

*The Salina Arts and Humanities Foundation exists to support and develop public awareness and interest in the arts and humanities in Salina Kansas; and to be a supporting organization to the City of Salina; it's Arts and Humanities Department and Commission as a separate and independent, but closely related supporting organization.*

## **ORGANIZATIONAL PROJECT GRANTS GUIDELINES & GENERAL INFORMATION**

### **ABOUT THE SALINA ARTS AND HUMANITIES**

The Salina Arts and Humanities Commission was established by city ordinance in 1966. As a city agency, we work to foster community development through the use of artistic and cultural resources. Our mission is to cultivate this place, through the power of the arts and humanities to change lives and build community.

The Salina Arts & Humanities (SAH) activities fall under the jurisdiction of the Salina City Manager's office. The Mayor appoints nine (9) commissioners, who are approved by the City Commission to serve as an Advisory Board. A City Commissioner is appointed to serve in a liaison capacity.

Funding for the SAH comes from a variety of sources, including city, state, and federal sources, earned income, and private and corporate contributions. These funds are used for a variety of purposes, which include:

- Services and funding for cultural and community organizations, individual artists, and educators who provide arts and cultural opportunities for young people;
- Programs and activities that benefit the citizens of Saline County by making the arts a part of their everyday lives;
- Efforts that promote, develop and preserve the artistic, cultural, historic and aesthetic resources of the community and the region.

### **PROGRAM OVERVIEW**

The Horizons Grants Program is funded by a group of private individuals and businesses that provide grant dollars for the development of the cultural life in our community. The Horizons Organizational Project Grants category was established by the Salina Arts and Humanities in 1985.

*Expected Program Outcomes:* 1) demonstrate a commitment to artistic excellence and community involvement; 2) support innovative projects that engage patrons and audience members as active participants; 3) encourage development of strategic partnerships within the community to strengthen the reach of their activities.

## **WHO MAY APPLY**

Any nonprofit organization or local governmental unit in Saline County may apply. Nonprofit organizations must be incorporated and be recognized as tax-exempt by the Internal Revenue Service. All applicants must agree to abide by federal and state laws regarding civil rights, access for people with disabilities, and other non-discriminatory provisions.

Though applications may only be submitted by nonprofit organizations and local governmental units, SAH also encourages unincorporated groups to develop projects for funding. These groups should attempt to locate at least one eligible partner that would be willing to apply on their behalf and serve as fiscal agent for the grant funds. Groups seeking the services of a suitable fiscal agent are encouraged to notify the department staff for assistance in the process.

## **WHEN TO APPLY**

**December 1** for projects taking place during the period of June 1, 2012 – May 31, 2013.

To be eligible for consideration, applications must be postmarked on or before the deadline date or be hand delivered to the Salina Arts and Humanities office by 5 p.m. on December 1, 2011.

Applications for Horizons Enrichment Grants of less than \$500 may be submitted at any time during the year; however, the application must be postmarked at least six (6) weeks prior to the starting date of the activity (8 weeks for first time applicants). Salina Arts & Humanities Foundation may, at its discretion, consider these applications during regular quarterly meetings or at special ad hoc grant meetings. The application must demonstrate strong commitment from the applicant organization, and clearly state how and why the "opportunity" is of benefit to the organization and the community.

## **PROGRAM GUIDELINES**

In order to make efficient use of limited funds, the Salina Arts and Humanities has developed the following guidelines for the Horizons Organizational Project Grants category:

1. Grants are for projects only, and may not be used for general operating support.
2. Up to 20% of the project costs may be allocated for administrative expenses such as rent, telephone, office supplies, etc. In cases where a fiscal agent is used by an unincorporated organization, a fee appropriate to services (typically no more than 7-10%) provided may be allocated from the 20% of administrative costs.
3. Grants are awarded on a one-to-one (1:1) matching basis. Applicant organizations may apply for up to \$8,000. Applications which show diversified matching funds a variety of community sources will be given preference. The SAH encourages applicants to charge reasonable admission fees or identify other sources of earned income where appropriate.

