



**2016 Small Arts Grant Fund – Tips & Example Questions in online application**  
with **NEW** Introduction including Purpose & Priorities

**INTRODUCTION**

**What is the purpose of this fund? What are your priorities?**

We have been asked these questions often since the Foundation launched its Small Arts Grant Fund in 2004. We hear you and will try to do a better job of explaining why we ask the questions we do and what is prioritized when the Small Arts Grant Fund Committee reviews 70-to-100 eligible applications received each year.

The intent stated in 2004 fundamentally remains the same –

*To promote grass roots development and excellence in the arts, funding is designed to both provide resources for programs that create better opportunities for all individuals to have meaningful arts and culture experiences, and to help strengthen the capacity of small arts and culture organizations.*

**Following is an updated version of the above intent of the Small Arts Grant Fund:**

- To help local groups [working from the ground-up] to broaden, deepen, and diversify participation in arts and culture in the region and promote excellence in the arts.
- To help local organizations and artists committed to excellent artistic quality provide meaningful, innovative experiences in the arts.

**What we fund:**

- General support to small arts and culture organizations.
- Resources to help organizations [and the artists they serve] do their work.
- Programs that give more chances for all people to have arts and culture experiences that are meaningful to them.

**Priority will be given to eligible:**

- Organizations that are led by and include or reach underserved people — especially minority or low-income, but may also include other historically discriminated against groups or people with access or equity issues [such as LGBT, elderly, disabled, a community with few arts/culture services].
- Applications that increase individual's options to broaden or deepen creative expression and/or provide services to artists [or on behalf of the arts sector] toward a vibrant creative region that embraces innovation in the arts.

## Why “small” arts and culture organizations?

We want to invest some of our grants in groups with few staff [or all volunteers] and/or those with small budgets, where a grant like this can make a difference.

## What do we mean by arts & culture experience?

Art is a means of expression, usually influenced by culture and which in turn helps to change culture. From early cave painting to modern day tagging, art is a way to communicate. Arts & culture experiences can include poetry readings; photography; performing arts like music, dance, and theatre; and visual arts like painting and sculpting; and so much more. They can occur in neighborhoods, at churches and schools, and in professional settings like concert halls.

## What are the desired results long-term from all arts and culture investments, including the Small Arts Grant Fund?

From the 2013-2017 Francis Family Foundation Strategic Framework:

*Foundation funding promotes the principle that arts and culture are fundamentally important for all people. The Foundation’s desired results of our grant making: (1) An excellent \*ecology of the arts grows and is sustained regionally; and, (2) Well-rounded children, youth and adults, who can thrive in the 21st Century.*

*\*Arts and cultural **ecology** consists of relationships among organizations, people, and places. Organizations nurture artistic expression and produce, present, support, and preserve arts and cultural content. People – artists, cultural workers, managers, participants, and contributors – bring talent, energy, and resources to the cultural ecology and make important decisions that affect its evolution. Places – neighborhoods, towns, cities, regions, and states – are the sites for arts and cultural creation, innovation, production, presentation, and participation. Place-based political and civic leaders craft and implement the policies that nurture arts and cultural organizations even though the results may serve people and organizations farther afield. Arts and cultural nonprofits are a subsystem of an arts ecology. (California Arts Ecology 2011)*

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## TIPS & EXAMPLE QUESTIONS IN 2016 ONLINE APPLICATION Including Changes Since 2015

**The purpose of the following information is to help potential applicants gather information requested, understand the review process, reduce errors and increase the opportunity for their submitted application to be funded.** A link to this document is on our website and in the **online 2016 Small Arts Grant Fund Application**. We encourage you to call or e-mail our Program Officer Lyn Knox to discuss or ask questions, at 816-531-0077 or [lyn@francisfoundation.org](mailto:lyn@francisfoundation.org).

**TO APPLY go to [www.francisfoundation.org](http://www.francisfoundation.org) “Apply for Grants”**

**The 2016 online Application link to start an application, Timeline, and Eligibility criteria are included on this web page.**

**A link to return to your IGAM account and continue an application that has already been started is also on this web page.** Or copy and paste or type the following URL address into your internet browser, [www.grantrequest.com/SID\\_531](http://www.grantrequest.com/SID_531)

**Log in** (to your account with e-mail address and password used in a prior application or online grant report; or change password; or create a new account).

If you start and save an application, you will not need to return to that link again and will instead use the link to continue an application.

When you start a new online application, how you answer the **Preliminary Eligibility Information for Your Organization** will guide you to the appropriate application – General Support or Program/Project Support.

### **Preliminary Eligibility Information for Your Organization:**

Is your organization located within 60 miles of Kansas City, Missouri? Yes/No

Is your organization a tax exempt, public charity under the federal tax code?

- Yes, we are a public charity
- No, we are not a public charity, but we have a fiscal sponsor (*Contact Lyn Knox for advise*)
- No, we are not a public charity

How would you describe organization?

