

# Nevada Arts Council

A Division of the Nevada Department  
of Tourism and Cultural Affairs



**FY2018** Grants Guidelines  
Jackpot Grants and Rolling Grants



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## NEVADA ARTS COUNCIL

The Nevada Arts Council, a division of the Department of Tourism and Cultural Affairs, was created as a state agency in 1967. Charged with supporting Nevada’s arts and cultural sectors and expanding access to and public participation in the arts, the Nevada Arts Council (NAC) receives funding from the State of Nevada, the National Endowment for the Arts, and other private and public sources.

In partnership with schools, arts institutions and communities, NAC actively works to bring artists, a diversity of art forms and audiences together in Nevada’s metropolitan centers and isolated rural towns.

From folklife festivals to youth artwork projects, and concert series to visual arts exhibits, NAC’s support of a breadth of public programs provides residents a rich quality of life – contributing to the health and diversity of Nevada’s economy and workforce, increasing tourism, strengthening communities and fostering education through the arts.

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## OUR VISION

A Nevada in which the arts enrich the lives of all residents, enhance the livability of communities and contribute to the state’s economic revitalization.

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## OUR VALUES

- We believe in active arts engagement for all Nevadans, making sure that residents of all ages and abilities have access to diverse arts and cultural experiences.
- We are committed to the pursuit of excellence and high caliber arts experiences available to all Nevadans.
- We believe in integrating the arts into the learning continuum of Nevadans of all ages.
- We appreciate, respect and are committed to supporting Nevada’s creative workforce of artists, arts organizations and advocates.
- We strive to cultivate long-term sustainability in our creative workforce and cultural institutions.
- We believe in partnership and collaboration in all aspects of our work, and we encourage collaboration between the creative workforce in Nevada and beyond.

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## OUR OUTCOME

A culturally vibrant state, from the most isolated and small rural communities to the urban centers of Reno/Sparks and Las Vegas.

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## MISSION

To enrich the cultural life of the state through leadership that preserves, supports, strengthens and makes excellence in the arts accessible to all Nevadans.

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# Introduction

## PUBLIC FUNDING = PUBLIC VALUE

The public funding that supports Nevada Arts Council's (NAC) grant categories is a critical investment in our state. These dollars represent more than their actual cash value – serving as a catalyst for other public and private support, while ensuring that access to the arts is available to Nevadans throughout the Silver State.

A strong arts industry stimulates local economies, creates jobs and makes Nevada's communities – large and small, urban and rural – desirable places to live and work. A healthy arts industry ensures that Nevada's education system provides our youth with creative thinking skills to compete in the global workforce and engages Nevadans in lifelong learning opportunities.

A legacy of innovation and excellence has been forged by a dedicated partnership between the NAC and the state's arts industry. Together we will continue to build a more prosperous future for Nevada.

## NAC GRANT CATEGORIES

The NAC offers competitive and non-competitive grant categories to serve a diverse constituency. Awarded annually, quarterly and on a rolling (year-round) basis, NAC grants provide support for:

- General operations of nonprofit arts organizations and government offices of cultural affairs
- Arts and arts learning projects of nonprofit organizations, public institutions, schools, artists and educators
- Recognition of Nevada's contemporary, folk and traditional artists of distinction
- Professional development of Nevada's arts and cultural workforce

## NAC GRANT GUIDELINES

The FY17–FY18 Grants Guidelines provides information about the various categories of grants offered by the NAC. Please read the descriptions, criteria and application requirements carefully in order to determine which grant best meets your needs as an individual or organization.

## NAC PROGRAMS & SERVICES

In addition to grants, NAC offers a breadth of programs and services to artists, educators, arts organizations, schools and communities – supporting Nevada's arts and cultural sectors and expanding access to and public participation in the arts. For more information please visit our website at: [nac.nevadaculture.org](http://nac.nevadaculture.org).

## NAC & ARTS LEARNING

The NAC supports the goal of lifelong learning in the arts by promoting and expanding quality arts education opportunities for all Nevada citizens. To encourage participation in the creative process and ensure that the arts are fundamental in a 21st century educational system, the NAC Arts Learning Program offers grants, statewide initiatives and professional development opportunities. Several grant categories are designed to support imaginative programs, projects and artist residencies that establish, expand and/or enhance lifelong learning through/in the arts.

A demonstrated planning process and an ongoing evaluation process by teachers, administrators, staff, artists and the community are considered integral parts of a successful arts education project. Whether designed for a school environment or for the general public, these arts education activities must address one or more of the following areas of focus:

- **Arts Education** – The development of cognitive (knowledge), behavioral (skill) or affective (appreciation) learning in one or more arts disciplines, which include dance, drama, music, visual arts, traditional and folk arts, video, film and writing.
- **Arts Integration** – The use of the arts as tools to strengthen teaching and learning in non-arts subjects such as reading, social studies, science, math, etc.
- **Arts for Social Development** – The use of the arts as tools to promote social development (for example, improved social outcomes for at-risk teens) or health and healing (for example, using arts with seniors, patients with Alzheimer disease, autism or other learning and/or physical disabilities).

# Read BEFORE YOU BEGIN

## NEVADA.GOSMART.ORG

All Nevada Arts Council (NAC) grant applications, support material and final reports must be submitted through [nevada.gosmart.org](http://nevada.gosmart.org).

## ADVANCE REVIEW

NAC incorporates an Advance Review to help applicants improve applications and check for mistakes or omissions that might cause ineligibility. Staff reviews narrative and budget sections and support material for consistency and compliance. Feedback is provided to the applicant in time to meet the final submission deadline. (Please note that this is not an editing or proofing review.)

- An Advance Review is **required** for applicants that were declared ineligible or not funded in the prior year or have not applied for a NAC Jackpot grant in the past two years. Folklife Program does not require advanced review for any applications, but does encourage it.

## GENERAL POLICIES & LEGAL REQUIREMENTS

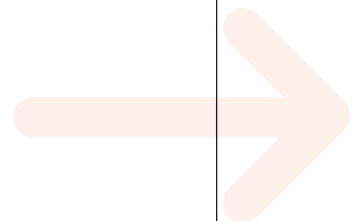
Read through the General Policies & Legal Requirements section prior to beginning your grant application. Information about Accessibility, Artists, Communities, Partnerships and Underserved Populations may assist in crafting answers to narrative questions.

## IN-KIND CONTRIBUTIONS

NAC requires that grantees report all in-kind contributions of goods and services as they have a cash value and demonstrate a broad base of community support.

In-kind (non-cash) contributions demonstrate both community support and the true cost of producing a program or project or operating a nonprofit arts/cultural organization. In-kind contributions are provided by volunteers or outside parties, and are goods or services with cash value, which the organization would have to purchase if not donated. An example of an in-kind contribution is a venue provided free of charge, but which would normally be rented for cash.

Independent Sector, a national organization, updates volunteer time/value per state. Nevada is \$19.81/hour, and the national estimate is \$23.07/hr. Check it out at: [http://www.independentsector.org/volunteer\\_time?s=volunteer%20value](http://www.independentsector.org/volunteer_time?s=volunteer%20value).





# FREQUENTLY ASKED Questions

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  - 5 Grants Cycle At-A-Glance
  - 6–7 Am I eligible for a NAC grant?
  - 6 & 22 Can I or my organization apply for more than one grant during the year?
  - 7 Does the NAC give grants to individuals?
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  - 39 If this is my first time writing a grant, where do I begin?
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# NEVADA ARTS COUNCIL

## GRANTS CYCLE AT-A-GLANCE

### 1 *Grant Writing Workshops/ Technical Assistance*

- Fall grant workshops around the state
- Consultations, training and webinars throughout the year.

1

### 2 *Application Process/ Staff Review*

- Grant applications must be submitted via Go Smart by stated deadline.
- Advanced reviews of applications available by NAC staff.
- Staff reviews applications for eligibility and completeness.

2

### 3 *Panel Review*

- Grant panels are held in public meetings, chaired by NAC board members; and composed of specialists, artists and educators.
- Applications are reviewed and scored by panelists in accordance with published review criteria.
- NAC staff oversees the panel process to provide technical information and procedural guidance.

3

### 4 *NAC Board Review*

- During a public meeting, the NAC Board reviews panel recommendations, and votes on the final decision for all grant awards.
- If panels recommend funding beyond allocated budgets for a specific grant category, the board typically approves across-the-board cuts by grant category.

4

### 5 *Notification of Grant Awards*

- Grantees receive an official grant award notification and management packet about legal and reporting requirements and deadlines.
- Applicants not recommended for funding are notified after NAC Board meeting.
- Panel Comments are shared with all applicants whose applications were reviewed in panel meetings.

5

### 6 *Grantee Reports*

- Final Evaluation Reports are required from all grantees.
- Grantees failing to submit a Final Evaluation Report by the stated deadline will be ineligible to apply for following year grants until the document is received and approved.

6

### 7 *Review of Grantees*

- Grantees are scheduled for periodic on-site visits by NAC staff to review state and federal compliance.

7

NAC updates its Grants Guidelines publication annually. The Grants Guidelines publication is available online, as a print document and at [Nevada.gosmart.org](http://Nevada.gosmart.org).

# ELIGIBILITY: Who Can Apply?

The NAC offers annual, quarterly and rolling (year-round) grant categories in support of Nevada's arts industry and its commitment to provide enriching arts experiences that are accessible to residents and visitors, young and old, as an audience member or participant. For a quick view of NAC grant categories.

## NONPROFIT ORGANIZATIONS

All organizational grant applicants (arts and non-arts organizations) must be incorporated as a Nevada nonprofit organization or school with tax-exempt status under Section 501(c)3 of the Internal Revenue Code.

If an organization has applied for, but not yet achieved, its 501(c)3 status, the NAC has a number of categories to which the organization may apply through the use of a Fiscal Agent. For more information, please review the section *Using a Fiscal Agent* on page 8, and check grant category eligibility requirements on pages 22–32.

## GOVERNMENT AGENCIES, TRIBAL GOVERNMENTS, SCHOOLS & NONPROFIT NON-ARTS ORGANIZATIONS

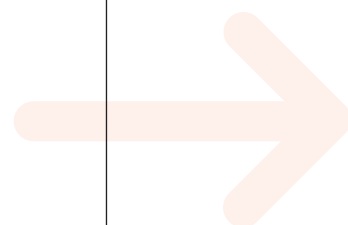
The NAC welcomes applications from non-arts entities such as tribal governments, city agencies, county parks and recreation departments, social service organizations, hospices, juvenile centers, and public and private schools to support arts projects. These arts programs may often be the point of access to new audiences or the sole source of cultural activity in a community.

## GOVERNMENT AGENCIES

- Dedicated arts and cultural commissions/agencies within units of government (cities and counties) may apply for a number of rolling grant categories. Arts or cultural commissions/agencies with multiple facilities or divisions must collectively determine the programs or projects for which to request funding.
- Other municipal or government agencies applying for arts projects (such as Parks, Recreation or Redevelopment agencies) may apply to most rolling grant categories.
- Funding may be requested **only** for project costs **over and above** those ordinarily assumed by the agency, such as salaries and operating expenses.
- Applicants must **clearly** distinguish between the costs normally assumed by the agency and the costs for which NAC funds are requested.
- Other state general funds or federal funds **may not** be used as a match for NAC funding.

## Questions?

Please call or email:  
Carson City 775.687.6680  
Las Vegas 702.486.3700  
[grants@nevadaculture.org](mailto:grants@nevadaculture.org)





## INSTITUTIONS OF HIGHER EDUCATION

Colleges and universities are vital to Nevada's cultural network and provide essential arts activities for the general community.

- Colleges/universities may **only** apply for an annual grant in either the Arts Learning Project or Project category. They may also apply for a number of rolling grants.
- Colleges/universities may apply for and receive more than one grant per institution, but not more than one grant per department.
- Funding may be requested **only** for project costs **over and above** those ordinarily assumed by the college/university, such as salaries and operating expenses.
- Applicants whose institution management does not allow project budget revenue to exceed project budget expenses in a grant application may submit a budget that accommodates this requirement. However, the full proposed project budget must be uploaded as a Support Material document. The Final Report must include the full project budget. Questions? Please contact a member of the Grants Management Team at 775.687.6680.
- College/university projects **must serve** and/or involve a broad community audience and be marketed beyond the college/university.
- Colleges/universities **must show** that 50% of matching funds comes from outside the institution's budget sources – a match beyond staff time and overhead provided by the institution.
- Other state general funds or federal funds **may not** be used as a match for NAC funding.
- If the college/university's development office prohibits departments or programs from raising outside funds, the applicant **must** submit a statement of policy from the development office along with the application.

## BORDER STATE ORGANIZATIONS

Nonprofit organizations located in states that border Nevada may apply for a NAC grant if they are incorporated in Nevada with tax-exempt status under Section 501(c)3 of the Internal Revenue code.

- There must be clear demonstration in the narrative **and** Support Material that the projects for which funds are being requested significantly serve Nevadans.
- Nevada must be appropriately represented on the organization's board.
- This policy **does not** apply to individuals. An individual applying for grant funding from the NAC **must be** a Nevada state resident.
- Border state applicants **must** contact NAC prior to application to ensure eligibility.

## RELIGIOUS ORGANIZATIONS/PROJECTS

Religious organizations may apply for arts or cultural programs, or projects that do not occur or coincide with a religious activity or service. NAC funds cannot be used for projects (by an organization, institution or individual) with implicit religious content that may be perceived as advancing a religious purpose. Religious organizations may apply for a Project Grant to support arts activities or programming where related artistic expression is a primary focus. However, the project cannot be viewed as attempting to convert people to a particular religious viewpoint, nor can the project or program occur or coincide with a religious activity or service.

## INDIVIDUALS

Individuals may apply for several grant categories (page 22). To receive a NAC grant, an individual applicant must be:

- At least 21 years old
- A Nevada resident for a minimum of 12 months, and a U.S. citizen, or have received legal status at least 12 months prior to application deadline
- In general, not be registered as a degree-seeking student in the area for which they are requesting NAC funds

Please also note that:

- Recipients of an annual grant may not receive a quarterly grant in the same fiscal year, but may apply for any number of rolling grants (per eligibility standards).
- Recipients of a quarterly grant may not receive an annual grant in the same fiscal year, but may apply for any number of rolling grants (per eligibility standards).

- › For information about Artist Fellowships and other services and opportunities for individual artists, please contact the **Artist Services Program** at 775.687.7106.
- › For information about developing arts learning programs, please contact the **Arts Learning Program** at 702.486.3738.
- › For information about Living Traditions Grants and other services and opportunities for folk and traditional artists, please contact the **Folklife Program** at 775.687.7103 or 702.486.3739.

# Using a Fiscal Agent

Incorporated nonprofit organizations that have filed for, but have not received, tax-exempt status through the Internal Revenue Service may apply to certain grant categories using a Fiscal Agent, which is an incorporated nonprofit tax-exempt organization that is eligible to apply for NAC grants.

