

# OPERATING SUPPORT GRANT

Supporting core operations of arts organizations



## HOW THE PROGRAM WORKS

Operating Support Grants (OSG) from the Nevada Arts Council (NAC) strengthen Nevada's arts infrastructure by supporting general operations of non-profit arts organizations throughout the state. The most competitive applicants offer ongoing, sustained, high-quality outreach programs and arts services or artistic programming in their communities. OSG funds support general operating expenses including administrative salaries and benefits, payroll expenses, insurance, facility space rental, utilities, and contracted and professional services. Operating Support Grants are awarded on a two-year cycle. Organizations will submit a full application in even fiscal years, and an Interim Report in the following odd fiscal year.

This grant is administered in two separate payments during the two year grant cycle:

1. Once awarded, grantees may request the initial installment of their full 1<sup>st</sup> year of funding (50% of total award)
2. Grantees must complete the Interim Report online with all applicable support materials by June 30, 2020. Upon approval of the Interim Report, grantees may request the second installment of their full 2<sup>nd</sup> year of funding (50% of total award)
3. Grantees must complete the Final Report online by June 30, 2021 to remain in compliance and eligible for future NAC grants

**TWO YEAR GRANT AMOUNT:** Up to \$50,000 total (\$25,000/year)

The grant amount is based on the organization's annual total revenue (see levels below). Depending on availability of funds, the organization's award amount will be the same for each year of the grant. The NAC fiscal year runs July 1-June 30.

**REQUIRED MATCH:** 1:1 cash match

## ELIGIBILITY

Nevada 501(c)(3) incorporated nonprofit organizations that meet the following requirements:

- Must be based in Nevada as shown by the address on the organization's IRS 990 form
- Show an annual total revenue of at least \$30,000 in your organization's most recently completed fiscal year (based on your most recent IRS 990 form)
- Have a mission that describes the arts as the primary purpose of the organization
- Provide arts programs or services on an ongoing basis throughout the year (this grant does not fund organizations whose primary focus is a single event)
- Have at least one paid part-time or full-time employee (Levels 2-5 only)
- Demonstrate at least three previous years of effective arts related programming

An organization may receive an Operating Support Grant, an Arts Learning Project Grant, and up to two Arts Learning Express Grants in the same fiscal year.

## APPLICATION DEADLINE

FY20/21: March 1, 2019

## TWO YEAR GRANT AMOUNT

Up \$50,000 (\$25,000/year)  
based on budget

## ELIGIBILITY SNAPSHOT

NV incorporated 501(c)(3) non-profit arts organizations

## STAFF CONTACT

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## OSG FUNDING RESTRICTIONS

Please see the General Funding Restrictions on page 4 of the [FY20 GENERAL GRANT GUIDELINES](#).

## GRANT REQUEST LEVELS

An organization's grant request level is based on the total revenue reported on the IRS 990 form (or 990-N for organizations with gross receipts of \$30,000-\$50,000) from their most recently completed fiscal year (as of the grant deadline date).

	<b>IF YOUR ANNUAL TOTAL REVENUE IS:</b>	<b>YOU MAY REQUEST UP TO:</b>
<b>LEVEL 1</b>	\$30,000 - \$99,999	\$5,000
<b>LEVEL 2</b>	\$100,000 - \$249,999	\$10,000
<b>LEVEL 3</b>	\$250,000 - \$499,999	\$15,000
<b>LEVEL 4</b>	\$500,000 - \$999,999	\$20,000
<b>LEVEL 5</b>	\$1 million or more	\$25,000

## REVIEW PROCESS

This is a competitive grant category and grant funds are awarded based on panel scores and available funds. For more information, please see the Grant Review Process on page 5 of [FY20 GENERAL GRANT GUIDELINES](#).

## REVIEW CRITERIA

- 1. Organizational Capacity and Management** (40 points)
  - Provides evidence of effective financial management and health, including maintaining appropriate budgets and a diversity of revenue sources
  - Provides evidence of qualifications and effectiveness of professional staff and board to support the organization's mission, programming, and services
  - Identifies and describes methods to evaluate success, impact, and outcomes
- 2. Artistic Excellence** (30 points)
  - Demonstrates commitment to artistic excellence as evidenced through programming and/or services (includes utilizing artists, arts and design professionals, and arts educators as appropriate)
  - Utilizes an effective process to select artists, services, programming, and other elements of artistic production or presentation
  - Programming aligns with the organization's overall artistic vision and mission
- 3. Community Impact/Artistic Merit** (30 points)
  - Organization clearly identifies and defines the demographics of the community it serves
  - Programs, services, and activities of the organization demonstrate a broad or significant impact on the community
  - Includes a plan for accessibility (click [HERE](#) for more information on accessibility)

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## APPLICATION SUPPORT MATERIALS

All required materials must be submitted online with your completed application.

- IRS 501(c)(3) Letter (*for eligibility only*)
- Organization's IRS 990 (or 990-N) form from their most recently completed fiscal year (*for eligibility only*)
- List of current board members including their professional affiliations and city/town where they reside
- Budget for the organization's last complete fiscal year, the current fiscal year, and a projection for upcoming fiscal year
- Key personnel document with the following listed: Name, job title, position status (e.g. full-time, part-time, or volunteer), and a brief summary of their qualifications (you may upload résumés for any key personnel listed in the document in place of the qualifications summary)
- Artistic Support Material
  - Submit 5-10 recent samples of artistic support material that best document the artistic quality of your organization's programs or services
  - Samples can be images, audio, video and/or printed material
  - Video samples combined may not exceed ten (10) minutes total
- Marketing and Publicity Samples
  - Submit 2-4 recent samples of marketing or publicity material that best represent your organization, i.e. advertisements, posters, programs, fliers, newsletters, link to website and/or social media pages

## HOW TO APPLY

Please review the [FY20 GENERAL GRANT GUIDELINES](#) before applying. Then complete application questions and submit all required support material online at:

<https://nevadaartscouncil.submittable.com/submit>

Click [HERE](#) to access additional resources for NAC grant applicants including a guide to submitting applications online.