

FY22 c2_AAG_Arts Access Grant

Rhode Island State Council on the Arts - Organizations

Guidelines and Template Forms

- Arts Access Grant Guidelines (PDF) - *Please be sure to review the entire document before submitting your application.*
- Project Budget Template (Excel)
- Evaluation Rubric (PDF) - This is the rubric panelists will use when evaluating your application.
- Fiscal Sponsor Sample Letter (Word doc)

Applicant Eligibility

Are you one of the following types of entities?*

- An arts organization
- A cultural or community-based organization presenting occasional arts programming
- A parent corporation to a division, branch, department, program, or other subunit of nonprofit corporation, college, or university

The answer to this question must be "yes" in order to be eligible for an Arts Access Grant.

Choices

Yes

No

Is your organization using a fiscal sponsor to apply for this grant?*

Choices

Yes

No

Applicant Legal Name*

This is the name that should appear on legal documents such as tax forms, licenses, grant checks and other official documents. If you are using an umbrella organization (fiscal agent), please enter the legal name of that Rhode Island-based organization, followed by "Fiscal Sponsor".

Character Limit: 150

DUNS number*

Enter your nine-digit DUNS number here. If using a fiscal sponsor, provide this information for the sponsor organization. If you don't have a DUNS number, you will still be able to submit an application, but you will need to contact Todd Trebour, Organizations Program Director, at 401-222-3882 or todd.trebour@arts.ri.gov for further instructions - for now, continue on with the application! Click here to learn what a DUNS number is.

Character Limit: 9

Is your organization or your fiscal sponsor incorporated in the State of Rhode Island?*

All organizations that apply to RISCA for funds must be incorporated in and conduct business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service or a 501(c)3 designated fiscal sponsor, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the governance of the organization organization (for confirmation that your nonprofit organization is incorporated in the State of Rhode Island, visit the Secretary of State's online database)

Choices

Yes

No

Are you or your fiscal sponsor a tax-exempt organization?*

Your organization must be tax-exempt or have a tax-exempt fiscal sponsor to be eligible for an Arts Access Grant.

If a grant is awarded to a sponsor of another organization, it is understood that the sponsor organization is financially, administratively and programmatically responsible for all conditions of the grant. The sponsor is also responsible for signing the contract, achieving compliance, and ensuring the submission of final report forms.

Choices

Yes

No, but we have a tax-exempt fiscal sponsor for our project

No

Can your proposed project be described by any of the following?*

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment
- Eliminating/reducing existing debt, or contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards
- Hospitality expenses, such as food and beverages for openings or receptions
- Expenses incurred or activities occurring prior to July 1 or after June 30 in the fiscal year in which the grant has been awarded

- Regranting or awarding funds to another person or entity
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

The answer to this question must be "no" in order to be eligible for an Arts Access Grant.

Choices

Yes

No

Basic Information

Project Name*

Please provide a brief two to five word title for your proposed project.

Character Limit: 100

Project Summary*

Please describe your project in 2-3 sentences. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: ABC Artist plans to hold an outdoor summer concert at XYZ Park.

Character Limit: 350

Amount Requested*

Numerals only. Please no decimals, commas, or dollar signs. Amount requested cannot exceed \$3,000.

Character Limit: 20

About Your Organization

INSTRUCTIONS

If you are using a fiscal sponsor, you will answer all the questions in this section (the *About Your Organization* section) from the perspective of your organization, with the exception of "year incorporated", where you will answer from the perspective of your fiscal sponsor.

Year incorporated*

Please indicate the year in which your organization was incorporated in the State of Rhode Island.

Character Limit: 4

Mission Statement*

In 2-3 sentences, please provide your mission statement and principal vision of your organization.

Character Limit: 500

History and previous activities of your organization:*

Briefly describe your organization's history and highlight some of your previous activities, particularly those that demonstrate your ability to carry out this proposed project.

Character Limit: 2000

Total number of full-time staff:*

Enter the number of full-time paid staff members. Employees are considered full time if they are permanent staff working more than 35 hours per week. If arts and culture are one component of a larger mission, provide only information about staff involved in your arts and cultural programming. If none, please enter 0.