- You **must** contact the NAC prior to submitting a grant application if you intend to use a Fiscal Agent. A copy of the IRS letter of acknowledgment that an application for tax-exempt status has been filed must be submitted to the NAC prior to receiving a grant.
- The Fiscal Agent is the recipient of the grant award. The Fiscal Agent becomes the legal applicant of record, redistributes the grant funds to the project coordinating organization, and is responsible for all the requirements of the specific grant category. This includes contracts, fiscal records and final reports.
- Fiscal Agents must create a Profile on [nevada.gosmart.org](http://nevada.gosmart.org).
- Any correspondence to the NAC regarding a Fiscal Agent-sponsored application or grant must be submitted either by the Fiscal Agent or jointly by the Fiscal Agent and the project coordinating organization.
- The use of a Fiscal Agent does not release the project coordinating organization from responsible or accountable behavior. NAC strongly recommends that the project coordinating organization and the Fiscal Agent sign a letter of agreement or a contract that clearly details the legal responsibilities and obligations of each party.
- Acting as a Fiscal Agent does not jeopardize the Fiscal Agent's own grant applications.

## Using a Fiscal Agent?

Please call either NAC office:  
Carson City 775.687.6680  
Las Vegas 702.486.3700

# What We Do & Do Not Fund

Quarterly and Rolling Grant categories have specific project periods that fall within the NAC fiscal year, which is July 1 through June 30.

In addition to the lists below, other costs may or may not be allowable. If in doubt about a particular cost, please contact the NAC.

## ALLOWABLE COSTS

In general, NAC grants may be used for the following:

- Administrative personnel
- Artistic personnel
- Technical and production personnel
- Outside artistic fees and services
- Other outside fees and services
- Registration Fees – non-NAC events
- Space rental
- Travel
- Marketing
- Remaining operating costs
- Purchase of consumable materials or supplies required for project/program implementation
- Indirect costs on specific applications. See Glossary for further explanation.

## NON-ALLOWABLE COSTS

In general, NAC cannot fund:

- Projects sponsored by organizations that are incorporated as for-profit
- Nonprofit organizations without IRS tax-exempt status, unless the organization has applied to the IRS for tax exemption by the time of application to NAC, and the organization obtains a Fiscal Agent until tax-exempt status is achieved (page 8)
- Projects, or any portion of projects, that duplicate costs in grants pending with, or received directly from, the National Endowment for the Arts
- Any portion of the same project in more than one grant category, or in another organization's application, in which duplicate costs are projected during any fiscal year
- More than one application per year in any one category (except when stated)
- Reduction of debts
- Renovation, remodeling, restoration or new construction
- Purchase of permanent equipment – see Glossary for further explanation
- Costs for receptions, parties, fundraising, benefits, or other hospitality functions, including food purchase not included in per diem allowance
- Fines and penalties
- Interest
- Reserve funds
- Preparation for, or travel to, competitions (except for Poetry Out Loud participants)
- Lobbying expenses
- Any portions of projects already completed or underway
- Costs of competition awards
- Publication subvention

# Developing a

## COMPETITIVE GRANT APPLICATION

Application for NAC grants is a highly competitive process for limited funds. The strongest applications demonstrate a deliberate and thoughtful planning process that includes an understanding of the population or community to benefit from the proposed project, an assessment of needs, and a concise explanation of how the project was designed and how it will be funded. Grant review panelists also look for a clear demonstration that methods are in place to monitor, assess, promote and evaluate the project.

### REMINDERS

- Read the *NAC Grants Guidelines*. If you have any questions, please contact NAC staff as far in advance of the deadline as possible.
- Read the *Grant Writing Tips* (page 39).
- Grants categories have different Narrative Questions and require different Support Material. Be sure to check what is required for your particular grant category.
- Review the *NAC Scoring Rubrics* and evaluation criteria (page 15–18) prior to starting any grant application. Applicants can use these tools to guide development of the Narrative, Budget, and/or Support Materials. All competitive NAC grant applications are reviewed using Scoring Rubrics.
- All grant applications and Support Material must be submitted through [nevada.gosmart.org](http://nevada.gosmart.org) by the online submission deadline as stated for each grants category. **The system will not accept late submissions.**
- Project dates must fall within the NAC grant fiscal period, which is July 1 through June 30, except as otherwise noted.
- NAC cannot fund any portion of a project already completed or underway prior to the grant period.
- No deadline extensions will be granted.

## Go Smart

All grant applications and Support Material must be submitted through Go Smart at: [nevada.gosmart.org](http://nevada.gosmart.org).

Questions? Please call either office:  
775.687.6680 or 702.486.3700

# Submitting a GRANT APPLICATION

## GO SMART

All NAC grant applications must be submitted through Go Smart at: [nevada.gosmart.org](http://nevada.gosmart.org).

## APPLYING FOR THE FIRST TIME?

All organizations and individuals applying for a Grant for the first time must speak to a member of the Grants Management Team before submitting an application. Questions? Please call 775.687.6680.

## ADVANCE REVIEW

The NAC offers an Advance Review prior to final grant submission deadlines to help applicants improve their applications and to check for mistakes or omissions that might cause ineligibility. Staff reviews narrative and budget sections and support materials for compliance and consistency. Advance Reviews do not provide grammatical editing or rewriting services. Feedback is provided to the applicant in time to make corrections to meet the final submission deadline. NAC encourages all applicants to take advantage of the Advance Review opportunity. Deadlines for Advance Reviews are listed in the Grant Categories section (pages 22–32).

To submit an Advance Review, applicants must complete and submit an application through Go Smart. An Advance Review does not guarantee funding.

## ADVANCE REVIEW REQUIREMENTS

- › An Advance Review will be required for: (a) applicants that were declared ineligible or did not receive funding in FY17, or (b) have not applied for a NAC grant in the past two years.

## THE TWO-PART APPLICATION PROCESS

**A. Go Smart Grant Application** – Applicant Profile, Narrative, Budget and Support Material must be submitted through Go Smart by the online submission deadline as stated for each grants category. **The system will not accept late submissions.**

**B. Grant Application Signature Page** – May be:

- Uploaded through Go Smart as part of Support Material.
- Faxed or emailed.
- Submitted through U.S. mail. The Signature Page **must be postmarked no later** than one week after the online submission deadline.

**C. Support Material** that cannot be uploaded and **has been approved by staff** for U.S. mail submittal must be postmarked no later than one week after the online submission deadline.



## USING GO SMART

**Step 1:** Visit Go Smart at [nevada.gosmart.org](http://nevada.gosmart.org). The site will guide you through the application process with a combination of help screens, links to instructions and checks for math and other errors.

**Step 2:** If you **have not** previously registered, please register and create your user name, password and applicant profile.

**Step 3:** If you **have** previously registered, do not “sign up” again. Contact NAC staff for assistance with forgotten user names or passwords.

**Step 4:** Follow Go Smart instructions to select your grant category.

**Step 5:** Follow Go Smart instructions to submit your completed application. Do not mail in a hard copy of your application.

Once you have started an application, you may exit and log in again to access the saved application at any time before the deadline. Applications auto-save within Go Smart.

## REQUIRED SUPPORT MATERIAL

Support Material must be submitted through Go Smart. For exceptions, please contact the NAC at 775.687.6680. Support Material requirements for individuals, nonprofit organizations and public institutions are listed on page 33 and within each online application.

### DUNS NUMBER

All applicants (except individuals) must have a DUNS number, which can be obtained for free at: [dnb.com](http://dnb.com). The DUNS number and organization should also be registered with the System for Award Management (SAM) at: [sam.gov](http://sam.gov) and be maintained as an active SAM registrant throughout the life of the grant.

## GRANT APPLICATION DEADLINES

All NAC grant applications must be submitted through Go Smart by the stated online submission deadline for the specific grant category.

If you mail your Application Signature Page and/or Support Material, remember that mail pick-up in your community may occur before 5 p.m. We encourage you to send your materials with return receipt or by other means that will provide documentation that you have met the postmark deadline.

Please ensure any hard copy application materials are submitted on or before the postmark deadline to:

Nevada Arts Council  
Grant Management Team  
716 North Carson Street, Suite A  
Carson City, NV 89701

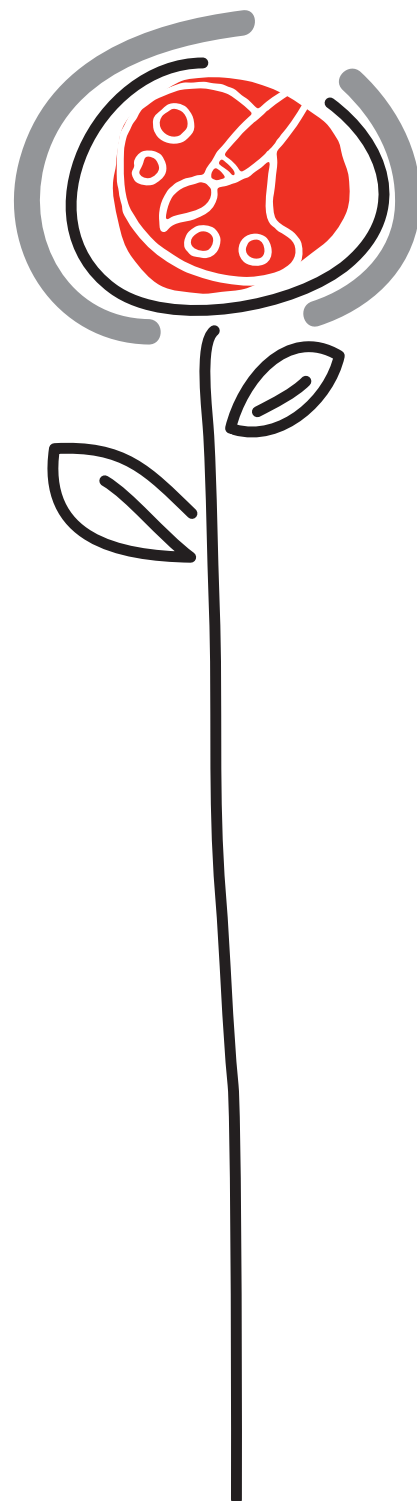
## Questions?

Please call or email:

Carson City 775.687.6680

Las Vegas 702.486.3700

[grants@nevadaculture.org](mailto:grants@nevadaculture.org)



# How Grant Applications Are Reviewed

## THE GRANT REVIEW PANEL

The NAC uses an open peer panel review process to provide an impartial environment in which competitive grant applications are evaluated for funding. For Quarterly Jackpot Grants NAC employs in-state arts specialists, artists and educators to serve on its grant panel review. Rolling Grants are first come first serve until funds are depleted. The panels review and score grant applications and make funding recommendations for the NAC Board to consider. Panelists provide a depth of experience and expertise that helps the NAC Board to reach informed decisions in its grant-making role.

Panelists receive applications that have been reviewed by staff for eligibility and completeness in advance of the public meetings. A score sheet is used by panel members to record comments and scores for each application. All review, scoring and funding recommendations are based solely on the Narrative, Budget and Support Material that conform to each category's requirements. Grant applications are reviewed and scored using the NAC's Scoring Rubrics or specific evaluation criteria (pages 15–18).

In general, NAC board members serve as panel chairs in public meetings and facilitate the review process. NAC staff oversees the panel process and provides technical information and procedural guidance to ensure fair and equitable treatment of all grant applications. During these panel meetings, only the panelists participate in the application discussion and scoring.

- › Panelists often recommend more funding than is available and, therefore, cuts may be required to accommodate available funding.
- › After panel meetings are completed, the NAC Board convenes in a public meeting – either in person or by conference call – to discuss the grant panel review, scoring and funding recommendations, and to vote on final grant allocations.

## REVIEW OF QUARTERLY & ROLLING GRANTS

Applications for quarterly Jackpot Grants are reviewed for eligibility and completeness by NAC staff. To accommodate the quick turnaround timeline of this grant category, a panel of in-state specialists evaluates applications using the Jackpot Scoring Rubric (pages 16–18) and submits funding recommendations to the NAC Board for approval, either in person or by conference call.

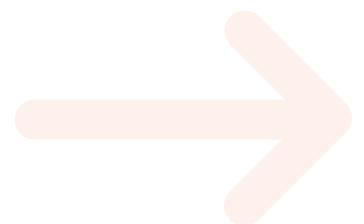
NAC also awards rolling grants on a year-round basis to eligible applicants on a first-come, first-served basis contingent on available funding as approved by the NAC Board. These include Artist Residency Express Grants, Living Tradition Grants, Nevada Circuit Rider Grants and Professional Development Grants.

## ATTENDANCE AT GRANT PANELS

NAC strongly encourages applicants to observe panel meetings in person or to listen via the internet to experience the review process and the challenges of allocating limited funding to a growing body of qualified applicants. As well, panel discussions provide insights to effective grant writing and program evaluation.

Because of the number of applications and time constraints, applicants are not allotted time to address the panel. Applicants are requested to refrain from contacting panel members, individually or as a group, before or during the panel meeting process. Applicants attending the meeting as observers will not have an unfair advantage over those who are not in attendance.

**Applicants are not required to attend grant panels, nor will absence at these meetings prejudice application review.**



## NOTIFICATION

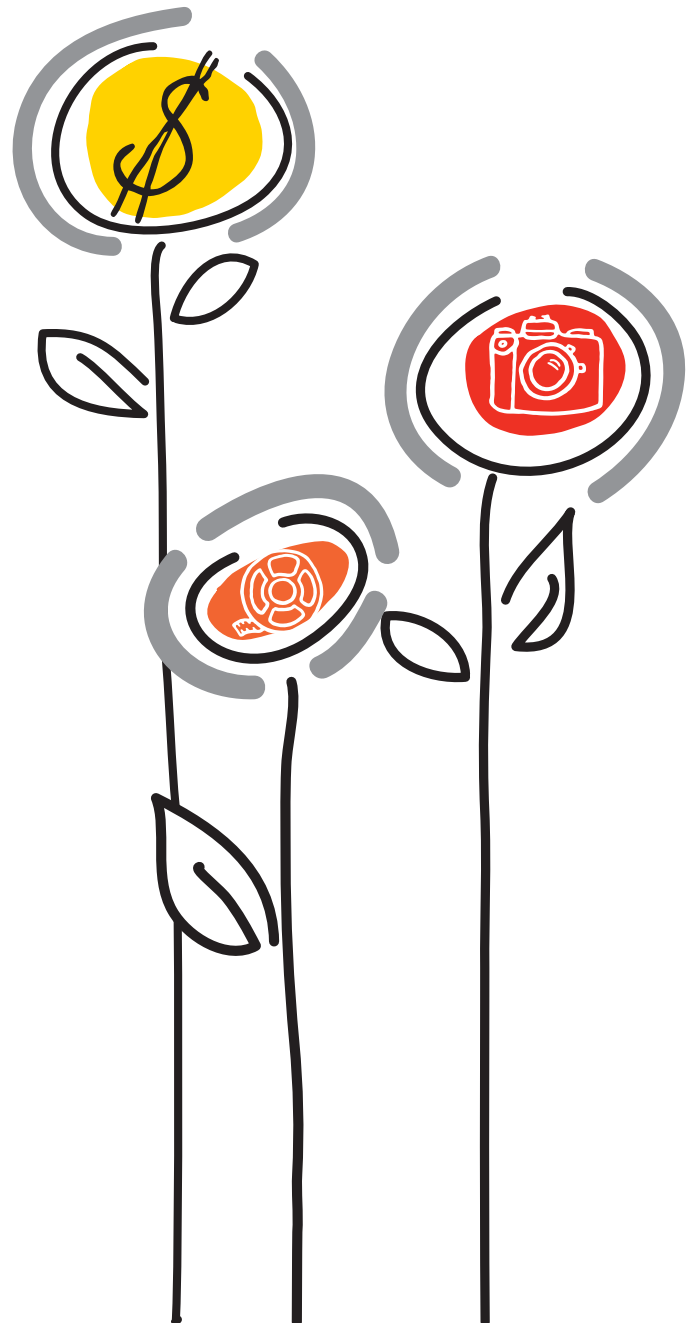
In general, NAC staff will contact applicants within two weeks of receiving the Application Signature Page.

