



West Virginia *Arts Recovery* Grant Program Application Packet

MAIL APPLICATIONS TO:
West Virginia
Division of Culture and History
West Virginia
Commission on the Arts
The Cultural Center,
1900 Kanawha Blvd E.,
Charleston, WV 25305-0300
304-558-0240
TDD 304-558-3562
www.wvculture.org

For postmark deadline of
May 15th

Application Checklist

- PART I - Signed Application Cover Sheet
- PART II - Organization Operating Budget
- PART III - Narrative
- PART IV - Functional Job Description for requested position(s)
- All final reports are current
- TWO complete single-sided copies of your grant packet**

These items are **REQUIRED** to complete your grant application.
Incomplete applications **WILL NOT** be reviewed.



All publications and application forms
are available in alternate formats. Contact Accessibility
Coordinator at 304/558-0240 Ext.152 (voice)
304/558-3562 (TDD)

FY2010

West Virginia *Arts Recovery* Grant Program

About the Program

Through American Recovery and Reinvestment Act of 2009 (ARRA), the National Endowment for the Arts (NEA) was awarded \$50 million dollars. A portion of the stimulus funds was distributed to state and regional arts agencies for sub-granting programs that preserve jobs in local art organizations throughout the country.

The West Virginia Division of Culture and History/West Virginia Commission on the Arts (WVDCH/WVCA) has responded to the NEA by creating the West Virginia Arts Recovery Grant Program. The West Virginia Arts Recovery Grant Program is similar to the NEA:ARRA, it is designed as a one-time job preservation program that will give financial support to arts organizations throughout West Virginia in 2009-2010 for salary positions. Projects are limited to salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated as a result of the current economic climate.

Eligibility

Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated as a result of the current economic climate. This program is not intended for job creation, new positions are not eligible. If you are hiring a new employee the position **MUST** have been a pre-existing vacancy due to economic climate. Applicants currently receiving funding through Staffing Support grant program cannot apply for the same position through this grant program.

Applicants must be West Virginia arts organizations that:

1. Are non-profit 501(c)(3), colleges and universities, city and county governments (excluding school systems)
2. Been **awarded** a grant from the WVDCH/WVCA within the last 4 years (FY2006 or later)

Funding Level

Eligible applicants may apply for funding up to \$50,000.00 for salary support, full or partial, for one or more positions that are critical to that organization's artistic mission. If the WVDCH/WVCA provides only partial support for a salary, it's up to your organization to cover the balance from other sources, as appropriate.

Review Criteria

The WVCA will be reviewing applications based on the Artistic excellence and merit as it relates to:

- Quality of the organization.
- Potential of the activity to have a significant and immediate impact on the arts work force.
- Significance of the position(s) to the mission and core work of the organization.
- Likelihood that the position(s) will achieve the outcomes identified by the job duties.
- Ability to carry out the activity including the appropriateness of the budget, the quality and clarity of the goals, the resources involved, and the qualification of the personnel proposed.

Application Instructions

All sections of the application **MUST BE TYPEWRITTEN**. Handwritten applications will not be considered. Do not staple or bind materials.

Please submit TWO complete single-sided copies of your grant application packet.

PART I - Applicant Cover Sheet

1. Enter applicant organization's legal name and address. This form requires the organization's legal name as recognized by the IRS and the WV Secretary of State. For Contact Person, enter the person to be called with questions. Please list daytime/evening phone numbers, e-mail and website if applicable.
2. Enter your Federal Employer Identification Number in the blank labeled FEIN. Enter your date of incorporation. If you are not a tax-exempt organization under IRS code 501(c)(3), you are not eligible.
3. Enter number of total full-time and part-time employees at your organization. Enter requested position(s) and the annual salaries. Enter total amount requested for the position(s). Enter total activity expenses. If you are applying for partial funding of a particular salary, the total activity expenses will be higher than total amount requested.

Read the certification information carefully, sign and date the application. The person signing the application must have legal authority to obligate the organization and cannot be a recipient of grant funds.

PART II - Organization Budget Form

This form requests your organization's operating budget for the current and next fiscal years. In the Current Fiscal Year column, enter the projected expenses and income for the year in which you are currently operating. In the Next Fiscal Year column enter the projected budget for the upcoming fiscal year. This is the fiscal year in which the activity for which you are applying will fall. Be sure to enter your organization's name on the top line.

Expenses:

- Contracted fees and travel expenses: artists' and professionals' fees, travel costs, lodging and meals
- Production/service expenses: utilities, rent, exhibit costs, contracted services (lighting/sound, janitorial)
- Administrative expenses: office supplies, etc.
- Personnel expenses
- Capital expenses: real property, construction, renovation and durable equipment costs

Income:

- Enter amount total earned.