- A Small Arts organization whose mission is directly related to arts and culture
- A Non-arts organization (of any budget size or mission with an arts and culture Program)

If Small Arts organization, were your revenues last year?

- Generally less than \$300,000 (or Small Arts Fund grantee in the past and revenue has grown over \$300,000)
- Generally more than \$300,000

**A Program or Project Support application will appear automatically if you selected one of the following:**

- Organization that is not a public charity, but will use a fiscal sponsor
- Non-Arts organization (regardless of budget size or mission) for arts and culture Program

**Small Arts organizations will be automatically directed to the General Support application.**

This is a change since 2015.

### **CHANGES TO THE 2016 SMALL ARTS GRANT FUND APPLICATION SINCE 2016**

- Small Arts nonprofit organizations whose mission is directly related to arts and culture will automatically be directed to the General Support application because they can use the funds for program support, and this streamlines the process by eliminating the Program Support option. General Support grants are the most flexible and can be used for program expenses, operating expenses and/or related items in furtherance of the organization's charitable purposes. Some examples include artist fees, payroll, venue rental, marketing, consultants, equipment, light bulbs and overhead, staff professional development, board strategic planning, and the list goes on and on). In the application you do not need to designate how you would use our funds.
- Word limits have been added for the narrative questions, at the request of the Small Arts Grant Fund Committee.
- Some multi-part questions from the 2015 application were divided into separate questions in the 2016 application.
- All 2015 application questions regarding the demographics and other information regarding the staff, board, audience, etc. have been moved to a new section titled Diversity, Equity and Inclusion.

EXAMPLE QUESTIONS from the General Support application on the following pages look similar to our Internet Grant Application Module (IGAM) screens. (Program Support applications will include these questions plus additional questions about the Program/Project. TIPS were added to this document in blue. Other helpful Computer Tips and Links are included at the end of this document.

[Email Us](#) | [Tips to Strengthen Your Application](#) | [Exit Without Saving](#)

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**Contact Information**

[Printer Friendly Version](#) | [E-mail Draft](#)

\* Required before final submission

**ORGANIZATION INFORMATION**

\* Organization Name  \* Federal Tax ID

Address

City  State  Postal Code

Phone

Website  General e-mail for organization

If you made any changes to the information above from your last submission, please check here.

Information may fill in automatically.

Make changes as needed.

**Organization CEO or Executive Director**

Salutation  \* First Name  \* Last Name  Title

Phone  E-mail

Contact for this application, if different from above. (If the same, please check box.)

Same as Organization Primary Contact  
 (This will copy the information from above into this box.)

Salutation  First Name  \* Last Name  Title

Phone  E-mail

If you made any changes to this contact information from your last submission, please check here.

[Save & Finish Later](#) | [Next](#)

Next will save and go to next page.

### Application

[Printer Friendly Version](#)   [E-mail Draft](#)

\* Required before final submission

GRANT PERIOD - Give the start and end dates for the fiscal year funds are requested.

The grant period should be the start and end dates of YOUR organization's fiscal year (2017 or 2016/17).

\* Start Date:     \* End Date:

#### REQUEST INFORMATION

\* Amount requested from the Foundation:

\* Total projected organization expenses in the grant period.   Total actual organization expenses in the most recently completed fiscal year  
  

\* Describe the potential impact of a grant from the Francis Family Foundation on the organization and people served. Will your plans for the grant period change if you do not receive the amount requested?

#### ORGANIZATION INFORMATION

\* What is the mission statement of the organization?

Word count 0 of 100

\* Describe the organization overall and a brief history of its past background.

Word count 0 of 250

\* Describe all of the organization's programs, activities and services, including where they are provided. Include any that were provided annually for the past several years.

Word count 0 of 500

\* Describe and past partnerships with other organizations.

Word count 0 of 250

\* Provide the total number of people you served last year.

### Application

[Printer Friendly Version](#)

[E-mail Draft](#)

\* Required before final submission

#### FINANCES

\* Budget Information

Describe how your organization typically funds annual program and organization expenses. Include your organization's track record in raising funds from any of the following revenue sources: fees or ticket sales, donated goods, services, or other in-kind (like time & talent), fundraising events, individual donations, corporate sponsors (name, amount, and year), government and foundation grants (name, amount, and year).

We understand that your organization may have considerable donated goods and other in-kind support. Please describe they typical kinds of support here, too..

Word count 0 of 500

Explain any major variances in budget to actual for last fiscal year, especially if year ended in a deficit.

Word count 0 of 150

#### OTHER INFORMATION

If the organization provides art therapy or music therapy, provide the professional qualifications of the art/music therapy staff or sub-contractors and describe how quality has been assessed.