- If a grant application is deemed ineligible, staff will provide information about the components or elements that did not meet stated eligibility requirements.
- If a grant application is not funded, staff is available to discuss the panel/committee's recommendations and provide assistance to strengthen future applications.
- If a grant is awarded, recipients will receive a Grant Award Letter and Grants Management Packet (page 19).
- It is the grantee's responsibility to **meet all deadlines** and requirements stated in the Grants Management Packet in order to receive grant funding and to remain in compliance.
- In general, NAC grant awards will be posted on the NAC website within two weeks after NAC Board approval.

## Go Smart

All grant applications and Support Material must be submitted through Go Smart at: [nevada.gosmart.org](http://nevada.gosmart.org).

Questions? Please call either office:  
775.687.6680 or 702.486.3700





# GRANT APPLICATION REVIEW CRITERIA

## Scoring Rubrics

The NAC expects all projects that receive agency funding to embody and encourage the highest possible standards of artistic excellence.

The NAC employs either Scoring Rubrics or specific evaluation criteria in the review of all competitive grant application materials. All applicants are urged to study the appropriate evaluation criteria prior to starting any grant application to guide the development of the Narrative, Budget and/or Support Material.

**Jackpot** Grant applications are evaluated using following criteria:

- Clarity of application and feasibility of project
- Commitment to artistic excellence and artistic/aesthetic merit
- Community Impact or Impact of creation or project

**Additionally, the Nevada Arts Council:**

- Expects applicants to have the administrative capacity to successfully complete a project while working towards a strong artistic product
- Promotes strong arts administration practices in order to strengthen and develop the arts in Nevada
- Encourages professional development and continuing education of applicant staff and board members
- Considers strategic planning a necessary component for all nonprofit organizations
- Encourages program evaluation to assess program needs and program quality



# Jackpot Grant Application—Combined Rubric

## CRITERIA: Clarity & Feasibility (Up to 25 points)

Application demonstrates substantial evidence that the proposal will be realized within the funding period. The goals for the project are clearly stated. The budget is appropriate to the project. The narrative explains how the project will achieve stated outcomes in the time allotted.

### 1. INDIVIDUAL – CREATION (Up to 25 points)

#### WEAK (0–9 points)

- Application confusing and unclear
- Does not provide clear description of project, planning or evaluation processes, or public value statement
- Weak or unclear financial information provided
- Concerns about ability to carry out proposal
- Support material does not provide insight into the project or applicant's previous work

#### AVERAGE (10–17 points)

- Provides basic, clear information about the applicant's artistic background, public value, planning, and evaluation
- Clear financial information provided
- No apparent "red flags" about ability to carry out the project as evidenced by quality of application
- Support material provides basic overview of project

#### EXCELLENT (18–25 points)

- Engaging and insightful overview of the applicant's artistic, public value, planning, and evaluation
- Clear and concise financial information provided
- Very confident about the applicant's ability to carry out the project
- Support material enhances the application and the reader's understanding of the project

### 2. INDIVIDUAL – PUBLIC PROJECT (Up to 25 points)

#### WEAK (0–9 points)

- Application confusing and unclear
- Does not provide clear description of project, planning or evaluation processes, or public value statement
- Weak or unclear financial information provided
- Concerns about ability to carry out proposal
- Support material does not provide insight into the project or applicant's previous work

#### AVERAGE (10–17 points)

- Provides basic, clear information about the applicant's artistic background, project, public value, planning, and evaluation
- Clear financial information provided
- No apparent "red flags" about ability to carry out the project as evidenced by quality of application
- Support material provides basic overview of project

#### EXCELLENT (18–25 points)

- Engaging and insightful overview of the applicants artistic background, public value, planning, and evaluation
- Proposed project is compelling
- Clear and concise financial information provided
- Very confident about the applicant's ability to carry out the project
- Support material enhances the application and the reader's understanding of the project

### 3. ORGANIZATION (Up to 25 points)

#### WEAK (0–9 points)

- Application confusing and unclear
- Does not provide clear mission statement, organization history, description of project, public value statement, planning, evaluation, or administration processes
- Weak or unclear financial information provided
- Concerns about ability to carry out project
- Support material does not provide insight into organization or project

#### AVERAGE (10–17 points)

- Provides basic, clear information about history, mission, project, public value, planning, evaluation, and administration
- Clear financial information provided
- No apparent "red flags" about ability to carry out the project as evidenced by quality of application
- Support material provides basic overview of applicant and project

#### EXCELLENT (18–25 points)

- Engaging and insightful overview of organizational history, mission, project, public value, planning, evaluation, and administration
- Proposed project is compelling
- Public value clearly stated and communicated throughout the narrative
- Clear and concise financial information provided
- Very confident about the organization's ability to carry out the project
- Support material enhances the application and the reader's understanding of the applicant

### 4. ARTS LEARNING (Up to 25 points)

#### WEAK (0–9 points)

- Application confusing and unclear
- Does not provide clear mission statement, organization history, description of project, public value statement, planning, evaluation, or administration processes
- Weak or unclear financial information provided
- Concerns about ability to carry out project
- Support material does not provide insight into organization or project

#### AVERAGE (10–17 points)

- Provides basic, clear information about history, mission, project, public value, planning, evaluation, and administration
- Clear financial information provided
- No apparent "red flags" about ability to carry out the project as evidenced by quality of application
- Support material provides basic overview of applicant and project

#### EXCELLENT (18–25 points)

- Engaging and insightful overview of organizational history, mission, project, public value, planning, evaluation, and administration
- Proposed project is compelling, and addresses one or more of the required areas of focus in a compelling manner (arts education, arts integration and/or arts for social development)
- Public value clearly stated and communicated throughout the narrative
- Clear and concise financial information provided
- Very confident about the organization's ability to carry out the project
- Support material enhances the application and the reader's understanding of the applicant

# Jackpot Grant Application—Combined Rubric

## CRITERIA: Impact (Up to 25 points)

Application describes the potential impact of the proposal to the artist's personal craft or body of work, the community involved in the public project, or the organization's target audience and community.

### 1. INDIVIDUAL – CREATION (Up to 25 points)

#### WEAK (0–9 points)

- Does not offer information about the applicant's project impact and how it relates to their artistic career/goals
- Does not provide clear insight to the applicant's personal craft and the needs of their artistic career/goals as described
- Support material is weak and does not show a commitment to the applicant's artistic career/goals

#### AVERAGE (10–17 points)

- Basic information about the applicant's project impact and how they relate to their artistic career/goals
- Relationship to the applicant's personal craft and the needs of their artistic career/goals is described
- Project's impact on the artist's artistic goals/career appears feasible
- Support material illuminates project impact on applicant's career/goals

#### EXCELLENCE (18–25 points)

- Information about the applicant's project impact and how they relate to their artistic career/goals are clearly stated
- Narrative connects applicant's personal craft and/or body of work to the needs of their artistic career/goals
- Compelling narrative about project's impact on the applicant's artistic goals/career
- Support material clearly demonstrates a commitment to the applicant's artistic career/goals

### 2. INDIVIDUAL – PUBLIC PROJECT (Up to 25 points)

#### WEAK (0–9 points)

- Does not offer information about the community(ies) applicant serves, as defined by the applicant
- Does not provide clear insight to applicant's personal craft and/or body of work
- Support material is weak and does not provide evidence that community is compelling to the applicant's personal craft and/or body of work

#### AVERAGE (10–17 points)

- Basic information about community included and some identification of target community(ies) served
- Relationship to the applicant's personal craft is described
- Project's impact on identified community appears feasible
- Support material illuminates project impact on applicant's personal craft and/or community

#### EXCELLENCE (18–25 points)

- Information about the community served by the project is clearly stated
- Narrative connects applicant's personal craft and/or body of work to the needs of the community
- Compelling narrative about project's impact on the identified community
- Support material clearly demonstrates a commitment to broaden access to the public and enhance the applicant's personal craft and community, as defined by the applicant

### 3. ORGANIZATION (Up to 25 points)

#### WEAK (0–9 points)

- Does not offer information about demographics of community or clarity about community(ies) applicant serves
- Does not provide clear insight to its connection with or impact on the community
- Support material is weak and does not provide additional information about the applicant's role as a community asset

#### AVERAGE (10–17 points)

- Basic demographics of community included and some identification of target community(ies) served
- Relationship to community described
- Project's impact on identified community appears feasible
- Support material helps illuminate overall organizational/project impact on community it serves

#### EXCELLENCE (18–25 points)

- Demographics of community are clearly stated
- Narrative connects the history, mission, and programming of the applicant to the community and its particular needs
- Compelling narrative about project's impact on the identified community
- Support material clearly demonstrates a commitment to broaden access to the public and enhance applicant's community, as described in the narrative

### 4. ARTS LEARNING (Up to 25 points)

#### WEAK (0–9 points)

- Does not offer information about demographics of community or clarity about community(ies) applicant serves
- Does not provide clear insight to its connection with or impact on the community
- Support material is weak and does not provide additional information about the applicant's role as a community asset

#### AVERAGE (10–17 points)

- Basic demographics of community included and some identification of target community(ies) served
- Relationship to community described
- Project's impact on identified community appears feasible
- Support material helps illuminate overall organizational/project impact on community it serves

#### EXCELLENCE (18–25 points)

- Demographics of community are clearly stated
- Narrative connects the history, mission, and programming of the applicant to the community and its particular needs
- Compelling narrative about project's impact on the identified community
- Support material clearly demonstrates a commitment to broaden access to the public and enhance applicant's community, as described in the narrative

# Jackpot Grant Application—Combined Rubric

## CRITERIA: Commitment to Artistic Excellence & Artistic Merit (Up to 50 points)

Narrative and Support Materials demonstrate vision, understanding of craft, and the ability to engage community, as defined by the artist. Commitment to artist excellence is most evident in the Work Samples, artist résumés, and narrative.

### 1. INDIVIDUAL – CREATION (Up to 50 points)

#### WEAK (0–14 points)

- Lacks specific information about how the applicant explains and/or defines artistic excellence and/or achievement
- Has not clearly demonstrated a process to evaluate the artistic quality and success of project
- Support material is poor or poorly presented

#### AVERAGE (15–34 points)

- Basic information about how the applicant explains and/or defines artistic excellence and/or achievement
- Basic information on artistic concept and/or method
- Basic information on the process used to evaluate artistic quality and success of the project
- Support material is average or not well presented nor correlates to narrative

#### EXCELLENT (35–50 points)

- Applicant provides compelling explanation and/or definition of artistic excellence and/or achievement
- Clearly describes artistic concept and/or method
- Clearly illustrates process used to evaluate the artistic quality and the success of the project
- Support material is thoughtful, well presented, and demonstrates commitment to artistic excellence

### 2. INDIVIDUAL – PUBLIC PROJECT (Up to 50 points)

#### WEAK (0–14 points)

- Lacks specific information about how the applicant explains and/or defines artistic excellence and/or achievement
- Has not clearly demonstrated a process to evaluate the artistic quality and success of project
- Support material is poor or poorly presented

#### AVERAGE (15–34 points)

- Basic information about how the applicant explains and/or defines artistic excellence and/or achievement
- Basic information on artistic concept and/or method
- Basic information on the process used to evaluate artistic quality and success of the project
- Support material is average or not well presented nor correlates to narrative

#### EXCELLENT (35–50 points)

- Applicant provides compelling explanation and/or definition of artistic excellence and/or achievement
- Clearly describes artistic concept and/or method
- Clearly illustrates process used to evaluate the artistic quality and the success of the project
- Support material is thoughtful, well presented, and demonstrates commitment to artistic excellence

### 3. ORGANIZATION (Up to 50 points)

#### WEAK (0–14 points)

- Lacks information about how the organization explains and/or defines artistic excellence and/or achievement in terms of its mission, services, and community needs
- Has not clearly demonstrated a process to evaluate artistic quality and success of project
- Has not clearly described process used to select artists or other elements of artistic production or presentation
- Support material is poor or poorly presented

#### AVERAGE (15–34 points)

- Basic information about how the applicant explains and/or defines artistic excellence and/or achievement in terms of its mission, services, and community needs
- Basic information on process to evaluate artistic quality and success of project
- Support material provides basic information

#### EXCELLENT (35–50 points)

- Applicant provides compelling explanation and/or definition of artistic excellence and/or achievement
- Clearly describes process utilized to select artists, season, or other elements or artistic production or presentation
- Clearly illustrates process used to evaluate artistic quality of programming and discusses how the organization maintains commitment to artistic excellence
- Support material is thoughtful, well presented, and demonstrates commitment to use artists of quality

### 4. ARTS LEARNING (Up to 50 points)

#### WEAK (0–14 points)

- Lacks information about how the organization explains and/or defines arts education goals/objectives
- Lacks information about how the organization relates the intent of the project to one or more of the “Areas of Focus”
- Has not clearly described process to evaluate educational quality and success of project
- Has not clearly identified appropriate teaching artists
- Support material is poor or poorly presented

#### AVERAGE (15–34 points)

- Basic information about how the organization explains and/or defines its arts learning goals/objectives
- Basic information about how the intent of the project is related to one or more of the “Areas of Focus” (arts education, arts integration and/or arts for social development)
- Basic information about appropriateness and qualifications of selected teaching artists
- Basic information on process to evaluate educational quality and success of project
- Support material provides basic information

#### EXCELLENT (35–50 points)

- Applicant provides compelling explanation and/or definition of its arts education goals and objectives
- Provides specific information about how the organization relates the intent of the project/program to one or more of the “Areas of Focus” (arts education, arts integration and/or arts for social development)
- Clearly describes the appropriateness and qualifications of teaching artists
- Clearly illustrates process to evaluate educational quality of programming and maintaining commitment to successful programming
- Support material is thoughtful, well presented, and demonstrates commitment to use artists of quality

# Grant Award Process/ GRANTEE RESPONSIBILITIES

## ACCEPTING A GRANT

Applicants who are awarded NAC grants will receive a formal Grant Award Letter with a Grants Management Packet no later than 30 days after NAC Board approval.

To accept and receive an annual NAC grant, your original Terms and Conditions document **must be post-marked within 30 days of the Grant Award Letter date** and signed by the Authorizing Official. This should be the same individual who signed the Signature Page and who will also sign the Cash Request and Final Evaluation Report forms.

## WILL YOU ACCEPT THE GRANT?

If you cannot meet the deadline, it is your responsibility to **immediately contact the NAC in writing** so your grant is not denied.

- › It is very important that you let us know that you intend to use your grant.
- › It is just as important that you let us know if you **don't intend to use the grant**, so that we may redistribute it rather than possibly losing the funding from our budget.

## GRANT MANAGEMENT PACKETS

Every applicant who accepts a NAC grant must agree to the contractual responsibilities of the Grant Management Packet. The Packet includes:

- Grant Award Letter
  - Grant Management Document
  - Terms and Conditions – the contract which outlines the grantee's legally binding responsibilities
  - Cash Request Form and Instructions
  - Other Reminders and Instructions
- › All Grant Management Forms are available as electronic files on our website. Please visit: [nac.nevadaculture.org](http://nac.nevadaculture.org).
- › Final Report Forms must be completed through Go Smart.

