



2020-2021 (FY21) General Operating Support Grant Guidelines

Welcome to the LexArts General Operating Support (GOS) Grant Program. GOS Grants provide unrestricted general operating support to arts organizations with a year-round program of arts and cultural activities and services.

GOS I awards support Lexington’s largest and most established arts organizations and are \$25,000 and above.

GOSII awards support Lexington’s growing and mid-sized organizations and are \$10,000 to \$25,000

The GOS application can be found at: LexArts.gosmart.org. Please note that an invitation code is required to apply. All GOS grant applicants will use the same form, and will be assigned to GOS I or GOS II review as appropriate.

Note: Meeting eligibility requirements does not guarantee that your organization will be recommended to apply for General Operating Support. An annual assessment of available grant funds is used to determine if LexArts is able to expand the list of GOS recipients. Organizations not considered for GOS review are encouraged to apply for a Community Arts Grant.

PROGRAM GOAL

Through its General Operating Support Program LexArts seeks to provide funding to, and work in partnership with, organizations that enhance the lives of Central Kentuckians through year-round artistic, cultural and educational programs and activities.

LexArts grant programs are guided by its purpose to promote, enhance, and contribute to the educational, artistic, and cultural lives of those living in Central Kentucky and to serve as a resource and supportive agency for organizations which affect or alter the cultural climate of the community; and by its organization values of collaboration; empowerment; innovation; generosity; innovation; and inclusion, diversity and equity. Applicants are encouraged to consider the purpose and values when developing their application.

The 2020-2021 (FY21) GOS Grant program will fund organizations for the period from July 1, 2020 through June 30, 2021.

Please contact LexArts Community Arts Services staff Monday through Friday between 9:00 AM – 5:00 PM at (859) 255-2951 with any questions.

DATES AND DEADLINES

Workshops and one-on-one consultations

Sat, Feb 29, 11am	Tates Creek Public Library	3628 Walden Dr
Tue, Mar 3, 6pm	LexArts	161 N Mill St
Thu, Mar 5, 10am	Village Branch Library	2185 Versailles Rd
Mon, Mar 9, 12pm	Northside Public Library	1733 Russell Cave Rd

Intent to Apply*	Thu, Mar 5, 2020
Proposal review by LexArts Staff	Through March 24, 2020
Application Deadline**	Tue, Mar 31, 2020
Public Program Review	Tue, May 19, 10am LexArts, 161 N Mill St
One-on-One Review***	Wed, May 20 LexArts, 161 N Mill St
Applicant Notification	Wed, Jul 1, 2020
Use of grant funds may begin	Wed, Jul 1, 2020
Use of grant funds must conclude	Wed, Jun 30, 2021
Final Report Due	60 days following completion of grant period

*Intent to Apply - Organizations that did not receive GOS funds from LexArts in the prior fiscal year must complete an intent to apply form that will be used to determine eligibility.

**Completed applications must be submitted via the electronic application at lexarts.gosmart.org. Late applications or applications submitted via hard copy, email or fax will not be accepted.

***Meetings between the LexArts Grants Committee and the board of each applicant organization

An invitation code will be provided to applicants recommended to apply for GOS funding. If the organization does not qualify for GOS they will be encouraged to apply for CAD Program or Project support.

GENERAL OPERATING SUPPORT I

ELIGIBILITY
<p>All GOS I Grant Applicants must document the following in order to be eligible:</p> <ul style="list-style-type: none"> • Nonprofit 501(c)3 organization • Arts focused mission • Annual budget must have exceeded \$250,000 for the last three consecutive years • Up-to-date profile on GoodGiving.net. (Call Blue Grass Community Foundation, 859-225-3343 for assistance in creating a profile) • Paid professional, full-time management • At least three consecutive years of prior GOS support • Based in Fayette County • Majority of work in Fayette and contiguous counties • Provides year-round programming. • Demonstrates ongoing fiscal responsibility through an audit conducted externally by an actively practicing certified public accountant (CPA) • Active participant in the annual Fund for the Arts Campaign • Received Kentucky Arts Council

RESTRICTIONS
<p>GOS I Grants will not fund:</p> <ul style="list-style-type: none"> • Government agencies, public or private schools, or institutions of higher education • Organizations receiving 25 percent of its total revenue from any single source • Capital expenditures for equipment, or for facility construction or renovation • Activities intended primarily for fundraising • Regranting activities • Debt reduction, penalties or litigation costs • Programming not available to the general public • Hospitality activities including food or beverage • Trusts or endowment funds

