

2013 Napa County Board of Supervisors' Arts & Culture Capacity Building Grant Program Guidelines

Purpose

The 2013 Capacity Building Grant Program is intended to provide capacity-building support for nonprofit arts and cultural organizations in Napa County in support of one or more of these goals:

- Enhance Napa County's attractiveness as a tourist destination
- Help arts and cultural organizations contribute to the economic vitality of the county
- Enrich the art and cultural opportunities of all county residents, including non-traditional audiences

All grant monies derive from the county's Transient Occupancy Tax, and are intended in large part to re-prime that pump by enhancing Napa County as a tourist destination. Arts and cultural offerings intended primary for local residents can help achieve that goal.

For the purpose of this program, "capacity building" means improving an organization's ability to operate efficiently, survive and thrive, and fulfill its mission. Capacity building includes, for example, staff and board training or program development, as well as skill building in such areas such as leadership, development, management, financial management, marketing, volunteer involvement and operations.

The Program is intended to help Napa County arts and culture organizations work towards achieving the community's wishes as expressed in the comprehensive 2008 Napa County Cultural Plan (to download this plan as a pdf, go to www.countyofnapa.org/ceo/arts).

The grant program is not large enough to support every worthy proposal and organization, and not every good arts program is especially relevant to the plan's intent to strengthen the county's economy and build cultural ties within the community. A grant is not intended to replace existing funding or to cover ordinary operating expenses.

Who And What Are Eligible

Only 501(c) 3 organizations working in Napa County's art and cultural sector only may apply. Applications may be submitted for amounts from \$1000.00 to \$10,000. All references to dollar amounts here are to be viewed as general guidelines. Organizations with a total annual budget up to \$100,000 for the most recent fiscal year are eligible for grants of

\$1,000 to \$5,000. Organizations with annual budgets for the most recent fiscal year of more than \$100,000 are eligible for grants \$1,000 to \$10,000. The funds are for one-time assistance for activities and are intended to contribute to the resources that a nonprofit organization needs to conduct business, and fulfill their mission. Multiple grant proposals from one organization are acceptable, but only one grant will be made to an organization. Each application must be for a different project or program and include all required documentation.

This grant system was designed to provide a fair opportunity for major institutions, grass roots, and volunteer organizations to apply. Grant requests cannot exceed an organization's total income based on its last completed budget.

What We Do Not Fund

- Previous grantee organizations not in compliance with Napa County
- Arts & Culture Fund grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities
- Individuals
- For-profit organizations
- Other government agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Land, buildings or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the starting or after the ending date of the grant

How To Apply

Go to www.countyofnapa.org/ceo/arts and click on the Capacity Building Grant Application. Read the Application instructions and provide all the information requested along with the supporting attachments. The application deadline is April 1, 2013 at 5:00 p.m. PST. Late applications will not be considered.

Supporting Documents

- Project budget
- Proposed evaluation mechanism and the name of the person responsible for reporting.
- IRS 501(c)3 determination letter
- Form 990s for the previous 3 years Groups or agency current fiscal years annual budget and statement of current status within that budget
- Statement of non-discrimination policy

Grant Application Evaluation

Only complete applications that fully meet all of the grant criteria will be considered for evaluation. The Arts & Culture Advisory

After the review of all complete applications, the committee will make recommendations to the Board of Supervisors for funding based on the outlined selection criteria.

Selection Criteria

Successful applications will address the following key aspects:

- Good Community Access: Community access is evidenced by a website, newsletters, outreach programs and other such initiatives.
- Relation to Mission: How closely is the proposal related to the organization's mission statement.
- Grant Proposal Content: How strong is the fundamental merit, potential for success and/or effectiveness of the organization's proposal.
- Management Readiness: How convincingly does the proposal communicate the ability of key personnel to manage and administer change and growth.
- Organizational Planning: To what extent does the proposal fit into a strategic plan for strengthening the organization.
- Community Impact: How thoroughly does the proposal outline the demographic and/or economic impact of the proposed project.
- Track Record: To what extent does the proposal identify the organization's core program(s) and how will this project support those program(s).

