



New Hampshire  
State Council on the Arts

## General Project Grants for Community Engagement

Projects occurring between November 1, 2018- October 31, 2019

**Deadline: July 27, 2018 | Applications must be submitted by 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.

General Project Grants for Community Engagement are designed to help nonprofit organizations, Main Street Programs, municipalities, and schools bring arts presentations and activities into communities to enhance the quality of life for citizens, attract visitors, and help stimulate local economies through the arts. This competitive and matching grant category supports a wide range of activities including performances, concerts, exhibits, workshops, local festivals, collaborative public art projects, etc., that engage the arts and artists for the benefit of New Hampshire residents and communities; short-term arts presentations and activities in schools or after school programs for youth of all ages; projects that help to preserve, document, and showcase heritage & traditional arts and cultural diversity of N.H. communities.

### ***Applicants are encouraged to:***

- Develop projects that include and compensate New Hampshire artists.
- Bring arts presentations and activities to underserved populations in New Hampshire, including people living in rural areas, people with economic or social circumstances that restrict their access to the arts including recent immigrants and refugees, youth, seniors, and/or people with disabilities.
- Develop projects that integrate the arts into other subjects, such as STEM (Science, Technology, Engineering and Math), history and social studies.

### **Sample Projects**

- A series of public performances for the local farmer's market or town center.
- A series of community social dances featuring live music.
- A series of art activities/workshops for families with pre-school children at the local community center.
- An "Arts Walk" for downtown to coincide with local productions and a holiday celebration.
- A partnership with a local Main Street program, library, and historical society to create a community mural on a downtown building or a series of banners that reflect the history, cultural heritage, or landscape of the town created by an artist working with local students.
- A concert featuring compositions by a New Hampshire composer or playwright accompanied by an open rehearsal and public discussion following the performance.
- A creative writing enrichment camp for young people.
- A presentation/hands-on workshop by an artist in a local school.

Additional examples for projects involving youth may be found at [NH Arts Learning Network](#) under "Resources."



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### Maximum Grant Request

Funding requests may be made for \$750 - \$4,500. Grants must be matched on a one-to-one basis with a minimum of 50% cash match and up to 50% In-kind.

**Cash match** can include the percentage of time applied to the project by salaried employees of the organization (staff and administrators). When applicants provide materials and equipment needed for the project, the cost of these may be included in the budget as cash match.

**In-kind contributions** will also be considered by the reviewers as evidence of support and commitment by the community and/or partner organization.

### Example:

NHSCA grant request	Applicant cash match	In-Kind value	Total General Project Program Value
\$2,000	\$1,000	\$1,000	\$4,000

### Who May Apply?

Any organization with 501(c)(3) tax-exempt status from the IRS and not-for-profit incorporation in the State of New Hampshire; state, federal, county, municipal, or government agency; school; or unit of a post-secondary educational institution that has at least a one-year history of arts programming prior to application deadline.

### All applicants must:

- Make their programs accessible to people with disabilities;
- Have submitted all required reports on past State Arts Council grants; and
- Be in good standing with the N.H. Secretary of State's Office and the N.H. Attorney General's Office.

**Note:** Organizations that are incorporated in a neighboring state of Maine, Vermont or Massachusetts, physically headquartered within 50 miles of the New Hampshire border, can demonstrate that over 50% of the individuals who benefit from their work are N.H. residents, and have a significant representation of N.H. residents on their Board, are also eligible.

### Restrictions

To allow for broad distribution of public funds to benefit youth in New Hampshire, in FY2019, not-for-profit organizations and/or schools may receive ONE grant in the following categories:

General Project Grants for Community Engagement | [Artist in Residence \(AIR\)](#) | [Youth Arts Projects \(YAP\)](#) | [Public Value Partnerships \(formerly Operating Grants\)](#)

This grant does not fund:

- General operating expenses not directly related to the project.
- Lobbying or fundraising expenses.
- Projects already receiving funds from another State Arts Council grant category for the same project.
- Commercially viable "for-profit" publications, recordings, or films.
- Any cost item listed in the glossary under [ineligible expenses](#).
- Organizations that are current Public Value Partnership recipients.
- Projects/activities that are not open to the general public.



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### Funding Criteria

The following criteria are used by reviewers to rank applications for this grant category:

#### **Goals:**

- Clearly stated project goal/s and desired outcome
- Connection to organization's mission and/or long range plan
- Projects that incorporate both presentational and interactive components
- **For projects in schools only:** how the arts project will contribute to arts learning for youth

#### **Quality of Arts Experiences and Programming:**

- Quality of the project plan
- Quality and experience of artist in presenting or leading the activities
- Clearly defined process for the selection of the artist(s)
- Appropriateness of artist for population served
- Inclusion of New Hampshire artists

#### **Administrative Capacity:**

- Well-designed project plan with realistic timetable
- Appropriate qualifications of project staff
- Appropriate promotional plan to attract audience/participants
- Realistic budgetary projections and ability to meet the required match

#### **Access & Public Value/ Community Support:**

- Evidence of support from community/ies benefiting from the project/activities (up to three letters may be submitted with Support Materials; in-kind donations may be indicated in budget)
- Evidence of providing programmatic access to persons with disabilities and/or underserved populations

#### **Evaluation & Documentation:**

- Clear and appropriate method of evaluating the effectiveness and impact or success of the project
- A plan for documenting the project and related activities



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### Application 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 facilitates 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 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 prepare your application carefully and follow instructions.

