

## WHAT IS IT?

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.

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

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

## WHO IS IT FOR?

Eligible applicant organizations producing such festivals:

- are based in the State of Arizona
- have a minimum of 1 year of arts related programming
- are incorporated with the IRS as a nonprofit 501(c)3 organization (or have a formal agreement with a nonprofit fiscal sponsor) OR are a unit of government (local or tribal)

For example, eligible organizations include local arts agencies, tribal cultural organizations, government departments or agencies, university/college departments, and other nonprofit arts, cultural and social service organizations.

## PROJECT ELIGIBILITY

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 this grant program, festival activities can include juried processes, but scholarships, pageants or standalone award ceremonies are ineligible.

## DUE DATES, FUNDING PERIOD, AND REVIEW

Eligible activities must take place between July 1, 2020 and June 30, 2021

### Application Due

March 12, 2020, 11:59 pm

### Funding Period

July 1, 2020 – June 30, 2021

### Review Panel

May 2020 (dates and times TBA)

### Grantees Notified

July 1, 2020

## PRIMARY STAFF CONTACT

### Brad DeBiase

Programs and Grants Coordinator

Phone: (602) 771-6534

Email: [bdebiase@azarts.gov](mailto:bdebiase@azarts.gov)

## TECHNICAL SUPPORT

*For questions regarding the Submittable online submission platform:*

Email: [support@submittable.com](mailto:support@submittable.com)

Phone: (855) 467-8264, ext. 2

Web: [help.submittable.com](http://help.submittable.com)

# FEST FESTIVAL GRANTS

## AWARD AMOUNT AND ELIGIBLE FEES

Applicants apply in one of two levels, based on the festival's total project expenses. Award amounts are set by level and based on minimum eligible fees. Grant awards must be matched with cash (at least 1:1) by the organization; in-kind contributions may not be used as part of the match.

	TOTAL EXPENSE BUDGET	MINIMUM REQUIRED ELIGIBLE FEES	AWARD AMOUNTS
<b>Level I</b>	\$4,000 - \$19,999	\$2,000	\$2,000
<b>Level II</b>	\$20,000 or more	\$3,000	\$3,000

Eligible fees include the following:

ELIGIBLE FEES	DESCRIPTION OF FEES
<b>Contracted Artistic Services &amp; Artists Fees</b>	Guest artist contractual fees including travel, lodging, and per diem expenses.
<b>Production Expenses</b>	Includes insurance, sound, lighting, and equipment rental and operation for the artistic project only.
<b>Space Rental</b>	Includes stage, space, or venue rental for the artistic project only.
<b>Marketing/Promotion</b>	Includes contracted graphic design services, the purchase of advertising space, and creation of digital and printed promotional materials for the entire event.

## HOW TO APPLY

The Arts Commission runs its application processes through Submittable, an online submissions platform which is cloud-based and can be accessed on most computers including mobile devices. Using an online platform helps maintain consistency of application materials and to conduct panel reviews with panelists across the state.

To begin, you will set up a Submittable user account for your organization, or log in using your organization's existing Submittable username and password. If you are not sure how to access an existing account, contact Submittable Technical Support; contact information is on page 1.

Please contact the Arts Commission at least one month before the application deadline if you require an accessibility accommodation or have other extenuating circumstances affecting your use of the online platform.

## THE APPLICATION

When you're ready, go to <https://azarts.gov/grant/festival/> and click on "Apply Now." This will take you to the Submittable platform. You do not have to complete the application in one session; Submittable allows you to save a draft of your application and complete/submit it later.

## ORGANIZATION INFORMATION

Information collected in this section of the application is used for internal and reporting purposes only.

Grants from the Arts Commission require compliance with the regulations of Section 504 and Title II of the Americans with Disabilities Act (ADA). The ADA Coordinator is the person who can answer questions about or facilitate requests for accessible programs and services; no special training or certification required.

You will be required to upload an IRS determination letter OR a fiscal sponsor letter of agreement in the "Nonprofit Status" section. Units of government are exempt from this requirement.