Partnership Operating Support grant in FY 2020

- Compliance with prior LexArts grants and reporting requirements

GENERAL OPERATING SUPPORT II

ELIGIBILITY

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

- Nonprofit, 501(c)3 organization
- Arts focused mission
- Annual budget must have exceeded \$50,000 for the last three consecutive years
- Up-to-date profile on GoodGiving.net. (Call Blue Grass Community Foundation, 859-225-3343 for assistance in creating a profile)
- Paid professional full- or part-time management
- Three consecutive years of LexArts Community Arts Development (CAD) Program Support
- Based in Fayette County
- Majority of work in Fayette and contiguous counties
- Demonstrates ongoing fiscal responsibility through an audit, or financial review conducted externally by an actively practicing certified public accountant (CPA)
- Active participant in the annual Fund for the Arts Campaign
- Compliance with prior LexArts grants and reporting requirements

RESTRICTIONS

GOS II Grants will not fund:

- Government agencies, public or private schools, or institutions of higher education
- Organizations receiving 25 percent of its total revenue from any single source
- Capital expenditures for equipment, or for facility construction or renovation
- Activities intended primarily for fundraising
- Regranting activities
- Debt reduction, penalties or litigation costs
- Programming not available to the general public
- Hospitality activities including food or beverage
- Trusts or endowment funds

HOW TO APPLY

1. Review the FY21 GOS Grant guidelines and application form. Applicants who have not previously received GOS support must submit an Intent to Apply Form ([Link](#)) by 5pm, March 5, 2020. All applicants are encouraged to contact LexArts Community Arts Services staff at (859) 255-2951 for technical assistance. NOTE: The staff is not able to accept draft applications for preliminary review after March 24, 2020.

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, gathering artistic documentation

and all supplemental materials. This grant process will require the dedicated efforts of one or two individuals in your organization. In addition, have a reader not familiar with this grant application review it for content, clarity, and potential budget and spelling errors. Ensure your organizational profile on goodgiving.net is up-to-date. For assistance, contact Blue Grass Community Foundation, 859-225-3343.

2. Applications are available on-line at lexarts.gosmart.org. Users must create a profile and contact LexArts Community Arts Staff to obtain an invitation code to access the GOS application. To begin the application, login and click on Current Programs and Applications. Go to 2021 General Operating Support and select "Begin Application." Applicants who have started their applications and logged out will login and then select "Edit."
3. Applicants must submit the Grant Application and all requested materials by March 31, 2020. All materials must be uploaded through the online application form at lexarts.gosmart.org. LexArts will not accept late applications or applications submitted via hard copy, email or fax.

APPLICATION INSTRUCTIONS

Enter the following information in the application as indicated:

ORGANIZATION INFORMATION

- Organizational Information
- Organization Name
- Primary Contact Name and Title
- Primary Contact email

APPLICATION NARRATIVE

Description of Core and Ongoing Programs

Briefly describe the organization's core and ongoing programs. This information provides panelists with an overview of your organization and will not be used for scoring.

Applications will be assessed using the following criteria:

Delivery (50%)

- Organizational leadership - Describe your organization's leadership, management and administration. Discuss your most significant opportunities and challenges in the areas of leadership and administration and how you're addressing them.
- Fiscal control and responsibility - Describe your policies and procedures for ensuring fiscal control and responsibility. Address your most significant opportunities and challenges in the area of financial sustainability explain how the board and staff use monthly financial statements and annual audited financial statements to guide decision making.
- Note: If the organization's financial statements indicate a deficit describe the measures being taken to address the deficit, the timeframe for implementation, and the board's involvement in the plan.
- Fundraising strategies - Describe your organization's fundraising efforts, including plans to obtain new sources of funding
- Planning - Describe the process used for administration and program planning. Explain how the strategic plan is used to guide the organization.
- Evaluation and assessment-describe the methods your organization will use for evaluation, including your criteria for measuring success. Explain how evaluation and assessment are used in the planning process.
- Artistic and/or programming quality – Describe the methods used to determine and ensure artistic and/or programming quality

- Governance – Describe policies and processes used to ensure strong governance practice and engagement by your board, e.g., whether your organization’s by-laws call for board member term limits; whether your organization has directors and officers liability insurance, etc. Explain how the board will be involved in financial oversight and review of financial statements including the frequency of review and the utilization of finance/budget/audit committees.