## CREDIT REQUIREMENTS

NAC grants are made possible primarily through public dollars – appropriations from the State of Nevada and grants from the National Endowment for the Arts. All grant recipients receive written instructions regarding public recognition and acknowledgment of NAC and other funders in the Grants Management Packet.

- It is **required** that acknowledgement of this support is prominently included on grantee websites, and included in all grantee publicity and printed materials – programs, catalogues, posters, news releases and advertisements.
- It is the grantee's responsibility to contact the NAC if they do not have a website or cannot display the required logos and text on their website or printed materials.
- Electronic versions of current NAC and NEA logos are available on the NAC website. Please visit: [nac.nevadaculture.org](http://nac.nevadaculture.org).

## REQUIRED CREDIT LANGUAGE

*This program has been funded, in part, by the Nevada Arts Council, a state agency, and the National Endowment for the Arts, a federal agency.*

When no printed information is distributed, verbal credit must be given prior to each performance or presentation.



## THANK YOUR ELECTED OFFICIALS

All grantees are **required** to thank their state and federal elected officials, as well as the Governor, through U.S. mail or email, for supporting the Nevada Arts Council and the National Endowment for the Arts, and to provide a brief description of how the grant was used. Grantees must submit copies of these letters/emails to the NAC to remain in compliance.

Oftentimes, grantees will send two letters – one upon receipt of a grant and another one that describes the programs/projects supported by NAC funding.

Visit: [www.nvculture.org/nevadaartscouncil/grants/grants-information/](http://www.nvculture.org/nevadaartscouncil/grants/grants-information/) to find out more about your elected officials.

## RECORD KEEPING

All NAC grant recipients are **required** to keep copies of the original grant application, financial records, supporting documents, statistical records and all other records pertinent to NAC grants for a minimum of three years after the end of the project. Grant funds may be considered taxable income. For more information, we suggest consulting with qualified tax consultants.

## EXTENSIONS OR CHANGES FOR NAC GRANTS

- Most NAC funding may not extend beyond June 30 of any given year or, in the case of Quarterly Grants, beyond the stated grant period.
- Changes made to programs or projects funded by NAC grants may be requested in a letter addressed to the Executive Director and may be approved by the Executive Director in consultation with staff.

## FINAL REPORTING

NAC retains 10% of some grant categories (identified in the NAC Grants Management document) until the end of the fiscal year in case of mid-year state or federal budget cuts. (If budget cuts occur during the year, NAC will send a notification to all grantees.)

All NAC grantees will be required to fill out and submit Final Report forms through Go Smart. Information on Final Report requirements is included in the Grant Management Packet.

NAC encourages all grantees to submit Final Reports as soon as possible after a funded project is completed. **All Final Report paperwork must be submitted through Go Smart by June 30 of the fiscal year** to receive final payment, and must include the following:

- Final Report Forms
  - Budget and Cash Request Forms
  - Copies of letters or emails to elected officials
  - A copy of your website and/or publication exhibiting credit/acknowledgement compliance
  - Two or three print quality digital images (at least 4" x 6" at 300 dpi, JPEG) of activities funded by NAC grants uploaded through Go Smart
- › If your funded project occurs in June, you have until July 15 to submit your Final Report materials and request your final 10% payment.
- › **If you do not submit the required Final Report materials by either June 30 or July 15, you will forfeit your final 10% payment.**

## FINAL PAYMENT

Once the Final Report Form and all other required documents have been received and approved, final payment of the grant will be processed.

- Processing a grant payment may take up to three weeks.

## HOW TO STAY IN COMPLIANCE

To remain in compliance and eligible for future NAC funding, **you must be current in filing all required paperwork** as outlined on the Grants Management Document.

- If you miss the June 30 or July 15 deadlines, you may submit all required Final Report paperwork by July 31 so you or your organization will be able to receive grants in the next fiscal year. You will not receive your final 10% payment.

## Failure to Submit Final Report

If you miss the July 31 deadline, you or your organization will be out of compliance. This means you or your organization will not be eligible to apply for NAC grants until you are in compliance.

- You or your organization will remain out of compliance until the NAC receives all delinquent paperwork. Once in compliance, you may apply for NAC grants, with an Advance Review. After three years of non-compliance, please contact NAC to discuss how to reestablish grant eligibility.

## QUESTIONS?

Please contact NAC staff at either office – in Carson City at 775.687.6680 or in Las Vegas at 702.486.3700.

# NAC Grant Categories

NAC grants support arts and cultural activities and experiences provided by a breadth of nonprofit organizations, schools, artists and educators throughout the state.

The NAC continues to receive more grant requests than it has money to award. Thoughtful and clear answers to Narrative Questions, strong Support Material, reasonable grant requests and accurate budgets are essential elements of a compelling grant proposal.

## GRANT CATEGORIES—QUICK VIEW

### ARTS ADMINISTRATORS & BOARD MEMBERS

Professional Development Grant *rolling grant*

### ARTISTS

Artist Fellowship Grant *annual grant*

Artist Residency Express Grant *rolling grant*

Fellowship Project Grant *annual grant*

Jackpot Grant *quarterly grant*

Living Traditions Grant *rolling grant*

Nevada Heritage Award *annual grant*

Professional Development Grant *rolling grant*

### NONPROFIT ARTS ORGANIZATIONS

Artist Residency Express Grant\* *rolling grant*

Arts Learning Project Grant\* *annual grant*

Jackpot Grant\* *quarterly grant*

Living Traditions Grant *rolling grant*

Nevada Circuit Rider Grant\* *rolling grant*

Partners in Excellence Grant\* *annual or*

*bi-annual grant*

Professional Development Grant *rolling grant*

### EDUCATORS

Jackpot Grant *quarterly grant*

Professional Development Grant *rolling grant*

### PUBLIC INSTITUTIONS, PRIVATE & PUBLIC SCHOOLS, TRIBAL AGENCIES, NONPROFIT NON-ARTS ORGANIZATIONS

Artist Residency Express Grant\* *rolling grant*

Arts Learning Project Grant\* *annual grant*

Jackpot Grant\* *quarterly grant*

Living Traditions Grant *rolling grant*

Nevada Circuit Rider Grant\* *rolling grant*

Professional Development Grant *rolling grant*

Project Grant\* *annual grant*

\*May use a Fiscal Agent in these categories: Partners in Excellence Grant, Tier I: Level 1 only. Arts Learning Project Grants and Project Grants: Nonprofit Organizations only.

# Grant Categories

Please read the descriptions, criteria and application requirements carefully in order to determine which grant best meets your needs as an individual or organization. If you don't understand the specific information required for each category before attempting to start the application, please contact NAC staff.

All NAC grant applications must be submitted using Go Smart by the stated submission deadline. This includes the answers to Narrative Questions (staying within the character limit for each question), a budget section and required Support Material. If you have questions, NAC staff is available to assist you.

## MULTIPLE GRANT APPLICATIONS

- Organizations receiving an Arts Learning Project, Jackpot, Living Traditions, Partners in Excellence, Professional Development, and Project Grant, may also submit applications for Artist Residency Express and Nevada Circuit Rider Grants, as long as the grant funding is not used for the same project.
- Recipients of an annual grant may not receive a quarterly grant in the same fiscal year, but may apply for any number of rolling grants (per eligibility standards).
- Recipients of a quarterly grant may not receive an annual grant in the same fiscal year, but may apply for any number of rolling grants (per eligibility standards).

## Go Smart

All grant applications and Support Material must be submitted through Go Smart at: [nevada.gosmart.org](http://nevada.gosmart.org).

Questions? Please call either office:  
775.687.6680 or 702.486.3700

## Artist Residency Express Grants

### GO SMART SUBMISSION DEADLINE

A minimum of 30 days prior to the planned residency. Available on a first-come, first-served basis throughout the year while funds are available.

**GRANT AMOUNT:** Up to \$1,500 for residency and travel, \$1,200 is a residency of up to 20 hours total at a suggested rate of \$60 per hour. Travel is for any travel at least 50 miles from artist residency to location. In some cases, an artist may charge more than the grant will support. It is up to the sponsor to ensure the artist(s) receive full payment.

The Artist Residency Express Grant (AREx) is designed for community and educational sponsors to host a short-term artist-led residency (20 hours maximum), or for an NAC Roster Artist who is a Nevada resident to present a short-term artist residency. The shape and schedule of the residency is up to the sponsor and the artist. An intensive residency may occur over one to three days, or it may be appropriate to have more residency activities of shorter duration, such as two hours a week for six weeks.

- › A **maximum of three** Artist Residency Express Grants allowed per applicant, annually.
- › AREx sponsors using an artist or group on the NAC *Artists in Schools + Communities Roster* do not have to submit Support Material for selected artist(s) or group(s).
- › AREx sponsors **using a non-roster artist** must provide additional Support Material for each artist or group. Support Material required for non-roster artists can be found on the Artist Residency Express Grants page at: [nac.nevadaculture.org](http://nac.nevadaculture.org) or on Go Smart.
- › **Submission of multiple AREx applications:** Final Reports for each project must be submitted prior to receiving funds for subsequent projects.

The residency design allows the artist to explore his/her discipline with students, teachers and community members through demonstrations, workshops, or participatory community events. The primary focus and purpose of the activity involves a visit by an artist/group who provides participants with an active hands-on educational experience in the arts or traditional cultural practices.



- › *Bringing the Arts to Life, Bringing Life to the Arts*, a NAC publication, provides insights on presenting successful artist residencies and is available in a PDF format at: [nac.nevadaculture.org](http://nac.nevadaculture.org).
- › The AREx grant is not intended to support concerts, lectures or school assembly programs.

The *Artists in Schools + Communities Roster* is an online resource for schools, organizations and communities seeking to engage professional artists. Roster artists have been chosen through an adjudication process, and are skilled in teaching and sharing their specific art form, whether creative writing, dance, film/video, folk traditions, music, photography, sculpture, theater, storytelling or visual arts.

For longer artist residencies, please apply for an annual Arts Learning Project Grant.

- Recipients of any annual, quarterly or rolling grant may also apply for Professional Development Grants, per eligibility requirements.

## AREx RESIDENCY REQUIREMENTS

All AREx grant recipients agree to fulfill the following for a residency:

- Provide participants with an active hands-on participatory educational experience in the arts. Supplementary activities such as readings, workshops, lecture-demonstrations; and lecture-performances may accompany the educational activities.
- The residency is planned collaboratively between the artist(s) and appropriate teacher(s) and/or community representative(s).
- For school programs, a full day will not exceed four hours of contact time with participants.
- A teacher or adult representative of the sponsoring organization must be present at all times during the program. If the artist is working with a large group of preK–12 students, the adult-student ratio will be appropriate to the activity.
- An agreement/contract is approved by both parties and submitted as part of the Grants Management Packet. The agreement will specify the responsibilities of each party. If the AREx grant is managed by an organization/school, the agreement will specify how and when the artists(s) will be paid.

## REQUIRED MATCH

No match required. The NAC does require that grantees report all in-kind contributions of goods and services as they have a cash value and demonstrate a broad base of community support. Artists should work with the sponsoring organization to get a statement of in-kind donations or services for their budget and final report.

## APPLICANT ELIGIBILITY

**Individuals:** Artists/groups on the *Artists in Schools + Communities Roster* who are Nevada residents **only**.

### **Nonprofit Organizations, Public Institutions & Schools:**

Nevada 501(c)3 nonprofit organizations and public institutions such as schools, colleges, community centers, youth organizations, museums, tribal entities, senior centers, park districts and libraries. Organizations in the process of applying for nonprofit 501(c)3 status may apply using a Fiscal Agent (see page 8).

## APPLICATION & REVIEW PROCESS

Potential AREx applicants should speak to a member of the NAC staff regarding eligibility, funding and the grant contracting process.

This is a noncompetitive grant category and is awarded on a first-come, first-served basis to eligible applicants throughout the year as funds are available. As applications arrive, each is reviewed for eligibility and completeness by NAC staff and processed.

In general, Artist Residency Express Grant applicants will be notified by email about eligibility and funding within two weeks of submitting a complete application the formal Grant Management Packet to follow.

## REQUIRED SUPPORT MATERIAL

- All required Support Material must be submitted using the Go Smart system.
- A nonprofit organization that has not previously applied for NAC funding will be required to submit an IRS 501(c)3 letter confirming legal nonprofit status and a copy of its current board list.
- For nonprofit organization/school applicants: A letter or email confirmation of the residency from the artist approved by both parties.
- For artist applicants: A letter or email confirmation of the residency from the sponsor organization/school approved by both parties



## AREx – Individuals

### NARRATIVE QUESTIONS

#### Residency Description

1. Who will be planning and managing the residency project? If you are both the artist and the project manager, (a) What is the sponsoring organization/school and (b) Who are you working with at the organization/school. Provide their name and contact information? (500 characters)
2. Provide a complete description of your residency. What is the hands-on activity? What skills or techniques will be taught (lectures/demonstrations/assemblies may comprise only 20% of the activity)? (1500 characters)
3. What are the purpose and goals of the proposed residency? (1500 characters)
4. When and where will the residency take place? (500 characters)
5. What is the residency schedule: number of days, contact hours per day, etc.? (500 characters)
6. If you are requesting funds for travel, include travel specifics. (500 characters)
7. Who is the target audience for the residency? Include the expected number of participants and a brief description (i.e. 25 11th grade students and 2 teachers; 30 adult watercolor painters; 15 native youths between 13-18 years old). (500 characters)
8. For school residencies only: relate the planned activities to the Nevada Department of Education's Fine Art Standards. If applicable, state any other relevant subject standards integrated with the arts. (1000 characters)

#### Marketing

9. For non-school residencies only: How will you and your sponsoring organization market and promote your residency to the general public and/or specific groups? (1500 characters)

#### Evaluation

10. Describe how you and your sponsoring organization(s) will evaluate the success of the residency and measure its effectiveness. How will you determine if your goals were achieved? (1500 characters)

## AREx – Organizations

### NARRATIVE QUESTIONS

#### Residency Description

1. Who will be planning and managing the residency project? (500 characters)
2. Who is the artist you have selected? Why? (500 characters)
3. Provide a complete description of the residency. What is the hands-on activity? What skills or techniques will be taught (lectures/demonstrations/assemblies may comprise only 20% of the activity)? (1500 characters)
4. What are the purpose and goals of the proposed residency? (500 characters)
5. When and where will the residency take place? (500 characters)
6. Residency timeline: number of days, contact hours per day, etc. (1500 characters)
7. If you are requesting funds for travel, include Artist Travel specifics. (500 characters)
8. Describe the target audience(s) for the residency, including the expected number of participants (i.e. 25 11th grade students and 2 teachers; 30 watercolor painters; 15 native youths between 13-18 years old). (1000 characters)
9. For school residencies only: How do the planned activities relate to the Nevada Department of Education's Art Standards? If applicable, state any other relevant subject standards integrated with the arts (1000 characters)

#### Marketing

10. For non-school residencies only: How will you market and promote your residency to your members, the general public, and/or specific groups? (1500 characters)

#### Evaluation

11. Describe the methods used by your organization to evaluate the success of the residency and measure its effectiveness. How will you determine if your goals were achieved? (1000 characters)

NAC staff can assist roster artists applying for the residency grant, providing information and technical assistance.

