

Guide to Programs &
Services FY 2007

NEVADA ARTS COUNCIL



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Celebrating its 40th Anniversary as a state agency in 2007, the Nevada Arts Council (NAC) is charged with supporting Nevada's arts and cultural sector and expanding access to and public participation in the arts. NAC is a division of the Nevada Department of Cultural Affairs and receives funding from the Nevada State Legislature, the National Endowment for the Arts and other private and public sources.

In partnership with schools, arts institutions and communities, NAC actively works to bring artists, art forms and audiences together in Nevada's populated cities and most isolated rural towns.

From folklife festivals to youth artwork projects, and concert series to visual arts exhibits, support of varied public programs provides residents a rich quality of life. As well, these programs contribute to the health and diversity of Nevada's economy and workforce, increase tourism, strengthen communities and foster education through the arts.

OUR VISION

That Nevadans understand the impact and central role of the arts in our lives, our communities and our state.

OUR VALUES

That we work together to strengthen the environment for artists and arts organizations to accomplish this vision.

OUR OUTCOME

A culturally vibrant state, from the most isolated and small rural communities to the urban centers of Reno/Sparks and Las Vegas.

MISSION

To enrich the cultural life of the state through leadership that preserves, supports, strengthens and makes excellence in the arts accessible to all Nevadans.

GOALS

- Increase public access, participation and investment in Nevada's arts and culture.
- Incorporate the arts as an essential element in the educational experience of all Nevadans.
- Strengthen the environment in which artists' work and contributions are valued and supported.
- Encourage and support diverse organizations that produce, present and promote excellence in the arts.



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*“If art is to nourish
the roots of our culture,
society must set the artist free
to follow his vision
wherever it takes him.”*

■ PRESIDENT JOHN FITZGERALD KENNEDY (1917-1963)

The *Nevada Arts Council Guide to Programs & Services* for Fiscal Year 2007 (July 1, 2006 – June 30, 2007) offers an updated agency profile of services, grants and programs by constituent group, general policies, resources and grant writing tips. Throughout its history, the Nevada Arts Council (NAC) has adapted and transformed its public programs to respond to the changing needs of a growing arts sector and to better serve Nevadans. We encourage you to read the guide and see what NAC has to offer.

Agency Structure

To provide increased access to staff and programs, Nevada Arts Council (NAC) manages offices in Carson City and Las Vegas. NAC is divided into program areas designed to serve a diverse clientele. Each program offers grants, professional development and statewide projects and initiatives. Staff is available for various forms of technical assistance, which include phone consultations, site visits and facilitated meetings.

The nine-member board advocates on behalf of the arts, promotes cultural policies and programs to benefit residents throughout the state and makes final decisions on grant allocations. Appointed by the Governor for rotating terms of four years, board members are selected for their knowledge of and experience in the arts and to ensure geographic and ethnic representation of Nevada's communities.

Thank You

NAC gratefully acknowledges the State of Nevada, the National Endowment for the Arts and Western States Arts Federation, whose support makes our work possible. We also thank our grantees and partners for their great efforts in expanding participation in and support for the arts across the state.

Publications and Information

Our publications include Nevada Arts News (quarterly agency newsletter), annual reports, *neon* artsletter, various program and grant guidelines, cultural surveys and special reports. Most are available on our website at www.NevadaCulture.org. Print copies can be picked up in either office or mailed upon request.

For program information and updates, agency publications and grant guidelines, visit our website at www.NevadaCulture.org, or call our offices at 775.687.6680 in Carson City or 702.486.3700 in Las Vegas. NAC office hours are 8 a.m.-5 p.m. PST, Monday-Friday, except holidays.

Mailing List

To receive NAC announcements and publications or to change your address, please fill out our online Mailing List at www.NevadaCulture.org, or call us for a print copy.

Department of Cultural Affairs

The Department of Cultural Affairs (DCA) was established in 1993 to bring together the state's cultural agencies — NAC, Division of Museums and History, Nevada State Library and Archives and State Historic Preservation Office. The Director's Office administers the department budget process, serves as a liaison to the legislature, promotes DCA activities and advocates for cultural and information-based programming throughout the state. For more information on DCA, visit www.NevadaCulture.org.

The Division of Museums and History oversees seven facilities. The Nevada State Museum in Carson City and the State Museum and Historical Society in Las Vegas preserve the state's natural and man-made history. Reno's Nevada Historical Society maintains extensive documentary records. Overton's Lost City Museum displays the region's rich Native American history and railroad museums in Boulder City, Carson City and Ely feature some of Nevada's most popular attractions.

Located in Carson City, the Nevada State Library provides government, libraries, businesses, residents and visitors a full range of information services. You can call, write or e-mail the Reference Staff for assistance or visit the library during normal work hours. The Nevada State Archives preserves records that document the history of Nevada State government dating back to 1851. More than 10,000 cubic feet of territorial and state government records and 10,000 images of Nevada people and places provide visual information to complement the Archives' documentation of Nevada history.

The Nevada State Historic Preservation Office (SHPO) was created by the Congressional National Historic Preservation Act to preserve important historic properties. The National Park Service (NPS) provides the majority of funding for SHPO programs. SHPO also administers NPS and Commission for Cultural Affairs (CCA) grants, the historical marker program and the Comstock Historic District Commission. CCA grants support projects that preserve and protect historical buildings used to develop a statewide network of cultural centers and activities.

