

## 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?

Arizona nonprofit organizations with tax-exempt status, or units of government (local or Tribal) producing such festivals. 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. Unincorporated organizations who are otherwise eligible may apply with a nonprofit fiscal sponsor.

## 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. Seasonal series of presented works are not eligible activities. For this grant program, festival activities can include juried processes, but scholarships, pageants or standalone award ceremonies are ineligible. Please see a more detailed list of ineligible expenses at the end of this document.

Festival grants support both in-person and virtual festivals.

### AWARD AMOUNT

\$1,000 to \$5,000.

### APPLICATION & REVIEW TIMELINE

#### Application Due Date

March 24, 2022

#### Grant Review Panel Meeting

May 2022 (dates and times TBA)

#### Grantees notified

July 1, 2022

### FUNDING PERIOD

*(this grant may function as a reimbursement)*

July 1, 2022 — June 30, 2023

### 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 about the Submittable online submission platform*

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

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

Web: <https://help.submittable.com>

# FEST FESTIVAL GRANT

## AWARD AMOUNTS AND ELIGIBLE EXPENSES

Applicants may request grant award amounts ranging from a minimum of \$1,000 to a maximum of \$5,000.

There is no cash match required for this grant opportunity, however applicants should use the narrative sections of the application to justify their requested award amounts.

	Eligible Expenses
<b>In-Person Festivals</b>	<ul style="list-style-type: none"><li>a) Contracted Artistic Services and Artist Fees: includes guest artist contractual fees including travel, lodging, and per diem expenses.</li><li>b) Production Expenses: includes insurance, sound, lighting, and equipment rental and operation for the artistic project only.</li><li>c) Space Rental: includes stage, space, or venue rental for the artistic project only.</li><li>d) Marketing/Promotion: includes contracted graphic design services the purchase of advertising space and creation of digital and printed promotional materials for the entire event.</li><li>e) Accessibility Services: includes closed captioning, interpretation, and translation services, visual enhancements, and listening guides.</li><li>f) Public Health and Safety Compliance: includes personal protective equipment, cleaning and sanitation services, and equipment/structuring to support distancing.</li></ul>
<b>Virtual Festivals</b>	<p><i>Items (a) - (f), above, and</i></p> <p>Digital Operations: includes fees related to video live-streaming services, access to webinar and conferencing platforms, closed captioning, translation and interpretation services, and digital ticketing/event management systems.</p>

## BEFORE YOU APPLY

Applicants are encouraged to do the following prior to beginning their application:

### Create or update your Submittable account

The Arts Commission runs application processes through Submittable, a cloud-based online submissions platform that can be accessed on most computers and mobile devices. To apply for a grant, you will need a Submittable user account for your organization. If your organization has previously created a Submittable account to apply for a grant from the Arts Commission or another entity, you may log in using your existing username and password. If you do not already have one, you can create a free account at <https://manager.submittable.com/signup>.

After creating or logging in to your 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 please ensure that this contact information is accurate and kept up to date.

### Request accommodations

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

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## 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 or submit it later.

Some applicants find it helpful to develop responses using word processing software, then to copy/paste into the Submittable application. A word document version of the narrative questions can be downloaded at <https://azarts.gov/grant/festival/>.

## ORGANIZATION INFORMATION

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

- Organization name and (if applicable) DBA
- Secondary contact info
- ADA Coordinator contact info<sup>1</sup>
- Festival website
- Nonprofit status (and file upload)<sup>2</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

## FESTIVAL OVERVIEW

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

## FESTIVAL FORMAT

You will choose either **In-person** or **Virtual**.

While in-person festivals may possess virtual components (e.g. livestreaming performances), applicants should select the Virtual option if their festival activities will be produced and attended exclusively through digital platforms.

**APPLICATION CONTINUED ON NEXT PAGE**

## APPLICATION (CONTINUED)

### NARRATIVE QUESTIONS

1. Please describe your festival in its entirety, providing the review panel with a detailed summary of what will be made available to festival attendees and how. 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 maximum)
2. What communities will you 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 maximum)
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 maximum)

**If you chose "Virtual" as your Festival Format, skip Question 4**

4. [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 and any other measures being taken to mitigate risk of COVID transmission. (300 words maximum)

### BUDGET FORM AND NARRATIVE

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

#### 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.
  - » Please note: Be sure to enter a zero (0) for any unused fields in the fillable Budget Form to ensure accuracy in auto-calculating Income and Expense totals.
- 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. You may also use this Budget Narrative section to explain how you have arrived at certain itemized dollar amounts. (300 words maximum)

## EVALUATION CRITERIA

Your narrative responses will be evaluated by the panelists based on the following 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?

## 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.

The number of grants awarded is determined based on available funding and the overall number of eligible applications submitted.

## FUNDING RESTRICTIONS

This program does not fund the following:

- Grantees that received Arts Commission funding in FY2021, but failed to file a final report by Monday, August 2, 2021.
- Entities submitting an application for an FY2023 Creative Capacity Grant, Youth Arts Engagement Grant, or Lifelong Arts Engagement Grant (see FAQ for more information).
- Applications submitted by businesses and for-profit organizations.
- School districts that would otherwise be eligible for Arts Learning grants.
- An organization's season or seasonal series of presented 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.

## FREQUENTLY ASKED QUESTIONS

### **What is meant by “a thematic emphasis on arts and culture” regarding programming?**

While eligible applicant organizations may not have an expressly arts and culture-focused mission, eligible festival projects must include arts and culture programming as part of the festival’s main goals and objectives.

### **How can I be sure that my project is eligible for this program?**

If you have reviewed the eligibility criteria listed earlier in this guidelines document and are still unsure if your festival is an appropriate fit for this program, we recommend that you reach out to the program manager to determine if your project is a good fit for the Festival Grant program. Arts Commission staff will provide consultation to determine if your proposed festival activities warrant submitting an application.

### **My organization has received grants from the Arts Commission before, but I am new in my role and cannot access our Submittable account. What should I do?**

Submittable accounts reflect individuals and not organizations. In other words, the staff member who was previously managing your organization’s grant possessed a Submittable account on behalf of your organization. In some instances, as one staff member exits, they will leave behind their Submittable login credentials to their successor so they may access prior grant application materials and update the pre-existing account information. If you do not have access to a prior grant manager’s Submittable login credentials, you will have to set up a new account.

One helpful remedy for this has been for organizations to utilize a generic grants-related email address under their domain name as the primary inbox for their organization’s Submittable materials (e.g. grants@yourorganization.com). This way new accounts will not have to be made in the event of staffing changes and your organization can streamline access to prior application materials.

### **My organization is eligible for other Arts Commission grants. Can I apply to those too?**

No. Across grant programs, the Arts Commission limits the number of applications that may be submitted by a given organization or unit of government to one (1) application per funding period (July 1 – June 30 of the following year). While an organization or unit of government may be eligible for more than one grant program, they may only apply for one of them in a given funding period. As an example, an applicant who applies to the Festivals Grant program in Fiscal Year 2023 may not apply for the Creative Capacity Grant program or a Youth Arts Engagement Grant that same year.

### **My festival isn’t taking place until late in the funding period and we are still in a planning phase. Can we still apply for a Festival Grant?**

Yes. If you are still in a planning phase for your festival activities and do not have certain specific details finalized at the time you are submitting your application, we advise that you offer insight as to how you are making your decisions, what your options may be for a particular unknown, and what your desired outcome(s) may be for items still in development. Offering a high level of detail surrounding your organization’s planning and decision-making will at least help a panel understand how your festival will likely come into existence even if certain logistics and details are still in development.

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## 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.