Character Limit: 3

Total number of part-time staff:*

Enter the number of part-time paid staff members. Do not include consultants, contractors, or interns. If arts and culture are one component of a larger mission, provide only information about staff members involved in your arts and cultural programming. If none, please enter 0.

Character Limit: 3

Total number of volunteers:*

Count all people working for your organization on a volunteer basis, including unpaid interns. Do NOT include your board members here. If arts and culture are one component of a larger mission, provide only information about volunteers involved in your arts and culture programming. If none, please enter 0.

Character Limit: 3

Total number of consultants/contractors:*

Include both short-term and ongoing contracts. If none, please enter 0.

Character Limit: 3

Total number of board members:*

Provide the current number of individuals serving on your board. If a staff member also sits on your board, count them in both the staff and board sections.

Character Limit: 3

If your organization has operated without seeking tax-exempt status, please explain why.

If you are in the process of seeking tax-exempt status, please indicate that fact here.

Character Limit: 500

About Your Project

Project Start Date*

Date on which grant funded activity will begin (no sooner than July 1 of this year).

Character Limit: 10

Project End Date*

Date on which grant funded activity will end (no later than June 30 of next year).

Character Limit: 10

Describe the project:*

What will happen, who will participate, where will it take place, and when? What are your goals for this project?

Character Limit: 2500

Modifications to Program in the Pandemic.

Describe some of the ways you will modify your program if public health guidelines don't allow your project to proceed as described above.

Character Limit: 2500

Artistic Merit

Discuss the artistic merit of the project.*

Explain how your project is designed to expand the public's knowledge of and appreciation for an art form and/or artist. What are the project's potential impact on artists, the artistic field, and your community? What is the project's relevance to your mission?

Character Limit: 2500

Information regarding principal artists involved:*

Please provide brief (3-4 sentence) bios for each of the principal artists/arts groups involved in your proposed project. If you wish to provide further detail, full resumes/CVs may also be attached as support material at the end of your application.

Character Limit: 2500

Clarity and Achievability

Discuss the planning process for this project.*

Identify key people and collaborating organizations and explain the role of each in the planning of the project.

Character Limit: 1500

Explain how you will document and evaluate the project.*

What methods will be used? How will the information be used?

Character Limit: 1500

Provide a brief timeline for your planned activities.*

Use this space to outline the anticipated timing for achieving the major components of your project during the grant period. Include administrative and programming tasks, as well as performance/exhibition dates.

Character Limit: 2000

Public Value

Describe the target audience, and explain why they are the focus for this project.*

Character Limit: 1500

Discuss plans for promoting the project.*

Discuss what channels you are using to get the word out about your project to your target audience. This may include social media, advertising, promotions, direct mail/email, etc.

Character Limit: 2000

Explain your outreach and engagement strategy.*

Include outreach, engagement, or educational programming efforts for your target audience, as well as any efforts to reach new and underserved audiences and/or maintain connections to your existing audience. Outreach and engagement refers to relationship-building activities specifically, and does not refer to promotional tools.

Character Limit: 2000

Describe the pricing structure for your project.*

Is there a charge for admission? If so, please provide ticket price(s). Do you offer membership rates, discounts, etc?

Character Limit: 1500

Accessibility statement:*

Describe your access programs for individuals with disabilities. What efforts do you currently have in place (e.g. wheelchair access or services for the individuals with visual impairments)? How do you inform the public of your access programs?

Character Limit: 1500

Finances and Organizational Documentation

Expenses that RISCA does not fund*

- Capital expenses such as building improvements or the purchase of permanent equipment
- Eliminating or reducing existing debt
- Fundraising efforts, such as social events or benefits
- Hospitality expenses, such as food and beverages
- Expenses incurred prior to or after the grant cycle in which a grant has been awarded (7/1-6/30 for April 1 deadline; 1/1-6/30 for October 1 deadline)
- Applications where the purpose is to “regrant” or award funds using some or all of the RISCA grant funds; Prizes and awards
- Activities that are part of a graduate or undergraduate degree program, or for which academic credit is received
- Projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or that are inaccessible to people with disabilities. This includes activities that take place on a closed school campus during the school day.

