

2015-2016 RALEIGH ARTS COMMISSION TECHNICAL ASSISTANCE GRANT PROGRAM



The City of Raleigh Arts Commission is launching a new Technical Assistance Grant Program this year. Technical Assistance Grants are designed to build an organization’s capacity so that it may more easily and effectively carry out its mission and work. The program will make strategic investments in three grant categories

- I. **Universal Access** – designed to increase the accessibility of the arts through the removal of barriers for people with disabilities
- II. **Professional Development** – designed to support nonprofit staff and board member skill development
- III. **Organizational Development** – focused on strengthening organizations as a whole

For 2015-2016, two rounds of funding will be held. For Round I (Fall 2015), applications are due to the Office of Raleigh Arts no later than **Thursday, October 15, 2015 at 4pm**. The deadline for Spring 2016 (Round II) applications is **Friday, April 1, 2016 at 4pm**. Organizations may apply for up to four 2015-2016 Technical Assistance Grants in any or all of the three categories. Total Technical Assistance Grant funding may not exceed \$3,500 for the year.

ELIGIBILITY

To be eligible for a Technical Assistance Grant, the applicant must be a not-for-profit arts organization headquartered in Raleigh that is chartered by the State of North Carolina and has federal tax-exempt status under Section 501(c)3 of the Internal Revenue Code. For the purposes of this grant category, an “arts organization” is defined as one whose primary mission and goals articulate its commitment to developing and providing ongoing arts programs for the general public.

In addition, City of Raleigh grants may be awarded only to organizations that certify they will comply with the City's nondiscrimination policy, a clause in their letter of agreement. The funded organizations must have in their bylaws or have adopted by resolution a conflict of interest policy. The policy should state that board members and employees shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety when exercising their responsibility to the organization. This statement should preclude board members and

employees from benefiting directly or indirectly from the organization's activities except in their role as board members or employees.

FUNDING RESTRICTIONS

Technical Assistance Grants must only be used for hard costs of a proposed project. Funding may not be used

- for salaries;
- for administrative overhead and other indirect project costs;
- for capital improvements (building or construction), large equipment purchases, fundraisers, food or beverages, or elimination of an accumulated deficit.

Regardless of the number of grants an organization receives from the City of Raleigh, total 2015-2016 funding may not exceed 25% of an organization's actual operating expenses for the last completed fiscal year or \$175,000, whichever is less.

A reminder to potential applicants who are already receiving other 2015-2016 grant funding from the City of Raleigh: If total funding from the City for 2015-2016, including new Technical Assistance Grants, equals \$25,000 or more for the year, that grant recipient must submit annual financial statements inclusive of all grant awards, audited by a certified public accountant licensed in North Carolina, after the end of their fiscal year.

APPLICATION PROCESS

The deadline for submitting Technical Assistance Grant application packets for the Fall 2015 grant cycle (Round I) is **Thursday, October 15, 2015 at 4pm** and the deadline for Round II (Spring 2016) applications is **Friday, April 1, 2016 at 4pm**. The deadline is a receipt, not a postmark, due date.

Applications may be emailed (sarah.corrin@raleighnc.gov) or faxed (919-996-1792) to the Arts Grant Coordinator, or delivered by hand or mailed to the Office of Raleigh Arts, by the applicable deadline. If submitted electronically, a hard copy of the application with an original signature must also be received in the Office of Raleigh Arts within 10 days of the deadline.

Applications received after the deadline date will be ineligible. Complete application instructions are listed on the page for each Technical Assistance Grant category, beginning on Page 4.

FUNDING NOTIFICATION AND REPORTING

Notification of grant awards or denial will be made by email on **Monday, November 16, 2015** for Round I applications and on **Monday, May 16, 2016** for Round II applications. Arts organizations awarded funding, will receive a letter of agreement, forms and other documents within two weeks of notification.

Payment of grant funds will be made after the completion of the funded project and is contingent upon receipt of a short final report and verification of project expenses paid.

OFFICE OF RALEIGH ARTS CONTACT INFORMATION

The Office of Raleigh Arts, part of the City of Raleigh's Parks, Recreation and Cultural Resources Department, administers the programs of the Raleigh Arts Commission and the Public Art and Design Board and supports the Pullen and Sertoma Arts Centers.

Arts Grant Program Contact

Sarah Corrin

Arts Grant Program Coordinator

919.996.4686

sarah.corrin@raleighnc.gov

Mailing Address

City of Raleigh/Office of Raleigh Arts
P.O. Box 590
Raleigh, NC 27602

Street Address

127 West Hargett Street, Suite 408
Raleigh, NC 27601

Website: www.raleighnc.gov/parks

Phone: 919.996.3610

Fax: 919.996.1792

??? QUESTIONS ???

Because the Technical Assistance Grant Program is new, potential applicants are strongly encouraged to contact Arts Grant Coordinator Sarah Corrin with questions or to discuss their applications prior to submission (sarah.corrin@raleighnc.gov / 919.996.4686).