- Organization name and (if applicable) DBA
- Organization mailing address
- Primary and secondary contact info
- ADA Coordinator contact info
- Festival website
- Nonprofit status
- Festival Level

## FESTIVAL OVERVIEW

The Festival Overview and Narrative Questions will be reviewed by the review panelists. Some applicants find it helpful to develop responses using word processing software, then copy/paste them into the Submittable application when they're ready. A word document version of the overview and narrative questions can be downloaded [here](#).

- Festival name
- One sentence description: Provide a brief, one sentence description of the festival (150 words maximum)
- Years the festival has existed
- Festival dates
- Projected number of participants
- Organization mission statement (150 words maximum)

## NARRATIVE QUESTIONS

1. Please provide a description of your festival in its entirety (in the next question you will provide specific information about the arts and culture programming). Be as specific as possible about the festival's various activities as well as the festival's timeline. (400 words maximum)
2. Please describe the festival's arts and culture programming. Who are the artists and culture bearers that will be engaged, what will they contribute to the festival programming, and how are these choices made (open call, application process, juried selection process, partnerships, etc.)? (400 words maximum)
3. How does this festival reflect your organization's mission and help achieve its goals? (300 words maximum)
4. Please describe the communities you will engage in the festival, and how. (300 words maximum)
5. Beyond ADA compliance, please describe how your organization will ensure that all festival programming, facilities, and venues support access for and the participation of people of all abilities. (300 words maximum)
6. Beyond attendance figures, how will you define success? Describe any methods or measures you will use to understand what attendees and participants will gain, learn, and/or experience through the festival. (300 words maximum)

## BUDGET FORM AND NARRATIVE

All applicants must submit a complete project budget using the provided template.

To submit the **Festival Project Budget Form**:

- Find the Festival Project Budget Form online at <https://azarts.gov/grant/festival/>
- Download the budget form to your computer.
- Complete the project budget form in full and save it using the naming convention:  
*YourOrganizationName\_FestivalFY21\_BudgetForm.pdf*
- Upload your completed Festival Project Budget Form to your application in Submittable

**Budget Narrative:** Describe the festival budget, including eligible fees, any anticipated income, and any substantial in-kind support. 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)

## EVALUATION CRITERIA

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

### Quality Arts and Culture Programming

Does the proposal clearly describe the festival's arts and culture programming and the artist/culture bearers who will be engaged? Does the proposal outline how the arts and culture activities are reflective of the organization's mission and goals for the festival? Does the application make a strong case for what it hopes to make available for and to festival participants and attendees?

### Community Impact

How well does the application articulate the communities that the festival will interact and engage with? Does the application clearly outline how this will happen and what it hopes to accomplish with the festival's programming and community engagement? Does the application thoughtfully address access and participation for people of all abilities?

### Stewardship of Public Funds

Does the application demonstrate a fiscal responsibility to the communities it hopes to serve? Does the budget form clearly outline financial feasibility for the project? Overall, does the budget adequately reflect the scope of work outlined in the narrative questions?

## APPLICATION REVIEW PROCESS

Grants are awarded through a competitive review process. Applications are first reviewed by Arts Commission staff for completeness and eligibility. Late or incomplete applications will be ineligible for review or funding.

Eligible applications are reviewed by independent review panels made up of arts and other professionals from communities throughout the state. Each application is evaluated based on how well it demonstrates alignment with the evaluation criteria.

Panelists first review applications individually then meet to discuss the applications as a group. This meeting is open to the public and applicants are encouraged to attend or listen-in online. Applicants being reviewed will be notified when panel dates are set.

Grant panel recommendations are then approved by the Arts Commission's Governor-appointed board of commissioners.

## GRANTEE REQUIREMENTS

All Festival Grant recipients must submit a final report following the end of the funding period, typically by July of the following calendar year. Failure to do so renders an organization ineligible to apply for the next available funding cycle.

## FUNDING RESTRICTIONS

This program does not fund the following:

- Entities that received Arts Commission funding in FY2019, but failed to file a final report by Monday, September 9, 2019.
- Applications submitted by for-profit organizations.
- An organization's season or seasonal series of presented or produced work.
- 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.
- 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.
- 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.
- Any costs other than eligible fees.

*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 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](mailto:info@azarts.gov) or visit [www.azarts.gov](http://www.azarts.gov). To request this or any other publication in an alternate format, contact the Arts Commission offices. An equal employment opportunity agency.

