

## Community heART Highland Park—Grant FAQs

### **Background**

#### **1.) What is ArtOps?**

ArtOps is a wholly-owned LLC of Detroit Chamber Winds & Strings (DCWS), a 501 (c) (3) non-profit. ArtOps is the administrative arm of DCWS and provides a customized suite of managerial services for non-profit arts organizations in southeast Michigan. We help foster organizational development and capacity so that arts organizations may reach their full potential, offering expertise and staff services in strategic planning, board building, development, marketing, accounting, operations, and special events.

#### **2.) What is *Community heART Highland Park*?**

*Community heART Highland Park* (CAHP) is an original program of ArtOps. CAHP is a two-year pilot project focusing on building community through the arts in Highland Park. The creativity of artists and residents is apparent in every corner of the community.

Over the last year, ArtOps researched, conducted interviews, and started building relationships with stakeholders, artists, and business owners about the arts' role in the city. This has led to a process where we will re-grant \$50,000, fueling new art created *by* the community, for the community. The \$50,000 is committed funds provided by a generous grant from the Fred A. and Barbara M. Erb Family Foundation.

#### **3.) Is this the first time you've offered funding?**

Yes! We are thrilled and honored to work with the Highland Park community to offer this opportunity to anyone who has a great idea to use the arts to better your neighborhood and city.

From what we have witnessed and seen in Highland Park over the past year through CAHP, it is clear that art plays a transformative role. We want to help leverage your creativity and imaginations. By offering these grants, and we want to give YOU the chance to do what you do best in your craft to make Highland Park a better and more vibrant place to live. Don't wait to apply!

### **Eligibility—Applicants**

#### **1.) Who Can Apply?**

ANYONE at least 18 years and older can apply. You can:

- Be an independent artist, either emerging or established, working in any artistic discipline.
- Be a non-profit organization.
- Be a school, church, business, or collective.
- Live in or outside of Highland Park.



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### 2.) Who Cannot Apply?

You cannot apply if:

- You will be on the review panel for the grants.
- Your project will not directly benefit Highland Park residents and the community directly.
- You are on the Action Team at our “Ideathons.”

### 3.) Can I apply more than once?

Individuals or organizations may apply once in each “tier,” i.e. one application requesting \$250—\$1,999 and another requesting from \$2,000+. Generally, ArtOps will only fund one proposal per applicant, so you may prefer to only submit your favorite idea.

ArtOps recognizes that, in addition to submitting their own proposals, applicants may also submit collaborative proposals with other artists or organizations. We want to encourage cross-collaboration that makes sense for the projects. We welcome such applications but remember that we wish to distribute them as equitably as possible given the amount of funds we have.

\*REACH OUT TO US DIRECTLY if you have any questions or concerns on the best way to apply.\*

## **Eligibility—Projects**

### 1.) What’s an eligible project?

Eligible projects must:

- Request at least \$250.
- Take place in or directly benefit Highland Park.
- Involve the arts and engage the community in arts and culture. This includes the creation of a specific arts product or program.
- Make at least a 25% cash OR in-kind match.
- Occur between February 1 and August 31, 2018.

### 2.) What’s an ineligible project?

Ineligible projects include:

- Those that don’t directly take in place in or benefit Highland Park.
- Projects that don’t have arts and culture as the core tool/conduit to build community.
- Non-arts activities that promote political or religious leanings, including campaigns or lobbying.
- Personal living expenses (like paying rent, paying utilities, etc).
- Fundraising events that don’t contribute to implementing your project.
- Travel outside of the state or for anything unrelated to implementing your project, such as attending a conference. Funds must be used for projects that will be created and/or implemented in Highland Park.



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### 3.) Does my project have to be new? Or can it be part of a program I'm already working on before February 1, 2018?

Your project does NOT have to be new. It can be part of another artistic program you're working on. Make sure that the activities you list in the narrative will occur between February 1 and August 31, 2018. If you have already brainstormed and started planning your project before February 1, the actual activities you're requesting money for have to occur DURING the period of support. Clarify this in your application if it is an ongoing project, and let us know what phase of the project you are in.

### 4.) Can the project I request money for be the first part of a multi-year idea I have in mind?

Yes. However, ongoing funding from ArtOps is not guaranteed. Keep in mind how you would fundraise to sustain the program after this grant cycle is completed.

## Application Process

### 1.) If I complete this grant application, do I automatically get funding?

No. ArtOps cannot guarantee that you will receive a grant, nor the full amount you request. ArtOps reserves the right to limit the number of awarded applications. The selection of the awards depends in part on how many applications we receive and on the reviews of the panelists.