- **Arts Learning**

Maryjane Dorofachuk, 702.486.3738  
mdorofachuk@nevadaculture.org

- **Folk and Traditional Arts**

Pat Atkinson, 775.687.7103  
patkinson@nevadaculture.org; or  
Rebecca Snetselaar, 702.486.3739  
rsnetselaar@nevadaculture.org

# Jackpot Grants

## GO SMART SUBMISSION DEADLINES

**FY18:** (Advanced Review Deadline: 45 days prior to quarterly deadline)

August 15, 2017 (Qtr. 2 projects: Oct. 1– Dec. 31)

November 15, 2017 (Qtr. 3 projects: Jan. 1–Mar. 31)

February 15, 2018 (Qtr. 4 projects: April 1–June 30)

**GRANT AMOUNT:** Up to \$1,000

Quarterly Jackpot Grants support new or exemplary art projects by nonprofit arts and non-arts organizations, schools, public institutions or artists that take place during a three-month period. (For example, apply for the First Quarter Jackpot Grant to support projects/activities scheduled for July 1–September 30.)

Examples of eligible Jackpot Grant projects include, but are not limited to: art exhibitions, performances, readings and concerts, sponsoring of arts-related workshops and conferences, marketing and promotional activities and planning, implementation, and/or evaluation of arts education/learning programs for school-aged students or other targeted participants.

- › An applicant may receive only one Jackpot Grant per fiscal year.
- › Organizations applying for funds to support an artist residency must submit an Arts Learning Project Grant or Artist Residency Express Grant application.
- › **Restriction:** Fellowship recipients may not apply for an NAC Jackpot Grant during the Fellowship year (July 1 – June 30).

## JACKPOT GRANT PROJECT SCHEDULE

Jackpot grants must take place completely within a three month period known as a quarter. The project may not include work before or after the quarter. The quarter dates are:

First Quarter: July 1 – September 30

Second Quarter: October 1 – December 31

Third Quarter: January 1 – March 31

Fourth Quarter: April 1 – June 30

## REQUIRED MATCH

No match for individuals. 1:1 cash match for organizations. NAC requires that grantees report all in-kind contributions of goods and services as they have a cash value and demonstrate a broad base of community support (page 37).

## APPLICANT ELIGIBILITY

**Individuals:** Individual artists of all disciplines, including folk and traditional artists, community scholars and teaching artists.

- Individual applicants must have U.S. citizenship or legal resident status, be at least 21 years old, be a Nevada resident for 12 months prior to the date of application, and not be enrolled as a degree-seeking student in the area for which they are requesting NAC funds.

## Nonprofit Organizations, Public Institutions & Schools:

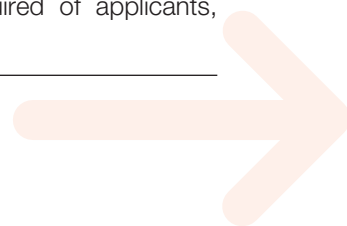
Nevada 501(c)3 nonprofit organizations and public institutions such as schools, colleges, community centers, youth organizations, museums, tribal entities, senior centers, park districts, and libraries. Organizations in the process of applying for nonprofit 501(c)3 status may apply using a Fiscal Agent (see page 8).

## APPLICATION & REVIEW PROCESS

This is a quarterly grant category. As applications arrive, each is reviewed for eligibility and completeness by NAC staff, processed and scheduled for panel review.

## REQUIRED SUPPORT MATERIAL

- All required Support Material must be submitted using the Go Smart system.
- An organization that has not previously applied for NAC funding is required to submit an IRS 501(c)3 letter confirming legal nonprofit status and a copy of its current board list.
- Individuals are required to submit a photo copy of your Nevada Driver's License for proof of eligibility. If you don't have a Nevada Driver's License, please call NAC staff to discuss alternate documents to demonstrate eligibility.
- Individuals collaborating with other artists must provide work samples and résumés for those artists.
- For specific Support Material required of applicants, please see page 33.



## Jackpot – Individuals

If you **ARE NOT** applying for an Arts Learning project, please answer the following questions:

### NARRATIVE QUESTIONS

#### Project Description

1. Provide a concise description of your project, including when and where the project will take place. If you will be collaborating with an organization or other artist(s), please list partners and their roles in the project. If this project is creation of artwork only, include a timeline of milestones for the project. (1500 characters)
  2. What specific elements (materials, travel, artist fees, etc.) of the proposed project with NAC funding support? (1500 characters)
  3. Describe the artistic concept behind this project. (1500 characters)
  4. Provide a concise account of your experience, training and accomplishments as a professional artist. Do not copy/paste from your résumé or CV; instead, describe your professional artistic background. (1500 characters)
  5. The Nevada Arts Council's vision is "a Nevada in which the arts enrich the lives of all residents, enhance the livability of communities and contribute to the state's economic revitalization." How will your project contribute to this vision? (1500 characters)
  6. Describe the goal(s) of this project and how you determine if your goals are achieved. If you will use a method of formal evaluation, please include a description of the evaluation.
- Applications for **Creation of Work only** do not include Questions 7–9.*
7. What methods will you use to market and promote your project to the general public and/or to specific constituencies (groups)? If you are partnering with an organization or other artist(s), please describe how they will contribute to the marketing of this project. (1500 characters)
  8. Describe your target audience(s) for the project. Please include information on populations you will reach through this project. If your proposed project is sponsored or hosted by an organization, include information provided by the sponsor or host organization on their audiences.

9. How will this project promote or connect to Nevada artists or art created in Nevada? Is there a past, present, or future component of this project that involves your community? If so, please describe.

If you **ARE** applying for an Arts Learning Jackpot Project, please answer the following questions.

### NARRATIVE QUESTIONS

#### Project Description

1. Provide a concise description of your project. Please include when and where your project will take place. What specific elements of the proposed project will NAC funding support? If you will be collaborating with an organization/school or other individuals, please list partners and their roles in the project. (2500 characters)
2. What is the purpose and goal(s) of the proposed activity and how does it relate to your organization and/or school's mission? (1500 characters)
3. What area of focus does your project address – arts education, arts integration or arts for social development? What arts education knowledge or skills will be addressed? (1500 characters)
4. Who will teach/manage the project and what are their qualifications? (1500 characters)
5. Describe your target audience(s) for the project/program. Include the anticipated numbers of participating students/teachers/artists. Is any part of the project open to the general public? (1500 characters)
6. ANSWER THE QUESTION THAT BEST PERTAINS TO YOUR PROJECT

Grades PreK – 12 projects/programs

The Nevada Department of Education's State Plan under the Every Student Succeeds Act has identified long term indicators for school improvement which include: student proficiency, student growth, English Language proficiency, student engagement, closing opportunity gaps, graduation rates and college & career readiness. How will your project contribute to this plan? Why does your project deserve public funding (state and federal dollars)? (1500 characters)

OR

Community projects/programs

The Nevada Arts Council's vision is "a Nevada in which the arts enrich the lives of all residents, enhance the livability of communities and contribute to the state's economic revitalization." How will your project contribute to this vision? Why does your project deserve public funding (state and federal dollars)? (1500 characters)

7. What methods will you use to market and promote your project to the general public and/or to specific constituencies (groups, other educators, administrators, etc.)? (1500 characters)

- Describe the methods you will use to evaluate project impact and measure its effectiveness. How will you determine if your goals are achieved? (1500 characters)

## Jackpot – Organizations

**If you ARE NOT applying for an Arts Learning project, please answer the following questions.**

### NARRATIVE QUESTIONS

#### Project Description

- Provide a concise description of your project. Please include when and where your project will take place. What specific elements of the proposed project will NAC funding support? (1500 characters)
- What is the purpose and goal(s) of the proposed activity? How does it relate to: (a) your organizational mission, and (b) to the cultural needs of your community? (1500 characters)
- Describe your target audience(s) for the project. *If you use the term “underserved,” please provide us with your definition of the word as it relates to population(s) or region(s).* (1500 characters)
- List project personnel and their responsibilities. (1500 characters)
- If your project involves the selection of artists, please describe your selection process. Include information about collaborations or block-booking activities if they are part of the selection process. (1500 characters)

## Questions?

Please call or email:  
Carson City 775.687.6680  
Las Vegas 702.486.3700  
grants@nevadaculture.org

- Why does your project deserve public funding (state and federal dollars)? (1500 characters)

#### Marketing

- What methods will you use to market and promote your project to the general public and to specific constituencies? How will this build your audience and make your organization more visible in the community and/or state? (1500 characters)

#### Evaluation

- Describe the methods used by your organization to evaluate project impact and measure its effectiveness. How will you determine if your goals are achieved? (1500 characters)

**If you ARE applying for an Arts Learning Jackpot Project, please answer the following questions.**

### NARRATIVE QUESTIONS

#### Project Description

- Provide a concise description of your project, including when and where the project will take place. What specific elements of the proposed project will NAC funding support? If you will be collaborating with an organization/school or other individuals, please list partners and their roles in the project. (2500 characters)
- What is the purpose and goal(s) of the proposed activity and how does it relate to your organization and/or school's mission? (1500 characters)
- What area of focus does your project address – arts education, arts integration or arts for social development? What arts education knowledge or skills will be addressed? (1500 characters)
- Who will teach/manage the project and what are their qualifications? (1500 characters)
- Describe your target audience(s) for the project/program. Include the anticipated numbers of participating students/teachers/artists. Is any part of the project open to the general public? (1500 characters)



6. ANSWER THE QUESTION THAT BEST PERTAINS TO YOUR PROJECT

Grades PreK – 12 projects/programs

The Nevada Department of Education’s State Plan under the Every Student Succeeds Act has identified long term indicators for school improvement which include: student proficiency, student growth, English Language proficiency, student engagement, closing opportunity gaps, graduation rates and college & career readiness. How will your project contribute to this plan? Why does your project deserve public funding (state and federal dollars)? (1500 characters)

OR

Community projects/programs

The Nevada Arts Council’s vision is “a Nevada in which the arts enrich the lives of all residents, enhance the livability of communities and contribute to the state’s economic revitalization.” How will your project contribute to this vision? Why does your project deserve public funding (state and federal dollars)? (1500 characters)

**Marketing**

7. What methods will you use to market and promote your project to the general public and/or to specific constituencies (groups, other educators, administrators, etc.)? (1500 characters)

**Evaluation**

8. Describe the methods used by your organization to evaluate project impact and measure its effectiveness. How will you determine if your goals are achieved? (1500 characters)

# Living Traditions Grants

## GO™ SUBMISSION DEADLINE

A minimum of 45 days prior to the planned event. Available on a first-come, first-served basis throughout the year while funds are available.

**GRANT AMOUNT:** Up to \$1,500

The Living Traditions Grant program funds individual master folk artists and cultural organizations to support exemplary traditional arts projects in Nevada. Non-competitive grants of \$1,500 are awarded to projects that demonstrate significant impact within a particular tradition or cultural community. The goal of this award is to strengthen the transmission of community-based traditions throughout Nevada. **Potential applicants should contact Folklife Program staff before applying.**

## REQUIRED MATCH – No match required.

The NAC does require that grantees report all in-kind contributions of goods and services as they have a cash value and demonstrate a broad base of community support (page 51).

## APPLICANT ELIGIBILITY

### Individuals:

- Master folk/traditional artists and cultural practitioners.
- Intermediate- or advanced-level folk/traditional artists and cultural practitioners who wish to work with master artists.
- Traditional artists may receive NAC funding for one project during a fiscal year and are generally limited to three consecutive years of Living Traditions funding.

### Organizations:

- 501(c)3 nonprofit arts organizations, incorporated in Nevada, with annual budgets of \$100,000 or less. Organizations in the process of applying for nonprofit 501(c)3 status may apply using a Fiscal Agent (see page 8).
- Units of state or local government or federally recognized tribes may also apply if their annual cultural programs budget is less than \$100,000.
- Organizations receiving a current fiscal year grant through a Project, Arts Learning Project, Jackpot or Partners in Excellence Grant **are not eligible** to apply for Living Traditions funds.

## APPLICATION & REVIEW PROCESS

Potential LTG applicants should speak to a member of the NAC staff regarding eligibility, funding and the grant process.

This is a noncompetitive grant category and is awarded on a first-come, first-served basis to eligible applicants throughout the year as funds are available. As applications arrive, each is reviewed for eligibility and completeness by NAC staff and processed.

In general, Living Traditions Grant applicants will be notified about eligibility and funding within two weeks of submission through email, with a formal Grant Management Packet to follow.

## REQUIRED SUPPORT MATERIAL

- All required Support Material must be submitted using the Go Smart system.
- Two letters of community support for the project.
- Email or letter confirming collaboration, if applicable.
- Artistic work samples.

## NARRATIVE QUESTIONS

1. What specific folk/traditional art(s) will be the focus of your project?
2. Describe your project (who, what, where, how, when).
3. Outline your work plan and timeline for the project.
4. List all participating folk/traditional artists and describe their qualifications. If yours is an Apprenticeship project, you must include contact information; mailing address, telephone number, and email address (if applicable) for the Apprentice (if Master artist is the applicant) OR for the Master Artist (if Apprentice is the applicant).
5. In addition to artists listed in #4, who will participate and what will they gain from participating?
6. Why are folk/traditional arts important in your family or community?
7. Will your project share folk/traditional arts with others? If so, how?
8. Why is this project important to you?
9. How will you know if the project is successful?

# Nevada Circuit Rider Grants

## GO SMART SUBMISSION DEADLINE

This is a noncompetitive grant that is awarded on a first-come, first-served basis to eligible applicants throughout the year while funds are available. **Contact with Community Arts Development Program Director prior to application is required.**

**GRANT AMOUNT:** \$4,000

Nevada Circuit Rider (NCR) Grants provide affordable technical assistance to nonprofit arts and cultural organizations. Grant recipients use consultants on the Nevada Circuit Rider Roster to address specific issues and/or challenges such as advocacy, board development, fiscal management, fund raising, marketing programming, planning, technology, audience engagement, or accessibility.

## REQUIRED MATCH

Grant request must be matched 1:1 by cash and/or in-kind contributions. NAC requires that grantees report all in-kind contributions of goods and services as they have a cash value and demonstrate a broad base of community support (page 37).

## APPLICANT ELIGIBILITY

1. Nevada 501(c)3 nonprofit arts/cultural organizations (Organizations in the process of applying for nonprofit 501(c)3 status may apply using a Fiscal Agent – see page 8).
2. A unit of government or a public institution.

## APPLICATION & REVIEW PROCESS

Eligible applicants must submit a "Letter of Intent" via email to the Community Arts Development (CAD) Director that addresses two questions:

1. Why are you requesting a NCR Grant?
2. What would you like to achieve through the consultancy?

CAD staff will follow up with either a phone or in person consultation. If approved, the applicant has 30 days to submit their application through Go Smart. As applications arrive, each is reviewed for eligibility and completeness by NAC staff and processed. Once the grant application is submitted and approved, a grant award packet will be sent, and the organization will be paired with a consultant from the NCR Roster to begin the consultancy.

