



## LOUDOUN ARTS COUNCIL ARTSHARE GENERAL POLICIES

### I. Eligibility Requirements:

- ◆ A non-profit organization exempt from federal income tax under Section 501(c)(3).
- ◆ At least one season of programs completed.
- ◆ Based in Loudoun County; and meet, rehearse, exhibit and/or operate within the community or in facilities leased to or administered by Loudoun County.
- ◆ Have 80% members and/or participants from the community; and/or 70% of services or programs offered within the community.
- ◆ Comply with Title VI, Section 601 of the Civil Rights Act of 1964.
- ◆ Comply with Section 504 of the Rehabilitation Act of 1973.
- ◆ A current member of the Loudoun Arts Council

### II. Application Process:

Grant applicants must submit their application **ELECTRONICALLY**. It must be in **ONE PDF DOCUMENT WITH YOUR ORGANIZATION NAME IN THE FILENAME**. The application should follow the organizational outline of the application form and answer all the questions on the form. The application must be typed, numbered sequentially, 8- by 11 inch pages, and should be in readable type of 12 point or larger with one inch margins on each side.

The application must be prepared and signed by an individual with the authority to act on behalf of the organization.

A new application must be submitted each year and will be considered in relation to all other applications submitted.

Artistic quality documentation should be scanned and included in the single pdf file.

A pre-review process is available to determine the strength and completeness of applications. To take advantage of this opportunity your draft application must be submitted by October 21, 2011. The **final** application must be **received** by the Loudoun Arts Council no later than November 18, 2011.

Applications must be emailed to: [info@loudounarts.org](mailto:info@loudounarts.org)

### Selection Criteria:

Members of the Board of Directors of the Loudoun Arts Council and qualified members of the public will review applications. Any reviewers who find themselves in a conflict of interest will not review that application. Please make sure that all questions are fully answered. The final grant awards will be approved by the LAC Board of Directors.

Applications will be judged on the following criteria:

- ◆ Artistic quality, based on the stated artistic mission of the organization
- ◆ Effective management of the organization
  - Appropriate organizational structure
  - Evidence of planning
  - Fiscal responsibility
  - Service to the community
  - Educational partnerships or programs
  - Services to special demographic segments, e.g. senior citizens
- ◆ Effort to seek alternative funding resources, e.g., charging a reasonable fee when appropriate, rather than offering free events on a regular basis.
- ◆ Cooperation within our arts community.

#### **IV. Grant Amount**

Grants to any applicant in any one year **will total no more than 10 percent** of that affiliate's income for the previous year.

#### **V. Reporting and Acknowledgement**

The LAC will distribute grants within 60 days of the application deadline, with a symbolic presentation at a scheduled public event of the recipient's choosing.

Acknowledgment of the grant organization's annual report should appear in the appropriate amount category as: "Loudoun Arts Council - ArtShare".

The Loudoun Arts Council will provide our logo and a recipient-specific ArtShare graphic acknowledgement to be printed in the recipient's program books and to be posted on the recipient's web page.