act (ADA). (300 words maximum)

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 not be accepted. To submit the Festival Project Budget Form:

- Download the Festival Project Budget Form, found at https://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]_FestivalFY20_BudgetForm.pdf
- Attach/upload your completed Festival Project Budget Form to your application in Submittable.

Applicants must download the budget form to their computer before completing, saving, and uploading it into their Submittable application. If you have questions about how to complete the provided budget form, please contact Kristen Pierce Kent, Organizational Grants and Services Manager at kpierce@azarts.gov.

GRANT PROGRAM REVIEW CRITERIA & SCORES

Here's what panelists will be thinking about as they review your application materials:

Quality Artistic Programming
Does the application provide enough detailed information about the artists to understand how their participation will benefit the event(s)? Does the application thoroughly describe how the artists are selected and programming planned? How well do the artists and/or arts activities described align with the purpose of the event and/or mission of the organization?

Community Impact
How well does the application define and describe the communities engaged with the festival activities? Does the application provide two thorough examples of meaningful volunteer engagement? Does the application provide an example of a robust partnership, beyond basic financial assistance? How well does the application define successful event outcomes and describe festival evaluation practices?

Stewardship of Public Funds
Does the information in the budget form align with the financial narrative response and demonstrate overall feasibility of the festival activities? How strong is/are the example(s) of in-kind support in relation to the demonstration of community support of the festival? How thoroughly does the application address issues of accessibility related to the festival programming and event facilities?

And generally, does the application provide enough detailed information about the festival to clearly understand what is taking place?

FEST FESTIVAL GRANTS

HOW TO APPLY

All applications must be submitted through Submittable, an online submission platform. A link to the grant application and the required budget form can be found on the Arts Commission's website at https://azarts.gov/grant/festival/. The Arts Commission will not accept applications by means other than Submittable. If extenuating circumstances prohibit applicants from using Submittable, they are advised to contact the Arts Commission at least one month before the application deadline to make reasonable accommodations for application submission. Late or incomplete applications will be ineligible for review or funding.

GENERAL INSTRUCTIONS FOR COMPLETING AN APPLICATION

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, save, and back up their work. Once responses are complete and edited, applicants should copy and paste responses into the Submittable application.

Narrative responses are limited to a maximum word (not character) count. Composing responses in a separate document allows an applicant to monitor the word counts set for each question. Note that Submittable will not display the number of words in each response, and will only alert the applicant if the maximum word count has been exceeded.

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 a festival, but are meant to provide examples of the ways in which the event meets the review criteria for the Festival Grant program. These questions require time and editing to prepare thoughtful and complete responses.

Below are some additional general suggestions to help applicants navigate the Submittable application process:

- For narrative responses, applicants should use upper/lower case letters (not all caps).
- Formatted text is not accepted by Submittable; applicants cannot bold, italicize or underline text, or change font style or size.
- For numeric amount responses, enter only whole numbers (no decimals, commas, or dollar signs).
- Once submitted, applicants can no longer make changes to their grant application(s).

SUBMITTABLE USER ACCOUNT

If you are a new applicant, Submittable will prompt you to create an account. If you have previously created a Submittable account to apply for a grant from the Arts Commission, or another entity, you may log in using your existing user name and password.

After creating or logging in to a Submittable account, applicants will be prompted to confirm their contact information before proceeding to the application. All official Arts Commission correspondence will be sent to the contact information associated with the applicant's Submittable account, so it is imperative that this contact information is accurate and kept up to date.

FUNDING RESTRICTIONS

This program does not fund the following:

- Organizations and colleges/universities that received Arts Commission funding in FY2018, but failed to file a final report by Monday, September 10, 2018.
- 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.

ARIZONA COMMISSION ON THE ARTS

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 51-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 Com-mission 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.