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## NARRATIVE QUESTIONS

1. Provide a concise overview of your organization and programs, including the location and demographics of your community. How are your programs designed to serve your community and what is your evaluation process? (2000 characters)
2. What specific challenge, issue, or project will the NCR consultancy focus on? How will this impact your organization's mission and long term success? (2000 characters)
3. Summarize the proposed process for implementing NCR consultant recommendations and identify which organization members will work directly with the NCR consultant and be responsible for implementation and evaluation. Explain why specific organization members are chosen. *For example: A team of staff and board members will be core group because... The director and full board of directors because... A committee of organization and community members because...* (2000 characters)
4. What experience and communication qualities are you looking for in a consultant? Have you chosen an NCR consultant? If so, who and why? *It is not necessary to have the NCR consultant selected before the NCR grant is submitted. For assistance in selecting a Circuit Rider Roster consultant, please contact the CAD staff.* (1500 characters)
5. Has your organization worked with a consultant in the past three years? If yes, provide the consultant name, the nature of the consultancy, date(s), and the outcome(s). If the recommendations of the consultant were not adopted, please explain. (1500 characters)

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## REQUIRED SUPPORT MATERIAL

An organization that has not previously applied for NAC funding will be required to submit an IRS 501(c)3 letter confirming nonprofit status and a current board list.

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## POST CONSULTANCY FOLLOW-UP

- A post-NCR consultancy "follow-up" is provided three months after the final report submission. This assessment will provide additional guidance/assistance to the grantee, and allow the Community Arts Development Program to determine if an additional NCR grant would be beneficial to the organization.
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# Professional Development Grants

## GO SMART SUBMISSION DEADLINE

A minimum of 30 days prior to the activity for which funds are requested, unless authorized by the Nevada Arts Council. Available on a first-come, first-served reimbursement basis throughout the fiscal year while funds are available.

**GRANT AMOUNT:** Up to \$650 for out-of-state activities, up to \$500 for in-state opportunities and up to \$350 for sponsored activities.

Professional Development Grants (PDG) promote the continuing education of Nevada's nonprofit arts industry to advance their work and careers through attendance at regional or national conferences, workshops, or seminars for skills training. PDG funds cover costs associated with professional development activities on a reimbursement basis for artists, educators, board members and arts administrators.

PDG recipients often share information gathered during these professional development activities with colleagues. This continues to increase the knowledge base of Nevada's cultural workforce long after the workshop or conference is over.

Applicants are expected to apply for a PDG on a timely basis to ensure the lowest rate possible for travel and lodging, complete a Final Report, and submit required receipts to receive reimbursement. To be reimbursed for travel you must be at least 50 miles from your home or work to qualify; reimbursement will be based on the current GSA rate.





## PDG – Individuals

### ELIGIBILITY

Arts education professionals, educators, and teaching artists; arts consultants or coordinators of arts/cultural programming employed by non-arts nonprofit organizations; and individual artists of all disciplines, including folk and traditional artists.

Individual applicants must have U.S. citizenship or legal resident status, be at least 21 years old, be a Nevada resident for 12 months prior to the date of application and not be enrolled as a degree-seeking student in the area for which they are requesting NAC funds.

### Attendance at Regional and National Events

In general, limited to one PDG a year to support attendance at either a regional or national event while funding is available. To be reimbursed for travel you must be at least 50 miles from your home or work to qualify; reimbursement will be based on the current GSA rate.

### Attendance at NAC Sponsored Events

Limited to one PDG to attend a NAC-sponsored event while funding is available. To be reimbursed for travel you must be at least 50 miles from your home or work to qualify; reimbursement will be based on the current GSA rate.

### Additionally:

- › Individuals working for an organization or public institution may apply as an individual as long as they are attending on their own behalf and not as a representative of the organization/institution for which they work. This must be clearly stated in the application narrative.
- › Any individual, whether applying in the individual or organizational category, is limited to a maximum of two PDGs per year – one in the NAC-sponsored event category and one PDG in the Regional/National category – unless more than one PDG for a NAC-sponsored event is approved.
- › Recipients of Artist Fellowship, Living Traditions Grant, or Nevada Heritage Award may apply for PDG funding.

## PDG – Organizations

### ELIGIBILITY

Nevada 501(c)3 nonprofit arts and cultural organizations, schools, public institutions and tribal entities that apply on behalf of their professional paid or volunteer staff members, board members or trustees.

### Attendance at Regional and National Events

Up to two PDGs per fiscal year to attend in-state activities or out of-state activities while funding is available. To be reimbursed for travel you must be at least 50 miles from your home or work to qualify; reimbursement will be based on the current GSA rate.

### Attendance at NAC Sponsored Events

In general, up to two PDGs per fiscal year to attend a NAC-sponsored event while funding is available. To be reimbursed for travel you must be at least 50 miles from your home or work to qualify; reimbursement will be based on the current GSA rate.

### APPLICATION & REVIEW PROCESS

This is a noncompetitive grant category and is awarded on a first-come, first-served basis to eligible applicants throughout the year while funds are available. As applications arrive, each is reviewed for eligibility and completeness by NAC staff and processed.

In general, PDG applicants will be notified about eligibility and funding within two weeks of submission through email.

### REQUIRED SUPPORT MATERIAL

- All required Support Material must be submitted using the Go Smart system.
- For all PDG applicants: A photocopy of invitation or conference/workshop/event brochure that includes agenda; registration form; hotel information; and airline tickets and/or travel arrangements.
- An organization that has not previously applied for NAC funding will be required to submit an IRS 501(c)3 letter confirming legal nonprofit status and a copy of its current board list.
- For individuals: A photocopy of your Nevada Driver's License for proof of eligibility. If you don't have a Nevada Driver's License, please call NAC staff to discuss alternate documents to demonstrate eligibility for 12 months.

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## REQUIRED MATERIAL TO REQUEST PDG GRANT REIMBURSEMENT

- Final Report submitted on Go Smart.
- Final Report Signature Page and other documents in Grants Award Packet not yet completed.
- Copies of all receipts not previously submitted: hotel, transportation and registration.
- For organizations attending booking conferences: report to Nevada Presenters Network via listserv and/or conference call.
- Copies of acknowledgement letters sent to elected officials.

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## NARRATIVE QUESTIONS

### Applicant Profile

1. Please describe your background and position. (1000 characters)

### Activity Description

2. Please describe the activities you plan to attend and include the dates and location of the event. (1000 characters)

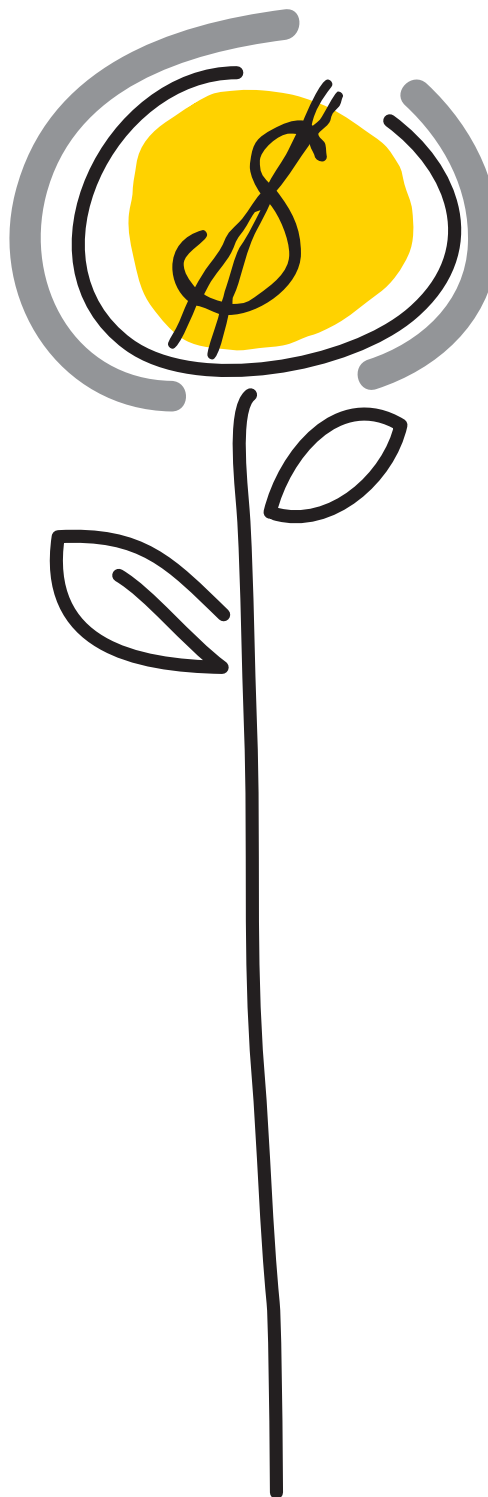
### Public Value/Individual or Organizational Value

3. Please explain why public funds should be expended for the activities you plan to attend. (1000 characters)
4. Please describe how your attendance will benefit you, your organization, and/or constituents. (1000 characters)

## Go Smart

All grant applications and Support Material must be submitted through Go Smart at: [nevada.gosmart.org](http://nevada.gosmart.org).

Questions? Please call either office:  
775.687.6680 or 702.486.3700



# Support Materials

## Submitting Support Material Through Go Smart

Most required Support Material (documents, images, video/audio work samples, etc.) must be submitted through Go Smart. The process for uploading Support Material is simple and clearly explained on the site.

If you have material that cannot be uploaded and would like to request permission to include hard copies of Support Material in your Grant Application Packet, **you must** contact the NAC at 775.687.6680 prior to the Online Submission Date for your grant category.

### REQUIRED SUPPORT MATERIAL

Applications for Artist Residency Express and Jackpot **must** upload the following documents on Go Smart:

- Résumés for all key/collaborating artists and/or artist educators not on a NAC artist roster (maximum three (3) pages per résumé)
- Applicable letters of invitation/sponsorship or contracts such as:
  - › Letters of invitation/contracts generated by the host organization(s) that specify project dates and services to be provided (facility, marketing, tech crew, etc.), and the cost to the applicant, if any.
  - › Letters of invitation/contracts generated by the participating artist, company, organization or artist educator, as specifically required by the grant category.
- Marketing and publicity examples. Submit four (4) publication and/or publicity materials from the past year that best represent you or your organization, i.e. posters, programs, fliers, newsletters.
- Appropriate work samples as noted in this section.
- Sample Evaluation Form(s).
- **Nonprofit Organizations:** IRS letter of tax-exemption – **For first-time applicants only**, if not already on file with NAC, or if revisions have been made to documents currently on file with the NAC.
- **Nonprofit Organizations:** A current list of board members or trustees. Please include name, position on board/commission, address, and occupation.
- **Public Institutions:** A current list of those individuals making decisions for the project (i.e. advisory commission or selection panel). Please include name, position on board/commission, address, and occupation.

- **For individuals** – A photocopy of your Nevada Driver’s License for proof of eligibility. If you don’t have one, please call the NAC to discuss alternative documents to demonstrate residency for 12 months.

### SUPPORT MATERIAL FILE FORMAT

Files must be submitted in the following formats:

Documents:	PDF
Images:	JPEG
Audio:	MP3
Video:	MP4

### ARTISTIC WORK SAMPLES

Work samples provide panelists the opportunity to review and evaluate the artistic quality of your work as an artist or a company, or the artistic vision of your organization. As you select samples to submit, consider that NAC review panel members are professional artists, arts education specialists and seasoned arts administrators. Pay close attention to the production quality of the work sample. Poor production elements often distract panelists from focusing on the work sample itself. NAC requests work samples from the past three years.

- › **Review how to upload work samples through the Go Smart system at: [nevada.gosmart.org](http://nevada.gosmart.org) before you begin.**
- › **The Living Traditions Grant requires specific Support Materials, which are listed on Go Smart at [nevada.gosmart.org](http://nevada.gosmart.org) and the NAC website.**

### INDIVIDUAL ARTISTS

Please submit quality documentation of your work, produced in the last three years, as identified below.

#### Media Artists

- Submit up to four (4) video files, not to exceed 10 minutes total, of work samples.

#### Dancers, Choreographers, Performance Artists or Theatre Artists

- Submit up to four (4) video files, not to exceed 10 minutes total, of work samples.
- If work samples include ensemble performances, be sure to clearly identify the applicant in the description.

### **Folk Artists**

- The requirements are the same as for the fine arts genres – dance, music and/or visual art.
- Be sure to discuss your application and Support Materials with a Folklife Program staff member before you submit them.

### **Musicians**

- Submit up to four (4) video or audio files, not to exceed 10 minutes total, of performance/work samples.

### **Visual Artists, Architects, Design Professionals**

- Submit up to six (6) digital images.

### **Writers or Art Scholars**

- Submit up to 10 pages of nonfiction, fiction, essays or poetry – in any combination. If you are submitting work samples representing different writing genres (for example, several pages of poetry and several pages of fiction), please submit each genre as a separate document.

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### **FOR ALL ARTS LEARNING APPLICATIONS**

- For each teaching artist proposed in your application, please submit work samples produced within the last three (3) years (refer to requirements listed for Individuals above).
- Work samples and résumés are not required for artists on the NAC *Artists in Schools + Communities Roster*.
- An email or letter that confirms the artist's participation in the residency/project.

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### **PRESENTING ORGANIZATIONS**

Please submit quality documentation of the work of artists/groups/companies your organization will be presenting. Submitted material must be artistic work samples. No promotional or marketing audio/video files will be shown to panelists.

#### **Performing Arts Presenters**

- Submit a video or audio work sample of up to five (5) of your proposed artists and/or companies. Each work sample should be a separate file and titled with the name of the artist/group.

#### **Visual Arts/Architecture/Design Presenters**

- Submit three (3) images of the exhibit area and a maximum of three (3) images per featured artist for solo and two-person exhibits. For group shows, submit only one (1) image per artist for a total of no more than 10 images per group show.

### **Film/Video Presenters**

To allow panelists to review the quality of film and/or video presentations featured in your series or festival, submit the following:

- A list of films and/or videos screened during your most recent festival or season not to exceed one page. (2000 characters)
- A list of confirmed films/videos for your upcoming festival or season. If you have yet to confirm films, please provide a timeline for final scheduling. (2000 characters)
- Submit two (2) examples of works from your most recent festival, and, if possible, two (2) samples of films/videos to be featured in your upcoming festival or season. Each work sample should be a separate file. Total of all work samples is not to exceed 10 minutes.

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### **PRODUCING ORGANIZATIONS**

Please submit quality documentation of the work produced by your organization. Submitted material must be artistic work samples. No promotional or marketing audio/video files will be shown to panelists.

#### **Literary Organizations/Small Presses**

- Please submit one (1) copy each of two (2) of your publications via U.S. Mail to: NAC – Grant Management Team; 716 N. Carson St. Suite A; Carson City, NV 89701. Do not attempt to upload this work sample!

#### **Film/Video/Media Organizations**

- Submit up to four (4) video files, not to exceed 10 minutes total, of performances/work samples.

#### **Performance Art**

- Submit up to four (4) video files, not to exceed 10 minutes total, of performance/work samples.
- If images are necessary, please follow instructions for Visual Artists.

#### **Performing Arts: Dance, Theatre, Opera**

- Submit up to four (4) video files, not to exceed 10 minutes total, of performances/work samples.

#### **Performing Arts: Music, Vocal**

- Submit up to four (4) audio or video files, not to exceed 10 minutes total, of performances/work samples.

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### **SERVICE ORGANIZATIONS**

Please submit audio or video files, not to exceed 10 minutes, and/or printed material that best document the administrative and/or artistic quality of your organization's programs and/or services.

# General Policies & Legal Requirements

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The Nevada Arts Council (NAC) complies with all state and federal laws and regulations concerning civil and human rights, including Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975. NAC ensures that its programs, grants and employment practices are free of any discrimination based on race, color, national origin, disability, sex, sexual orientation or age.

