



New Hampshire
State Council on the Arts

Organizational Capacity

Projects occurring between August 1, 2024 – September 30, 2025

Deadline: **May 10, 2024 no later than 11:59 pm EST**

All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year. NHSCA funds cannot be matched by other awards from the NHSCA or National Endowment for the Arts.

This category supports projects that strengthen nonprofit arts organizations providing high quality arts services and programming. This grant may be used to meet a variety of arts management needs. The proposal should demonstrate how the grant will assist the applicant in strengthening their overall capabilities, effectiveness, and sustainability. Proposals may include the costs of engaging contractors who specialize in nonprofits to assist with long-term planning, marketing planning, technology, or board development. All proposals, whether to sustain established projects or programs, or to implement pilot projects, will be evaluated for both their potential to deliver opportunities to participate in high quality arts experiences for New Hampshire's citizens and to sustain high quality arts organizations in New Hampshire.

Note: Organizations that are not current FY2024/25 Public Value Partnership grant recipients may only request a total of \$16,000 in FY2025 project funding across all eligible categories. Current FY2024/25 Public Value Partnership operating grant recipients may not request additional funds for a project that was in the original PVP application. If the proposed project is new, funds may be sought only for additional program costs, and may not include administrative costs.

GRANT REQUIREMENTS

*Projects funded in this category are **required** to:*

- Demonstrate long-term impact on the organization's viability, growth, and sustainability.
- Align with the organization's mission and strategic priorities.
- Enhance the organization's capacity to provide high-quality arts activities and events.
- Support or improve the organization's ability to maximize public participation and benefit, especially considering opportunities to diversify audiences and accommodate individuals of all abilities.
- Compensate artists and contractors at a professional level.

*Projects funded in this category are **strongly encouraged** to:*

- Employ New Hampshire artists and contractors.

Sample Projects

- Arts administration projects: The hiring of a contractor for a specific project, such as a promotions coordinator for a major exhibition or performance. The hiring of a contractor for initiatives to strengthen board governance, including board training, governance assessments, and the development of board policies and procedures.
- Planning: Engaging a nonprofit specialist who will work with the board and staff for the purpose of developing a long term, strategic plan; early stages of capital campaign strategies; developing a



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comprehensive marketing plan to help identify audiences and how the organization can position itself to meet their needs; organization-wide diversity, equity and inclusion training for board and staff; or evaluating program outcomes and impact, and implementing effective monitoring and evaluation systems.

- Technology projects: The development and maintenance of a website; upgrading computer capabilities which might include contracting with a programmer; implementing donor management or ticketing systems; purchasing software, installation and training costs.

GRANT AMOUNT

Funding requests may be made for \$1,000 - \$8,000. Matching funds will be waived for Fiscal Year 2025 (July 1, 2024 to June 30, 2025). However, we encourage applicants to include in-kind or cash match as part of their budget to increase the strength of their application, deepen collaboration with community partners, and enhance the funding of their project.

WHO MAY APPLY

Nonprofit organizations with incorporation in New Hampshire and a 501(c)(3) tax-exempt status from the Internal Revenue Service that also meet the following conditions:

- Produce, present or serve the arts for the benefit of the general public;
- Have a 1-year history of professionally developed arts programming prior to the application deadline;
- Make all programs and facilities accessible to people with disabilities;
- Have an independent board of directors or advisory council that meets at least quarterly;
- Have submitted all required reports on past State Arts Council grants;
- Good standing with the N.H. Secretary of State's Office and the N.H. Attorney General's Office
- Have a Unique Entity Identifier (UEI) issued through [SAM.GOV](https://sam.gov)

Restrictions

This grant does not support administrative projects for arts organizations that are incorporated in New Hampshire, but with headquarters in a different state.

Libraries, colleges, universities, and schools are not eligible to apply.

If applying for more than one project grant, non-operating grant organizations may request total FY25 funding of \$16,000. For Public Value Partnership operating grant recipients: If the project was included within the original operating grant application, additional funds may not be sought for



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the same project. If the proposed project is new, funds may be sought only for additional program costs, and may not include administrative costs.

