



## Northwest Ohio Arts Jobs Preservation Grant Guidelines

The Arts Commission of Greater Toledo is a public, charitable organization that supports, promotes and connects visual, performing and literary artists, arts organizations and businesses; and administers the City of Toledo's "1% for Art" ordinance.

The Toledo Community Foundation, Inc. is a public charitable organization created by citizens of our community to enrich the quality of life for individuals and families in our service area, which includes Northwest Ohio and Southeast Michigan.

The Northwest Ohio Arts Jobs Preservation Grant program is funded through the American Recovery and Reinvestment Act of 2009, Public Law 111.5 (ARRA). The Northwest Ohio Arts Jobs Preservation Grant program is a one-time funding opportunity for eligible nonprofit organizations. Grants will be awarded on a competitive basis and are to be used solely for preserving full and/or part-time jobs in eligible organizations. Funds should not be depended upon as an annual source of support.

**Award Amounts:** All grants are non-matching. Nonprofit arts organizations may request a grant amount of \$5,000, \$10,000, \$15,000 or \$25,000.

**Application Deadline:** August 14, 2009. Applications must be received in the Toledo Community Foundation office by 5:00 p.m. (or postmarked) by the due date.

**Funding Period:** The funding period for all Northwest Ohio Arts Jobs Preservation Grant projects will be October 1, 2009-September 30, 2010. The project end date may be determined by the applicant but can be no later than September 30, 2010. No pre-award costs are allowable in the project budget. Project costs that are incurred before October 1, 2009 will be removed from the budget.

**Project Eligibility:** Eligible projects are limited to: 1) **Salary support, full or partial**, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been recently eliminated as a result of the current economic climate; and/or 2) **Fees for previously engaged artists and/or contractual personnel** for the upcoming season to maintain or expand the period during which such persons would be engaged.

**Project Outcome:** Eligible organizations will achieve the National Endowment for the Arts program outcome to enhance the ability of organizations to realize their artistic and public service goals.

**Organizational Eligibility:** Proposals will only be considered from **nonprofit, charitable organizations** which have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Service code. To be eligible to apply for this one-time funding opportunity, the organization must also be a **nonprofit organization which delivers arts and cultural programming in at least one of the following counties of Northwest Ohio:** Allen, Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot.

**Funding Prohibitions:** The following are prohibited by the Recovery Act (ARRA) or NEA restrictions from funding under this grant opportunity:

- Colleges and universities
- Development staff members
- All lobbying activities
- Organizations which have accepted ARRA funding from the Ohio Arts Council under the Ohio Arts Jobs Preservation Grant program.
- Zoos and aquariums

**Panel Review:** All applications will be reviewed by a grant review panel comprised of representatives from the Toledo Community Foundation, the Board of the Arts Commission of Greater Toledo, and community volunteers. Applications will be reviewed in an open public session on August 31, 2009. Panel recommendations will be ratified by the ACGT Board at its regularly scheduled September meeting with contracts to be issued before October 1, 2009.

**Application Review Criteria**

A competitive application will show that the grant application package meets the criteria described below:

**Artistic/Educational/Cultural Value**

<i>The highest score for this category is 25 points.</i> <b>Criteria</b>	<b>Evidence Found In</b>
• Artistic/Educational/Cultural Value of Organization	Grant narrative and other support materials (including job descriptions and resumes)
• Stability of the Organization	Applicant information – budget overview and other support materials

**Proposed Project's Overall Merit**

<p><i>The highest score for this category is 40 points.</i>  <b>Criteria</b></p>	<p><b>Evidence Found In</b></p>
<ul style="list-style-type: none"> <li>• Potential to have a significant and immediate impact on the arts work force</li> </ul>	<p>Grant narrative and budget pages (total cost of the investment including federal and local funding for the position)</p>
<ul style="list-style-type: none"> <li>• Quality of plan to sustain the full and/or part-time position(s)</li> </ul>	<p>Grant narrative, budget pages and other support materials</p>
<ul style="list-style-type: none"> <li>• Likelihood that the project will achieve the identified outcomes</li> </ul>	<p>Grant narrative, budget pages and other support materials</p>
<ul style="list-style-type: none"> <li>• Feasibility of the proposed performance targets</li> </ul>	<p>Grant narrative and budget pages</p>
<ul style="list-style-type: none"> <li>• Ability to carry out the project including appropriateness of the budget, clarity of goals and design, the resources involved, and qualifications of the project's personnel</li> </ul>	<p>Grant narrative, budget pages, support materials including biographical information on personnel including job descriptions and resumes</p>

