



New Hampshire
State Council on the Arts

Arts for Community Engagement Grant

Projects occurring between November 1, 2023 – October 31, 2024

Deadline: **July 7, 2023 no later than 11:59 pm EST**

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Arts for Community Engagement (ACE) project grants support community enrichment and public benefit by providing access to high quality arts events and activities presented by community-based organizations, Main Street programs, and municipalities. The ACE grant supports a wide range of activities across a range of disciplines and includes performances, concerts, exhibits, workshops, community arts programming, and collaborative public art projects. The goals of this funding category are to engage and benefit New Hampshire residents and communities through the arts, especially people who are underserved or under-represented; encourage collaborative and cross-sector community partnerships; stimulate local economies through cultural tourism and the arts; and enhance the vibrancy of New Hampshire communities and quality of life for New Hampshire citizens.

GRANT REQUIREMENTS

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

- Clearly articulate a plan that centers community engagement and public benefit.
- Demonstrate artistic quality across all components of the project.
- Ensure that activities are accessible and provide an opportunity for meaningful participation for people of all abilities, and for [underserved](#) and systemically marginalized populations.
- Foster deep connections and involvement from the community/ies, organizations, and artists in project conception, development, and execution.
- Incorporate the direct participation of an artist as a core element of the project.
- Compensate artists at a professional level.

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

- Foster cross-sector connections within the community by establishing partnerships and collaborations with artists, organizations, local businesses, government agencies, and others. Collaborations should deepen the content, reach, and impact of the project.
- Include New Hampshire artists.

Sample Projects

- A municipality partners with a performing arts nonprofit to offer a series of public performances at the farmers' market. The event enlivens the town and attracts patrons to downtown businesses.
- A chamber of commerce and a community arts organization collaborate to host a weekend "Arts Walk" featuring local artists and live music to attract out-of-town visitors to the downtown area.



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- A Main Street program, library, and historical society engage an artist to host public workshops at the library and local schools to inform the creation of a community mural on a downtown building. The artist seeks public input and participation to ensure the mural authentically reflects the identity, history, cultural heritage and/or landscape of the town.

GRANT AMOUNT

Funding requests may be made for \$1,000 - \$6,000. Matching funds will be waived for Fiscal Year 2024 (July 1, 2023 to June 30, 2024). 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

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; or unit of a post-secondary educational institution that meets the following conditions:

- Make all programs and facilities accessible to people with disabilities
- 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
- **Arts organizations only:** at least one-year of arts programming prior to the application deadline

Organizations incorporated in Maine, Vermont or Massachusetts may also be eligible if they meet all of the following conditions. Contact the grant coordinator with questions about eligibility.

- 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
- Have a significant representation of N.H. residents on their Board

Note: All awardees will be required to submit a Unique Entity Identifier (UEI) issued through [SAM.GOV](https://sam.gov)

Restrictions

To allow for broad and equitable distribution of public funds, organizations may receive **ONE** grant in the following categories. *An exception to this restriction may be made for organizations acting as a fiscal agent; please contact the coordinator for approval prior to applying.*

- [Arts for Community Engagement Grant \(ACE\)](#)
- [Folklife and Traditional Arts Project Grant](#)



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- [Public Value Partnership](#)
- [Youth Arts Project Grant \(YAP\)](#)
- [Artist Residencies in Schools \(AIR\)](#)

Please carefully consider your project and the grant category that best suits it. If you have any questions, contact the grant program coordinator.

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;
- capital projects;
- 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;
- Alcohol;
- 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](#).

Covid-19 Updates

All projects must be able to be completed while following the [New Hampshire health and safety guidelines](#) related to the COVID-19 pandemic.



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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 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 participate in 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. 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](#). Please [visit the grant page](#) for instructions. **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 **July 7, 2023**. 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



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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.

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 worker's compensation insurance (unless recipient organization is all volunteer)
- Current Certificate of Good Standing from the NH Secretary of State (*For 501(c)3 non-profits only*)
- Unique Entity Identifier (UEI) from [SAM.gov](#)
- Certificate of Board Resolution
- Resume and Annual Salary of Administrator



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- Geographic Areas Served by Organization
- A one-page financial statement of organization's most recently completed fiscal year
- List of Board of Directors (*For 501(c)3 non-profits only*)

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 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 November 30, 2023. 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 Lisa Burk-McCoy, Program Coordinator

lisa.m.burk-mccoy@dncr.nh.gov | 603-271-0794



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Questions about the online application system at Submittable?