- Scope: To what extent does the proposal align with or supplant with the amount of funds requested. Proposal should not supplant existing funds and should be realistic for the funds requested.
- Grant Guidelines: Projects or programs relate clearly to the Grant Guidelines for Capacity Building and address the goals of the Napa County Cultural Plan. (see below)
- Accountability: What method of project accountability or measurement of outcome will be applied.
- Timeline of project. Project completes within the grant period.

Successful applications will demonstrate the impact of the organization's mission on the Napa County community within the context of the Napa County Cultural Plan (2008) and the proposed impact that will be made during the grant period.

Returning applicants will be accepted in following grant cycles. Successful returning grantees will consistently demonstrate good stewardship of awarded funds and an ongoing impact-oriented mission. Although it is the goal of the Committee to serve the breadth of the arts in Napa County, funding is not guaranteed for all qualifying applications. The total amount of funds available will vary annually.

Scoring Process

Each proposal will be scored using a 0–100 point system using the Selection Criteria above. The recommendations by the full Arts and Culture Advisory Committee to the Board of Supervisors will be based largely on the proposals' scores, but also on qualitative judgments. Scores are not the only criteria so as to ensure a wide array of programs reaching many people in the county, supporting a variety of arts and cultural offerings, fairly supporting organizations of various sizes and types, and addressing several of the Napa County Cultural Plan goals. The Napa County Board of Supervisors, at its discretion, will make the final determination for the grant awards.

Post-Grant Reporting Guidelines

In order to track and evaluate the impact of the funds awarded, all grantees are required to submit a final report to the Board of Supervisors outlining the accomplishments of the organization during the grant period. The final report should be viewed as an opportunity to explain what did and did not work through both qualitative and quantitative measures. Please include where the program changed and unanticipated challenges as well as unintended positive outcomes.

These reports will be used to both monitor the individual success of each grant and to provide information for enhanced monitoring and feedback of the impact of arts and culture organizations in Napa County. Information collected from the reports will be used to develop ongoing strategies in the grant process.

Grantees that do not provide a completed final report will not be considered for future funding. Final report content will be taken into consideration when considering future grant applications.

How To File A Post-Report

Go to www.countyofnapa.org/ceo/arts and click on the Post Grant Report Form. Read the Post-Report instructions and provide all the information requested along with the supporting attachments.

Report Deadline

Final reports are due within 30 days of the end of the grant period. Reports must be filed online.

Final Report Criteria

1. Grant Accomplishment(s): Please summarize the key accomplishments of the grant proposal and identify how they are directly related to the Capacity Building guidelines and the goals of the Napa County Cultural Plan. Include details regarding: (a) management; (c) future viability; (d) program effectiveness; and (e) overall organizational impact on Napa County arts and culture. What factors contributed to your success?
2. Challenges/Lessons Learned: Please identify challenges encountered during the grant period. What strategies were used to address these challenges? What were the major lessons learned?
3. Demographics: Who was impacted by the activities? Include statistical information on numbers and social groups served, as well as age, location, gender, ethnicity, socioeconomic, if available. Note if figures are estimated or actual.
4. Future Strategic Planning: To be sustainable and to strengthen the organization, please discuss what changes your organization plans to adopt based upon the insights gained from the grant project. Please consider demographic information, the financial model used, future strategic and tactical planning and next steps for the grant project.

5. Optional: Is there anything else you would like the Napa County Arts & Culture Advisory Committee to know about your organization and/or improve upon the grants process? Have there been any unexpected outcomes (positive and/or negative) that you would like to share?

Supplemental Materials

In addition to the narrative please provide the following attachments:

- Promotional materials and accolades.
- 1 page: Final fiscal year Budget vs. Actuals (Program or Operating)
- 1 page: List of any new significant development activities (Optional)
- Photo(s) of your project. (Optional)
- Video of your project. (Optional)

Avoid jargon and acronyms: You may be addressing panelists who are not familiar with specific intricacies.

Thank you for sharing your project and keeping us informed.