

CORE PLUS Outreach Grant Guidelines

Grant Cycle 2022-2023

CORE PLUS Outreach Grants Intent

The CORE PLUS Outreach Grants support live, in-person community engagement through the performing, visual, and interdisciplinary arts in ALL communities of Fort Worth.

Timeline

Grant Applications Open	June 2, 2022
Mandatory Applicant In-Person Training	June 9, 2022, 9:30 –11:00 AM CST
Application Deadline	July 29, 2022 by 4:00 PM CST
Review Panels Meet	Late September, 2022
Period of Performance Begins	October 1, 2022
Award Notification	November 2022
Q1 Service Report Deadline	January 9, 2023 by 4:00 PM CST
Q2 Service Report Deadline	April 10, 2023 by 4:00 PM CST
Q3 Service Report Deadline	July 10, 2023 by 4:00 PM CST
Period of Performance Ends	September 30, 2023
Q4 Service Report & Final Report Deadlines	October 9, 2023 by 4:00 PM CST

Eligible Requests

Special consideration will be given to organizations who demonstrate a thoughtful approach with focused outreach to the most underserved in our community. For example, consider Title 1 schools which due to location or other factors may not be receiving the same level of arts outreach opportunities as other schools in the district. Organizations should also consider citizens of all ages and abilities. Pilot, innovative projects are also encouraged.

Programs eligible for funding must:

- Be a targeted outreach program. (If you are a large institution with multiple outreach offerings, this grant is not intended to support your overall outreach efforts; instead you must select a specific program for which to seek funding.)
- go into underserved communities;
- demonstrate inclusiveness of racially, culturally, and economically diverse participants;
- pay artists and arts production costs;
- take place in an accessible venue outside of the organization’s home base of operations and/or usual performance venue;
- take place within the city limits of Fort Worth; and
- be offered at no cost to program participants.

Ineligible uses of funding include:

- career day programs;
- administrative personnel costs;
- marketing and promotion costs;

- facility costs;
- scholarships, purchase awards, or cash prizes;
- capital improvements, endowments, construction, or real property;
- debt reduction, interest on loans, fines, penalties, or costs of litigation;
- benefits or special events planned primarily for fundraising;
- sub-granting programs;
- activities for which college or university students receive academic credit;
- financing of political activities; or
- programming that is made inaccessible to any audience member based on gender, gender identity or expression, race, color, natural hair or hairstyles, traditional ethnic or religious attire, ethnicity, nationality, religion, creed, sexual orientation, disability, age, or any other characteristic protected by law, except in projects involving schools or school systems (K-12) or other special populations.

Suggested venues include:

- community centers;
- places of worship;
- libraries;
- senior centers;
- hospitals;
- Boys & Girls Clubs;
- therapeutic centers; and
- Title 1 Fort Worth Independent School District (FWISD) schools.

Audiovisual Presentations

Requests for CORE PLUS Outreach Program Support require submission of an audiovisual presentation specific to and in support of the proposed outreach programming. This second audiovisual presentation needs to be submitted as a separate presentation, not tagged onto your CORE audiovisual presentation.

NEW: Do not submit promotional material as work samples (e.g. promotional videos about your work, your theater, explanations of your work, or reviews of your work, etc.) Select the strongest, best-documented work that complements your application. High-quality documentation of your work is critical to assessing your mission, artistic quality, technical skill, and community impact. Panelists regularly cite low-quality documentation as a barrier. With less capacity to assess the scoring criteria, this often results in lower scores.

Audiovisual submissions must be received by **4:00 p.m. on July 29, 2022**. No exceptions.

PRESENTATION TIPS

- Each application must include a separate A/V presentation for CORE PLUS Outreach
- Label your media with organization name, CORE PLUS Outreach FY23
- Presentations are limited to no more than 5 minutes; Arts Fort Worth staff will end all presentations after 5 minutes
- Presentations should begin on Track 1 or at the natural beginning of the media
- Applicants are encouraged to create a new presentation every grant cycle
- Test materials multiple times on different systems before submission

- Submit materials on programs and operations that have taken place within the past 2 years only
- Avoid submitting the same A/V for CORE Operating Support and CORE PLUS Outreach Program Support requests
- Include items that demonstrate production value and programming diversity; audience reached and impact
- Do not summarize your grant
- Scripts will not be read during the presentation

Email Submission Instructions

Digital audiovisual presentations may be submitted to Arts Fort Worth via email or Dropbox at grants@artsfortworth.org. Accepted digital submission formats include:

- Digital files including .mp3, .mp4, .wmv
- Links to YouTube (New)

Note: PowerPoint presentations will not be accepted.

Delivered/Mailed Submission Instructions

Audiovisual presentations that are submitted via physical mail or delivered must be received by the Arts Fort Worth offices (1300 Gendy St, Fort Worth, TX 76107) by 4:00 pm on July 29, 2022. Presentations may be sent in the following formats:

- CD
- DVD/Video

No flash or thumb drives for security reasons.

Note: We will make every effort to confirm receipt of A/V material submissions via email. We strongly urge those who choose to submit via email to do so prior to the deadline. A/V materials not received for any reason, including technical error, by the deadline, will be deemed ineligible. It is the applicant’s responsibility to follow-up prior to the deadline, should a confirmation email not be received.

Panelist Selection

A separate panel will evaluate CORE PLUS applications. Panelists will have qualifications and expertise specific to arts education and outreach.

Evaluation Criteria

Applications are evaluated and scored by panelists on the merits listed below. All evaluations and awards are based on merit, not need.

