

## WHAT IS IT?

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 allow communities to share artistic and cultural traditions which can create vibrant opportunities and experiences for community members 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 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.

## WHO IS IT FOR?

Eligible applicant organizations producing such festivals are:

- based in the State of Arizona.
- 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 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. Eligible festivals must demonstrate a thematic emphasis on arts and culture in their programming.

Festival activities must last a minimum of one four-hour day and may only span the duration of two consecutive weekends. 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

#### Application Due

Thursday, September 16, 2021

#### Review Panel

November 2021 (dates and times TBA)

#### Grantees Notified

No later than Friday, December 3, 2021

#### Funding Period

July 1, 2021 — June 30, 2022

*This grant may function as a reimbursement.*

### 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 GRANT

Eligible organizations may apply for funding to support an annual festival in one of three ways:

In-person Festivals	Virtual Festivals	Professional Development
For organizations producing public, in-person festivals. These applicants will be required to describe their COVID compliance plans in the application.	For organizations whose festival activities will happen virtually. "Virtual" here denotes that festival activities will be experienced primarily through digital platforms.	For organizations who have an established annual festival but may not be resuming festival activities in the upcoming year. This track supports professional development for festival-producing arts organizations looking to strengthen audience engagement, social media presence, artistic portfolio, community presence, outreach, and/or accessibility. Applicants must identify the specific professional development opportunity that they wish to pursue.

## AWARD AMOUNTS AND ELIGIBLE EXPENSES

You may request funding equal to your eligible expenses up to the maximum of the award range. *Applicants will itemize their eligible expenses in the Budget section of their application.*

	In-Person Festivals	Virtual Festivals	Professional Development
<b>Award Range</b>	<b>\$1,000 - \$5,000</b>		<b>\$500 - \$1,000</b>
<b>Eligible Expenses</b>	<p><b>Contracted Artistic Services and Artist Fees</b> Includes guest artist contractual fees including travel, lodging, and per diem expenses.</p> <p><b>Production Expenses</b> Includes insurance, sound, lighting, and equipment rental and operation for the artistic project only.</p> <p><b>Space Rental</b> Includes stage, space, or venue rental for the artistic project only.</p> <p><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.</p> <p><b>Accessibility Services</b> Includes closed captioning, interpretation, and translation services, visual enhancements, and listening guides.</p> <p><b>In-person Festivals only</b> <b>Public Health and Safety Compliance</b> Includes personal protective equipment, cleaning and sanitation services, and equipment/structuring to support distancing.</p>		<p><b>Audience Engagement</b> Includes consultation fees and services related to community impact assessment, analyses, and strategy-building.</p> <p><b>Digital Services</b> Includes fees related to social media branding, web development, and organizational data collection and analysis.</p> <p><b>Marketing</b> Includes consultation fees and services related to marketing and budget-making, increased financial data literacy, strategizing, and decision-making.</p>
		<b>Virtual Festivals only</b> <b>Digital Operations</b> Includes fees related to video live-streaming services, webinar and conferencing platforms, closed captioning, translation and interpretation services, and event management systems.	

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## 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. When you are ready, go to <https://azarts.gov/grant/festival/> and click on “Apply Now.”

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

### 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
- Secondary contact info
- ADA Coordinator contact info
- Festival website
- Nonprofit status (and file upload)

### FESTIVAL OVERVIEW

This section applies to all three tracks. Applicant organizations pursuing the Professional Development option must still demonstrate the established nature of previous festival activities in this section.

- Festival name
- One sentence description (150 words max)
- Years the festival has existed
- Festival dates (or usual calendar placement)
- Projected number of participants (or average annual attendance)
- Organization mission statement (150 words max)

### TRACK SELECTION

If you are still uncertain of your festival’s format at the time of the application, please complete the “In-person” option. You may explain that you are still unsure of the Festival’s format in the fourth narrative question that asks about COVID compliance plans.