BUDGET INSTRUCTIONS

In the budget, you will be required to provide a detailed itemization of your project's income, expenses, and in-kind donations.

- Your budget must be balanced (Total Income must equal Total Expenses)
- Round all figures to the nearest dollar
- Request amount cannot exceed \$3,000

Submit a budget for your project*

All applications must include their Project Budget using the official "RISCA Arts Access Project Grant (AAG) Budget template". Download the AAG Excel Budget Template form using the link located at the top of this application under ***Guidelines and Template Forms***. (If you are asked to specify a program with which to open it, choose Excel or another spreadsheet editor.) Once you have completed filling out the budget form, save as either Excel or PDF file format and then click below to upload and attach the Project Budget to your application.

NOTE: If saving budget form as a PDF, be sure to create the PDF directly from the file. A scanned copy will exceed the 1MB file size limit. (For more information, click here.). The budget form is also password protected, which allows the "auto sum" formulas to not be accidentally deleted. If for any reason you need to unprotect the sheet, the password you need to do so is "risca."

File Size Limit: 1 MB

AFTER you have completed your project budget, please enter projected Total Project Income, Total Project Expenses, and Total In-Kind amounts below. Make sure these numbers match between your project budget and this section before you submit your grant application.

Projected project income:*

Total amount of projected cash income (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of income noted in your project budget. (*Line A*)

Numerals only. Please no decimals, commas, or dollar signs.

Character Limit: 20

Projected project expenses:*

Total amount of projected cash expenses (artist fees, equipment rentals, personnel costs, etc) for the proposed project. Do not include in-kind. This amount must match the amount of expenses noted in your project budget. (*Line I*)

Numerals only. Please no decimals, commas, or dollar signs.

Character Limit: 20

Projected in-kind donations:*

Enter the total cash value of projected in-kind donations for the proposed project. This amount must match the value of in-kind noted in your project budget. (If none is expected, enter 0.) (*Line F & I*)

Numerals only. Please no decimals, commas, or dollar signs.

Character Limit: 20

Submit your Organizational Budget*

This can be in your own organization's format. Please provide as much detail as possible. This should be the applicant organization's budget, not the fiscal sponsor's budget.

File Size Limit: 1 MB

Submit your board list*

This should be the applicant organization's board list, not the fiscal sponsor's board list.

File Size Limit: 1 MB

Submit your latest IRS form 990 or 990-N*

Upload your most recently filed IRS form 990 or 990-EZ. If your annual operating budget is under \$50,000, please upload your most recently filed form 990-N e-Postcard.

File Size Limit: 14 MB

Submit your 501(c)3 determination letter*

Upload a copy of your letter from the IRS confirming your organization's tax-exempt status. If you are using a fiscal sponsor, please upload the 501(c)3 determination letter for the sponsor organization.

File Size Limit: 3 MB

Submit your fiscal sponsor letter

If you are using a fiscal sponsor to apply for this grant, please upload a letter on official letterhead from the sponsor organization, stating their agreement to act as sponsor for the grant.

For reference: Download a "**fiscal sponsor template letter**" with sample text, located at the top of this application under ***Guidelines and Template Forms***.

File Size Limit: 1 MB

Support Material

Use the following upload buttons to provide support material for your application. All support material must be included in this online application.

If your application deals with the work of a particular artist or artists, please provide audio samples, video samples, or digital images of that artist's work, whichever is applicable. These may be uploaded directly to the application form, or you may copy and paste to the appropriate material in the support materials box, including links to Vimeo or YouTube sites.

Other suggested support materials for your organization/project include:

- Brochures, postcards, catalogs, other mailings.
- Select press and publicity.
- Resumes/CVs of lead artists and/or staff.
- Sample publications.
- Letters of support

For more info, refer to "**Arts Access Grant Guidelines**" located at the top of this application.

You are not required to upload material in all 5 boxes, though a variety is encouraged in order to illustrate the strengths of your project to the review panel.