**NOTE:** Grant dollars are provided for underwriting the applicant's stated purpose. If at the completion of the project, a profit is shown, first priority for those dollars is reimbursement to the grants program up to the amount already received by the grantee.

4. Projects may be for cultural programming (such as concerts and exhibitions), educational and/or professional artist visits, commissioning of new work, festival activities, or for a variety of other cultural projects that will build community and change lives.

This program will also support applications for organizational technical assistance or capacity building projects designed to strengthen existing organizations, especially when such projects utilize the expertise of recognized professionals. Applicants must describe how these projects will strengthen their programming, further their mission and benefit the community-at-large.

5. In general, Horizons Project funds may not be used for:
  - purchase of capital items such as works of art, instruments, office equipment, or real property
  - extensive travel
  - tuition or scholarships to obtain an undergraduate or graduate degree
  - projects which are already completed
  - elimination of an accumulated deficit
  - fundraisers
6. Grant awards generally range from \$500 to \$8,000 and are awarded for a period not to exceed one year. Multi-year applications of up to three years are allowed; however, funding will be granted on a year-to-year basis with the submission of a new application each year.
7. Organizations may submit up to two grant applications with a maximum total request of \$8,000. However, the Horizons Project grant process will take into account an organization's total annual funding level when determining a fair and equitable distribution of limited funds. In cases where an organization is serving as a fiscal agent for an unincorporated organization, the funding received for the fiscal agent project will not be counted as part of the annual total grant award.
8. The Horizons Project grant strongly encourages applications that are collaborative in nature. This collaboration can be between the applicant and artists, other cultural organizations, social service and/or community-based organizations. Details of the collaboration must be clearly explained and the collaboration must be authentic, with goals and responsibilities of each contributing partner clearly defined.

## **GRANT REVIEW CRITERIA**

Please carefully review the following scoring criteria and address all of them in your proposal. The Organizational Project Grants reviewing process will use a 100 point scoring system to score applications and will consider the following criteria when reviewing the grant application:

### **Artistic Merit – 40 pts**

- ◆ Quality of the applicant's current and past artistic activities—Clear and concise proposal narrative that describes sound and artistically strong program activities (up to 15 points)
- ◆ Professionalism and artistic merit of individuals proposed for the project—Succinct biographies of key artists that demonstrate professional experience and artistic ability (up to 15 points)
- ◆ Relationship between the proposed project and the applicant's mission statement—Clear connection between the project concept and applicant's mission (up to 10 points)

### **Community Involvement – 40 pts**

- ◆ Extent to which the project explores and develops partnerships with local and/or regional organizations—Demonstrates broad community partnership (up to 10 points)
- ◆ Extent to which the project demonstrates broad-based community impact and a willingness to collaborate and network within the community—Community impact that is clearly defined and developed (up to 10 points)
- ◆ Applicant's willingness to use Horizons funds to develop and/or strengthen current program offerings by using the arts to build community and change lives—Evidence of programming intent to build community and positively impact residents' lives utilizing the arts to do so (up to 20 points)

### **Financial and Organizational Management – 20 pts**

- ◆ Administrative competency of the applicant, including evidence of careful planning and quality program management— Clear and concise proposal narrative that describes sound planning (up to 5 points) and strong staff credentials (up to 5 points)
- ◆ Use of appropriate and diverse evaluation strategies, including, but not limited to: surveys, comment cards, attendance figures, journals, etc.—Well-planned, realistic evaluation strategy with clear, measurable goals (up to 5 points)
- ◆ Appropriate budget and fiscal responsibility of the applicant—Program budget with reasonable and feasible funds for the project and a history of fiscal responsibility as demonstrated by financial statement (up to 5 pts)

### **HOW TO APPLY**

1. Notify Salina Arts and Humanities staff of your intent to apply for funding at least four (4) to six (6) weeks (8 weeks first time applicant) in advance of the December 1<sup>st</sup> deadline. The staff will arrange a short, informal meeting to provide the necessary information and assistance in preparing application materials.
2. Complete an application form. Applications must be typed. Answer all questions as clearly and concisely as possible. Be sure to keep a photocopy of the application for your records.
3. Compile nine (9) sets of the completed application form and all requested attachments (see “Support Materials” below). Mail or hand-deliver to the SAH office. The original copy of the application must be signed in ink (not black) on the last page.