Ineligible Costs

The following costs are not eligible for funding and should not be included in the application's budget:

- previously incurred debts or deficits;
- lobbying or fundraising expenses;
- non-consumable equipment;
- endowments, fellowships, scholarships, academic research, financial aid to individual or degree grant opportunities;
- general operating expenses not related to the project or administrative costs if an operating grant recipient;
- funding of a new, permanent position or replacement of lost funding for existing staff;
- contracted services of an organization's staff; (unless contract pertains to duties explicitly outside of their current job description);
- contracted services of an organization's board member;
- regularly contracted services such as a grant writer, accountant, attorney, advertising firm or district curriculum supervisor;
- revenue producing activities or commercially viable "for-profit" enterprises;
- cost of goods for resale. This includes the sale of concessions, promotional merchandise, including clothing, or items purchased for sale, even if related to your programming;
- acquisition of inventory for gift shops or other revenue producing activities;
- alcohol;
- hospitality, food and beverage expenses are ineligible using requested grant funds. If you have concerns, please contact the grants coordinator;
- any expenses listed as miscellaneous, contingency funds, donations, prize money, other, additional expenses, discretionary expenses, slush fund, etc.;
- activities that are principally recreational, therapeutic or rehabilitative;
- activities not open to the general public;
- any cost item listed in the glossary under [ineligible expenses](#).

Making the Project Accessible to All

Recipients of public funding are **required** to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and



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planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see [Making Your Programs and Services Accessible](#) on the NHSCA website.

HOW TO APPLY

Applicants are strongly encouraged to discuss their proposals with the appropriate grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) relevant to State Arts Council grants. The grant program coordinator will review and provide feedback on drafts of narrative questions and budgets if submitted **by email at least two weeks prior to the application deadline**. First time applicants are especially encouraged to submit drafts.

Submitting the Application

NHSCA uses an online application system, [Submittable](#). **The online system cannot be used to submit drafts.** Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully. We recommend you **keep a copy for your files**.

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

Deadline

Applications must be completed online by 11:59 pm on **May 10, 2024**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit.

REVIEW PROCESS

A panel with expertise in the focus area of the grant category meets to review and rank applications according to the funding criteria listed. Whenever possible, a State Arts Councilor attends the meeting. After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors, a volunteer 15-member advisory council appointed by the governor, for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application, so please follow instructions and prepare your application carefully.



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RECEIVING AN AWARD

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website). At that time applicants will receive official notification of the Council's action, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks after the application deadline.

Please note if you are awarded and accept this grant, the applicant and grant details will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expensed. If you have any questions, please reach out to the grants coordinator.

Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

Recipients of grant awards will be required to provide the following along with the signed grants paperwork:

- Proof of general liability insurance
- Proof of workers' compensation insurance (unless recipient organization is all volunteer)
- Current Certificate of Good Standing from the NH Secretary of State
- Unique Entity Identifier (UEI) from [SAM.gov](#)
- Certificate of Board Resolution
- Resume and Annual Salary of Administrator
- Geographic Areas Served by Organization
- A one-page financial statement of organization's most recently completed fiscal year
- List of Board of Directors

Important: All grant agreements must be returned no later than January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could



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result in cancellation of the grant and reallocation of funds. *Payment of a grant will be withheld if final reports for previous grants are not in compliance with policies below.*

Project Changes and/or Amendments(s)

You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grants coordinator for review and approval, and include changes to dates, budgets, project scope or content, personnel or artists involved, or other changes that differ from the original application. Changes must be approved prior to implementation.

Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

GRANT PERIOD AND REPORTING

A [final report](#) is due 30 days after the completion of your project, but no later than October 31, 2025. An extension of up to two months may be requested. The request for extension must be made *in writing* to the grant coordinator *before* the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted. Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

QUESTIONS

Questions about the grant program?

Contact Cassandra Mason, Grants Officer

cassandra.a.mason@dncr.nh.gov | 603-271-7926

Questions about the online application system at Submittable?