### 2.) What's the lowest amount I can ask for?

You must ask for at least \$250, which means your total project expenses must be at least \$312.50 (25% match requirement).

### 3.) What's the highest amount I can ask for?

There is no official ceiling amount you can ask for.

### 4.) Can I get feedback on my application before I submit?

Yes. Please bring your materials to our "Ideathon" workshops in Highland Park to get questions answered on your application. ArtOps staff, as well as an Action Team, will be available in person at these events to answer your questions, provide feedback and guidance, strategize to create a competitive application, encourage you to collaborate with other partners.

The Action Team will be made up of individuals from Highland Park who are not applying for a grant. They will help guide you, connect you to potential partners, and develop your ideas. These individuals, as well as the ArtOps staff, will not be on the review panels.

Advice from ArtOps or the Action Team does not guarantee funding.



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### 5.) What are “Ideathons”?

Join us throughout the month of February and early March in Highland Park venues at our “Ideathon” workshops, where you can share your ideas, explore collaborations for your project, get advice from grant professionals on how to put your application together, and meet your friends and neighbors to collaborate.

We want to help equip you with the knowledge, tools, and resources needed to apply. Anyone can come to these FREE sessions.

Specific dates, times, and locations for the Ideathons are coming soon. Email [ruffley@art-ops.org](mailto:ruffley@art-ops.org) to inquire. Sign up for notifications at [www.art-ops.org](http://www.art-ops.org).

### **Application Form and Materials**

#### 1.) Do I have to use your application format?

Yes. We created a form that is standardized for all applicants.

You’re welcome to fill out the materials either by hand or by downloading the application and filling in your answers.

Please remember to submit the application form as well as the attachment materials. The attachments you need are laid out in the application form.

#### 2.) How do I submit my application?

You can submit in one of three ways:

- 1.) By hand in person before or on March 12, 2018 by 5 p.m. This can be either at an “Ideathon,” at our office, or at a mutually agreeable time. Please contact ArtOps at 248-559-2095 to arrange this.
- 2.) Via email through ONE email with all of your materials by March 12, 2018 by 11:59 p.m.  
Send to [ruffley@art-ops.org](mailto:ruffley@art-ops.org).
- 3.) Via regular mail through the post office in ONE package. Applications MUST be postmarked by the U.S. Post Office by March 12, 2018.

#### REMEMBER:

- However you choose to submit, do it all through the same method!
- Submit ALL materials—this includes attachments!
- Do not wait until the day of the deadline to submit!

### **Budget**

#### 1.) What is a match, and why are you doing it?

A match is a commitment made by you, the applicant, so that you can leverage some other funds to make your project happen.

We require a 25% match to help you leverage other funding or partnerships in your community, and to help build support and buy-in from others to make your project a reality. This is common practice in the grant world.



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For more information on determining your match amount, see “Attachment 2, Project Budget Worksheet.”

### 2.) What is in-kind? How does it fit into my budget?

In-kind funding is when a person or place gives you services, supplies, and time free of charge. In-kind funds represent a reasonable value of services, equipment, and material. As part of the project budget, you will have to show how much of your costs are in-kind. There is a column directly on the form for this.

For more information on in-kind, see “Attachment 2, Project Budget Worksheet” as well as the “Budget Definitions and FAQs” sheet.

### 3.) Are there any costs that I can't put in the project budget?

Yes. Ineligible costs include:

- Personal living expenses
- Fundraising expenses outside of your specific project

### 4.) Can I have expenses that are incurred before the project start date (February 1, 2018)?

Yes. Make sure that the expenses you list in your project budget match the activities you list in the narrative that are going to occur in the grant period (Feb 1-August 31). If you have already brainstormed and started planning your project before February 1 and you have spent some money that you want to include in the project budget, do so and clarify it.

### 5.) If I'm an independent artist applying, can I put in a stipend for myself in the project budget? Or does that count as living expenses?

Yes, you can. We understand that if you were to be commissioned by another entity to do the work, you would charge a fee.

However, if you do list a stipend for yourself in the project budget, be ready to justify and explain the reasoning behind it.

## Deadlines

### 1.) When do applications open?

Applications go live on **Thursday, February 1, 2018**. They will be available to download at [www.art-ops.org](http://www.art-ops.org).

If you have already expressed interest about the grant process and your project has been databased with the ArtOps office, you will receive an email with the materials.

### 2.) What is the deadline to submit?

Completed applications are due by **Monday, March 12, 2018 at 11:59 p.m. and/or postmarked on this day**. Please note the time stamp.

If you're submitting in person, the deadline to submit is 5 p.m. on March 12.



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No extensions will be made and no late applications will be accepted. This is to keep the process fair for all applicants. Do not wait until the day of the deadline to submit!

