Project Grants for Organizations_PGO_FY24 c2

Rhode Island State Council on the Arts - Organizations

APPLICATION OVERVIEW

Welcome to the Project Grant for Organizations (PGO) application! Throughout this application, we have put in instructions, explanations, and links to more information to help you complete the application.

There are three parts to the application:
1) BEFORE YOU START THE APPLICATION eligibility quiz, so you know if your projects can be eligible for RISCA funding.
2) INFORMATION FOR THE PANEL where you will tell the panel of RI residents making funding recommendations for your grant program about your project.
3) INFORMATION FOR RISCA STAFF where you will share information that RISCA is required to collect and have on record when granting out state and federal funds.

If at any point in working on your application you have a question that can't be answered via the links and information provided, do not hesitate to reach out to Todd Trebour, Organizations Program Director at todd.trebour@arts.ri.gov. Let's get started!

GUIDELINES & TEMPLATE FORMS

Here are quick links to templates and other resources that may be needed and/or useful for this application.

- Project Grant for Organizations Guidelines - For reference. Please be sure to review the entire document before submitting your application.

- Project Budget Template (Excel) - Required.

- Evaluation Rubric (PDF) - For reference. This is the rubric panelists will use when evaluating your application.

- Fiscal Sponsor Sample Letter (Word doc) - Optional.

BEFORE YOU START APPLICATION – ELIGIBILITY QUIZ

Organization Status:*

Are you a 501(c)3 nonprofit organization, municipality, or a parent corporation to a division, branch, department, program, or other subunit of nonprofit corporation, municipality college, or university?

NOTE: if you are a nonprofit organization, your organization must be incorporated in and conducting business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service, registered with the Rhode Island Secretary of State, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the governance of the organization (for confirmation that your nonprofit organization is incorporated in the State of Rhode Island, visit the Secretary of State's online database).

If your organization is incorporated in a state outside of Rhode Island, they may still apply for a grant. The organization must show that its principal place of business is in Rhode Island, it is registered with the Secretary of State's office, it is producing programming predominantly in Rhode Island, and it is governed by a revolving board of directors, trustees or advisory board drawn from the Rhode Island community and shown to be actively involved in the governance of the organization. Please contact Todd Trebour, Organizations Program Director for more information.

Choices
YES
NO

If you answered **yes** to the above question, continue with the remainder of the eligibility quiz! If you answer **no**, you can still apply as long as you have a 501(c)(3)nonprofit organization fiscally sponsoring your application. For questions about this process, reach out to Todd Trebour, Organizations Program Director, at todd.trebour@arts.ri.gov.

ADA compliance:*

Is your project occurring in an ADA compliant location? ? For more information on what this means, read the physical access section of **this checklist.**

Choices
YES
NO

If you answered **yes**, you are still eligible for this grant program! Continue to the final question. If you answered **no,** your project is ineligible for this grant program.

Can your proposed project be described by any of the following?*

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment.
- Eliminating/reducing existing debt, or contributions to an endowment fund.

- Fundraising efforts, such as social events or benefits.

- Prizes and awards.

- Hospitality expenses, such as food and beverages for openings or receptions.

- Expenses incurred or activities occurring prior to July 1 or after June 30 in the fiscal year in which the grant has been awarded.

- Regranting or awarding funds to another person or entity.

- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received.

- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service.

- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities.

Choices
Yes
No

If you answered **no**, your project is eligible for this grant program! Continue onto the full application. If you answered **yes** to this question, your project is ineligible for this grant program.

FISCAL SPONSOR INFORMATION

Fiscal Sponsor Name
If you answered no to the above, what is the legal name of the 501(c)(3) nonprofit organization fiscally sponsoring your application?

Character Limit: 250

Submit your fiscal sponsor letter
If you are using a fiscal sponsor to apply for this grant, please upload a letter on official letterhead from the sponsor organization, stating their agreement to act as sponsor for the grant.

For reference: You can download a **"fiscal sponsor template letter"** with sample text, located at the top of this application under *Guidelines and Template Forms*.

File Size Limit: 1 MB

INFORMATION FOR THE PANEL – INTRODUCING YOUR PROJECT

WHO YOU ARE:*

If you are applying for funds via a fiscal sponsor, you will answer all questions from the perspective of your organization.

What is the name of your organization or group?

Character Limit: 250

What is your mission?*

Character Limit: 250

The purpose of these questions is to briefly introduce your project. Your project name, project summary, and amount requested will be read out loud prior to discussing your application during panel meetings to re-orient panelists to your application. It will also be used in public-facing material and public records should your organization be awarded a grant.

Project Name*

Please provide a brief two to five word title for your proposed project.

Character Limit: 100

Project Summary*

Please describe your project in 2-3 sentences. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: ABC Artist plans to hold an outdoor summer concert at XYZ Park.

