



LOCAL ARTS GRANT 2020 GUIDELINES AND APPLICATION

FUNDING PERIOD: January 1, 2020 – December 31, 2020

DEADLINE FOR SUBMISSION: Friday, August 2, 2019 at 4:00 pm

Morris Arts is pleased to announce the continuation of the Local Arts Grant Program made possible by, and contingent upon, funding from the New Jersey State Council on the Arts (NJSCA).

Morris Arts offers Local Arts Grant funding to Morris County organizations that provide the Morris County community with arts events that are *artistically excellent*, *provide public benefit*, and are *accessible to the public*. Applicants must show the ability to complete all reporting necessary in accepting public funds by the specified deadlines, including a Grant Application for funding, a Commitment Letter, and a Final Report. Organizations already receiving funding from NJSCA are not eligible for a Local Arts Grant.

All applications must be received in the Morris Arts office by 5:00 pm, or postmarked no later than, Friday, August 2, 2019. Late or incomplete applications will not be considered, nor will faxed or e-mailed applications be accepted.

**Please send your application to:
Kaity De Laura, Director of Arts in Community
Morris Arts
14 Maple Avenue, Suite 301
Morristown, New Jersey 07960**

Applicants will be notified no later than October of 2019.

Please read the attached guidelines carefully as some portion of the Local Arts Grant guidelines and application may have changed. If you have any questions in preparing your application, please contact Kaity De Laura at (973) 285-5115, ext. 14 (kdelaura@morrisarts.org), or for questions pertaining to finance charts, contact Anne Dodd, Finance Director, at (973) 285-5115, ext. 15 (adodd@morrisarts.org).

Please note that all applications must be typed.

This application is available in Large Print upon request.

LOCAL ARTS GRANT FY 2020 LOCAL ARTS GRANT GUIDELINES

APPLICANT QUALIFICATIONS:

All applicants must be:

- A. Incorporated in the state of New Jersey as a non-profit corporation or a unit of government;
- B. Tax-exempt as determined by the Internal Revenue Service in accordance with IRC §501(c)3 or (c)4. Organizations that have not yet achieved not-for-profit status may apply for a Mini Grant;
- C. Located in Morris County and primarily serving the constituency of Morris County;
- D. Conducting an active program in the arts for at least two years prior to application. An applicant with less than two (2) years' history will be considered on a case-by-case basis; and
- E. In compliance with all pertinent state and federal regulations including, but not limited to, the following:
 - 1. Civil Rights Act of 1964 which bars discrimination based on race, color, national origin, sex and disability; and
 - 2. Americans with Disabilities Act (ADA), which requires all providers of public programs and services to ensure that those programs and services can be enjoyed by all citizens, including those with disabilities.

TYPES OF GRANTS:

Organizations are encouraged to note that (i) there is no set limit on the amount of funding that may be requested by an applicant, and (ii) awards are in the minimum amount of \$1,000. Applicants may apply in only one category of grants. Funding is available for activities conducted between January 1, 2020 and December 31, 2020 in the following categories:

- A. **General Operating Support (GOS) Grants** are available to support the overall operations of organizations whose mission is exclusively devoted to the arts. Requests can be up to 20% of the organization's annual expense budget. GOS grants must be matched one dollar for every dollar awarded.
- B. **Special Project Support (SPS) Grants** are available to support the costs of an arts-related special project of the applicant, which need not be an arts organization. The special project, however, must be wholly dedicated to the arts and be a project or program open to the general public. Note that projects or activities which are normally part of the curriculum or extra-curricular activities of an educational organization are not eligible. Requests can be up to 50% of the special project's expenses. SPS grants must be matched one dollar for every dollar awarded.

APPLICANT QUALIFICATIONS FOR MULTI-YEAR FUNDING:

Applicants who meet the criteria set forth above are encouraged to apply for multi-year funding. Multi-year grant applicants are approved for a two (2) calendar year cycle. **The dollar amount requested in this application is only for the first calendar year.** An interim report (for year two) will be required prior to the second calendar year as an update to indicate the applicant's funding request for the second year. Receipt of multi-year funding is not automatic. Applicants that are unsuccessful in receiving a multi-year grant may be recommended to receive funding for a single-year grant period and, if recommended, may reapply for multi-year funding the following year.

LOCAL ARTS GRANT RECIPIENT REQUIREMENTS:

All recipients of a Local Arts Grant must comply with the following:

- A. Upon notification of funding, execute a Letter of Commitment prepared by Morris Arts.
- B. Submit an Interim Report to Morris Arts no later than **July 31, 2020** if you are a multi-year grantee.
- C. Submit a Final Report to Morris Arts no later than **January 8, 2021** on a form supplied during the funding year by Morris Arts.
- D. Notify Morris Arts of any personnel changes in Board or staff (either volunteer or paid) that directly affect the administration of the Local Arts Grant during the funding year.

