FY23 OPERATING SUPPORT GRANT
Supporting core operations of arts organizations

NEVADA ARTS COUNCIL

APPLICATION QUESTIONS AND SUPPORT MATERIAL
The questions below are for informational purposes only. All applications must be submitted online using the Nevada Arts Council application portal, Submittable.

ELIGIBLITY
- Organization Name
- Organization Address
- Primary Contact Information
- Authorizing Official Contact Information (The Authorizing Official is the person who is permitted to enter into legal contracts on behalf of the organization)
- Federal Employer Identification Number (FEIN)
- Unique Entity Identifier (UEI) Number
  NEW FOR FY23: All organizations applying for funding from the Nevada Arts Council will be required to have a Unique Entity ID (UEI) from SAM.gov in alignment with requirements from the National Endowment for the Arts. This UEI will officially take the place of a DUNS number as of April 4, 2022, which will no longer be required. For more information: https://www.nvartscouncil.org/grants/resources-for-grant-applicants/
- IRS 501c3 Letter of tax-exemption
- IRS form 990 or 990-N from 2018, 2019, 2020, or 2021 (Your funding request will be determined by the Annual Total Revenue on your submitted 990/990-N. We understand that many organizations had a significant loss in revenue in 2020 and 2021 due to COVID-19. Therefore, organizations may use the revenue reported on their completed IRS 990 or 990-N form from 2018, 2019, 2020, or 2021.)

SECTION A (Questions #1-#7): ARTISTIC EXCELLENCE (30 points)
REVIEW CRITERIA:
- ***Provides high quality art-centric programming and/or services that involve qualified artists, arts and design professionals, and arts educators as applicable***
- ***Demonstrates how the programming and/or services advance the organization's mission***
- ***Utilizes an effective process to select artists, services, programming, and other elements of artistic production or presentation***

1. What is your mission statement? (up to 150 words)
2. Provide a brief history of your organization. (up to 250 words)
3. Summarize your organization's art-centric programming and/or services in the past 24 months. Include information about key artists, arts and design professionals, and/or arts educators involved. (up to 500 words)
4. Describe how your programming and/or services advance your organization's mission. (up to 250 words)

5. Explain your selection process for artists, services, programs, and other elements of artistic production or presentation. Include information on who is involved in the process and how you ensure artistic excellence. (up to 250 words)

6. Link to your organization's website or social media page

7. ARTISTIC SUPPORT MATERIAL: Up to 10 TOTAL (including all uploaded items in 7a AND all links in 7b) recent samples of artistic support material that best document the quality of your organization's programming and/or services.
   - Samples may include video of live performances, audio clips of music, images of artistic work, writing samples, etc. (Samples may be images, audio, and/or video)
   - All audio and video samples COMBINED (including uploads and links) may not exceed **10 minutes total**
   - You may submit a link(s) to video/audio samples or upload video/audio samples directly below. Do not submit links to sites that require downloading (e.g. Dropbox).
   - Writing samples may not exceed 10 pages each
   - Each distinct item of support material/work sample should be a separate file

   7a. ARTISTIC SUPPORT MATERIAL – UPLOADS (acceptable file types: .doc, .jpg, .pdf, .m4a, .mp3, .wav, .m4v, .mov, .mp4)

   7b. ARTISTIC SUPPORT MATERIAL – LINKS (You may submit links/URLs to single video and/or audio samples ONLY, we do not accept links to full websites or other content in this section. Each link/URL counts as one of your 10 allotted samples. Do not submit links to sites that require downloading such as Dropbox.)

SECTION B (Questions #8-#17): ORGANIZATIONAL CAPACITY AND MANAGEMENT (40 points)
REVIEW CRITERIA:
   - *Sustains an organizational structure appropriate for the size and scope of the organization*
   - *Provides evidence of qualifications and effectiveness of staff and board to support the organization's mission, programming, and services*
   - *Demonstrates a clear and appropriate planning process*
   - *Describes thoughtful and achievable short- and long-term strategic goals and objectives*
   - *Identifies and describes effective methods to evaluate success, impact, and outcomes*
   - *Provides evidence of financial health and sustainability, including maintaining appropriate budgets and the ability to address financial challenges*

8. Describe your administrative structure including board and staff responsibilities, and volunteer roles. How do they support your mission, programming, and services? Explain why this structure is appropriate for your organization. (up to 300 words)

9. UPLOAD: List of current Board Members including professional affiliations and city/town where they reside

10. UPLOAD: Key personnel document with the following listed: Name, job title, position status (e.g. full-time, part-time, or volunteer), and a brief summary of their qualifications

11. Describe how your organization plans its programming and services? Include information about your planning timeline (annual, two year, etc.) and who is involved in the planning process. (up to 250 words)

12. Provide a brief overview of your organization's current strategic plan. Be sure to address your short-term (1-2 year) and long-term (3-5 year) goals and objectives and how you plan to achieve them. (up to 500 words)

13. Describe the methods you use to evaluate the success, impact, and outcomes of your programs and services. Describe one or two recent instances when your evaluation process resulted in taking action or making changes in programs or services. (up to 400 words)

14. Provide descriptive information about your organization's budget & current financial status. Include information on your major revenue sources, any significant changes in your year-to-year budget, and how your organization addressed financial challenges in the past 2 years. (up to 400 words)

15. What is your organization's fiscal year (i.e. January - December, July - June, etc.)?

16. ORGANIZATIONAL BUDGET: Enter the full budget for your organization's last complete fiscal year, the current fiscal year, and a projection for upcoming fiscal year.