## ACCESSIBILITY

Making the arts accessible to Nevadans of all cultures and abilities, without prejudice to geographic or economic status, is a priority for the NAC. Section 504 of the Rehabilitation Act states, in part, that “no otherwise qualified person with a disability... shall solely by reason of their disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The NAC encourages its grantees and partners to view accessibility as both a philosophic commitment and a business practice. Methods to address diversity in your community include involving individuals from diverse populations and/or organizations in the planning, implementation, evaluation and follow-up of a program. By making Nevada’s arts and cultural programs, activities, information and facilities accessible and usable to all people, with and without disabilities, we open the door to a new and expanded audience of participants, patrons and advocates.

For information on requirements of the Americans with Disabilities Act (ADA) or how to make your programs and facilities more accessible, download the *Design for Accessibility Handbook* along with an Arts Accessibility Checklist on the National Endowment for the Arts’ Accessibility homepage at [arts.gov/artistic-fields/Accessibility/](https://arts.gov/artistic-fields/Accessibility/). This website provides information and links to Leadership Initiatives in Arts and Aging, Arts in Healthcare, Arts in Corrections, Universal Design and Careers in the Arts. It also features award-winning accessibility programs implemented across the nation. *VSA of Nevada* provides arts programs for all Nevadans, including the 10.6 percent of Nevada’s population with some form of disability. Visit: [vsanevada.org](https://vsanevada.org) or call 775.826.6100.

## ARTISTS

NAC believes that artists should be compensated for their expertise and services rendered. NAC also encourages the employment of artists who are Nevada residents. However, NAC supports a balance in funding both the development of Nevada artists and providing Nevadans (including artists) with the opportunity to experience the work of artists from outside the state.



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## AUDITS

Organizational grant recipients may be subject to an on-site audit performed by NAC staff at least once every three years. NAC staff will notify grantees of audit date at least 45 days in advance.

If a recipient receives \$750,000 or more in federal funds, the federal government requires recipients to submit a Single Audit report to the NAC for the year in which NAC funds were received and spent.

As part of the Final Report, NAC requires all Partners in Excellence Grant recipients to submit a copy of pertinent page(s) of the IRS Form 990 or 990-EZ from the previous year, or year-end fiscal reporting. This is to determine the appropriate level of PIE funding. Partners in Excellence Grant Tier II: Level 6 must submit a Financial Review Statement with the Final Report. For exceptions to this rule, please contact the NAC staff.

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## BUDGETS FOR GRANT CATEGORIES

The Nevada Arts Council determines the funds available for each grant category at the beginning of each fiscal year. Funding levels are based on both the number of applicants in a category and the requested funding for that category, as well as overall available funds.

The Nevada Arts Council is funded through a combination of sources, including State of Nevada General Funds, Division of Tourism Lodging Tax, the Live Entertainment Tax, and National Endowment for the Arts grants. Fiscal staff determines funding levels as described above; the NAC Board has final approval of all grant funding recommendations.

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## COMMUNITIES

While a community is most commonly defined in terms of geography, it may be defined in terms of common interests as well. Examples of communities include, but are not limited to: a neighborhood, a town or other municipality, a county or multi-county area within or across state lines, or a group of individuals and organizations that share a common heritage or interest in a common artistic discipline.

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## CREDIT/ACKNOWLEDGEMENT REQUIREMENTS

State and federal funding (public funding) has been instrumental in the formation of arts and cultural organizations and institutions in Nevada and across the country for decades. This public funding remains vital to the health of our arts industry and in providing access to arts experiences for our citizens. However, public funding for the arts remains vulnerable because many Americans are unaware of its impact on the individual, our schools and our communities.

NAC grants are made possible with appropriations from the State of Nevada and funding from the National Endowment for the Arts (NEA). It is **required** that acknowledgement of this support is prominently included on grantee websites, and included in all grantee publicity and printed materials – programs, catalogues, posters, news releases and advertisements. It is the **grantee's responsibility** to contact the NAC if they do not have a website or cannot display the required logos and text on its website or printed materials. All grant recipients will receive written information regarding proper and required acknowledgement of NAC and other funders in the Grant Management Packet. Electronic versions of current NAC and NEA logos are available on the NAC website at: [nac.nevadaculture.org](http://nac.nevadaculture.org).

**Credit Language:** *This program has been funded, in part, by the Nevada Arts Council, a state agency, and the National Endowment for the Arts, a federal agency.*

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## DATA DISCLOSURE

The information requested of all NAC grant applicants (in grant applications and final report forms) is critical for state and national cultural policy development and planning. Both the NEA and the NAC use this data to determine trends, establish statistical data and develop budget requests. This data is also the foundation for the NAC budget request, which is presented to the Governor's Office and the Nevada State Legislature every biennium. Section Five of the National Foundation for the Arts and Humanities Act of 1965, as amended, authorizes both of these national endowments to request such information for use in application processing and in trend analysis and statistical research. As this complies with the Privacy Act of 1974, the NAC responds to NEA requests for information.

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## DUNS NUMBER, REQUIREMENT OF

All applicants (except individuals) must have a DUNS number, which can be obtained for free at [dnb.com](http://dnb.com). The DUNS number and organization should also be registered with the System for Award Management (SAM) at [sam.gov](http://sam.gov) and maintain an active SAM registration throughout the life of the grant. The Data Universal Numbering System (DUNS) number is a unique nine-character identification number. DUNS numbers are required of all Federal grant recipients and provided by the commercial company Dun & Bradstreet. The federal government and other organizations such as Americans for the Arts use the DUNS number to assess the economic impact of nonprofit organizations. The number also provides consistent name and address data for electronic grant applications. Obtaining a DUNS number is easy and there is no charge.



## FISCAL AGENT, USE OF

Incorporated nonprofit organizations that have filed for, but have not yet received, tax-exempt status through the Internal Revenue Service may apply to certain grant categories through a Fiscal Agent, which is an incorporated nonprofit tax-exempt organization that is eligible to apply for NAC grants. This Fiscal Agent becomes the legal applicant of record, redistributes the grant funds to the project coordinating organization, and is responsible for all the requirements of the specific grant category. This includes contracts, fiscal records and final reports. Any correspondence to the NAC regarding a Fiscal Agent-sponsored application or grant must be submitted either by the Fiscal Agent or jointly by the Fiscal Agent and the project coordinating organization. Organizations intending to use a Fiscal Agent must contact the NAC prior to submitting a grant application. A copy of the letter of acknowledgment from the IRS stating that an application for tax-exempt status has been filed must be submitted to the NAC with the application.

The use of a Fiscal Agent does not release the project coordinating organization from responsible or accountable behavior. NAC strongly recommends that the Fiscal Agent maintain separate financial accounts for all projects it represents, and that the project coordinating organization and the Fiscal Agent sign a letter of agreement or a contract that clearly details the legal responsibilities and obligations of each party.

Acting as a Fiscal Agent does not jeopardize the Fiscal Agent's own grant applications.

Individual artists do not need to apply through a Fiscal Agent.

## FREEDOM OF EXPRESSION

NAC recognizes the need for public support of the arts and understands the responsibilities that accompany the allocation of public funds. At the same time, NAC advocates for and defends the right of free speech for all citizens under the First Amendment of the Constitution of the United States.

## IN-KIND CONTRIBUTIONS

In-kind contributions include donated goods, services, facilities and personnel, and demonstrate a broad base of support for your projects. Though you are receiving them free of charge, all in-kind contributions have a cash value. It is critical that you document the actual cash value of all in-kind contributions provided by businesses and individuals. The NAC Final Report will require actual figures for in-kind contributions. We recommend that you request a statement of donation or an invoice with "in-kind" noted on it from any entity that provides you with in-kind goods and services to keep for your records.

## INCORPORATION

Incorporation in Nevada means recognition of an organization's corporate by-laws and articles by the Secretary of State in Nevada. This must be done before filing for tax-exempt status with the Internal Revenue Service. Procedures for becoming a nonprofit organization are not complicated and are available from the office of the Nevada Secretary of State in Carson City at 775.684.5708 or Las Vegas at 702.486.2880 or online at [nvsos.gov](http://nvsos.gov). Organizations are encouraged to seek professional advice from an attorney or an accountant.

## INTELLECTUAL PROPERTY, OWNERSHIP OF

The NAC does not own, collect royalties on or hold copyrights to artistic products resulting from its grants nor will it take any action on behalf of the grantee to protect the grantee's intellectual property rights. The NAC does, however, **request from all its grantees** the right to reproduce and use documentation of such products for educational, promotional, official or non-commercial purposes, both electronically and in print.

## MATCHING FUNDS

For most NAC grant categories, an organization must match in cash, dollar for dollar (1:1) NAC grant funds that are awarded. Matching funds may be anticipated by the applicant at the time of application submission, but must be received by the end of the grant period and by the time the cash request form is submitted to the NAC by the grantee.

Matching funds identified when requesting funds both by: 1) listing the Source and Amount on the Cash Request Form and by: 2) providing accepted support materials with submission of the Cash Request Form.

Accepted Matching Funds Back-up Documents are:  
a) most recent bank statement; b) Grant Award Letter from another, non-federal/state entity; c) donation log; d) in-kind verification form.

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### **MULTIPLE GRANT APPLICATIONS**

- Recipients of any annual, quarterly or rolling grant may also apply for Professional Development Grants, per eligibility requirements.
  - Organizations receiving an Arts Learning Project, Jackpot, Partners in Excellence or Project Grant, may also submit applications for Artist Residency Express and Nevada Circuit Rider Grants, as long as the grant funding is not used for the same project.
  - Recipients of an annual grant may not receive a quarterly grant in the same fiscal year, but may apply for any number of rolling grants (per eligibility standards).
  - Recipients of a quarterly grant may not receive an annual grant in the same fiscal year, but may apply for any number of rolling grants (per eligibility standards).
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### **PARTNERSHIPS**

A partnership should represent a core group that is committed to working together and providing resources toward specific goals. Effective partnerships combine existing resources in innovative ways, create opportunities that previously did not exist and enable individual partners to advance their own priorities while working toward common goals. Partnerships may be new or they may already be in existence. They may include arts organizations, schools and educational organizations, businesses, government agencies, religious organizations, and civic and community groups. NAC encourages grantees and applicants to think as broadly as possible about potential partnerships. A funder, venue or project beneficiary should be considered a partner only if it actively participates in the overall project.

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### **RECORD KEEPING**

NAC grant recipients are required to keep a copy of their original grant application, financial records, supporting documents, statistical records and all other records pertinent to NAC grants for a minimum of three years after the end of the project. Grant funds may be considered taxable income. Please consult with qualified tax consultants.

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### **RELIGIOUS ART AND ACTIVITIES/PROJECTS**

NAC funds cannot be used for projects (by an organization, institution or individual) with implicit religious content that may be perceived as advancing a religious purpose. Religious organizations may apply for NAC funds to support arts or cultural activities or programming where related artistic expression is a primary focus. The project cannot occur or coincide with a religious activity or service, or be viewed as attempting to convert people to a particular religious viewpoint.

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### **TAX EXEMPTION, 501(c)3 STATUS**

Tax exemption is a classification of the Internal Revenue Service. An organization may file itself, although the advice of an accountant or an attorney is recommended. Advice may also be obtained from the IRS at [irs.gov](http://irs.gov).

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### **TERMINATION FOR NON-APPROPRIATION**

All NAC grants are subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal and other sources. NAC, as the granting authority, may reduce or terminate a grant(s), and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

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### **UNDERSERVED POPULATIONS**

For the purposes of NAC Grants Guidelines, an underserved area is defined by geographic isolation and/or limited access to quality arts resources and programs. Underserved people are those potential arts participants who may not be currently served by an organization's or institution's programs. Within these definitions, applicants are asked to identify their own underserved populations and definition.

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### **VERIFICATION OF NONPROFIT, TAX-EXEMPT STATUS**

An organization applying for NAC funds for the first time is required to submit a copy of its Articles of Incorporation and By-Laws (both required for nonprofit status) and its IRS approved letter of tax-exempt status.

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### **VERIFICATION OF NEVADA RESIDENCY**

An individual applying for NAC funds is required to submit evidence of 12 months of Nevada residency. Acceptable evidence includes a Nevada Driver's License, utility bill, rental agreement, or bank statement showing the applicant's full name, street address, and dated at least 12 months prior to application deadline. Applicants who have been funded by NAC in the last two fiscal years do not need to provide verification of Nevada residency.

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# Grant Writing Tips

Consider the following principles when preparing your proposal and writing your grant application.

## PREPARATION

1. **Read the grants guidelines thoroughly.** Take the guidelines literally and follow the directions.
2. **Call the NAC if you have questions and to discuss project eligibility.** Make sure that your organization/project fits within funding guidelines. Ask to view examples of successful applications. Do not wait until the last minute.
3. **Review panel comments from the previous year, if applicable.** These comments can provide valuable insight into what a panel did or did not understand about your proposal. This can also help you strengthen your current proposal.

## NARRATIVE DEVELOPMENT – TELLING THE STORY

The narrative section of an application is your opportunity to present your project in a way panelists will find compelling and persuasive.

1. **Draft your application narrative.** A good narrative is like a good story and flows and builds from one section to the next. The application should clearly make a case for your grant request.
  - Understand the importance of the delicate balance between being succinct and sacrificing important points to achieve brevity in your writing.
  - There is a difference between organizational history and organizational planning. Every organization has a history and a story; every organization and project needs a plan.
  - **A grant proposal is not an emotional appeal.** Typically panelists are professional grant makers themselves. Present evidence that supports your statements.

- Do not make the reader hunt for information.
  - Don't be repetitive. Use each question as an opportunity to flesh out more of your story.
2. Do not use jargon (words that only people in a specialized field will understand) or hyperbole (extravagant exaggeration or making a point by overstating it).
  3. Write in an active voice and maintain a positive tone, even when addressing issues of financial, managerial or programmatic problems.
  4. Remember that panelists are reading many applications. Assist them and yourself by keeping your proposal focused on the main points.
    - Do not assume your reviewers know anything about you, your proposed program, your partners or your beneficiaries. Remember the majority of NAC panelists are out-of-state specialists.
    - Be specific. How do you identify populations for your outreach services, and/or determine what your capacity is for delivering quality outreach services as outlined in your application? How do you develop appropriate and dynamic interactions with new audiences?
    - Connect the dots. If your mission states that you support multicultural programming, then your programming should reflect it and your application should include your definition of multicultural programming.
    - Include demographics and statistics to clarify those in your community that you actually serve, or plan to include – not just the numbers found on the Census Report!
    - Your narrative should describe your organization, program and/or project. Do not depend on Support Materials to fill in the picture.
  5. **Use an impartial proofreader. Before you submit your application, let someone who is completely unfamiliar with your project read and critique the narrative.**

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## BUDGET DEVELOPMENT

The projected budget is key to any grant application. Consider the budget a restatement of your proposal, but this time using the language of dollars. It is imperative that the budget supports the goals of your narrative. Make the best estimation of the expenses and income you anticipate.

1. **Estimate expenses, obtaining cost estimates as necessary.**
  2. **Estimate donated goods and services (in-kind).** The NAC Final Report **requires hard figures** for in-kind contributions. We recommend that you request a statement of donation or an invoice with “in-kind” noted on it from any entity that provides you with in-kind goods and services to keep for your records.
  3. **Estimate anticipated revenues (income) for the project.**
  4. **Check to be sure that the budget as a whole makes sense and conveys the right message to the grant panelists.**
  5. **Remember that the budget should not raise any red flags.** Review the budget through the eyes of the individuals who will be reading your proposal.
    - Where would more budget explanation be helpful?
    - Can you accomplish the intended proposal with the proposed budget?
    - Is the budget consistent with the proposal’s program plan and methods?
  6. **Check your math.**
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## SUPPORT MATERIALS

The quality of your Support Material enhances the professionalism of your grant application. Read the guidelines carefully and submit exactly what Support Materials have been requested.

