

## OVERVIEW

The **Capacity Grant Program** is intended to provide funding to active members of the Regional Arts Council for 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

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

Any questions about this grant program should be directed to Heather Closson, VP of Community Engagement, at [hclosson@artsunited.org](mailto:hclosson@artsunited.org) or 260-424-0646.

## ELIGIBILITY

All eligible organizations must be dues-paying members of the Regional Arts Council for the 2024-2025 program year. Unless an organization is a new member in 2024-2025, they must also be current on 2023-2024 dues. Organizations can request confirmation of their payment status by reaching out to the program contact, Heather Closson.

Prior year grant recipients must satisfy one of the following additional eligibility requirements:

- **For completed projects**, organizations must have already submitted their final report, or provide proof of project completion. *Proof of project completion does not replace the final report.*
- **For in-progress projects**, organizations must provide a progress report with their 2024-2025 application that provides updates on the following:
  - Current status of their 2023-2024 project
  - Timeline for 2023-2024 project completion

If approved for 2024-2025 funding, previous grant recipients are required to submit their final report on or before June 30, 2024 as an additional condition of receiving 2024 funding. Answers provided and information obtained may be a factor considered by the Arts United Grant Oversight Committee when evaluating proposed plans for Project Management.

# REGIONAL ARTS COUNCIL CAPACITY GRANT PROGRAM



## APPROVED USES

Capacity Grants may be used to support the following types of expenses directly related to the capacity project/program:

- Expertise from a contractor or consultant
- Space rental
- Staff training and professional development
- Supplies and materials
- Technology or tools (must align with a measurable outcome related to the capacity project/program)
- Other related expenses that support the member's capacity project/program

Capacity Grants may not be used to support the following types of expenses:

- Acquisition of hard assets that are unrelated to the purpose of the Capacity Grant Program
- Capital campaigns
- Endowments
- Fundraisers
- Rent or mortgage payments
- Reserve funds

## CRITERIA

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

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

- Impact (75 points): Short-term and/or long-term impact of the proposed project or program for the applicant
- Project Management (25 points): The applicant's ability to attain their measurable goals for the proposed project or program.

## TIMELINE

<b>Applications Open</b>	April 2024
<b>Applications Due</b>	May 10, 2024
<b>Grant Committee Review</b>	June 2024
<b>Board Review</b>	June 20, 2024
<b>Grant Announcements</b>	No later than June 28, 2024
<b>Fund Distribution</b>	Following receipt of signed contract agreement

## HOW TO APPLY

Applicants should send completed applications to Heather Closson at [hclosson@artsunited.org](mailto:hclosson@artsunited.org) no later than 4:30 pm on Friday, May 10, 2024.

## APPLICATION COMPONENTS

- Cover Page (maximum 1 page) – PDF Format
- Project Narrative (maximum 2 pages) - PDF Format
- Project Budget (maximum 1 page) - PDF Format

Please combine all documents into a single PDF document (maximum 4 pages). Several free online tools are available for use. Files should be named **2024 Capacity Grant Application – Organization Name**

## COVER PAGE

Please provide the following information on no more than 1 page:

### Applicant Information

- Organization Name, Mailing Address, and Website
- Organization Mission and Vision Statement
- Primary Contact Name, Phone, and Email

## PROJECT NARRATIVE

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

### Section 1: Project Overview

1. What is your planned project or program? Please describe.
2. Which Grant Purpose(s) does your project or program address? Please list.
  - a. Improving artistic or educational quality
  - b. Developing, growing and/or reaching new audiences
  - c. Building or expanding a fundraising program or donor base
  - d. Engaging, training, or retaining staff and/or volunteers
  - e. Taking action steps toward IDEA (inclusion, diversity, equity, or access), such as:
    - i. Reaching / engaging audiences that have limited access to arts and cultural programming
    - ii. Recruiting / retaining diverse staff or volunteers
    - iii. Presenting relevant multicultural programming to the community
3. How does your project or program address the Grant Purpose(s) selected?

### **Section 2: Impact (75 points)**

4. How does this project or program build capacity for your organization? (20 points)
5. How will the project or program continue to support your organization's capacity building efforts beyond the end of the granting period? (20 points)
6. How will you measure impact? (10 points)
7. How will this project or program promote a culture of belonging by integrating IDEA (inclusion, diversity, equity, and access)? (25 points)

### **Section 3: Project Management (25 points)**

8. What are your measurable goals for this project or program? (15 points)
9. How will you know if the project met its goals? (10 points)
10. Can the project or program still take place if full funding is not awarded?
  - a. What is the minimum amount of funding needed for the project to move forward?
  - b. Are there other sources of income that can be used to fund the project?

## **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 any applicable sources of revenue, as well as itemized 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 30, 2025. Grant recipients must respond the following questions (no minimum or maximum page requirement):

1. How did the project or program impact your organization's ability to build capacity?
2. What (if any) challenges did you face while implementing the project or program?
3. Did you meet the measurable goals for your project or program, as described in your original application?
  - a. If not, is there anything you could have done differently to achieve said goals?
4. How do you foresee the project or program continuing to impact your organization's capacity building efforts?
5. Provide an 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."