- E. Include the following statement in all publicity and public information (including all advertising, posters, programs, press releases, newsletters, flyers):

"Funding has been made possible in part by Morris Arts through the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts."

- F. Make available to Morris Arts two (2) complimentary tickets in order to allow Staff and Local Arts Grant Evaluation Panel members the opportunity to attend the recipient's performances/events. **It is the recipient's responsibility to inform Morris Arts at least five (5) weeks in advance of all performances/events.**

EVALUATION CRITERIA:

Applicants are evaluated based upon the following criteria:

- A. Artistic merit of the applicant, its program and/or special project;
- B. Ability of the applicant's staff (volunteer or professional) and Board to responsibly administer the organization and/or special project;
- C. Demonstration of the applicant's sound financial planning and management of financial resources;
- D. Responsiveness to the needs of the community;
- E. Outreach efforts to the culturally diverse, special constituency, and young (18 and under) audiences in Morris County, particularly in the past calendar year; and
- F. Efforts to comply with ADA standards (see ADA Compliance section below).

INELIGIBLE REQUESTS:

Local Arts Grant awards cannot be awarded:

- A. To individual artists;
- B. To those organizations funded by the New Jersey State Council on the Arts or any other County Arts Agency;
- C. To pay administrative salaries;
- D. For capital improvements, projects or acquisitions, including the purchase of permanent equipment;
- E. For hospitality costs and travel;
- F. To replace deficits or funds normally budgeted for the requested program or project;
- G. For the purpose of sub-granting to another organization; or
- H. For fundraising projects or events, or for scholarship funds or fellowships.

ADA COMPLIANCE:

Ensuring that the programming supported by Morris Arts is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes the physical performance/exhibition space (whether owned, rented or free), programming, audience and audience development, marketing, sensitivity training for staff, and printed materials.

Additional resources are available at:

<http://njtheatrealliance.org/ada-planning>

All grant applications must include an ADA Accessibility Checklist and related ADA narrative for compliance with the Americans with Disabilities Act (form available from the Morris Arts office or on the Morris Arts website).

EVALUATION PROCESS:

- A. All Local Arts Grant applications are reviewed by the Morris Arts staff for completeness and then forwarded to Morris Arts' Local Arts Grant Evaluation Panel for review based upon the criteria stated in these Guidelines. The Evaluation Panel is comprised of independent arts panelists selected for their experience with various artistic modalities and their solid knowledge of the workings of non-profit arts organizations. Morris Arts strives to select panelists with backgrounds that reflect the arts disciplines of the organizations whose applications they are going to review. The Morris Arts staff does not evaluate applications.
- B. The Evaluation Panel meets to review and assign a score to each application based upon how well the applicant meets the criteria stated in these Guidelines. The Evaluation Panel forwards its assigned scores to the Local Arts Grant Funding Panel (Funding Panel) which meets to discuss funding ranges and to determine specific award recommendations based upon the funds awarded to Morris Arts by NJSCA.
- C. The Funding Panel's recommendations are subsequently reviewed by the Morris Arts' Board of Trustees, which makes a final decision on all funding requests.
- D. All applicants are notified of funding decisions no later than October 2019. Successful applicants receive a Letter of Commitment, which they must promptly execute and return to the Morris Arts.
- E. Funding will be disbursed in three payments: The first payment will be forwarded to the recipient after the recipient's signed Letter of Commitment and voucher have been received by Morris Arts. The second payment will be made during August 2020. The final payment will be made upon receipt and approval of the final report, and may be withheld or reduced if grant funds are not expended based on the Letter of Commitment. The Final Report includes a financial statement, attendance figures, and a narrative. Morris Arts and NJSCA must be credited in accordance with the credit/publicity guidelines.
- Note:** payments are subject to, and sent out by Morris Arts upon receipt of funding from NJSCA.
- F. Funding to recipients is based on NJSCA's funding of Morris Arts. If the actual amount provided to Morris Arts by NJSCA is less than originally awarded, an across the board formula established by the Funding Panel and approved by the Morris Arts Board will be implemented.
- G. Local Arts Grants are highly competitive. An award for the current year does not guarantee that an organization will continue to be funded in subsequent years, nor does it guarantee that the amount awarded will remain unchanged in subsequent years. Each year, new organizations apply for funding and the amount received from NJSCA changes.

LOCAL ARTS GRANT FY 2020 APPLICATION CHECKLIST

LEGAL NAME OF APPLICANT: _____

Please read the following requirements carefully and respond fully. Incomplete information or a lack of responsiveness may impact the ability of the Evaluation Panel to adequately evaluate your application.