Support material #1

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 500 | File Size Limit: 5 MB

Support material #2

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 500 | File Size Limit: 4 MB

Support material #3

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 500 | File Size Limit: 4 MB

Support material #4

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 500 | File Size Limit: 3 MB

Support material #5

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 500 | File Size Limit: 3 MB

Who are Your Elected Officials?

Address*

Please provide the address you are using to determine who are your Elected Officials. If there is no physical business address for your organization (for example, if mail is sent to a board member's home address), then use the address for the venue where a majority of your programming is presented, and share this address in the field below. *If you have any questions or issues answering this question, please reach out to your program director for this grant program.*

Please include: Street, City, State, Zip

Character Limit: 250

Address Type*

Please indicate if the address you used to identify your elected officials is a:

Choices

Physical location of your organization

Venue where a majority of your programming is presented

Board member's address

Other

Other Address

If you checked "other" for address, please briefly describe what this address is in the space below. (e.g. Fiscal Sponsor)

Character Limit: 150

Effective date 03/01/21: We are using first and last names and not district numbers to track your elected officials.

To look up who your elected officials are, please visit the Rhode Island Secretary of State website: <http://www.sos.ri.gov/vic>

1. From the dashboard on the RI Secretary of State website, click **"Find Your Elected Officials"**.
2. **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click **"CONTINUE"**.

Please enter the first and last name of your Representative in Congress:

First Name (Representative in Congress)*

Character Limit: 150

Last Name (Representative in Congress)*

Character Limit: 150

Please enter the first and last name of your Representative in General Assembly:

First Name (State Rep in General Assembly):*

Character Limit: 150

Last Name (State Rep in General Assembly):*

Character Limit: 150

Please enter the first and last name of your State Senator in General Assembly:

First Name (State Senator in General Assembly):*

Character Limit: 150

Last Name (State Senator in General Assembly):*

Character Limit: 150

Data for Federal and State Reporting

Answer the following questions to the best of your ability. This information will not effect how your application is evaluated, but is necessary for reporting on our applicants to the federal and state government. The Organizations Program Director, will review the information here and reach out if they have any questions when it is time to create and file reports.

Applicant status*

Please designate the legal status of your organization.

Choices

- 01 Individual
- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

Applicant Institution*

Choose from the codes below to describe your specific type of organization.

For definitions of these fields, see this guide to the National Standard data fields.

Choices

- 01 Individual - Artist
- 02 Individual - Non-artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent-Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - Secondary
- 24 School - Vocational/Technical
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency).
- 30 Foundation.
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 School of the Arts

- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

Applicant Discipline*

Select the primary numeric code from the list provided that best describes the main art form of your organization.

For definitions of these fields, see this guide to the National Standard data fields.

Choices

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

Project Discipline*

Choose the primary arts discipline of this project from the codes provided.

For definitions of these fields, see this guide to the National Standard data fields.

Choices

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

Type of Activity*

Select the code that best describes the activities of your project.

For definitions of these fields, see this [guide to the National Standard data fields](#).

Choices

- 01 Acquisition
- 02 Audience Services
- 03 Award/Fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction, Maintenance, Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institution/Organization Establishment
- 11 Institution/Organization Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art
- 25 Apprenticeship/Internship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

Arts Education*

Use this field to describe the arts education component of your organization, according to the following definition: "An organized and systematic educational effort with the primary goal of

increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes."

Generally, this would mean that your organization has a relationship with a school/group of schools that involves program planning in conjunction with State curriculum goals, as well as ongoing coordination between organizational staff and school teachers/administrators.

This field pertains to percentage of students participating in organized educational programming, not simply the number of youth participating in the project. Arts Education is NOT a requirement for receiving an Arts Access grant.

Choices

- 01 50% or more of project activities are arts
- 02 Less than 50% of project activities are arts education
- 99 No arts education

Grantee Race*

Use the list below to code your organization based on the predominant group of which your staff, board, or membership (not audience) is composed. Choose the ONE code that best represents 50 percent or more of your staff, board, or membership:

Choices

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group listed above represents 50 percent or more of staff or board or membership.

Assurances

The applicant will assure that it and any organization assisted by it will comply with Titles I -IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines. The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

By placing a checkmark in this box I/we agree to all of the above.*

Choices

I/we agree with the above Assurances