

Build the Future Grant_BTFG_FY23

Rhode Island State Council on the Arts - Organizations

APPLICATION OVERVIEW

Welcome to the Build the Future Grant (BTFG) application! Throughout this application, we have put in instructions, explanations, and links to more information to help you complete the application.

There are three parts to the application:

- 1) BEFORE YOU START THE APPLICATION eligibility quiz, so you know if your program can be eligible for RISCA funding.
- 2) INFORMATION FOR THE PANEL where you will tell the panel of individuals making funding recommendations for your grant program about your program.
- 3) INFORMATION FOR RISCA STAFF where you will share information that RISCA is required to collect and have on record when granting out state and federal funds.

If at any point in working on your application you have a question that can't be answered via the links and information provided, do not hesitate to reach out to Todd Trebour, Organizations Program Director at todd.trebour@arts.ri.gov. Let's get started!

GUIDELINES & TEMPLATE FORMS

Here are quick links to templates and other resources that may be needed and/or useful for this application.

- [Build the Future \(BTF\) Grant Guidelines](#) (PDF) - *For reference. Please be sure to review the entire document before submitting your application.*
- [Project Budget Template](#) (Excel) - *Required.*
- [Timeline Template](#) (Excel) - *Required.*
- [Evaluation Rubric](#) (PDF) - *For reference. This is the rubric panelists will use when evaluating your application. Rubric will be available on 10/17/2022.*

BEFORE YOU START APPLICATION – ELIGIBILITY QUIZ

What type of organization are you?*

You must be one of the following:

- a nonprofit arts and culture organization.
- a nonprofit culturally specific organization.
- a secondary school.

A nonprofit organization. Your organization must be incorporated in and conducting business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service, registered with the Rhode Island Secretary of State, 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 (for confirmation that your nonprofit organization is incorporated in the State of Rhode Island, visit the Secretary of State's online database). If your organization is incorporated in a state outside of Rhode Island, they may still apply for a grant. The organization must show that its principal place of business is in Rhode Island, it is registered with the Secretary of State's office, it is producing programming predominantly in Rhode Island, and it is governed by a revolving board of directors, trustees or advisory board drawn from the Rhode Island community and shown to be actively involved in the governance of the organization. Please contact Todd Trebour, Organizations Program Director for more information.

Arts and culture organization: Not-for-profit based groups that provide as their primary mission regular cultural programs or services, which may include producing or presenting a series or regular program of performances, educational programming, exhibitions, media presentations, festivals, readings, or literary publications. Producing is a primary focus on direct creation, production, performance or exhibition of arts; presenting is a primary focus on organizing, selecting or curating and contracting a series, season or festival of performances or events created by other artists and producing groups.

Culturally specific organization: an organization with a significant arts and cultural program that engages a specific cultural community but might not have arts and culture as their primary mission. Many of these organizations were established to address the needs and desires communities that were historically (and in many cases continuously) marginalized from receiving equitable access to existing programs. Many of these non-arts organizations evolved to support their communities in holistic ways and as a result developed significant and meaningful arts and cultural programs to better address the needs of their communities.

Secondary school: Secondary schools based in Rhode Island (public, public charter, career and technical centers) that are not-for-profit organizations and offer state approved arts or design career and technical programs, may apply. The school must appear on this list from the R.I. Department of Education.

Choices

Arts and Culture Organization
Culturally specific organization
Secondary school

ADA compliance:*

Is your project occurring in an ADA compliant location? For more information on what this means, read the physical access section of **this checklist**.

Choices

YES

NO

If you answered **yes**, you are still eligible for this grant program! Continue to the final question. If you answered **no**, your project is ineligible for this grant program.

Can your proposed program 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.

Choices

Yes

No

If you answered **no**, your program is eligible for this grant! Continue onto the full application. If you answered **yes** to this question, your program is ineligible for this grant.

INFORMATION FOR THE PANEL – INTRODUCING YOUR PROGRAM

WHO YOU ARE:*

What is the name of your organization or group?

Character Limit: 250

What is your mission?*

Character Limit: 250

The purpose of these questions is to briefly introduce your program. Your program name, program summary, and amount requested will be read out loud prior to discussing your application during panel meetings to re-orient panelists to your application. It will also be used in public-facing material and public records should your organization be awarded a grant.

Program Name*

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

Character Limit: 100

Program Summary*

Please describe your program in 2-3 sentences. NOTE: This summary will be the description of your program 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 is between \$10,000 and \$40,000.

Character Limit: 20

INFORMATION FOR THE PANEL – THE APPLICATION

All information in this section is seen by panelists. Panels consist of five people (not RISCA staff) with arts and culture interest or expertise, recruited from within RI and around the country to review applications. Panelists are selected with an eye towards diversity of race, ethnicity, gender identify or expression, disability, geography, and disciplines of arts and culture experience. As committed to in our [https://risca.online/resources/strategic-plan/strategic plan](https://risca.online/resources/strategic-plan/strategic-plan), at least two panelists out of the five panelists on each panel are BIPOC (Black, Indigenous, or people of color) identifying.