CHECKLIST - Materials should be **submitted in the order and format described below**. Please complete and attach this checklist to the front of the original application.

- _____ 1. **Application** (see Page 8 attached).

- _____ 2. **Narrative Letter:** prepare and attach a descriptive letter that is no longer than three (3) pages on the applicant's letterhead that includes the following:
 - (a) a brief history of the applicant;
 - (b) a detailed description of the applicant's programs and activities for the grant year (1/1/20 through 12/31/20);
 - (c) an explanation of how the applicant intends to use the Local Arts Grant funds (Note: for SPS applications, please indicate whether your project is viable if your Local Arts Grant application is not fully funded);
 - (d) please explain your plan on adhering to the ADA checklist and;
 - (e) a detailed description of how the applicant satisfies each item of the Evaluation Criteria section of the Local Arts Grant Guidelines.

- _____ 3. **Finance Charts-Income & Expenses** (see pages 9 and 10 attached separately as Excel files). All applicants must fill out page 8 and 9 as necessary: complete financial information for the applicant for the 3 years requested. The first column is the actual figures from the last completed funding year; the second column refers to the current funding year budget; and the third column is the projected figures for the grant period (1/1/20 through 12/31/20).
Add a Financial Narrative to briefly explain the following:
 - (a) any significant changes in income or expenses from the last fiscal year;
 - (b) any deficit and how the deficit is being addressed;
 - (c) how any surplus is to be used, or indicate any organizational policy with respect to a surplus; and
 - (d) any other comments. *This is your opportunity to clarify your financial information.*

- _____ 4. **Proposed Calendar of Activities & Events** (see Page 11 attached): submit the applicant's *Proposed Calendar of Activities & Events* for the grant period (1/1/20 through 12/31/20). This calendar will be used by Morris Arts to schedule on-site evaluations.

- _____ 5. **Not-for-Profit Status:** provide a copy of the applicant's letter from the Internal Revenue Service conferring not-for-profit status.
- _____ 6. **Completed ADA Accessibility Checklist and Narrative:** must be signed by the applicant's board president.
- _____ 7. **List of Board of Trustees and Officers:** include names, addresses and officer positions.
- _____ 8. **List of Staff:** indicate whether the applicant's staff is paid or volunteer and include brief résumés for key personnel.
- _____ 9. **List of Artists/Actors/Vocalists/Performers/Musicians/Dancers/Directors/Writers, Paid or Unpaid.** Include the following information:
 - (a) Artist Name;
 - (b) Discipline;
 - (c) Part time/full time;
 - (d) Number of hours worked during the grant period (1/1/20 through 12/31/20); and
 - (e) Résumés for key personnel.
- _____ 10. **Grant Application Copies:** submit the original and an additional seven (7) copies of the application and all attachments.
- _____ 11. **Video/Audio Support Materials:** include, if possible, any recordings of your performances/productions (on a USB drive or CD if necessary). This is not mandatory, but helpful if available. If you wish to have the materials returned, please include a stamped, self-addressed envelope.



LOCAL ARTS GRANT FY 2020 APPLICATION

GENERAL INFORMATION

NAME OF APPLICANT: _____
 ADDRESS: _____
 MAILING ADDRESS: _____
(if different from above)
 WEBSITE: _____ FAX NUMBER: _____
 E-MAIL ADDRESS: _____ DAYTIME PHONE NUMBER: _____
 GRANT CONTACT PERSON: _____ CONTACT PHONE NUMBER: _____
 CONTACT E-MAIL ADDRESS: _____ CONTACT OFFICIAL TITLE: _____
 NJ LEGISLATIVE DISTRICT #: _____ CONGRESSIONAL DISTRICT #: _____
 FEDERAL ID # : _____

TYPE OF GRANT REQUESTED

Please check which type of grant AND funding you are applying for:

- | | |
|--|--|
| <input type="checkbox"/> Special Project | <input type="checkbox"/> Single-year Funding |
| <input type="checkbox"/> General Operating Support | <input type="checkbox"/> Multi-year Funding |

Grant Request Amount: \$ _____
(minimum \$1,000)

Do you receive or are you applying for funding from another County Arts Agency or New Jersey State Council on the Arts?
Yes No

MISSION STATEMENT OF APPLICANT/SPECIAL PROJECT:

I certify to the best of my knowledge and belief, that the information in this application is true and accurate. I further understand that submission of this application implies prior review of the representations therein by the applicant's board or appropriate governing body. I also understand and agree that submission of this application signifies the applicant's intention to comply with Title IV of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA).

Name *(please print)* Title Date Officer's Signature

