ARTS DOLLARS GRANTS
Capacity-Building
2019 Cycle Guidelines

Overview

The goal of Arts Dollars is to support programming that enriches the quality of life in the Quad Cities region through the arts.

Applications are submitted online at quadcityarts.com. Applications should be prepared before beginning the online form, as you cannot save and return to your work, nor edit after submission. See the full listing of application materials for online submission below.

About This Category

Quad City Arts recognizes that, to increase impact, organizations must invest in their operations and capacity. Since small organizations have limited funds available to fulfill these needs, Capacity-Building grants are made available to fund activities that increase an arts organization's overall capacity, strength, and impact.

Nonprofit organizations primarily focused on the arts are invited to apply for up to $5,000.

Review the scoring rubric available at quadcityarts.com for more details.

Funding

Support for Arts Dollars is provided by grants from the Illinois Arts Council Agency , John Deere, the Isabel Bloom Art Education Fund, and the Hubbell-Waterman Foundation.

Contact

Visit quadcityarts.com for staff contact information, call (309) 793-1213, or email info@quadcityarts.com.

Requirements

1. Complete applications and support materials must be submitted online by January 31, 2019.

2. Projects must take place between April 1, 2019 and December 31, 2019. Applicants will be notified by March 1, 2019.

3. All proposed budgets must include payment to at least one artist or arts administrator who meets *both* of the following criteria:
   a. at least 21 years of age
   b. current resident of Rock Island, Henry, or Mercer county in Illinois, or Scott, Clinton, or Muscatine county in Iowa, for the past 12 consecutive months

4. The organization's programs and activities must primarily be arts-related and for the benefit of in Quad City Arts' service area: Rock Island, Henry, Mercer counties in Illinois; and Scott, Clinton, and Muscatine counties in Iowa.

5. An organization may not receive a Capacity-Building grant two years in a row.

6. Only organizations that have been in existence for two full years *and* have an annual budget of $300,000 or less may apply for Capacity-Building Grants.

Policies

1. Multiple applications are not allowed. Applicants may submit an application in one category only. Artists, organizations, and K-12 schools may participate in multiple Arts Dollars projects, but no single artist or organization may receive more than $5,000 from this fund.

2. Neither Quad City Arts staff nor board members may be paid with Arts Dollars funds.

3. Grantees will be ineligible for Arts Dollars support for three years if they to fail to meet any requirements listed in their grant agreement, including failure to file a final report.

4. Incomplete applications will not be reviewed. Extraneous and excessive materials may not be reviewed, at the discretion of the review panel.

5. Funds will be awarded based on scores received from a community review panel, subject to approval from the Quad City Arts Board of Directors. All eligible applications will be evaluated and rated according to the following criteria: 50% Artistic Merit; 30% Community Involvement; 20% Administrative Ability (see rubric for details).

6. Applicants for Capacity-Building Grants may be required to meet with the scoring panel for a brief interview as part of the scoring process.

Ineligible Expenses

The following are ineligible expenses for Capacity-Building Grants:

- Capital infrastructure projects (bricks and mortar)
- Ongoing annual operating expenses
- Feasibility studies
- Organizational re-branding
- Grants to individuals
- Sectarian religious programs promoting a particular faith

Tips

Examples of capacity building projects include (but are not limited to):

- Planning activities: e.g., organizational assessments, strategic planning, communications/marketing

- Board development: may include activities such as leadership training, defining the role of the board, and strengthening volunteer roles

- Strategic Relationships: building collaborative relationships with other nonprofits

- Internal operations: improvements to financial management, volunteer management, etc.

- Technology Improvements: IT capacity through upgrades to hardware or software, websites, and staff training to optimize use of technology.

- Professional development: staff or volunteer attendance at conferences, trainings, or online webinars

- Fundraising Development: temporary staff, costs, or equipment supporting the initiation or expansion of sustainable fundraising efforts

When evaluating applications, the scoring panel will take the following information into account:

- The likelihood that the proposed plan will result in sustainable, long-term benefits

- The capability of the organization to successfully implement the proposed plan

- The support and commitment of board members, staff, volunteers, donors, and other stakeholders

- The need for the organization's unique services within Quad City Arts' six-county service area

- The organization's record of past successes

Generally, the most successful capacity-building plans:

- Improve the organization as a whole, rather than a single project or program

- Are focused on a single issue or opportunity, rather than multiple unrelated needs

- Are critical to the organization's long-term success

- Start an organization down a path of perpetual improvement. While the individual proposal may have an end date, it should be clear how the project will propel future improvement.

Application Form

The application form available online at quadcityarts.com will require the following information:

Please Note: Applications should be prepared before beginning the online form, as you cannot save and return to your work, nor edit after submission. For help with the online form, contact Community Arts Director Tyson Danner at tdanner@quadcityarts.com.

1. Applicant Information: District(s), Organization(s), Contact Person, Contact Info (legislative districts for IL applicants)

2. Project Information: Title, Amount Requested, Project Synopsis, Arts Discipline(s)

3. Personnel: List of artists and/or administrators who will be directly involved in the project

4. Current Yearly Impact: Number of artists, youth, volunteers, audience involved; number of artists being paid; number of permanent and part-time staff; total number of participants

Attachments

The following will be uploaded to the online form. No single file size may exceed 10MB; no application may include more than 20MB total attachments. PDF format is preferred, and links to media are acceptable.

DESCRIPTION – In three pages or less, answer the following questions, using each question as a section heading:
1. Describe your organization's mission statement, history, and current programs and/or activities.
2. Describe your organization's current goals for growth and detail the current roadblocks to that growth.
3. Describe the project, including an overview, how it will be executed, and how it will help your organization build capacity and more effectively pursue its mission and goals. This section should include the full project plan.
4. List all major personnel (paid and volunteer artists and administrators) and describe their role in the project.
5. List the dates for key project activities (at minimum, dates of events and/or project completion).
6. Explain how the impact and effectiveness of the project will be measured.

ANNUAL BUDGET – Submit your organization's annual budget for the current fiscal year.

PROJECT BUDGET – Complete the Project Budget form available on quadcityarts.com.

LETTER OF SUPPORT – Include a letter of support from the President or Chair of your organization's Board of Directors, affirming their support of the organization.

PROMOTION – One to two examples of promotional materials (fliers, mailers, press releases, ads, webpage, social media, e-news, etc.) May be examples of past work or planned work. Links to media are acceptable.

NON-PROFIT STATUS – One-page documentation of non-profit status. IRS letter is preferred, if applicable.

WORK SAMPLES – Submit two to three examples that prove the quality of your organization's activities. These can include, but are not limited to:
*   Photos
*   Videos
*   Reviews or articles from newspapers
*   Published literary works (such as magazines, books, etc.)

Final Report

All Arts Dollars grant recipients are required to complete a final report online within 30 days after the conclusion of the project. All final reports must be submitted before any further funding will be distributed. The final report will include:

- description of the project as it actually occurred, specifically noting any deviations from the project as presented in the application
- financial report
- documentation of the project
- documentation of acknowledgement of Arts Dollars support