PART III - Narrative

The narrative is a crucial part of your application. Please respond to the questions listed on a separate attachment **not to exceed two pages**. Please use a minimum of **12 point font** with no less than one inch margin.

PART IV - Functional Job Description for requested position(s)

Please attach a functional job description for the staff positions(s) requested.

PART I

DO NOT WRITE IN THIS SPACE

West Virginia Arts Recovery Grant Program Applicant Cover Sheet

Date received: _____
Application #: _____
PRN: _____

Applicant Legal Name: (Organization) _____

Mailing Address: _____
Street City State County Zip Code

Contact Person: _____ Telephone (daytime) _____
(non-bus. hours) _____

E-mail address _____ website _____

FEIN Number _____ Date of Incorporation _____

of FULL-TIME PAID employees ____ # of CONTRACTED employees ____
of PART TIME PAID employees ____

REQUESTED POSITION(S)

Position Title _____ Annual Salary _____

Position Title _____ Annual Salary _____

TOTAL AMOUNT REQUESTED \$ _____

TOTAL ACTIVITY EXPENSES \$ _____

I certify that 1) the information in this application is true and correct to the best of my ability, 2) the organization's Board of Directors has approved this project, 3) I have the legal authority to obligate the applicant. Profits made from any project receiving support from the WV Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

PART II - Organization Budget Form

Applicant Legal Name: (Organization) _____

	Budgeted Figures Current Fiscal Year		Budgeted Figures Next Fiscal Year	
	_____	_____	_____	_____
	start date	end date	start date	end date

1. EXPENSES

Contracted fees and travel expenses _____

Production/exhibition/service expenses _____

Administrative expenses _____

Personnel expenses _____

Capital expenses _____

Total Expenses _____

2. INCOME

Total Income _____

3. OPERATING SURPLUS/(DEFICIT) _____

PART III - Narrative

The narrative is a crucial part of your application. Please respond to the questions below on a separate attachment not to exceed two pages.

1. **Briefly describe your organization's history, mission and goals.**
2. **Explain how the position(s) is/are critical to the artistic mission of your organization.**
3. **Describe the current status of requested position(s): Has the position(s) been eliminated or is it jeopardy of being eliminated due to current economic climate?**
4. **Explain how you will sustain the position(s) for which you are requesting support after the West Virginia Recovery funds have been expended?**

Frequently Asked Questions

What can the funds be used for?

The Obama Administration created this economic stimulus to preserve jobs in the United States. When the National Endowment for the Arts was called to be a part of this economic stimulus package, they answered by ensuring that the arts organizations remain stable. Many arts organizations are losing key staff that creates programming for artists. This funding is designed to retain these key staff positions. Applications can be made for job preservation for staff of arts organizations whose job description(s) describe their artistic role to the mission of the organization. Fundraising/Development staff is not eligible for this funding.

How do I know if my organization is eligible?

If you have received funding from the WVDCH/WVCA within the last four years, you are eligible for this grant opportunity. A list of eligible organizations is posted on our website along with this application.

Can my organization apply for funding through the WVDCH/WVCA if we applied directly to the National Endowment for the Arts ARRA program?

Yes. The WVDCH/WVCA encourages application to both funders. You may only accept funding for salary support activity from one source. You will be notified as to your funding options after July 1st, 2009.

Is there a salary cap on the job(s) for which my organization can seek support?

No. The job(s) for which you request support must be in jeopardy due to the current economic situation and critical to your organization's mission and core work. While there is no limit on the salary your organization pays for the position(s), the maximum amount that you can apply for is \$50,000.00. The WVDCH/WVCA funds may be used for full or partial support of one or more salaries. **These grants are non-matching. However, if the WVDCH/WVCA provides only partial support for a salary, it is up to your organization to cover the balance from other sources, as appropriate.**

Can my organization apply for an existing position even if it is currently unfilled?

Yes. Funds under this Act are intended to preserve jobs. We realize that an organization may have a critical position that is currently unfilled due to numerous reasons including but not limited to finances.

When will the stimulus funds be awarded by the West Virginia Commission on the Arts?

In order to expedite the funding, these grant applications will be reviewed by the WVCA and will be awarded July 1st, 2009 along with our regularly scheduled grant process. If your grant is approved, you will be awarded 80% of the funds just after July 1st, 2009. After your final report is submitted, you will receive the remaining 20%.

If my organization receives an Arts Recovery grant, will a final report be required?

These funds will be administered with the utmost transparency. A final report will be required to ensure that the funds are being spent correctly.

For more information please contact Arts Section staff at the West Virginia Division of Culture and History at (304)-558-0240. For a complete staff listing visit our website at www.wvculture.org

For more information about the ARRA visit www.recovery.gov.