



Public Value Partnerships

Projects occurring between July 1, 2023 - June 30, 2025

Deadline: April 28, 2023 | Applications must be submitted by 11:59 pm ET

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Public Value Partnerships for general operating support of nonprofit cultural organizations are an investment in the cultural infrastructure and creative economy of New Hampshire. The most competitive applications offer ongoing sustained, high-quality outreach programs and arts services or artistic programming in their communities. Public Value Partnerships also ensure that the arts are available and accessible to all New Hampshire citizens.

GRANT AMOUNT

Requests are for unrestricted operational funds and may be made for up to \$15,000 per year for a two-year period (FY2024 and FY2025). The request for the first year of the grant period may not exceed 10% of income in the organization's last fiscal year prior to application. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

Matching funds will be waived 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 whose primary mission is to produce, present or serve the arts. In addition, applicant organizations must:

- Have been in continuous operation as a 501(c)(3) nonprofit arts organization for at least five years prior to application for a Public Value Partnership
- Have an independent Board of Directors or Advisory Board that meets at least quarterly
- Have a paid, full-time arts administrator
- Have a long-range plan in place that covers the two-year grant period
- Be fully in compliance with the Americans with Disabilities Act requirements
- Have submitted all required reports on past State Arts Council grants
- Be in good standing with the State Arts Council and NH Attorney General's Office
- Have a Unique Entity Identifier issued via [Sam.gov](https://sam.gov)
- Organizations cannot be listed under the SAM Exclusions federal debarred or suspended list

Note: Public Value Partnership Grant recipients receiving general operating support may apply for [Arts in Health Project grants](#). However, only expenses for direct project costs, not to include staff time, may be included in the budget.



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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 \(ACE\)](#)
- [Youth Arts Project Grant \(YAP\)](#)
- [Artist Residencies in Schools \(AIR\)](#)
- [Folklife and Traditional Arts Project Grant](#)
- Public Value Partnerships
- Applicant organizations must be physically located in New Hampshire, not just incorporated in the state
- A fiscal agent may not serve as an applicant for this program
- In general, a college, university, library or school is not eligible for Public Value Partnerships unless its primary mission is the arts and the majority of its arts activities are open to the general public. Independent arts units within an educational institution with separate administrative and program budgets and independent advisory councils, such as some college art galleries, are eligible if the majority of their programming is for the general public
- Grant awards may not be used for previously incurred debts or deficits
- Public Value Partnership awards may not be used for endowments or capital projects
- Lobbying or fundraising expenses
- Projects already receiving funding from another State Arts Council grant category
- Projects/activities that are not open to the general public
- Any cost item listed in the glossary under [“ineligible expenses.”](#)

Eligible costs for Public Value Partnership Funds

The following ALLOWABLE expenses may be included in your general operating support budget:

- Salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis. Note: Costs related to fundraising events and personnel are unallowable.
- Fees for artists and contractual personnel
- Facilities costs, such as rent and utilities.
- Office supplies, computer software/hardware, etc.
- Generally, equipment costs. If the equipment exceeds the \$5,000 per unit cost threshold with a useful life of more than one year, you must specify the type of equipment being purchased, the unit cost, and a justification of the necessity of the purchase.
- Marketing and promotion costs



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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.

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 describers, 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 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. The grant program coordinator will review and provide feedback on drafts of narrative questions and budgets if submitted **by email at least two weeks in advance of the application deadline**. First time applicants are especially encouraged to submit drafts. When emailing a draft, please clearly indicate Draft for Review in bold type on the submission.

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 **April 28, 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 field 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 for review and approval. If the organization's cumulative total of grants



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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.

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 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
- 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*)



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False Information

Any grant award made based on false information in the application may be cancelled by NHSCA at any time.

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 policy 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 personnel changes or other substantial changes that differ from the original application.

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

The grant period for Public Value Partnership grants covers two fiscal years, but payments will be made one year at a time. The State fiscal year is July 1-June 30. You will be required to submit an Interim Report after the first year of funding and a Final Report after the second year of funding.

An Interim Report for the first year of funding will be due by July 31, 2024. The Final Report for the second year of funding is due by July 31, 2025. [Interim and Final reports may be filed online here.](#) If unexpected problems prevent meeting the deadline for either report, extension of up to 90 days may be requested, but the request must be made in writing before the deadline for filing has passed.

The State Arts Council may schedule a meeting to review the Interim Report in person. The organization's Executive Director, one other staff member, and a Board member may be invited to update representatives of the State Arts Council (including the Director, a State Arts Councilor, and the grant coordinator) on the long range plan submitted with the original application. It will also be an opportunity to update the State Arts Council on the successes of the past year and the challenges for the coming year of the grant period.

Failure to submit the required reports by the original or extended deadline will result in penalties. Failure to file a timely interim report will result in loss of second year funding. Failure to file a final report will result in being ineligible to apply for any type of NHSCA funding for two years following the date the report was due.



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QUESTIONS

Questions about this grant program?

Cassandra Mason, Grants Officer, at 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

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

Quality of arts programming or services: Ongoing programming that demonstrates creativity, and a distinct vision that is consistent with the applicant's mission, position in the community and stated artistic context; activities that contribute to the artistic development of the general public, participating artists, and/or the art form; outreach to and/or inclusion of New Hampshire artists; range and scope of arts programming over time; appropriateness of programs for population served.