Submittable Technical Support support@submittable.com

<https://submittable.help/>

FUNDING CRITERIA

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

Quality of Arts Programming (30 pts.)

- Thoughtfully conceived and well-developed project concept and goals, with the capacity to deliver appreciable community benefit
- Commitment to providing high-quality artistic content and engagement
- Community engagement is centered in the project design and goals and provides opportunity for meaningful arts experiences
- Project aligns with and supports the organization's mission and goals
- Experience and appropriateness of artist(s) selected for the proposed project
- If NHSCA has funded this project in past years, evidence of project evolution driven by incorporation of input, outcomes, and learning from previous iterations

Public Access, Engagement and Benefit (30 pts.)

- Strong potential for public benefit and value to the audience/community served
- Project plan anticipates and removes barriers to provide physical and programmatic access to individuals of all abilities and to [underserved](#) populations
- Intent to identify and meaningfully engage individuals who may face tangible or perceived barriers to participation is a clear focus across all aspects of the project
- Project budget includes appropriate funding for physical and programmatic accessibility measures
- Community partnerships are integral to the project and amplify the potential for benefit
- Evidence of support for this project from project partners and the community(ies) served

Administrative Capacity (20 pts.)

- Well-designed and actionable plan to implement the project, with a realistic timeline
- Project leadership presents appropriate experience and skills
- Lead organization demonstrates relevant experience and administrative capacity to successfully implement the project
- Realistic budgetary projections, with a demonstrated plan for securing additional funding and/or in-kind support (if applicable), and that compensates artists at a professional level
- Well-developed promotion/publicity plan that utilizes appropriate media resources and strategies to effectively reach the target audience(s)



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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 provides participant and/or community benefit
- 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
- Work plan for major planning and presentation activities and associated timeline (1-2 pages)
- For 501 (c) 3 non-profits only:* Board-approved financial statement for applicant's most recently completed fiscal year
- For arts organizations embedded within an institution (e.g., an art gallery in a university):* Financial statement for the past two years, approved by a financial officer of the supervisory institution. Statement should detail financial support to the arts organization from internal and external sources, as well as expenditure of those funds. These organizations should also submit a balance sheet, if available.
- For 501 (c) 3 non-profits only:* List of current Board or arts advisory committee members, including address and primary employer/occupation
- One-page resume or biography of project leader(s)
- Participating Artist Worksheet. All participating artists must be listed on the worksheet. Please select and use ONE of the following forms: [PDF](#) / [MS Excel](#)
- A brief description of any outside contractors who will assist with the project and their experience to undertake their designated role (if applicable)
- Current Letters of Support by community members and key partners; Letters of Support should be relevant to the proposed project (up to three recommended)
- Samples of relevant evaluation forms, assessments or rubrics (*note: while it is important to evaluate the financial success of projects, e.g. number of tickets sold, NHSCA is particularly interested in learning how projects will assess their community impact*)
- 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
- Work samples for all artists, except for NHSCA roster artists. If possible, we prefer that you include a link in the Participating Artist Worksheet to the artist's website or [CreativeGround](#) profile. Otherwise, upload work samples to the Submittable application form where indicated. If uploading, please title all work samples so they are easily identifiable by artist and description of work; alternatively, you may provide a Work Sample Index. For program materials and work samples, see [Preparation of Work Samples](#) for more information, including a work sample index sheet.
- National Endowment for the Arts [Brief Accessibility Checklist](#)



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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, including those activities that specifically engage the public.
- Your intended or target audience.
- Project goals and desired public benefit outcomes. If your project addresses an identified community need, please explain.
- Participating artist(s). What experience and skills do your project artist(s) contribute to uphold artistic quality? Why are they appropriate for this project?
- *For projects previously funded by an NHSCA grant ONLY:* explain how your project has evolved in response to community input, evaluation outcomes, and organizational learning since it was last funded by NHSCA.

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. KEY ORGANIZATIONAL PARTNERS

An organizational partner is an outside entity that will provide resources (other than money) to support the project. Who are your community partners? Describe their role and how their partnership will strengthen the project and help you meet your project goals. Indicate if they are committed or proposed.



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5. 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.

6. PROMOTION & PUBLICITY

Describe the promotion/publicity plan to attract and build audiences for this project.

7. 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?