**Community Participation and Accessibility**

<p><i>The highest score for this category is 35 points.</i>  <b>Criteria</b></p>	<p><b>Evidence Found In</b></p>
<ul style="list-style-type: none"> <li>• Potential to reach a broad geographic range of constituents</li> </ul>	<p>Applicant information – organizational history and grant narrative</p>
<ul style="list-style-type: none"> <li>• Potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics or disability</li> </ul>	<p>Applicant information – organizational history and grant narrative</p>

**Contents of a Proposal**

The written proposal should be in narrative form and limited to no more than three typewritten pages. Please use a 12-point type. Please do not bind the proposal.

**A. Applicant Information:** In a cover letter, please state the following:

- Legal name of organization
- Address, city, state, zip code
- Organization telephone and fax numbers
- Website
- Name of Executive Director and email and telephone contact information
- Name of grants contact and email and telephone contact information
- Amount of request
- Project start and end dates
- State the number of full-time equivalents (FTE's) and/or the number of contracted individuals for which you are seeking funding under this application.
- State all counties in which the majority of activities for this project will occur.
- State the primary artistic discipline in which your organization is engaged.
- Please note that the cover letter should be signed by an authorized officer of the organization.

**B. Narrative:** Please provide an overall narrative that provides a succinct description of your request in accordance with the instructions below.

1) Organizational situation: Provide a four- or five-sentence statement explaining why your organization is requesting these funds. Please identify specific budget issues that have negatively affected your organization (e.g. Corporate sponsorships for our spring fundraising event were \$20,000 less than received in 2008.) Please describe the community/region/audience your organization serves.

2) Participation: Identify the population that will benefit from this project and the number of individuals that will be served. Specifically, beyond the individuals who would be employed in the jobs detailed in this grant application, how many participants, visitors, students, etc. will benefit from the continuation of the job position/s for which funding is being requested in this application. Please discuss your organization's potential to reach a broad geographic range of constituents and to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics or disability. Please state clearly the number of positions for which you are seeking funding under this application.

3) Your proposed project, as relevant:

a) Summarize the plans and timeframe for implementation of this project. Identify the individual(s) who will be responsible for overseeing the project and briefly describe their qualifications.

b) Note the job position(s) for which you are seeking support. Provide job title, description, salary, and the number of weeks of employment.

1. Discuss the significance of this position to the mission and core work of your organization.
  2. Describe the effect on your organization if this position were curtailed or eliminated. Is this position currently filled?
  3. Describe your organization's plan for sustaining this position.
- c) Describe the artists and/or contractual personnel to whom you propose to pay fees. Describe the activity for which these individuals would be paid, the position(s) and fees for these individuals, and the number of weeks of employment.
1. Discuss the significance of this position to the mission and core work of your organization.
  2. Describe the effect on your organization if this position were curtailed or eliminated.
  3. Briefly describe the planning that occurred for this position and add support materials (e.g., minutes of meetings, research, etc.) that documents that planning.
- d) Describe the measurable performance targets that demonstrate achievement of the stated program outcome that organizations will enhance their ability to realize their artistic and public service goals. Examples might include: maintain core operating function and stability through support of a full-time executive director; maintain a diverse range of artistic programming that is relevant to the community through the support of three contracted dancers; or protect three artistic staffing positions for innovative outreach work with 30 incarcerated youth, etc.

**C. Attachments:** The following attachments must be included for a proposal to be considered complete. Incomplete proposals will not be reviewed.

- 1) The names and affiliations of the applicant organization's Board of Trustees.
- 2) Brief background/history of the requesting organization, including: When and how the organization was established; its mission/purpose; accomplishments to date; and a listing of all current programs and services.
- 3) Project Budget Form
- 4) The organization's prior year actual income and expenses, and current operating budget, with year-to-date comparisons. If you are carrying a debt or surplus, please explain.
- 5) For full and part-time position(s) include job descriptions and resumes for each position that will receive funding.
- 6) For artists and contractual personnel include job descriptions, resumes and associated contracts for each position that will receive funding. If fee support for artists and/or contractual personnel is underway, please include a signed contract and/or letter of agreement. If fee support for artists and/or contract personnel for the upcoming season is on hold or has been cancelled due to

finances, please include documentation of prior planning and/or letters of intent.