Administrative capacity: Capacity to effectively manage operations and resources as reflected by organizational stability and fiscal position, board and staff qualifications and effective governance and management relationships; quality of long range plan, intentional inclusion of varied viewpoints to establish and achieve mission and meaningful outcomes; demonstrated ability to develop and maintain a diversity of revenue sources and realistic budget projections with an effective fundraising plan; sound marketing plan that reflects demonstrated understanding of targeted audience; clarity of application.

Response to community and audience/Public benefit: Programming, activities and materials that make work relevant and accessible to the widest range of participants; programs and practices that identify and address barriers to participation (e.g. economic, geographic, demographic, physical, cultural, and perceptual barriers); active efforts to develop strategic community partnerships to engage underserved or systemically marginalized communities; evidence of efforts to educate audiences and broaden their appreciation for the arts; evidence of compliance with the Americans with Disabilities Act.

Evaluation/Measurable outcomes: Strength and appropriateness of proposed organizational outcomes and an evaluation plan that will effectively measure those outcomes; appropriate evaluation tools that are regularly being used to shape planning, processes, goals, strategies and programming; a continuous improvement orientation that includes Board and staff and incorporates effective self-reflection and feedback to strengthen programs and operations.

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
- Brief biographies of key staff
- Organizational staffing chart
- List of current Board with terms of service. Please indicate which member is responsible for advocacy.
- Current long-range plan that covers the grant funding period
- Board-approved financial statement or audit for most recently completed fiscal year (for organizations with annual revenues of \$2,000,000 or more per year)
- Balance sheet and profit and loss statement (for organizations with annual revenues of less than \$2,000,000 per year)



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- Arts organizations embedded within institutions should submit an income statement for the past two years and other financial documents, approved by a financial officer of the supervisory institution. This income statement should detail how much support the arts organization has been receiving from internal and external sources, as well as where those funds have been directed. These organizations should submit a balance sheet, if available. DO NOT submit financial statements or audits of the parent institution. If there are questions, please contact us.
- Samples of public education materials and selected program materials such as reviews, performance schedules, exhibition catalogues, workshop schedules, etc. of last year's programming-you may embed these as links in your narrative
- Work samples-you may embed these as links in your narrative
- Tax exempt status letter from the IRS and a copy of the Certificate of Good Standing from the New Hampshire Secretary of State's Office
- National Endowment for the Arts [Brief Accessibility Checklist](#)

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](#).



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NARRATIVE QUESTIONS

The total narrative portion of the application **should not exceed 7 typed pages**. Margins (no less than 1”), fonts (no smaller than 12 point), and spacing should provide easy reading for panelists. **Please respond to the following questions in the order in which they appear. Please reference the long-range plan and support materials in your responses as applicable.**

Introduction: Tell us about your organization. Provide a profile of the organization including its mission and goals. Include the unique characteristics that help define the organization's role in bringing/providing arts experiences or services to communities in New Hampshire. Please keep in mind that some panelists may not be familiar with your organization or its importance to the cultural life of the state.

1. Quality of Arts Programming or Services

Identify the criteria and process the organization uses to select the artists, services or art works that the programs feature and how they align with your mission and demographics. Explain how the organization’s work contributes to the artistic development of the general public, participating artists and/or the art form. Identify the outreach efforts to New Hampshire artists. Summarize arts programming highlights from the past two years and plans for the future.

2. Administrative Capacity

Describe the process used to develop the organization’s long-range plan. Note the ways New Hampshire citizens and members of systemically marginalized communities are involved. For the governing Board, explain the method of selection, terms of office, frequency of meetings, committee responsibilities. Explain how these individuals are representative of the community served by your organization. Identify and evaluate the fundraising strategies used in the past two years, indicating what will continue or change in the future. Explain any policies and budget commitments relating to continuing professional development for the staff. Outline the goals for Board activity, staffing, and financing the operations for the future. Explain line items in the 3-year financial statement/budget that reflect a change of 25% or more from the previous year. If the financial statement shows a deficit, explain plans for reducing it. If the statement shows a surplus, explain plans for using it. Identify the marketing strategies used during the last fiscal year, indicating what has worked well enough to continue and what might change in the future.

3. Response to Community and Audience/Public Benefit

Describe any key changes in the area the organization serves (demographic, economic, etc.) that affect planning and the response to these changes. Define the key benefit(s) the organization delivers to the citizens of New Hampshire. Share with us specific ways the organization involves or plans to actively engage and develop ongoing relationships with individuals who have limited access to the arts due to physical abilities, economic status, language, distance from arts centers, or other barriers. (The answer should not focus exclusively on giving away tickets or using an ADA accessible facility.) Note the collaborations with other cultural organizations in the area to coordinate scheduling and types of programming and maximize potential audiences for all area arts activities. Describe specific strategies used to develop audiences over the last two years. Summarize what marketing surveys or studies have



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been conducted to identify current and potential audiences. Based on the data collected, describe the goals for audience development in the next two years and how it reflects the community you serve. Explain how the organization contributes to the general public's understanding and appreciation of the arts.

4. Evaluation and Measurable Outcomes

Describe how the Board and staff evaluate the effectiveness of the strategies identified to meet the goals outlined in the long-range plan. Identify any measurable outcomes used to make the evaluation tool(s), such as increasing audience numbers, bringing arts programs to more schools or communities, decreasing administrative costs, increasing community partnerships, or employing more New Hampshire artists.