### **SUPPORT MATERIALS**

**A. Application.** Applicants must submit **nine (9)** copies of the application form (the original and 8 photocopies) and the following support materials:

1. An organizational financial statement for the most recently completed fiscal year (e.g., year-end profit/loss statement).
2. Resumes or bios for the applicant organization's key personnel and other collaborators important to the proposed project.

3. Promotional materials (5 or fewer) from past activities; e.g., brochures, press releases, newspaper articles, exhibition catalogs, concert programs, etc. This shows panelists in concrete ways the organization's public profile and how the applicant organization is presenting itself to, and perceived by constituents or the public.
4. Letters of support (3). Letters show panelists that there is support for the proposed project. A letter may also show evidence of the applicant having arranged an important project collaboration.

Please refrain from writing a letter of support for another applicant. It creates a conflict of interest.

**\*\*Clip each application – please NO staples, folders or other binders.\*\***

- B. Work Samples.** Please submit **three (3)** copies of materials that are directly related to this proposal, which will be beneficial to the evaluator and the panelists in their deliberations. Examples: digital images or slides, audio tapes, CDs, DVDs, video tapes, literary writing, musical scores, etc.

## **FUNDING PROCEDURES**

1. The staff of the Salina Arts and Humanities provides assistance and advice to applicants, but does not adjudicate the applications.
2. Applications will be reviewed and scored, according to the criteria, by a panel that includes representatives from various arts disciplines and organizations from outside Salina. Panelists are instructed to score on the content of the grant application only, not on any prior knowledge of the applicant. The panel recommendations will be presented to the Salina Arts & Humanities Foundation for final approval, with notification shortly thereafter.
3. Final funding recommendations will be made by formula only those receiving a full 5 points of the funding criteria will receive funding. Three types of decisions may be made:
  - A. Applicant receives funding amount requested;
  - B. Applicant receives less funding than requested; or
  - C. Applicant receives no funding.

If the award is funded in amount less than requested by the applicant, the organization must submit a revised project plan and revised budget if the funds are not adequate to cover the original project as described in the application.

4. Applicants will be informed of funding decisions by letter within two weeks of the grant meeting at which their applications were reviewed.
5. If funding is awarded, a check for 90% of the grant amount will be sent to the Grantee, at least three weeks prior to the project starting date. A Final Report Form will be provided at the beginning of the project. Final Report requirements include project documentation and evidence of outcomes achieved. Documentation must include photographs for use by SAH; jpeg format, 300 dpi provided on a CD.

**NOTE:** If the Final Report has not been received within 60 days of the project completion date, the balance of the grant dollars shall be forfeited.

6. If an applicant believes a funding decision was based on erroneous or inadequate information, a written request for a formal appeal concerning the application in question may be submitted within 30 days from the date of the funding decision letter. Only the applicant may appeal. Upon reviewing the material, the Foundation may
  - A. deny the request;
  - B. invite the applicant to a formal hearing; or
  - C. amend the grant decision.

## **FOR YOUR INFORMATION**

Any grant funds received in conjunction with this application shall be expended only for the project as described in the application form. Any changes in this project or budget must be submitted in writing and are subject to the approval of the Salina Arts and Humanities Foundation.

The Horizons Grants Program is funded in part through private donations from the Horizons donors group. During the grant process, artists or key project personnel may be requested to participate in an activity for donors. If necessary, additional artistic costs will be assumed by the Horizons program. Also, requests for special seating, showings, or other appropriate activities may be made, working in cooperation with the Grantee.

Applicant must comply with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972. Title IV, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex.

If funds are awarded, Grantees must maintain financial records relating to this project for a period of three (3) years and are subject to periodic audits by SAH. In addition, SAH reserves the right to monitor the Grantee to ensure that applicable terms of the grant are being met.

The Grantee shall provide the Salina Arts and Humanities Foundation/City of Salina with a certificate of insurance, indicating general liability coverage of not less than \$500,000.