- 7) Documentation that the organization has a DUNS number or that it has initiated the process to obtain a DUNS number:  
[http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/). Proof that the number has been obtained must be provided prior to release of awarded funds.
- 8) A copy of the organization's recent annual report.
- 9) A copy of the organization's recent audit, if available.
- 10) Copy of the organization's tax exemption letter from the Internal Revenue Service.

### **Award Administration**

**Payment of Grant Awards:** The timing of grant payments is subject to the timing of advances to the ACGT by the NEA. If your award is approved, it is anticipated that grant payments will be distributed in the following way:

- Three-fourths of the award will be distributed immediately, after receiving a valid signed grant agreement.
- The balance of your award will be processed once your final report has been submitted and approved.

**Crediting Requirement:** Subgrantees must clearly acknowledge support from the NEA, ARRA, ACGT, and TCF, in their programs and other promotional materials including publications and Web sites.

**Administrative Requirements:** Applicants should be aware that all reporting requirements have not yet been finalized by the NEA and subgrantees may be subject to additional reporting and compliance requirements beyond those enumerated here.

Subgrantees must be in compliance with the following laws, where applicable, and may be required to show proof of compliance. Details about these laws can be found at [www.nea.gov](http://www.nea.gov), General Terms and Conditions, pages 20-23.

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973 (a section 504 self-evaluation must be on file at your organization)
- The Age Discrimination Act of 1975
- The Americans with Disabilities Act of 1990
- The National Environmental Policy Act of 1969
- The Drug-Free Workplace Act (with statements provided to each employee funded under this opportunity)
- Policy on Debarment and Suspension

- ❑ Policy on Lobbying (signed statement must be submitted prior to release of funds)

Every subgrantee must be registered at the Central Contractor Registration (CCR) Web site at [www.ccr.gov](http://www.ccr.gov) during the period they are receiving federal funds. Each subgrantee of the Northwest Ohio Arts Jobs Preservation Grant program must certify that the organization has, and will continue to keep current, its registration at the site.

Subgrantees will be required to:

- ❑ Report on the use of NEA *American Recovery and Reinvestment Act* funds as outlined in Section 1512 (c) of the American Recovery and Reinvestment Act of 2009, Public Law 111.5. This will include quarterly reports to the ACGT in a pre-determined format, which should be published no later than August 26, 2009.
- ❑ Maintain personnel activity ("Time & Effort") reports for any employee/contractor whose salary is charged, in whole or in part, to the award. A sample of this report may be found at: <http://www.nea.gov/manageaward/Recovery/OrgPersonnelActivity.pdf> .
- ❑ Maintain written contracts that outline the employment terms for projects that engage artists and/or contractual personnel to whom you propose to pay fees.
- ❑ Submit a final report within 30 days of the conclusion of the project (the end date on the grant agreement).

**For additional information, please contact:**

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Proposals should be submitted by August 14 to:  
Arts Commission of Greater Toledo and the American Recovery and Reinvestment Act Arts Jobs Preservation Grant  
Toledo Community Foundation, Inc.  
300 Madison Avenue, Suite 1300  
Toledo, OH 43604

## Project Budget

Organization Name: \_\_\_\_\_

Total Organization Budget: \_\_\_\_\_

Total # of employees: \_\_\_\_\_

Number of Jobs or Contracted Individuals Requested in this Application	Title and/or type of personnel	Salary of job(s) affected by this request  AND/OR Fees to artists/ contractual personnel (or range thereof) included in this request	Please state what % of the individual's total salary or fees is covered by this request. Please indicate below other confirmed sources of funding for positions for which only partial support is requested.*	Total amount for this position or contract
e.g. 1	<i>Executive Director</i>	\$50,000	20%	\$10,000
e.g. 1	<i>Education and Outreach Coordinator</i>	\$10,000	100%	\$10,000
e.g. 15	<i>Contracted Musical Accompaniment for Holiday Concerts</i>	\$10,000	50%	\$5,000

**TOTAL REQUEST: \$25,000**

(Reminder: Total request can equal only \$5,000, \$10,000, \$15,000 OR \$25,000)

If less than the full position salary or contracted fees is requested, please provide a brief explanation below to indicate the source of funds for the balance of the position.

*e.g. Executive Director's position during the grant period will also be supported by confirmed funds from the Ohio Arts Council Sustainability program and a first time award from the XYZ Foundation. This is the first of a three-year award from the XYZ Foundation.*

*e.g. Contracted Musical Accompaniment: The balance of the fees for the contracted musicians has been pledged by Mr. and Mrs. Choral Supporter and will be paid in November of this year.*