Character Limit: 350

Amount Requested*

Numerals only. Please no decimals, commas, or dollar signs. Amount requested cannot exceed $3,000.

Character Limit: 20

INFORMATION FOR RISCA STAFF – ELIGIBILITY DOCUMENTS.

The following information asks for documents and information RISCA is required to have as a state agency granting out federal funds. Within each question, we explain why we are asking it. The information in this section is seen only by RISCA staff and not by the panel.

Submit your 501(c)3 determination letter*

We are required to grant out federally-sourced funds to nonprofit organizations. If you are not a federally registered 501(c)3 nonprofit, this is a letter you will need from your fiscal sponsor.

Upload a copy of your letter from the IRS confirming your organization's tax exempt status. If you are using a fiscal sponsor, please upload the 501(c)3 determination letter for the sponsor organization.

File Size Limit: 3 MB

What is the legal name of your organization or fiscal sponsor?*

This is the name of the nonprofit listed on the 50c1(c)3 Determination Letter.

Character Limit: 150

SAM-UEI*

SAM-UEI is a 12-character Unique Entity Identifier (UEI) assigned by the federal System for Awards Management (SAM). As of April 2022, SAM-UEI is required of any entity receiving federal funds, including RISCA grants. SAM-UEIs are replacing DUNS numbers. Whether or not you already have a DUNS number, **you can request a SAM-UEI for your organization.** This process is 100% free - beware of websites and third party services that try to charge you for your SAM-UEI. If you are unable to get a SAM-UEI before submitting your application by the deadline, email Todd at todd.trebour@arts.ri.gov and he will tell you what to do so you can still submit your application.

Character Limit: 12

Submit your latest IRS form 990 or 990-N*

Recent 990 tax return from one of the past three fiscal years. A 990 document is the type of annual tax return 501c3 that nonprofits file. We need this document so we know that your nonprofit is in good standing. If you are not a federally registered 501c3 nonprofit, this is a document you will need from your fiscal sponsor. If your non-profit is new and hasn't completed a 990 yet, submit a Word document that states "Our non-profit is new and hasn't completed a 990 yet.". Upload your most recently filed IRS form 990 or 990-EZ. If your annual operating budget is under $50,000, please upload your most recently filed form 990-N e-Postcard.

File Size Limit: 14 MB

INFORMATION FOR THE PANEL – THE APPLICATION

All information in this section is seen by panelists. Panels consist of five people (not RISCA staff) with arts and culture interest or expertise, recruited from around RI to review applications. Panelists are selected with an eye towards diversity of race, ethnicity, gender identify or expression, disability, geography, and disciplines of arts and culture experience. As committed to in our https://risca.online/resources/strategic-plan/strategic plan, at least two panelists out of the five panelists on each panel are BIPOC (Black, Indigenous, or people of color) identifying.

Panels review no more than 30 applications. In a typical cycle, this means we have 2-3 panels. Applications are randomly assigned to each panel. Panelists undergo a training that includes an

implicit bias in the panel room training, how to read a project budget, and a review of the grant program rubric.

While there are character count limits with each question, we've also indicated the ideal length of answers. You will want to balance giving the panel enough information while remembering that they will be reading up to 30 applications so you don't want to give them too much.

1) YOUR PROJECT:*

Summarize the project you are proposing. An ideal response length is 2-4 paragraphs. In this response, you will:

- Describe what you are doing.

- Describe when and where the project is happening. Name who is involved in the project (you will describe them further in a future question).

- Share what the intent or inspiration for the project is.

Character Limit: 5000

2) YOUR COMMUNITY:*

Who comprises the community being engaged with by this project? Why is this project relevant and meaningful to them? If relevant, please also share how you will you work with this community to carry out this project. Be sure to include **relevant demographics and geography** of your identified community in your response. An ideal response length is 2-3 paragraphs.

Character Limit: 2500

3) COMMUNITY SUPPORT MATERIALS: Please submit up to four support materials showing how this project is meaningful to this community. This can be letters of support from community partners or community members inside or outside of the arts sector that are personally impacted by your organization's work; a document of quotes from past or current program participants; or anything else in the voice of community members outside of your organization (e.g. not your organization's board or staff, but audience members, students, etc...). Remember: the panel is reading up to 30 applications – keep your support materials targeted to what you want panelists to see, hear, and know.

Community Support: File upload #1*

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

Community Support: File upload #2

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

Community Support: File upload #3

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

Community Support: File upload #4

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

4) YOUR PEOPLE:*

Who are the people involved in your project? Describe the artists and/or culture-bearers involved and why they are best suited for this project. Please also describe any other key partners (organizations, groups, or individuals) that will assist in the success of your project. If there are many artists involved, focus on no more than five. If you don't have your artists selected yet for the program, discuss artists you have worked with in past for similar programs, or what types of artists you intend to work with. Key partners could be involved in planning, executing, and/or promoting the project. An ideal response length is 2-3 paragraphs.