Community Involvement and Outreach (30%)

- Partnerships - Describe partnerships with arts and non-arts organizations that contribute to community outreach and/or youth programs. Include examples of collaboration including sharing resources.
- Regional Outreach - Describe your organization’s activities and events held outside of Fayette County. Include the names of counties served.
- Arts Education - Describe programming and services provided to schools to promote and integrate the arts in education, including any collaborations that enhanced your efforts. Include the names of counties served.
- Youth Programming - Describe programs and/or services specifically designed for youth populations. Indicate whether the programs are ongoing.
- Building participation – Describe programs specifically designed to take your artistic product to new or broader audiences that represent and reflect all communities.
- Engaging community audiences – Describe programs and services specifically designed to engage audiences in their local communities (as opposed to drawing them to your institution’s physical location.)

Diversity and Access (20%)

- Organizational diversity – Describe measures being taken to recruit and maintain a diverse board and staff.
- Programming and services for underserved communities - Describe programming specifically designed to enhance inclusion of, and outreach to, underserved communities including those in which individuals lack access to the arts due to geography, economics, ethnicity or disability. Indicate whether these programs are ongoing.
- Promotion of diverse arts and culture - Describe how diversity is considered when addressing program planning, project management and artist involvement.
- Utilization of media to extend audiences - Describe how your organization uses media including social network platforms, radio, television, pod-casts, etc. as a tool to reach an extended audience, including those who would not otherwise experience your programs and/or services.

REQUIRED SUPPORT MATERIALS

The following documents must be uploaded as either PDF or Microsoft Word files in the “Support Materials Document Upload” section of the application. Place the organization’s name and title of document in the upper right-hand corner.

- IRS Determination Letter if not currently on file with LexArts
- Current fiscal year annual budget with year-to-date actuals
- FY 21 annual budget – include information on endowments and restricted funds
- Audit of annual budget for last completed fiscal year
- Board approved long range or strategic plan – must include FY20 and FY21, and date adopted
- Fundraising plan
- Evaluation sample
- Current board list including professional and community/arts affiliations; length of time served on board; officer position held and membership on any board committees
- Current staff list including title/area of responsibility and length of time with the organization

- Current organizational chart
Resumes or biographical information for key personnel
- Organization promotional materials - recent materials (brochures, programs, etc.) illustrating how LexArts funding support is acknowledged. Package as a single PDF.

OPTIONAL SUPPLEMENTAL MATERIALS

Letters of support – maximum of two

REQUIRED ARTISTIC WORK SAMPLES

Select high quality artistic documentation that clearly illustrates the merit of your organization's work or the work of the proposed artists for the project/program. All artistic support materials will be uploaded through the online form. Applicants may submit up to two types of media for their artistic documentation with a total of six samples. Include concise, detailed and descriptive information.

AUDIO / VIDEO

Panelists will review up to 5 minutes of video or audio. Indicate in the upload description both the cue point and the description of what the panel is viewing/hearing at the cue point. Links to material are also acceptable and can be provided via hotlink in a PDF.

IMAGES

Submit no more than 6 images.

MANUSCRIPTS AND PUBLICATIONS

Panelists will read no more than 5 pages of material (8.5" x 11" single sided, single spaced, saved as a PDF and uploaded).

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. Upon receiving the GOS grant application the staff will review for completeness. Once the application is reviewed and accepted for eligibility, LexArts will notify applicants via email.

PHASE 2 – PANEL REVIEW

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

Panelists review each application and provide comments on the strengths and weaknesses of the application based on the criteria. Following this assessment, panelists will score each criterion on a 5-point scale (1 = low; 5 = high).

PHASE 3 – GRANTS COMMITTEE

The Grants Committee of the LexArts Board of Directors reviews the panel's funding recommendations and allocates funding based on funds available.

PHASE 4 – LEXARTS BOARD APPROVAL

The Grants Committee's recommendations are submitted to the LexArts Board of Directors for its approval.

REQUIREMENTS AFTER FUNDING

Grantees must sign the Grant Agreement Form and, if required, complete the Program Revision Form. Grant Agreement Forms must be signed and returned within 30 days of receipt.

All grantees must attend LexArts' Grantee Orientation.

Grantees must acknowledge LexArts as a key funder and include its logo in print, social media platforms, websites, press releases and public presentations. [Guidelines for acknowledgement of LexArts support](#)

Funds are generally distributed on a quarterly basis.

All programs must take place in facilities that are accessible to people with disabilities.

A Final Grant Report is due 60 days after the grant period.

By signing the application, the applicant agrees to abide by all requirements set forth in these guidelines. If an instance arises where the applicant no longer meets the eligibility criteria, the applicant agrees to refund the total grant amount received to LexArts.

ON-SITE EVALUATIONS

LexArts' Community Arts Services staff may attend programs or activities of the organization to monitor compliance with the terms of the grant agreement.