Panels review no more than 30 applications. In the instance where more than one panel is needed, applications are randomly assigned to each panel. Panelists undergo a training that includes an implicit bias in the panel room training, how to read a project budget, and a review of the grant program rubric.

While there are character count limits with each question, we've also indicated the ideal length of answers. You will want to balance giving the panel enough information while remembering that they will be reading up to 30 applications so you don't want to give them too much.

YOUR PROGRAM:*

Summarize the program you are proposing. An ideal response length is 2-4 paragraphs. In this response, you will:

- Describe what you are doing.
- Describe when and where the program is happening. Name who is involved in the program. Be sure to discuss who is participating in the program.
- Share what the intent or inspiration for the program is.

Character Limit: 2500

PROGRAM GOALS:*

What are your goals for the program? What do you hope the impact will be for your participants? An ideal response length is 2-4 paragraphs.

Character Limit: 2500

PROGRAM SUCCESS:*

What does success look like and how do you measure and evaluate it? An ideal response length is 2-4 paragraphs.

Character Limit: 2500

YOUR TIMELINE*

Upload your program timeline using the RISCA Timeline Template (download here). Only applications using this timeline template will be considered eligible.

File Size Limit: 5 MB

YOUR PROGRAM BUDGET:*

Upload your program budget using the "RISCA Project Budget Template" (download here). Only applications using this budget template will be considered eligible. For help completing the budget, check out this video.

File Size Limit: 5 MB

HOW YOU WILL USE RISCA FUNDS:*

List which eligible expenses you will apply your RISCA grant to, and how much. Your response should be a short list or a few sentences. See example response [here](#).

Character Limit: 1000

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.

SUPPORT MATERIALS

Required support materials. You can submit up to six. Three are required, and three are optional. The three required support materials are:

- Example lesson plan.
- Letter of support from a past participant; or letter of interest from a potential participant.
- Resume, CV, or bio of key instructor(s).

Suggested additional support materials:

- Examples of artwork or products produced by instructors or participants.
- Marketing materials for existing programs (e.g. brochures, link to website pages, screenshots of social media).
- Additional letters of support or testimonials from participants in program, or from employers who benefitted from workforce development program.

Example lesson plan.*

File Size Limit: 5 MB

Letter of support.*

Letter of support from a past participant; or letter of interest from a potential participant.

File Size Limit: 5 MB

Resume, CV, or bio of key instructor(s).*

File Size Limit: 5 MB

Additional support material.

Character Limit: 250 | File Size Limit: 5 MB

Additional support material.

Character Limit: 250 | File Size Limit: 5 MB

Additional support material.

Character Limit: 250 | File Size Limit: 5 MB

INFORMATION FOR RISCA STAFF – ELIGIBILITY DOCUMENTS.

The following information asks for documents and information RISCA is required to have as a state agency granting out federal funds. Within each question, we explain why we are asking it. The information in this section is seen only by RISCA staff and not by the panel.

A SAM-UEI and recent 990 is required of all applicants. A 501(c)(3) determination letter and legal name of organization is only required of nonprofit applicants (arts and culture organizations or culturally specific organizations).

SAM-UEI*

SAM-UEI is a 12-character Unique Entity Identifier (UEI) assigned by the federal System for Awards Management (SAM). As of April 2022, SAM-UEI is required of any entity receiving federal funds, including RISCA grants. SAM-UEIs are replacing DUNS numbers. Whether or not you already have a DUNS number, you can learn how to get a SAM-UEI for your organization [here](#). This process is 100% free - beware of websites and third party services that try to charge you for your SAM-UEI.

Character Limit: 12

Submit your latest IRS form 990 or 990-N*

Recent 990 tax return from one of the past three fiscal years. A 990 document is the type of annual tax return 501c3 that nonprofits file. We need this document so we know that your

nonprofit is in good standing If your non-profit is new and hasn't completed a 990 yet, submit a Word document that states "Our non-profit is new and hasn't completed a 990 yet.". 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

FOR NONPROFIT APPLICANTS ONLY: What is the legal name of your organization?

This is the name of the nonprofit listed on the 50c1(c)3 Determination Letter.

Character Limit: 150

FOR NONPROFIT APPLICANTS ONLY: Submit your 501(c)3 determination letter

We are required to grant out federally-sourced funds to nonprofit organizations. Upload a copy of your letter from the IRS confirming your organization's tax exempt status.

File Size Limit: 3 MB

INFORMATION FOR RISCA STAFF – WHO ARE YOUR ELECTED OFFICIALS?

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

1. From the dashboard on the RI Secretary of State website, click "**Find A Polling Place**".
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".
3. On the next page you will see a list of "**Your Elected Officials**". Please use this list as reference when answering the questions below.

U.S. Representative*

Please select your U.S. Congressional District from the list below:

Choices

- 1
- 2

INFORMATION FOR RISCA STAFF – DATA for FEDERAL & 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