EXPENSES	Actual Amount - Last Complete Fiscal Year	Budgeted Amount - Current Fiscal Year	Projected Amount - Next Fiscal Year
Administrative salaries, benefits, contracts			
Artistic salaries, benefits, contracts			
Facility Costs (including space rental, etc.)			
General Operating Costs			
Production costs/materials			
Marketing & Promotion			
Debt Reduction			
Capital Expenditures			
Travel			
ENTER ANY ADDITIONAL EXPENSES BELOW:	*	*	*
TOTAL EXPENSES	$0.00	$0.00	$0.00

INCOME	Actual Amount - Last Complete Fiscal Year	Budgeted Amount - Current Fiscal Year	Projected Amount - Next Fiscal Year
EARNED INCOME: Admissions, ticket sales, subscriptions			
EARNED INCOME: Tuitions, class/workshop fees			
EARNED INCOME: Product Sales			
EARNED INCOME: Interest on investments, endowments			
EARNED INCOME: Other			
PRIVATE SUPPORT: Contributions/Donations			
PRIVATE SUPPORT: Foundation Support			
PRIVATE SUPPORT: Other private unearned income			
GOVERNMENT SUPPORT: Local and County			
GOVERNMENT SUPPORT: State (include NAC grant request amount)			
GOVERNMENT SUPPORT: Federal			
GOVERNMENT SUPPORT: Other			
Applicant Funds/Reserves Utilized			
ENTER ANY ADDITIONAL INCOME BELOW:	*	*	*
TOTAL INCOME	$0.00	$0.00	$0.00
IN-KIND (DONATIONS/GOOD/SERVICES)	**Actual Amount - Last Complete Fiscal Year**	**Budgeted Amount - Current Fiscal Year**	**Projected Amount - Next Fiscal Year**
Volunteer Hours			
Materials and Supplies			
Services			
ENTER ANY ADDITIONAL IN-KIND BELOW:	*	*	*
TOTAL IN-KIND	$0.00	$0.00	$0.00

17. What expenses will the Operating Support Grant funds support?

ALLOWABLE EXPENSES	PROJECTED USE OF GRANT FUNDS
Salary support	
Fees for artists and/or other contracted personnel	
Facilities costs such as rent and utilities	
Insurance	
Materials/Supplies	
Marketing & Promotion	
Travel	
ENTER ANY ADDITIONAL EXPENSES BELOW:	
TOTAL (must equal grant request amount)	$0.00

SECTION C (QUESTIONS #18-#22): COMMUNITY IMPACT/ARTISTIC MERIT (30 points)
REVIEW CRITERIA:
- *Clearly defines and demonstrates an understanding of the community they serve*
- *Demonstrates effective methods to reach target communities*
- *Programs, services, and activities demonstrate a broad or significant impact on the defined community*
- *Demonstrates an authentic and collaborative commitment to inclusion, diversity, equity, and accessibility*

18. Define the community/populations your organization serves including audience, members, artists, and students if applicable. Include demographic information about relevant socioeconomic factors such as income, age, ethnicity, race, gender, ability, and education. (up to 400 words)

19. Describe your organization's efforts to connect the community/populations above with your programs/services. How has your organization broadened its audience through outreach, communication, marketing, partnerships, collaborations, etc. (up to 300 words)

20. How have your organization's programming, services, and activities impacted your defined communities? (up to 300 words)

21. How does your organization address diversity, equity, and inclusion? Click [HERE](#) for more information. (up to 300 words)

22. Explain how you will make your programming and/or services throughout the next year accessible to individuals with disabilities in compliance with federal law and regulations. (up to 300 words)

    All programming and/or services supported through NAC funds must be accessible to individuals with disabilities in compliance with federal law and regulations through access accommodations for both facilities and programs, such as audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, etc. Click [HERE](#) for more information.

HOW TO APPLY

1. Review the FY23 OPERATING SUPPORT GRANT GUIDELINES and current GRANT POLICIES here: https://www.nvartscouncil.org/grants/grant-offerings/
2. Complete the application online at: https://nevadaartscouncil.submittable.com/submit

For additional resources for grant applicants including a guide to submitting applications online: https://www.nvartscouncil.org/grants/resources-for-grant-applicants/