Character Limit: 2500

5) YOUR PEOPLE SUPPORT MATERIALS: Please submit up to four support materials showing the artist or culture-bearers that speaks to their experience relevant to this project (video, images, resume, short bios with links to social media/Vimeo/YouTube, CVs, resumes, etc). Remember: the panel is reading up to 30 applications – keep your support materials targeted to what you want panelists to see, hear, and know.

Your People: File upload #1*

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

Your People: upload #2

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

Your People: File upload #3

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

Your People: File upload #4

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.

Character Limit: 250 | File Size Limit: 5 MB

6) DEFINING YOUR SUCCESS:*

Describe what a successful project looks like to you and how you will

measure that. Consider things beyond numbers of attendees and post event surveys, and keep in mind that we do NOT expect you to spend a large amount of time or funds on evaluation. We recommend thinking about what success looks like for you, and then figuring out what things you would observe or measure that would indicate you achieved it.

Character Limit: 2500

7) PROVIDING ACCESS:*

Beyond your programming occurring in an ADA compliant space, tell us three ways your project will be accessible and inclusive, and reduce barriers to access for those who want to attend your project. What things are you doing, in respect to your project, to reach out and engage with ALL people within your identified community? We want to know how you are planning to engage people from different cultural backgrounds, socioeconomic statuses, and physical and mental abilities. **Check out this page for ideas and resources**. An ideal response length is 2-3 paragraphs.

Character Limit: 2500

8) YOUR TIMELINE*

Provide a timeline for your project. Show all the major steps involved in accomplishing your project, when they are happening, and who is doing them. Depending on your project, your timeline might span just one months or over several months. This can be a simple, bulleted list. **See an example of response to this question** here.

Character Limit: 2500

9) YOUR PROJECT BUDGET:*

Upload your project budget using the budget template. Only applications using this budget template will be considered eligible. Ignore the text box - you do not need to provide a narrative response to this question. **For help completing the budget, check out this video.**

Reference: Download the "**Project Budget Template**" at the top of the application from the section **Guidelines & Forms**.

Character Limit: 500 | File Size Limit: 5 MB

10) HOW YOU WILL USE RISCA FUNDS:*

List which eligible expenses you will apply your RISCA grant to, and how much. Your response should be a short list or a few sentences. **See example response here.**

Character Limit: 1000

Expenses that RISCA does not fund*

- Capital expenses such as building improvements or the purchase of permanent equipment.

- Eliminating or reducing existing debt.

- Fundraising efforts, such as social events or benefits.

- Hospitality expenses, such as food and beverages.

- Expenses incurred prior to or after the grant cycle in which a grant has been awarded (7/1-6/30 for April 1 deadline; 1/1-6/30 for October 1 deadline).

- Applications where the purpose is to "regrant" or award funds using some or all of the RISCA grant funds; Prizes and awards.

- Activities that are part of a graduate or undergraduate degree program, or for which academic credit is received.

- Projects that proselytize or promote religious activities, or which take place as part of a religious service.

- Performances and exhibitions not available to the general public, or that are inaccessible to people with disabilities. This includes activities that take place on a closed school campus during the school day.

11) COMMUNITY SUPPORT FOR YOUR PROJECT:

Many organizations receive donated items, services, or space from community members in support of their project. These are called in-kind donations. List any in-kind donations to your project, including source. You may include the monetary value of the in-kind donation as well (if known). Your response should be a short list of a few sentences. If your project didn't receive any in-kind donations, leave this blank. **See an example response here.**

Character Limit: 1000

INFORMATION FOR RISCA STAFF – WHO ARE YOUR ELECTED OFFICIALS?

To look up who your elected officials are, please visit the Rhode Island Secretary of State website: https://vote.sos.ri.gov

1. From the dashboard on the RI Secretary of State website, click "**Find A Polling Place**".

2. **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click "CONTINUE".

3. On the next page you will see a list of "**Your Elected Officials**". Please use this list as reference when answering the questions below.

U.S. Representative*

Please select your U.S. Congressional District from the list below:

Choices
1
2

INFORMATION FOR RISCA STAFF – DATA for FEDERAL & STATE REPEORTING

Answer the following questions to the best of your ability. This information will not effect how your application is evaluated, but is necessary for reporting on our applicants to the federal and state government. The Organizations Program Director, will review the information here and reach out if they have any questions when it is time to create and file reports.

Applicant status*

Please designate the legal status of your organization.

Choices
01 Individual
02 Organization - Non-Profit
03 Organization - Profit
04 Government - Federal
05 Government - State
06 Government - Regional
07 Government - County
08 Government - Municipal
09 Government - Tribal
99 None of the Above

Applicant Institution*

Choose from the codes below to describe your specific type of organization.