1. **Less can be more.** A positive critical review is more valuable than a press release from your own organization. One specific letter of support from the right person is worth ten that read like form letters.
  2. **Make sure that everything crucial to your application is in the text or narrative of the proposal.** Support Materials enhance assertions in your narrative. If you write that you are collaborating with the school district, enclose a letter from the Superintendent for verification. If you said you have completed an Economic Impact in the Arts study, include the Executive Summary.
  3. **Show the reviewers your work and your vision through well-produced materials.**
  4. **Your Support Materials should be clearly labeled and well organized.**
  5. **You should not submit more than is asked for in the grants guidelines.**
  6. **Your work samples should be of the highest quality you can attain.** Panelists need to see examples of your work to determine quality.
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## FINAL THOUGHTS

1. **Make your narrative reader friendly.** Remember staff, NAC board members and panelists read hundreds of pages during application review.
  2. **Remember that a grant application is not a marketing or publicity document.**
  3. **Ask for feedback.** Have someone who is not intimately involved in the design of your project critically review your narrative. This feedback can help you understand where your narrative can be strengthened for the final application.
    - Was the need clear?
    - Did the proposed methods and objectives seem like the appropriate response to the need?
    - Does the budget make sense?
  4. **Always print a copy of your narrative and all pertinent documents and correspondence.**
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# Glossary of Terms

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**501(c)3 Corporation** – A not-for-profit (nonprofit) tax-exempt corporation, designated as such by the Internal Revenue Service. For further information call the IRS at 1.800.829.5500.

**ADA** – The Americans with Disabilities Act. The act requires all arts organizations to make their programs, services and activities, including employment, accessible to qualified persons with disabilities. ADA applies whether or not an arts organization receives federal funds.

**Admissions** – Revenue from the sale of admissions tickets; number of people attending each event multiplied by the ticket cost equals the admissions income.

**Applicant Cash** – Funds from accumulated resources (including carry-forward from previous fiscal year) that applicant has budgeted for this project/program year only.

**Applicant/Organization** – The official organization name as listed on the 501(c)3 application, unless using a DBA (doing business as) name. Please refer to the organization by the name most used in association with the organization.

**Authorizing Official** – An individual in your organization who is legally authorized to obligate the organization to contract. For most organizations this would be the president or treasurer of the board of directors. The Authorizing Official may be different from the Contact Person.

**Board of Trustees** – Boards of Trustees (or Directors) are charged with the governance of nonprofit organizations. They exercise a legal and fiduciary responsibility on behalf of the nonprofit organization.

**Capital Expenditures** – The costs of permanent equipment, construction and repairs that increase the value or useful life of buildings or equipment. Includes endowments and reserve accounts.

**Cash Reserve** – Accumulated resources, including carry-forward from previous fiscal years. Cash reserves do not have to be spent in the current fiscal year. Cash reserves help to provide fiscal health to the organization and are considered a capital asset.

**Concessions** – A subsidiary business maintained and operated on an ongoing basis by the applicant organization. Examples include gift shops, and food and beverage services.

**Congressional Districts** – Determined by the organizational business address or home address for individual grantees. Contact your county clerk or local election board for this information, or go to [nvculture.org/nevadaartscouncil/grants/grants-information/](http://nvculture.org/nevadaartscouncil/grants/grants-information/).

**Contracted Services** – Includes the sale of workshops, classes or other professional services performed by the applicant organization for other community organizations; government contracts for performance, touring or residency fees.

**Corporate Support** – Cash contributed by businesses or corporations (not from individuals or foundations).

**Division of Local, State or Federal Government** – A public organization or entity whose staff is paid by an agency of the local, state or federal government. Tribal governments may choose this designation.



**Entertainment Costs** – Hospitality, reception and amusement activities, beverages or gratuities.

**Equipment (non-permanent)** – Anything less than \$5,000 and a useful life of less than 2 years.

**Equipment (permanent)** – Anything with a useful life over 3 years.

**Executive Director** – A staff person who is the CEO (Chief Executive Officer) of your organization.

**Fines and Penalties** – Costs resulting from violations or failure of the organization or individual to comply with federal, state or local laws and regulations.

**Fiscal Agent** – A qualified nonprofit, tax exempt organization, which is jointly responsible with the applicant for administering NAC grant funds. The Fiscal Agent must sign the grant application, Terms and Conditions, Cash Request Forms, and the Final Evaluation Report.

**Fund Raising** – An organization's hard cash cost to raise money from individuals and businesses in the community. Such efforts are different from program related activities, and are, in general, ineligible for NAC support.

**Grant Year** – NAC is an agency of the State of Nevada and therefore follows the state's fiscal year calendar. All annual grants have a grant year of July 1 – June 30 of the following year. Quarterly and rolling grants have specific grant periods listed in their applications.

**Independent Sector** – A national organization, provides current volunteer time/value per state. Check [http://0.independentsector.org/volunteer\\_time?s=volunteer%20value](http://0.independentsector.org/volunteer_time?s=volunteer%20value) for current rates.

**Indirect Costs** – Indirect costs are defined as the expenses of doing business that are not readily identified with a particular grant or project. They may include administration, personnel, or other allowable expenses.

If indirect costs are requested, they must be requested at the time of application. A federally-negotiated rate agreement must be provided in the support materials. If no federally-negotiated rate agreement is in place, organizations may request an indirect rate of 10%.

Indirect costs may not be requested on Partners in Excellence, Professional Development, Artist Residency Express, Nevada Circuit Rider or Living Traditions Rolling grants.

**In-Kind Contributions** – In-kind (non-cash) contributions demonstrate both community support and the true cost of producing a program or project or operating a nonprofit arts/cultural organization. In-kind contributions are provided by volunteers or outside parties. Donated goods and services must be necessary to the organization; that is, they are goods or services with

cash value which the organization would have to purchase if not donated. An example of an in-kind contribution is a venue provided free of charge, but which would normally be rented for cash.

**Interest** – Interest paid on borrowed capital, however presented.

**Marketing/Promotion** – All costs for marketing, publicity and promotion specifically identified with the organization's efforts to tell the community about its programs and service; include cost of website, social media, newspaper, radio and television advertising, and printing and mailing of brochures, flyers and posters.

**Mission Statement** – A statement of purpose formulated by an organization as part of its organizing charter and providing specific direction for the organization's programs, services and activities. The mission statement should provide a structure for meaningful evaluation of the organization's effectiveness.

**Nevada Residency** –Residency in Nevada for no less than 12 months prior to the application deadline.

**Operating Costs** – Costs to the applicant organization not entered in other categories; including scripts, royalties and scores, building materials, utilities, storage, postage, interest charges, photographic supplies, rental of sets, props and equipment, subscriptions, insurance fees, shipping and hauling expenses, and fund raising expenses. (Note: Not all are allowable expenses for NAC grants.)

**Organization or Project Goals** – Desired results or conditions consistent with a Mission Statement.

**Other Private Support** – Revenue derived from cash contributions, including those by individuals and gross receipts from fund raising events. Does not include corporate, foundation or government grants.

**Other Revenue** – May include income derived from catalogue sales, advertising space in programs, gift shop income, concessions and promotional items.

**Other Unallowable** – Legal fees, litigation costs, debt collections costs, donations interest, scholarships, student work or awards, cash prizes, losses on other grant agreements, fund raising costs (defined as the money you spend in order to raise money).

**Outside Fees & Services: Artistic** – Payments to firms or persons for the artistic services or consultant services of individuals who are not considered employees of applicant organizations and whose services are specifically identified in the application. Examples: guest professionals such as artistic directors, jurors, conductors, curators, dance masters, composers, choreographers, visual and performing artists, etc.



**Outside Fees & Services: Technical** – Payments to firms or persons for the technical and production services by other persons who are not considered employees of the applicant organization. Examples are lighting crews, stage managers, costume crews, art packers, installers, preparators and other contractors.

**Personnel: Administrative** – Payments for employee salaries and benefits of executive and supervisory administrative staff, program directors, managing directors and support staff.

**Personnel: Artistic** – Payments for employee salaries and benefits for artistic directors, conductors, curators, composers, choreographers, designers, visual, performing and literary artists.

**Personnel: Technical** – Payments for employee salaries, wages, and benefits, as well as production specifically identified within the application for technical management such as: technical directors; wardrobe, lighting, sound, and stage crews; video and film technicians; and exhibit preparators.

**Primary Contact** – The person to contact for additional information about the application; not necessarily the same as the Authorizing Official.

**Public Component** – An activity of a project that is advertised and open to the general public, typically without charge.

**Race/Ethnicity Identification** – The National Endowment for the Arts requires all grantees to provide race/ethnicity identification. An Organization's identification is determined if: (a) majority of board and/or staff is members of an ethnic or racial group, and (b) the involvement with an ethnic community is demonstrated. For Project/Program Identification, the artists involved must clearly emphasize a culture or tradition.

**Rehabilitation Act of 1973, Section 504** – Mandates that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Space Rental Payments** – Specifically identified with the rental of office, rehearsal, performance, theatre and exhibition space.

**Travel** – All costs for travel of an individual or individuals specifically related to the application, not including expenses connected with trucking, shipping or hauling. Identify the purpose of the trip. Find GSA rates at [gsa.gov](http://gsa.gov).

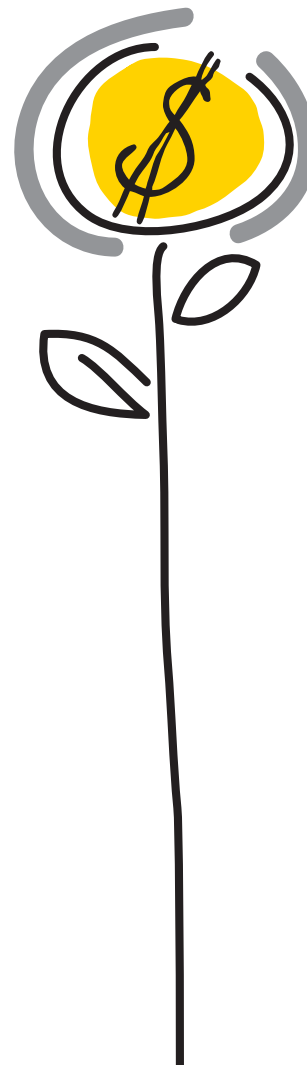
## Questions?

Please call or email:

Carson City 775.687.6680

Las Vegas 702.486.3700

[grants@nevadaculture.org](mailto:grants@nevadaculture.org)





Established in 1967, the Nevada Arts Council is a division of the Nevada Department of Tourism and Cultural Affairs and is funded by the Nevada State Legislature, the National Endowment for the Arts and other private and public sources.

*Brian Sandoval*  
Governor, State of Nevada

*Claudia Vecchio*  
Director, Department of Tourism and Cultural Affairs

**BOARD**

Julia Arger, Chair	Reno
Edward Estipona	Reno
Joe O'Neill	Las Vegas
Gail Rappa	Tuscarora
Jerry Schefcik	N. Las Vegas
Eric Strain	Las Vegas
Ryrie Valdez	Reno
Annie Zucker	Reno

The Board of the Nevada Arts Council typically meets twice a year in person and throughout the year by conference calls. Meetings are held in accordance with Nevada Open Meeting Law.

**Carson City Office**  
716 North Carson Street, Suite A  
Carson City, NV 89701  
775.687.6680 | 775.687.6688 Fax

**Southern Nevada Office**  
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Las Vegas, NV 89119  
702.486.3700 | 702.486.3887 Fax

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Susan Raya, Accounting  
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**Community Arts Development Program**

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**Folklife Program**

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Rebecca Snetselaar, Specialist, Las Vegas  
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**Grants Program**

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teresa.moiola@nevadaculture.org; 775.687.7102  
Ariana Cramer, Specialist, Carson City  
grant-associate@nevadaculture.org; 775.687.7104

**WEBSITES**

Nevada Arts Council	nac.nevadaculture.org
Go Smart	nevada.gosmart.org
Arts4Nevada	arts4nevada.org



# NEVADA ARTS COUNCIL

# Grant Deadlines

## QUARTERLY GRANTS

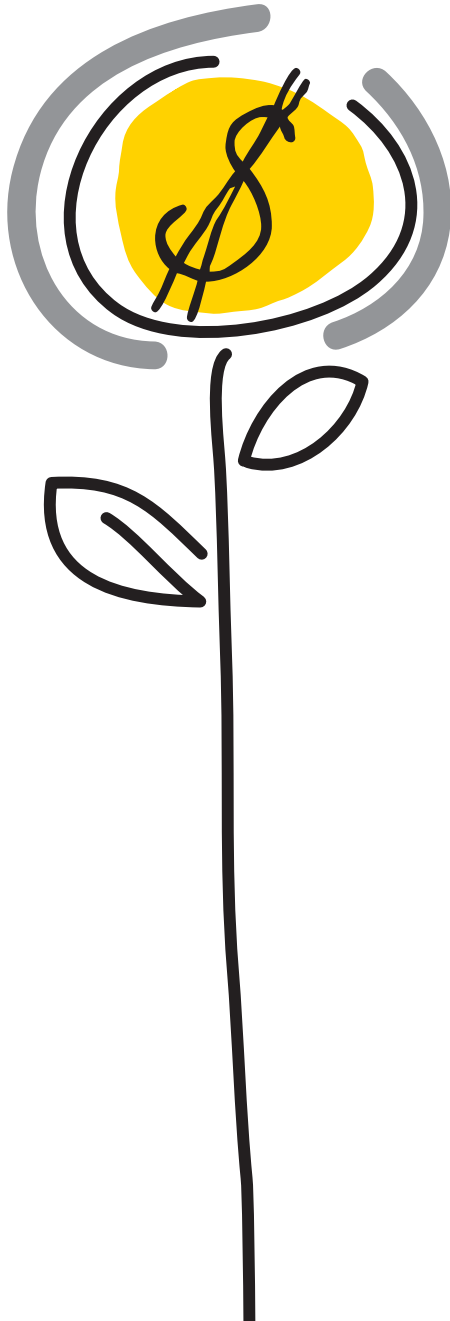
### Jackpot Grants

**FY18:** (Advanced Review Deadline: 45 days prior to quarterly deadline)

August 15, 2017 (Qtr. 2 projects: Oct. 1–Dec. 31)

November 15, 2017 (Qtr. 3 projects: Jan. 1–Mar. 31)

February 15, 2018 (Qtr. 4 projects: April 1–June 30)



## ROLLING GRANTS

### Artist Residency Express Grants

A minimum of 30 days prior to the planned residency. Available on a first-come, first-served basis throughout the year while funds are available.

### Living Traditions Grants

A minimum of 45 days prior to the planned event. Available on a first-come, first-served basis throughout the year while funds are available.

### Nevada Circuit Rider Grants

This is a noncompetitive grant that is awarded on a first-come, first-served basis to eligible applicants throughout the year while funds are available.

### Professional Development Grants

A minimum of 30 days prior to the activity for which funds are requested, unless authorized by the Nevada Arts Council. Available on a first-come, first-served reimbursement basis throughout the fiscal year while funds are available.