The goal of the Technical Assistance Grant Program's Universal Access category is to increase the accessibility of Raleigh arts programming and events for people with disabilities. Funding will support arts organizations' expansion of accommodations and services for people with disabilities. For example, organizations might pay a web developer to improve the accessibility of a website, hire sign language interpreters, develop large print or braille materials, and/or offer audio description for people who are low vision or blind.

In the Universal Access category, funding may not be used for accessibility services currently provided by the applicant organization. Preference will be given to organizations that are part of this year's Arts Learning Community on ADA Inclusion, that take part in the *Web Accessibility 101* initiative or that participate in other Office of Raleigh Arts 2015-2016 accessibility workshops.

Universal Access Evaluation Criteria

The following are the weighted criteria used to evaluate your Universal Access Grant proposal:

1. Quality of the proposed project (35%);
2. Quality of the service provider (35%);
3. Realistic budget (20%);
4. Quality of submitted grant application packet and, for previous grant recipients, quality of past grant compliance (10%).

How to Apply for a Universal Access Grant:

Applicant organizations must submit the following documentation to request funding:

- Completed 2015-2016 Universal Access Grant Application Form;
- One-page project budget detailing:
 - all anticipated expenses (excluding administrative overhead, staff payroll and other indirect costs) and
 - all sources of revenue, including this request and any additional funds needed to cover expenses beyond the requested amount;
- Narrative (two-page maximum) that addresses the following questions:
 1. Project: What program will this accommodation make more accessible for people with disabilities? Please describe the program and how the accommodation will be integrated into it.
 2. Provider: Who will provide the accommodation and what are their credentials?
 3. Marketing: How will you get the word out to people with disabilities about this new accommodation?

Reason: Why does your organization want to provide this accommodation now?

PROFESSIONAL DEVELOPMENT CATEGORY**GRANT MAXIMUM: \$500**

The goal of the Technical Assistance Grant Program's Professional Development category is to strengthen the capacity of arts organizations' staff and board members through training and other educational opportunities. For example, funding might be used for classes, workshops and/or conference registrations that relate to their work within the organization.

Preference in the Professional Development category will be given to applicant organizations seeking support for staff and/or board members who have not participated in professional development opportunities in the past.

Professional Development Evaluation Criteria

The following are the weighted criteria used to evaluate your Professional Development Grant proposal:

1. Quality of the proposed professional development opportunity and appropriateness for the participant (35%);
2. Potential for positive impact on the participant and organization. (35%)
3. Realistic budget (20%);
4. Quality of submitted grant application packet and, for previous grant recipients, quality of past grant compliance (10%).

How to Apply for a Professional Development Grant

Applicant organizations must submit the following documentation to request funding:

- Completed 2015-2016 Professional Development Grant Application Form;
- One-page project budget detailing:
 - all anticipated expenses (excluding administrative overhead, staff payroll and other indirect costs) and
 - all sources of revenue, including this request and any additional funds needed to cover expenses beyond the requested amount;
- Narrative (two-page maximum) that includes the following:
 - 1) A description of the proposed participant, including current work duties and experience;
 - 2) A description of the professional development opportunity, including qualifications of the provider, dates, time and location;
 - 3) A summary of anticipated benefits of participation for proposed individual and for the organization as a whole.

ORGANIZATIONAL DEVELOPMENT CATEGORY**GRANT MAXIMUM: \$2,000**

The goal of the Technical Assistance Grant Program's Organizational Development category is to support initiatives that strengthen an organization as a whole by addressing specific organizational issues or areas of weakness. Examples of fundable projects include:

- Programmatic Evaluation;
- Board Assessment and Development;
- Cultural Equity Training;
- Succession Planning;
- Strategic Planning;
- Organizational Assessment.

Organizational Development Evaluation Criteria

The following are the weighted criteria used to evaluate your Organizational Development Grant proposal:

1. Importance of organizational issue to be addressed (15%);
2. Quality of the proposed program and appropriateness for addressing organizational issue (20%);
3. Quality of the consultant(s) (15%);
4. Potential to substantially impact and build capacity of organization (15%);
5. Quality of project planning and evaluation process for assessing impact (15%);
6. Realistic budget (10%);
7. Quality of submitted grant application packet and, for previous grant recipients, quality of past grant compliance (10%).

How to Apply for an Organizational Development Grant

Applicant organizations must submit the following documentation to request funding:

- Completed 2015-2016 Organizational Development Grant Application Form;
- One-page project budget detailing:
 - all anticipated expenses (excluding administrative overhead, staff payroll and other indirect costs) and
 - all sources of revenue, including this request and any additional funds needed to cover expenses beyond the requested amount;
- One-page timeline for proposed project;

- Narrative (three-page maximum) that answers the following questions:
 - 1) What organizational issue will this project address? Why is it a priority to address this issue now?
 - 2) Provide a description of the proposed project.
 - 3) How will you know if this project has been successful? What will have changed about your organization? What evaluation process will you use to determine if project goals have been achieved?
 - 4) Consultant: Provide a description of the consultant, including their role in this project, relevant background and expertise. How was this consultant selected and why?

- Consultant resume or bio;

- If available, information pertinent to the organizational development project, such as brochures, consultant work samples, etc.