



# Regional Arts Council

## CAPACITY GRANT PROGRAM

### GUIDELINES & QUESTIONNAIRE

#### PROGRAM CONTACT

Phil Slane  
Director of Grants & Programs  
Arts United of Greater Fort Wayne  
300 E Main Street, Fort Wayne, IN 46802  
pslane@artsunited.org  
260-424-0646 x2016

#### GRANT PURPOSE

The Capacity Grant Program is intended to provide funding to members of the Regional Arts Council for one or more of the following purposes:

- Improving artistic or educational quality
- Developing, growing and/or reaching new audiences
- Building or expanding a fundraising program or donor base
- Engaging, training, or retaining staff and/or volunteers
- Taking action steps toward IDEA (inclusion, diversity, equity, or access)

Arts United recommends that organizations submit grant requests between \$5,000 - \$10,000, but the Grant Review Committee may consider a small number of larger grant awards. This is a competitive grant program, and Arts United may not provide a grant to every applicant.

#### ELIGIBILITY

In order to apply, organizations must be members of the Regional Arts Council. For CY2022, this means that the organization must have submitted a Memorandum of Understanding for the Implementation Phase of the new Member Services Program.

#### APPROVED USES

Capacity Grants may be used to support the following types of expenses:

- Expertise from a Contractor or Consultant
- Space Rental
- Supplies or Materials
- Technology or Tools
- Training or Professional Development

- Other related expenses that support the member’s capacity project or program

Capacity Grants may not be used to support capital campaigns, endowments, reserve funds, or the acquisition of hard assets that are unrelated to the purpose of the Capacity Grant Program.

### TIMELINE

<b>Announcement</b>	March 1, 2022
<b>Applications Due</b>	April 29, 2022
<b>Grant Committee Review</b>	May 2022
<b>Board Review</b>	May 19, 2022
<b>Grant Announcements</b>	June 1, 2022
<b>Fund Distribution</b>	June 30, 2022

### REVIEW CRITERIA

The Arts United Grant Committee will prioritize applications that demonstrate how the proposed project or program will accomplish one or more of the following Capacity Grant Program Purposes:

- Improving artistic or educational quality
- Developing, growing and/or reaching new audiences
- Building or expanding a fundraising program or donor base
- Engaging, training, or retaining staff and/or volunteers
- Taking action steps toward IDEA (inclusion, diversity, equity, or access), such as:
  - Reaching / engaging audiences that have limited access to arts and cultural programming
  - Recruiting / retaining diverse staff or volunteers
  - Presenting relevant multicultural programming to the community

The Grant Committee will use the following criteria and scoring system in their review.

- 20 points – Alignment with the Capacity Grant Program  
Extent to which the proposed project or program aligns with one or more of the Purposes
- 40 points – Impact  
Short-term and/or long-term impact of the proposed project or program for the applicant
- 40 points – Project Management  
The applicant’s ability to attain their measurable goals for the proposed project or program

### APPLICATION INSTRUCTIONS

Applicants should send completed Application Components to Phil Slane at [pslane@artsunited.org](mailto:pslane@artsunited.org) no later than Friday, April 29th, 2022.

## APPLICATION COMPONENTS

- Project Narrative - **PDF Format**
- Project Budget - **PDF Format**

## PROJECT NARRATIVE

Please respond to the following questions in no more than 2 pages:

1. Please provide some information about your organization, including:
  - a. Relevant Contact Information - Primary Contact, Mailing Address, Phone, Email
  - b. Organization's Mission and Vision Statements
2. Please describe your planned project or program.
3. Please identify which Grant Purpose(s) your project or program addresses. How does this project or program build capacity for your organization?
4. What are your measurable goals for this project or program?
5. How will the project or program continue to support your organization's capacity building efforts beyond the end of the granting period? (June 31st, 2023)

## PROJECT BUDGET

Please include a budget for the proposed program or project on no more than 1 page. The budget can be in a format of the applicant's choosing and should include sources of revenue and expenses for the proposed project or program. When applicable, the budget should include in-kind contributions. There is no matching requirement for the Capacity Grant Program.

## FINAL REPORT

If awarded, applicants will be asked to submit the following no later than June 30th, 2023:

- 1-2 page narrative description of your organization's project or program.
  - How did the project or program impact your organization's ability to build capacity?
  - What (if any) challenges did you face while implementing the project or program?
  - How do you foresee the project or program continuing to impact your organization's capacity building efforts?
- Updated project budget, comparing projected expenses to actual expenses.

## PROPER CREDITING OF ARTS UNITED

All recipients of Capacity Grants must credit Arts United by including the Arts United logo on promotional materials and with the following written or spoken phrase: "This program is made possible by funding from Arts United."