Community Impact	50 pts
Capability	25 pts
Artistic Merit/ Mission	25 pts
<u>Total</u>	<u>100 pts</u>

Impact:

- Does the outreach program serve identifiable underserved populations?
- Is the programming relevant, appropriate, and accessible for the target audience and broader community?
- Will the program have a measurable impact?
- Does the organization have key metrics and evaluation plans to track success against stated goals?
- Does the program present art works that are inclusive of all members of the community or are used to tell stories that are inclusive of all members of the community?

Capability:

- If the organization has received Arts Fort Worth funding in the past, has the organization adhered to grant guidelines and provided accurate reports in a timely manner?
- Is there stability within the organization and its leadership?
- Does the organization have financial stability, including diversified revenue sources?
- Does the organization present a clear, realistic budget?
- Is there evidence of support from the community?
- Is the Board actively involved in the organization?
- Does the organization have a defined strategy for growth and/or sustainability?
- If the organization is operating at a deficit, does it have a reasonable plan for reversing this trend?

Artistic Merit/Mission:

- Is the outreach program mission-driven?
- Does the program demonstrate progress against the organization's stated mission and goals?
- Does the program and its artistic staff demonstrate innovation, excellence, and creativity?
- Does the program engage quality artists/present quality artworks that advance the mission of the organization?
- Does the program have importance to the artistic field, artists, audience, and/or community?

Awards

Organizations may request program support up to \$20,000. Requests may not exceed 50% of the program budget or 25% of the organizational budget. Awarded funds can only be expended on the proposed outreach program. If funds awarded are less than funds requested, the grant recipient will need to provide a revised budget, as well as a revised program schedule, accounting for the reduction.

Matching Requirement

CORE PLUS Outreach grant recipients are required to procure and provide evidence of a 1:1 cash match of the funds awarded through any combination of earned or unearned income. In-kind income may be included. The match may not utilize the same funds used for the CORE Operating Grant match. The grant recipient's failure to meet the match will result in a proportionally reduced grant award and may require reimbursement to Arts Fort Worth.

Appeals

Written appeals must be submitted to the Chair of the Board within thirty days of the initial ineligibility notification. Appeals are considered by a review process committee, appointed by the Chair. The review process committee will report its findings and recommendations to Arts Fort Worth Board of Directors for further action. Appeal responses are sent via mail. All decisions of the Arts Fort Worth and its Board of Director's are final.

Payment

Payments are made based on City of Fort Worth mandated payment schedules. Payments will be made in 2 equal installments in January and October of the funded year (upon submission of the first quarterly service report and final report). Organizations that complete the funded program may submit final reporting before the deadline and may qualify for early final payment. All payments are contingent upon the satisfactory completion of Arts Fort Worth grant requirements, including but not limited to the full execution of the grant agreement, the submission of revised program budgets and schedules, satisfactory past grant reporting, and completion of any Arts Fort Worth site visit action items. All payments are subject to the availability of funds from City contracts. All payments are made via check.

Acknowledgement

Grant recipients must acknowledge Arts Fort Worth and the City of Fort Worth in the following ways:

- a credit line and/or Arts Fort Worth logo must appear in all published materials and announcements regarding grant-supported activities with language similar to: “[Organization or project] is supported in part by a grant from Arts Fort Worth”;
- one page of each season program or playbill must be reserved for a listing of Arts Fort Worth donors.; and
- the City of Fort Worth should be recognized whenever Arts Fort Worth funding is acknowledged.

Donor listings and logos are available for download at www.artsfortworth.org/grantee-resources.

Reporting

Grantees are required to submit quarterly service reports throughout the year, sharing presentation numbers, locations, and dates, attendance figures, and Fort Worth City Council Districts served. Grant recipient will also submit a comprehensive final report to Arts Fort Worth detailing the use of funds, additional income sources, activities assessment, and statistical outcomes, at the end of the grant period.

All reports are to be obtained and completed via the online grants portal. Failure to complete reporting requirements as specified below is considered a breach of contract with Arts Fort Worth:

- each delinquent report will result in a 5 point demerit per day from the organization's final application scores for the next grant cycle;
- organizations with outstanding reports are ineligible to sign any new contracts for funding;
- organizations with outstanding reports on the date of new grant application submission are deemed ineligible for funding;
- organizations with 3 or more late reports in the current grant cycle are deemed ineligible for funding for the next grant cycle; and

- failure to submit a final report within thirty (30) days after the contract end date will result in forfeiture of all remaining award payments and result in an automatic void of any new/pending award contracts executed between Arts Fort Worth and the grantee.

Site Visits

Periodically, Arts Fort Worth staff will conduct in-person site visits with awards recipients. During these visits, Arts Fort Worth staff reviews financial records for received grants. Report forms submitted to Arts Fort Worth are the basis for these reviews. Grantees must show copies of checks, bank statements, and/or other financial documentation that supports the expenditure line items on the report forms. Any pending or future grants are contingent on the satisfactory outcome of the monitoring visit and resolution of any inaccuracies found in the report form.

Compliance

Arts Fort Worth grant recipients are expected to complete funded activities as proposed in the grant application and program worksheet. Award recipients are responsible for informing Arts Fort Worth, in writing, of any substantial or fundamental changes to funded activities. A written request for approval of changes, including related justification, should be sent to Arts Fort Worth prior to the expenditure of grant funds. Approval is not guaranteed. If the organization's capacity or proposed programming changes significantly, the grant award may be revised or withdrawn. In some instances, awarded funds may be subject to repayment to Arts Fort Worth by the recipient organization.

The compliance measures listed herein are non-negotiable. Any pending or future grants are contingent upon satisfactory compliance with all measures listed above.