



LEXARTS

2018-2019 (FY19) General Operating Support Grant Guidelines

LexArts is a private, non-profit arts service agency dedicated to fostering the arts in Lexington–Fayette County. General Operating Support (GOS) Grants (formerly Allocations) provide unrestricted funds to arts organizations that demonstrate strong arts mission fulfillment, fiscal responsibility and sound management, and that operate on a year-round basis. Please contact LexArts' Community Arts Services staff Monday through Friday between of 9:00 AM – 5:00 PM at (859) 255-2951 with any questions.

OVERVIEW AND GOALS

Access to unrestricted funding for core mission-related programs and general administration allows arts organizations to focus on mission fulfillment. Support is limited to arts organizations which satisfy our basic eligibility criteria, and demonstrate a commitment to paying artists a fair wage and offer programs and services accessible to the general public.

In response to the growing number of professionally managed nonprofit arts groups, LexArts has expanded the eligibility criteria for GOS grants. In FY11, LexArts established two levels of general operating support: GOS I Grants of \$25,000 or higher will be made to Lexington's largest and most-established arts organizations. GOS II Grants – ranging from \$5,000 to \$25,000 – will support growing and mid-sized arts organizations.

All GOS grant applicants will use the same form, and will be assigned to GOS I or GOS II review as appropriate. (See *Eligibility and Restrictions* below for more information.) GOS applicants must have an up-to-date profile on GoodGiving.net, call Barbara Fischer, 859-225-3343 for help creating a profile.

The FY19 GOS Grant program will fund organizations for the period from July 1, 2018 through June 30, 2019.

DEADLINES

Intent to Apply: Any organization that has not received GOS funds from LexArts in the prior year must complete an intent to apply form. The intent to apply form is due on **Sunday, February 13, 2018** and will be used to determine eligibility. If the organization does not qualify for GOS they will be encouraged to apply for CAD Program or Project support.

Application: Completed GOS Grant applications must be *delivered*, not postmarked, by **Friday, March 30, 2018** by 5:00 PM to LexArts at ArtsPlace, 161 N. Mill Street, Lexington, KY, 40507. No late applications will be accepted. *Facsimiles or electronic applications are not accepted.*

Preliminary Review of Grants: through **Friday, March 23, 2018.**

Review Process: A public review of the GOS applications will be held on in **Thursday, May 9, 2018, 10 am** at ArtsPlace. Meetings between LexArts Grants Committee and the Board of each applicant organization will occur the following day on Thursday May 10, 2018.

Please note that eligibility alone does not guarantee that your organization will be considered for General Operating Support. The awarding of GOS grants is dependent on available funding. Each year the LexArts Grants and Finance Committees will consider if there are sufficient funds available to expand the list of recipients. Such considerations are taken very seriously by the LexArts Board of Directors due to the long-term implications generally associated with the awarding of General Operating Support. Organizations not considered for GOS review are encouraged to apply for a Community Arts Grant.

GENERAL OPERATING SUPPORT I

ELIGIBILITY

All GOS I Grant Applicants must document the following in order to be eligible:

- Non-profit 501(c)3 or 509a organization.
- Mission is arts-focused.
- Expense budget must exceed \$250,000 for the past three consecutive years.
- Paid professional, full-time management.
- At least two consecutive years of prior GOS II support from LexArts.
- Organization is located in Fayette County.
- Majority of work in Fayette and contiguous counties.
- Fiscally sound.
- Active participants in the annual Fund for the Arts Campaign.
- Compliance with previous grants and reporting requirements.
- Must receive Kentucky Arts Council (KAC) support

RESTRICTIONS

GOS I Grants will not fund:

- Organizations located outside Fayette County.
- Organizations that receive 25 percent or more of total revenue from any single source.
- Government agencies or public school districts.
- Capital expenditures for facilities or equipment.
- Benefits, galas, or any other form of fundraising.
- Multi-year grants (e.g., requests for two-year projects).
- Requests for Community Arts Development Grants in addition to an application for a GOS Grant.
- Re-granting activities.
- Debt reduction, penalties, or litigation costs.

GENERAL OPERATING SUPPORT II

ELIGIBILITY

All GOS II Grant Applicants must document the following in order to be eligible:

- Non-profit 501(c)3 or 509a organization.
- Mission is arts-focused.
- Expense budget must exceed \$50,000 for the past three consecutive years.
- Professional management by paid full- or part-time staff for the past two consecutive years.
- Two consecutive years of Community Arts Development (CAD) Program Support with LexArts.
- Organization is located in Fayette County.
- Majority of work in Fayette and contiguous counties.
- Fiscally sound.
- Active participants in the annual Fund for the Arts Campaign.
- Compliance with previous grants and reporting requirements.
- Must apply for KAC support.

RESTRICTIONS

Same as Above

HOW TO APPLY

1. Review the FY19 GOS Grant guidelines and application form. Applicants which have not received GOS support **must** submit an intent to apply form by 5pm Sunday, February 13, 2018. All applicants are

encouraged to contact the Community Arts Services staff of LexArts at (859) 255-2951 for technical assistance.

HELPFUL TIP: Give yourself ample time to plan, write, re-write and review the application with LexArts' Community Arts Services staff. This includes developing the application and gathering all supplemental materials. This grant process will require the dedicated efforts of one or two individuals in your organization.