### How to Apply

Applicants are strongly encouraged to attend one of the State Arts Council's [grant information sessions](#) and 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.

Drafts of narrative questions and budgets may be reviewed if submitted by email at least two weeks in advance of the application deadline. First time applicants are especially encouraged to submit drafts.

### Required Documents

All required documents can be uploaded to the [online system](#). Please keep a copy for your files.

- Answers to Narrative Questions (see below)
- Completed Budget Form
- List of current Board or arts advisory committee members
- Timeline/workplan (one page)
- Board-approved financial statement for most recently completed fiscal year
- One-page resume or biographical statement of project coordinator
- Letters of support by community members and/or participating partners
- Evaluation form for the project/activities
- Selected relevant program materials such as reviews, season performance schedule, exhibition catalogues, etc. of previous programming
- Work samples for all artists. If possible, we prefer that you include a link in the grant narrative to the artist's website or [Creative Ground](#) profile.
- Tax exempt status letter from the IRS and a copy of the Letter of Good Standing that was received upon registering with the State of New Hampshire Attorney General's office.

NOTE: Registration of IRS 501 (c) (3) not-for-profits is required every five years, for the years ending in 0 or 5. Registration may be completed online [here](#).

### Submitting the Application

NHSCA uses an online application system, [Submittable](#). **The online system cannot be used to submit drafts.**

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



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### Deadline

Applications must be completed online by 11:59 pm on **July 27, 2018**. Office hours are Monday - Friday, 8:00 am - 4:00 pm. The office is closed all state and most federal holidays. 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. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

### 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.

### 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.

**IMPORTANT:** All grant agreements must be returned by 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 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 policy below.

### Grant Period and Reporting

A [final report](#) is due 30 days after the completion of your project, but no later than July 31, 2019. An extension of up to three months may be requested. The request for extension must be made *in writing, before* the deadline for filing has passed to the grant coordinator 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?**

Cassandra Mason, Grants Officer, at [cassandra.mason@dncr.nh.gov](mailto:cassandra.mason@dncr.nh.gov) , 603-271-7926

#### **Questions about the online application system at Submittable?**

Ginnie Lupi, Director, at [Ginnie.Lupi@dncr.nh.gov](mailto:Ginnie.Lupi@dncr.nh.gov) , 603-271-8418



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### Grant Narrative Questions

The total narrative portion of the application **should not exceed four 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 following **questions in the order** in which they appear.

**Introduction:** Provide a profile of your organization including its mission and goals. Please provide a summary statement of not more than 50 words about your project. Please keep in mind that some panelists may not be familiar with your organization or its importance to New Hampshire.

#### 1. Why do you want to undertake this project?

Explain the goal(s) and intended outcome(s) of the project/activities. Explain how your project relates to your organization's mission, goals and (if available) long-range plan.

**Special Focus Question for Projects in Schools:** Explain how the arts project will contribute to arts learning for youth.

**Special Focus Question for Projects Preserving or Showcasing Heritage & Traditional Arts:** Explain how the arts project will help the public better understand the traditional art forms presented or how the arts project will help to preserve the traditional art form. For more information on definition of heritage and traditional arts, click [here](#).

#### 2. What are you planning to do?

What are the activities or programs you are planning? When will the project/activities occur? Where will the project/activities occur? Who are the participating artists\* you will be involving? (Note: If you have not fully identified them, name as many as you can and how you plan to choose the ones who are not yet identified.) Who is/are your targeted audience(s) and or participants? Is there a cost for participation? If they are an underserved population, please explain the barriers to their participation and how they will be addressed.

\*Note: Resumes or background summaries (2-4 paragraphs) and work samples must be included for all artists. We prefer that you include a link in the grant narrative to the artist's website or [Creative Ground](#) profile.

#### 3. How are you going to accomplish your project?

Include a timeline for the planning and implementation of the project. Include the name and qualifications of the Project Coordinator who will be managing the project/activity and attach his/her biography or resume. Describe your marketing/promotion plan or other methods you will use to attract participants or audiences. Include a plan for crediting the New Hampshire State Council on the Arts and the National Endowment for the Arts for supporting projects that are funded. Describe the plan to meet the cash and in-kind match. Helpful hint: Make sure that the project costs outlined on the budget forms correspond with the activities you have described.

#### 4. What community support do you have and how will the community benefit?

How will this project benefit the public and/or your community? Please tell us what organizations, businesses, and leaders are in support of the project/activities. Will volunteers be used for this project? If so, how? Identify the ways you will provide access to people with disabilities so they may benefit from this project (i.e., physical access, programmatic access via large print programs, sign language interpretation, assistive listening devices, etc.).

#### 5. How will you evaluate and document your project?

What method(s) will you use to evaluate how well the project achieved the objectives listed above? Upload a sample of your evaluation tool(s) as a separate document. How will you document, promote, and share the outcomes of the project (i.e., photography, interviews, surveys, etc.)? Include a plan for crediting the New Hampshire State Council on the Arts and the National Endowment for the Arts for supporting the projects that are funded. [Click here](#) for NHSCA logos. For information on evaluation techniques, click [here](#).