- In-person (go to page 4)
- Virtual (go to page 4)
- Professional Development (go to page 5)

# FEST FESTIVAL GRANT

## THE APPLICATION: IN-PERSON AND VIRUAL FESTIVALS

### NARRATIVE QUESTIONS

1. Please describe your festival in its entirety. Be as specific as possible about the festival's arts and culture programming, structure, timeline, and the artists and culture bearers who will be engaged. (400 words max)
2. What communities you will engage through your festival, and how? Please define these communities and describe what attendees will gain, learn and/or experience through your festival. (400 words max)
3. In addition to 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 max)
4. [If In-Person] Please provide an outline of your festival's COVID compliance plans. Describe how your festival will adhere to municipal health guidelines regarding public gatherings, sanitation practices, distancing and masking policies, and any other measures being taken to mitigate risk of COVID transmission. (300 words max)

*If you are unsure of your Festival's format at the time of applying, please use this question to explain your current circumstances and planning approaches.*

### EVALUATION CRITERIA

#### Quality Arts and Culture Programming

Does the application clearly describe the festival's arts and culture programming and the artist/culture bearers who will be engaged? Does the application make a strong case for what it hopes to make available to festival participants and attendees and how? Does the application outline in detail the structure and timeline of the festival's programming/activities?

#### Community Benefit

Does the application define the communities the festival hopes to directly serve, interact, and engage with? Does the application clearly outline how this will happen? Does the application thoughtfully address access and participation for people of all abilities? Does the application explain how the festival attends to ongoing pandemic-related challenges?

#### Viability

Does the application demonstrate substantial evidence that the festival activities will be realized within the funding period? Does the proposed budget appropriately reflect the scope of work described in the application? Does the application clearly explain how project activities will be produced and delivered?

### BUDGET FORM AND NARRATIVE

Applicants must submit a project budget using the template found on <https://azarts.gov/grant/festival/>

#### Festival Project Budget Form

- Download the budget form to your computer.
- Complete the project budget form in full and save it.
- Upload your completed Festival Project Budget Form to your application in Submittable.

#### Budget Narrative

Please use this space to 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 max)

## THE APPLICATION: PROFESSIONAL DEVELOPMENT

### NARRATIVE QUESTIONS

1. What type of professional development opportunity are you pursuing and why? Please describe in detail the specific services and/or skill-building you wish to engage in and how these learning outcomes will inform planning for future festivals. (300 words max)
2. Please describe your usual annual festival activities including the artists and culture bearers you usually engage. What areas of improvement for your organization's festival will benefit from your proposed professional development and how? (300 words max)
3. What will your proposed professional development opportunity make possible? Describe any organizational goals, partnerships, and/or outreach strategies that will be advanced through this opportunity. (300 words max)

### EVALUATION CRITERIA

#### Quality of Proposed Activity

Does the application clearly outline specific details about the proposed professional development activities? Does the application make a strong case for what skills will be deepened or learned through professional development and how they will benefit the organization and its festival?

#### Significance

Does the application clearly explain how the proposed activities will strengthen the festival's access, presence, and visibility in the communities identified? Is there a strong case for how services rendered will help better deliver arts and culture programming to future festival attendees? Does the application articulate in what ways will learning outcomes be implemented for future planning?

#### Viability

Does the application clearly justify the nature of the expenses related to the proposed professional development opportunity? Does the budget narrative reflect a financial feasibility to pursue the proposed activities? Does the application demonstrate that the professional development opportunity would be a worthwhile investment?

### BUDGET NARRATIVE

Please describe the eligible expenses associated with the proposed professional development opportunity and explain why you feel these costs are justified. (300 words max)

## 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.

## FUNDING RESTRICTIONS

This program does not fund the following:

- Entities that received Arts Commission funding in FY2021, but failed to file a final report by Monday, August 2, 2021.
- 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.

# FEST | FESTIVAL GRANT

## 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 54-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.