2. Type in the appropriate boxes in the application. LexArts will not accept grant applications submitted electronically **(email or fax) or that are handwritten. Applications are available on-line at <http://www.lexarts.org/resources/grants/> beginning February 7, 2018.**
3. Double-check your application for spelling and mathematical errors.
4. Applicants must submit the requested materials listed in the checklist of the Grant Application by March 30, 2018. **Please upload all application materials.**

APPLICATION INSTRUCTIONS - These instructions attempt to clarify those sections of the application that may be less obvious. Please complete the application in its entirety.

- **Organizational Information**

Does your organization have an extended audience via radio, television or other media? Do not include advertising or PSAs. Please provide information about how your organization uses media to extend your programming to reach people who otherwise would not experience the benefit of your programs and/or services. For instance, Lexington Philharmonic Orchestra broadcasts its' concerts on WEKU.

What measures are being taken by your Organization to recruit and maintain a diverse Board and staff? LexArts will provide general operating support to those organizations that seek to engage the broadest possible audience in Central Kentucky. To that end, the Board should reflect the diversity of peoples who live and work in Central Kentucky.

Regional Impact: List Kentucky counties in which your Organization presented/produced events. List venues outside of Fayette County where your organization presented programs or delivered services. This information is very helpful when communicating with State and Federal Legislators.

List Kentucky School Districts that benefited from your Organization's programs or services. Services may be delivered through in-school programs or the schools coming to your venue.

- **Development Plan and Sponsorships**

Please attach a narrative description of your budget plan and anticipated sponsorships for the next fiscal year.

- **Community Outreach and Youth Programs**

Describe staff expertise in areas of outreach and youth programs. Provide only relevant information that clearly demonstrates expertise and experience. Do not describe the programs offered.

- **Budget.** The budget is the story of your organization told through numbers and it must “match” the narrative section of your application. The budget forms (with instructions) can be downloaded at <http://www.lexarts.org/resources/grants/>. **The budget form has been simplified to ease the application process. Instead of compiling financials into a standard form we are requiring that organizations submit financial statements that are used on a regular basis and that are provided to their board. These statements should include income and expense statement, balance sheet, organizational budget with YTD actuals, cashflow projections, next year's projected budget, as well as the last fiscal year's audit.**

Carefully review the budget to make sure there are no errors and that columns add correctly. Although the worksheets are set up to automatically calculate and transfer information to make the process easier for you, errors may occur.

Do not enter anything into the grey-shaded areas on the worksheets, as these sections automatically calculate and populate information elsewhere.

While in-kind gifts or services are an important way to stretch an organization's dollars, please do not include items that your organization would NOT have paid for normally. For instance, the value of Public Service Announcements (PSAs) should *not* be included, nor should the value of volunteer time. Items such as printing of programs or posters are acceptable.

GRANT REVIEW PROCESS

PHASE 1 – ELIGIBILITY

All intent to apply forms will undergo an eligibility audit by LexArts' Community Arts Services staff. If an organization fails to meet the eligibility requirements for either GOS I or GOS II, the organization will be notified and advised as to recourse.

PHASE 2 – APPLICATION

Upon receiving the GOS grant application the staff will review for completeness. After review and acceptance of the applications for eligibility, LexArts will notify applicants via mail by April 15, 2017.

PHASE 3 – PANEL REVIEW

LexArts relies on arts, cultural and community experts both within and outside Lexington-Fayette County to review grant applications. Panelists may be selected based on their knowledge of the non-profit arts sector and/or the community at large. Every effort is made to avoid conflicts of interest. The GOS Grant review process is open for observation by the general public.

Panelists review each application and provide comments on the strengths and weaknesses of the application based on the criteria. Following this analysis, panelists will score each criterion on a 5-point

scale (1 = low; 5 = high). LexArts' staff will compute the scores to reach an aggregate rating. Funding recommendations by the panel are based on these ratings.

PHASE 4 – GRANTS COMMITTEE

The Grants Committee of the LexArts Board of Directors will review a summary of all panel deliberations. By considering the panel's recommendations, the Committee ensures an equitable distribution of funds. The Committee reviews and considers the panel's funding models and recommends the distribution of funds based on funds available.

PHASE 5 – LEXARTS BOARD APPROVAL

The LexArts Board of Directors considers the Grants Committee's recommendations. Following the Board's approval, applicants receive written notification on the results of their grant applications.

REQUIREMENTS AFTER FUNDING

1. Grantees must sign the Grant Agreement and complete whatever Revision Forms are required.
2. **Grantees must acknowledge LexArts as a key funder and include its logo in programs, publications, and media releases associated with the project. Acknowledgement guidelines will be provided to all grant recipients.**
3. Funds are generally distributed on a monthly basis. Exceptions may be made for GOS grants that are \$10,000 or less.
4. All programs of the Grantee should take place in facilities that are accessible to people with disabilities.
5. By signing the application, the applicant agrees to abide by all rules set forth in these guidelines by LexArts. If an instance arises where the applicant no longer meets the eligibility criteria, the applicant agrees to refund the amount received in totality to LexArts.

ON-SITE EVALUATIONS - LexArts' Community Arts Services staff may attend, at random, funded activities to monitor compliance with the terms of the grant agreement.