Please make sure you give us ALL of our materials at one time, including completed attachments. ArtOps will not double check that you have everything and give you extra time.

### Review Process

#### 1.) What happens after my application is submitted?

After the deadline has passed, ArtOps will collect the applications and review them to ensure that they meet application eligibility and completion. The applications will then go to the panelists for review.

#### 2.) Who are the panelists?

A portion of the panels will be made up of community members/stakeholders from Highland Park who are not applying for funding. Some of the other panelists will be artists and non-profit professionals who have experience in grant seeking and fundraising in metro Detroit.

The goal is to have a cohort of conflict-free and impartial/objective individuals representing internal and external perspectives, and to have the process be as fair and transparent as possible.

#### 3.) How will panelists score my application?

There will be two “tiers” for the applications. Your application will be placed in a tier based on your project’s budget size. The first tier will be for applications requesting \$250—\$1,999. The second tier will be for applications requesting at least \$2,000 to the maximum request amount.

Panelists will use a standard scoring rubric to score your application based on the completeness of your answers, as well as impact, given the criteria.

Applications will be scored on a 100-point scale and reviewed according to the following evaluation criteria:

- Section Two/Project Information—15 points
- Section Three/Narrative Information—45 points (highest scoring section!)
- Section Four/Budget Information—30 points
- Section Five/Attachments—10 points

ArtOps staff’s role will be to select the panelists, facilitate and convene the panel, and be present at the panels to record and take notes.

### Award Decisions

#### 1.) How will I know if I receive a grant award?

ArtOps will contact each applicant directly (via email or telephone) regardless of whether you are awarded a grant or not. If awarded, you will also receive a contract.



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Awards will be officially announced at a community-wide event, where all grantees, applicants, and community members will be invited to celebrate the selected projects. You will receive additional information from ArtOps in preparation for that event.

### 2.) Can I get feedback from the panel?

Yes! Reach out to [ruffley@art-ops.org](mailto:ruffley@art-ops.org) once you have heard from her about your application.

If you are not awarded funding, ArtOps will arrange a time for you to discuss the panelists' feedback on your specific application. We will give feedback on your application only, and no other applicants. We want to be accessible to you in learning about what the panelists said and will encourage you to reach out to us to do this.

### **If You're Awarded...**

#### 1.) How will I hear about all of the awards?

Grant awards will be officially announced to the public at a community-wide event where all grantees, applicants, and community members will be invited to celebrate the selected projects.

#### 2.) What is a Final Report and do I have to do that?

After your project is completed (by August 31, 2018), a final report will be due. The exact parameters in the final report will be laid out in your grant contract.

You will also be required to keep copies of receipts and/or documentation of the 25% cash and/or in-kind match based on your award. ArtOps will send separate instructions about this.

As part of the reporting process, ArtOps may ask you to fill out a short survey about the grant process at the very end of the re-granting program this August. We seek your feedback about the procedures, what worked, what was challenging, and how we can improve future iterations of this funding program.

#### 3.) When do I get the money? Will it be one check?

Depending on the size of your project, we plan on paying grantees in installments. ArtOps reserves the right to pay in installments and will work with you to arrange the payment structure for your grant in your contract. Your contract consists of a summary of your project detailing your award, payments, etc. You will need to review this, sign it, and return back to ArtOps.

#### 4.) What other requirements are there?

You are responsible for communicating with ArtOps about any changes to your project that will affect your timeline, budget, and outcomes. Contact ArtOps to discuss the changes. We are committed to being open and flexible, and ultimately we want you and your project to succeed. Please communicate with us regularly if there are changes. As the grantee, you are responsible to reach out to ArtOps.



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### **Resources**

#### **1.) What resources are available to help me develop my project and write this application?**

ArtOps will host “Ideathons” in Highland Park community venues in February and March. While these are not mandatory, we strongly encourage you to attend these workshops. These events are FREE and open to the public.

#### **2.) What if I need help putting my budget together?**

In the application packet, we will provide a sample project budget as well as a worksheet of definitions. You can always ask questions at the “Ideathons” or email ArtOps at any time.

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### **Reminders of major dates:**

**February 1:** Applications are available

**February-March:** “Ideathons” in Highland Park

**March 12:** Applications are DUE by 11:59 p.m. Due by 5 p.m. if submitting in person.

**Early April:** Applicants are notified

**April:** Community-wide event announcing grantees in Highland Park

**August 31:** Projects conclude

**September:** Community Celebration Event in Highland Park

**Late September:** Final Reports due from grantees

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**Questions that are not answered here can be asked by contacting us! We are here to help!**

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**GOOD LUCK!**