For definitions of these fields, see this guide to the National Standard data fields.

Choices
01 Individual - Artist
02 Individual - Non-artist

03 Performing Group
04 Performing Group - College/University
05 Performing Group - Community
06 Performing Group for Youth
07 Performance Facility
08 Museum - Art
09 Museum - Other
10 Gallery/Exhibition Space
11 Cinema
12 Independent Press
13 Literary Magazine
14 Fair/Festival
15 Arts Center
16 Arts Council/Agency
17 Arts Service Organization
18 Union/Professional Association
19 School District
20 School - Parent-Teacher Association
21 School - Elementary
22 School - Middle
23 School - Secondary
24 School - Vocational/Technical
25 Other School
26 College/University
27 Library
28 Historical Society/Commission
29 Humanities Council/Agency).
30 Foundation.
31 Corporation/Business
32 Community Service Organization
33 Correctional Institution
34 Health Care Facility
35 Religious Organization
36 Seniors' Center
37 Parks and Recreation
38 Government - Executive
39 Government - Judicial
40 Government - Legislative (House)
41 Government - Legislative (Senate)
42 Media - Periodical
43 Media - Daily Newspaper
44 Media - Weekly Newspaper
45 Media - Radio
46 Media - Television
47 Cultural Series Organization
48 School of the Arts
49 Arts Camp/Institute
50 Social Service Organization
51 Child Care Provider

99 None of the Above

Applicant Discipline*

Select the primary numeric code from the list provided that best describes the main art form of your organization.

For definitions of these fields, see this guide to the National Standard data fields.

Choices

01 DANCE
02 MUSIC
03 OPERA/MUSICAL THEATRE
04 THEATRE
05 VISUAL ARTS
06 DESIGN ARTS
07 CRAFTS
08 PHOTOGRAPHY
09 MEDIA ARTS
10 LITERATURE
11 INTERDISCIPLINARY
12 FOLK/TRADITIONAL ARTS
13 HUMANITIES
14 MULTIDISCIPLINARY
15 NON-ARTS/NON-HUMANITIES

Project Discipline*

Choose the primary arts discipline of this project from the codes provided.

For definitions of these fields, see this guide to the National Standard data fields.

Choices

01 DANCE
02 MUSIC
03 OPERA/MUSICAL THEATRE
04 THEATRE
05 VISUAL ARTS
06 DESIGN ARTS
07 CRAFTS
08 PHOTOGRAPHY
09 MEDIA ARTS
10 LITERATURE
11 INTERDISCIPLINARY
12 FOLK/TRADITIONAL ARTS
13 HUMANITIES
14 MULTIDISCIPLINARY
15 NON-ARTS/NON-HUMANITIES

Type of Activity*

Select the code that best describes the activities of your project.

For definitions of these fields, see this guide to the National Standard data fields.

Choices

01 Acquisition
02 Audience Services
03 Award/Fellowship
04 Creation of a Work of Art
05 Concert/Performance/Reading
06 Exhibition
07 Facility Construction, Maintenance, Renovation
08 Fair/Festival
09 Identification/Documentation
10 Institution/Organization Establishment
11 Institution/Organization Support
12 Arts Instruction
13 Marketing
14 Professional Support - Administrative
15 Professional Support - Artistic
16 Recording/Filming/Taping
17 Publication
18 Repair/Restoration/Conservation
19 Research/Planning
20 School Residency
21 Other Residency
22 Seminar/Conference
23 Equipment Purchase/Lease/Rental
24 Distribution of Art
25 Apprenticeship/Internship
26 Regranting
27 Translation
28 Writing About Art
29 Professional Development/Training
30 Student Assessment
31 Curriculum Development/Implementation
32 Stabilization/Endowment/Challenge
33 Building Public Awareness
34 Technical Assistance
35 Web Site/Internet Development
36 Broadcasting
99 None of the Above

Arts Education*

Use this field to describe the arts education component of your organization, according to the following definition: "An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable

outcomes."

Generally, this would mean that your organization has a relationship with a school/group of schools that involves program planning in conjunction with State curriculum goals, as well as ongoing coordination between organizational staff and school teachers/administrators.

This field pertains to percentage of students participating in organized educational programming, not simply the number of youth participating in the project. Arts Education is NOT a requirement for receiving an Arts Access grant.

Choices
01 50% or more of project activities are arts
02 Less than 50% of project activities are arts
education
99 No arts education

Assurances

The applicant will assure that it and any organization assisted by it will comply with Titles I -IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at http://www.arts.ri.gov/legal, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other

media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines. The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

By placing a checkmark in this box I/we agree to all of the above:*
Choices
I/we agree with the above Assurances