Submittable Technical Support support@submittable.com

<https://submittable.help/>



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FUNDING CRITERIA

Reviewers will use these criteria to rank and recommend applications for funding.

Quality of Project (30 pts.)

- Thoughtfully conceived and well-developed project concept and goals
- Project aligns with and supports the organization's mission and goals
- Credentials of contractors and quality of the process
- Employment of New Hampshire artists or contractors

Public Access, Engagement and Benefit (30 pts.)

- Range and scope of arts programming over time
- Degree of public benefit to New Hampshire citizens. (Note: may also consider economic benefits from activities that increase cultural tourism to the state.)
- Evidence the project plan anticipates and removes barriers to provide physical and programmatic access to individuals of all abilities and to [underserved](#) populations
- Assurance of compliance with the American with Disabilities Act
- Evidence of support for this project from project partners and the community(ies) served

Administrative Capacity (20 pts.)

- Proposal is clear and demonstrates how the grant will enable the organization to provide well-planned, quality arts programming in New Hampshire and/or strengthen organizational stability
- Commitment to providing high-quality artistic content and engagement
- Board composition and staff qualifications are appropriate to support project plan and scope
- Realistic timetable and budgetary projections, with a demonstrated plan for securing additional funding and/or in-kind support (if applicable)

Project Measurements/Outcomes (20 pts.)

- Clear and appropriate method and inclusion of tool(s) for evaluating project effectiveness and impact, with particular focus on how well the project meets stated goals and benefits both the organization and the public
- Clear and appropriate plan to document project activities and share project outcomes



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REQUIRED UPLOADS

Upload required documents to the [online system](#). Please keep a copy for your files.

- Answers to Narrative Questions (see below)
- Completed Budget Form (use notes column to detail how funds will be used)
- Board-approved financial statement for applicant's most recently completed fiscal year
- List of current Board or arts advisory committee members, including primary employer/occupation
- One-page resume or biography of project leader(s)
- Brief description of any outside contractors who will assist with the project and their experience to undertake their designated role (if applicable)
- Samples of relevant evaluation forms, assessments or rubrics
- Selected program materials such as reviews, season performance schedule, exhibition catalogues, etc. of previous programming; please title all program materials so they are easily identifiable or, alternatively, provide an index sheet
- National Endowment for the Arts [Brief Accessibility Checklist](#)

NARRATIVE QUESTIONS

The total narrative portion of the application *should not exceed five typed pages*. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the questions in the order in which they appear.

1. INTRODUCTION

Provide a brief profile of your organization including its mission and goals. *Please keep in mind that panelists may not be familiar with your organization or its importance to the arts in New Hampshire.*

2. MAJOR PROJECT ACTIVITIES

Describe your project, including:

- Major project activities.
- Project goals and desired public benefit outcomes.
- When the project will occur.
- Participating contractors or artist(s). What experience and skills do they have? Why are they appropriate for this project?
- If a planning project, include a timeline noting projected meeting dates, participants and objectives.



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3. PUBLIC ACCESS, ENGAGEMENT AND BENEFIT

- How will your project benefit your target audience and community(ies)?
- *Accessibility and equity should be an integral consideration in your project design.* How will your project be programmatically and physically accessible to ensure that individuals with disabilities (developmental, cognitive, physical, and sensory) and other underserved populations are able to participate in a meaningful way? This may be reflected in your project design, materials, physical location, and budget.
- Explain how your project is designed to reach, welcome, and engage individuals who face barriers to participation due to race, ethnicity, country of origin, language, economic capacity, gender orientation, ability, or geography.

4. ADMINISTRATIVE CAPACITY

Describe the strengths in your organization, project leadership, and past project experience that demonstrate your organization's capacity to undertake this project. Who are your lead project coordinator(s) and key project team members? What skills and experience do they bring to this project and who will they report to? Indicate whether project leaders/team members are committed or proposed.

5. PERFORMATIVE MEASUREMENT & OUTCOMES

- Describe your plan to measure the project's short-term and long-term outcomes and impact. *These should align with your project goals.* What tools will you use, and what indicators will you measure?
- How will you document and share project information and outcomes?