Word count 0 of 100

If there is anything else you would like to tell us that would help us in evaluating your proposal, please let us know here. For example, if you have programs scheduled in late September, that a Small Arts Grant Fund Committee reviewer could observe, feel free to list it here. If you have examples of past programs on the internet, feel free to include links to web addresses here. If you are planning any major changes to arts and culture programming during the grant period, feel free to describe it here.

Word count 0 of 150

[Save & Finish Later](#)

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**Diversity, Equity & Inclusion**

[Printer Friendly Version](#) | [Email Draft](#)

Required before final submission

The Francis Family Foundation believes in diversity, equity and inclusiveness – We believe all members of our communities should have the opportunity to participate fully in educational, cultural and social activities, and believe we should seek ways to improve access to these activities to individuals and families of all ages, religions, races, ethnicities, financial abilities and physical and mental abilities. We believe in the rich diversity of the greater Kansas City area, and promote inclusiveness in the way we work and in our grant making activities. We seek to celebrate our common experiences and concerns through our grants.

**PEOPLE SERVED**

Describe the people you served last year. ?  
 Please describe their estimated age groups, race/ethnicity, gender, economic circumstances, or other characteristics.

✓

Word count 0 of 500

For example estimated percentages of age groups, African-American, Latino, etc.

**STAFFING**

Describe the staffing structure of your organization, and experience or qualifications of key staff. ?  
 1) Please list the name and title of each staff member (administrative and artistic), and their gender and ethnicity or race.  
 2) Indicate if staff is full-time or part-time, and if they are paid or volunteer.  
 3) Describe the experience and qualifications of the staff and how quality (artistic and other) has been assessed.

Name, Title, Gender, Ethnicity or Race, FT or PT, Paid or Volunteer, Describe Experience or Qualifications

✓

Word count 0 of 500

**BOARD OF DIRECTORS**

A publication of the Standards for Excellence Institute states nonprofit boards should be "composed of individuals who are personally committed to the mission of the organization and possess the skills needed to accomplish the mission." In addition, "board membership should reflect the diversity of the communities served by the organization."

List all current board members by name. ?  
 1) Please list the current board of directors by name, board position of each, gender and ethnicity or race.  
 2) Describe the areas of expertise or employer of the board members.

Name, Board position, Gender, Ethnicity or Race, Area of Expertise or Employer

✓

**OVERALL EFFORTS RELATED TO DIVERSITY, EQUITY & INCLUSION**

Progress toward an equitable, diverse, and vibrant arts & culture sector in the greater Kansas City region.  
 Tell us about progress and efforts by your organization to include and empower people of color and disadvantaged populations (however you define them), within your board, lead staff, paid artists (especially local), paid consultants or contractors, core programs, ongoing local partnerships, volunteers, and audiences. Indicate if the efforts were in the recent past or historic.

✓

Word count 0 of 500

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**Attachments**

REQUIRED ATTACHMENTS TO COMPLETE YOUR APPLICATION

All applicants are required to provide:

- the organization's current fiscal year budget
- last fiscal year's budget to actual

To attach your documents:  
Please select one of the items from the attachment list called 'Title.'

Then click 'Browse' to go to the file on your computer, select it and then click 'Open.'

You will be returned to the form attachment page, where you can click 'Upload' and that attachment is complete.

Select a different item from the attachment list and repeat the above steps until all of the attachments have been added.

**Note, "Submit" is a multi-step process, AFTER Attachments have been uploaded to the application.**

When you are finished, click "Review Application" to see the entire application and check for missing information.  
Then scroll to the bottom of the page and click "Submit" to complete the application process.

You will receive a confirmation email upon submission of your application. Please check your junk mail folder for this email.

**Upload**

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name:

## HELPFUL COMPUTER TIPS & LINKS – ONLINE APPLICATION

**IRS STATUS** - For organizations' current IRS tax status related to the EIN number used in the applications, the Foundation will use the GuideStar® website [www.guidestar.com](http://www.guidestar.com); a national database linked to the IRS. We do *not* need a copy of your original IRS determination letter.

**FORMATING CAUTIONS** - Use only plain text for information you will enter or copy into your application. You may use quotation marks, \$ signs, parentheses and hard returns. Do not use bold, underline or italics – the software may not recognize the formatting. Please note, auto numbered or auto bulleted lists may also be problematic. Do not use the back button in your browser. Instead click Next or use the four- step navigation bar at the top of the screen to advance to the next screen.

**FREQUENTLY ASKED QUESTIONS** and **RESOURCE LINKS FOR NONPROFITS** are also available helpful resources on the Foundation's website under "Apply for Grants".

**HELP** - We do encourage you to start the application process sooner rather than later, especially if this is your first application or a prior application was denied. Please do not be intimidated by the online application. Foundation staff is available by phone and email to help you along the way. Call 816-531-0077 or email Lyn Knox [lyn@francisfoundation.org](mailto:lyn@francisfoundation.org) for content questions and advice, and Kim Foster [kim@francisfoundation.org](mailto:kim@francisfoundation.org) for computer/technical issues.