NAC Grants

The range of grant opportunities at NAC reflects a significant commitment by the State of Nevada to support the creation of art, access to the arts and lifelong education in the arts for its residents. Various grant categories provide funds to non-profit arts and cultural organizations, schools, communities, public institutions, educators, arts administrators and artists.

NAC grants enable cultural activities and experiences to be widely available to those who live in or visit Nevada. Beneficiaries include a broad cross-section of students, “at-risk” youth, seniors, people with disabilities and individuals in all 17 counties across the state.

Be Curious

Opportunities can be found in every program. You may be able to benefit from services or grants in the Artist Services, Arts in Education, Community Arts Development and Folklife Programs, as well as the Grants Program. Please check out the Opportunities-At-A-Glance section of this publication, pages 13-16. For clarification or specific grant guidelines, call us at 775.687.6680 or 702.486.3700 or visit our website at www.NevadaCulture.org.

Applicant Eligibility: Organizations, Public Institutions & Government Agencies

Organizational grant applicants must be incorporated as a Nevada nonprofit organization or school with tax-exempt status under Section 501(c)3 of the Internal Revenue Code or be a unit of government. Arts organizations in the process of receiving nonprofit status may apply for certain grants with the use of a Fiscal Agent. (See page 17)

An applicant for NAC funds does not have to be an arts organization. As long as the organization meets the eligibility requirements for a specific grant category, NAC welcomes applications to support arts projects from non-arts organizations such as city agencies, county parks and recreation departments, social service organizations, libraries, hospices and juvenile centers. We understand that arts programs presented by these entities and may often be the sole source of cultural activity in their respective communities or the point of access to new audiences.

There are specific categories for which non-arts organizations, colleges, universities and units of government, including designated arts or cultural commissions or agencies in local governments may apply. Please refer to the Opportunities-At-A-Glance section on pages 15-16.

Religious organizations may apply for a NAC grant but only for arts or cultural components that do not occur or coincide with a religious activity or service.

Nonprofit organizations located in states that border Nevada may apply for a NAC grant if they are incorporated in Nevada with 501(c)3 tax-exempt status. Both application and final report forms must clearly demonstrate that the projects for which funds are being requested significantly serve Nevadans. Additionally, Nevada must be appropriately represented on the organization’s board. This policy does not apply to individuals.

Applicant Eligibility: Individuals

Several grant categories are designed specifically for individuals. They are intended to support those who derive a significant portion of their livelihood from their artistic practice or identify themselves as professional artists, arts administrators or arts educators. These individuals are expected to verify this status with a resume and support materials, so please read carefully the specific guidelines for each grant category. An individual applicant must be at least 21 years old, a resident of Nevada and a U.S. citizen or have permanent legal resident status.

Review Process for Annual Grant Categories

NAC uses a panel review process to provide an impartial environment in which competitive grant applications are evaluated for funding. In general, out-of-state artists and arts administrators serve on panels to review and score grant applications and make funding recommendations for the NAC Board to consider. The panelists provide a depth of experience and expertise that helps the NAC Board reach informed decisions in its grant-making role.

All grant application review, scoring and funding recommendations are based solely on the submitted application package, which includes the completed application form, narrative, budget and supplemental materials that conform to each category’s guideline requirements. Panel review is based on established criteria for each grant category that include artistic excellence, community involvement and management capability. In general, NAC Board Members serve as panel chairs in open public meetings and facilitate the review process. NAC staff oversees the panel process and provides technical information and procedural guidance to ensure fair and equitable treatment of all grant applications.

After panel meetings are completed, the NAC Board convenes in an open public meeting — either in person or by conference call — to discuss grant panel review, scoring and funding recommendations and vote on final grant allocations.

Review of Quarterly and Open Deadline Grant Categories (*updated*)

Applications for competitive quarterly Jackpot Grants and Better Education through the Arts (BETA) Grants are first reviewed for eligibility and completeness by staff. A staff committee then evaluates applications using the established review criteria and submits funding recommendations for the NAC Board to consider and approve during a quarterly conference call. Notification of quarterly grant awards occurs approximately four weeks after the application postmark deadline.



The NAC Board also approves funding for noncompetitive open deadline grants that are awarded on a first-come, first-served basis to eligible applicants. These include Nevada Circuit Rider Grants, Folklife Opportunity Grants, AIE Professional Development Grants, Folklife Professional Development Grants, CAD Professional Development Grants and Tumblewords Grants. As applications in these categories arrive, they are reviewed for eligibility and completeness by NAC staff, then processed if funding is still available. For more information on open deadline grants, please contact NAC staff.

Attendance at Grant Panels

NAC strongly encourages applicants to observe panel meetings to experience the review process and the challenges of allocating limited funding to a growing body of qualified applicants. As well, panel discussions provide insights to effective grant writing and program evaluation. Applicants are notified of the time, date and location of their panel meeting. Applicants are not required to attend grant panels, nor will absence at these meetings prejudice application review.

Grant Management and Compliance Requirements (*updated*)

NAC grantees are required to read all documents in the Grants Management Packet carefully.



NAC retains 10% of most grant categories until the end of the fiscal year in case of state or federal budget cuts. (This information is included in the Terms and Conditions document of the Grants Management Packet.) Grantees will be informed of budget cuts by NAC should they occur during the year. If budget cuts do not occur, the final 10% payment may be requested if **all** required and fully completed paperwork is submitted **within 45 days** (previously 30) after the end of the funded project or until June 30, whichever date is earlier. If the funded project does not end until June, the due date for required paperwork is July 31. Grantees who fail to submit required paperwork on time will **forfeit** the final 10% payment. Required paperwork includes a complete Final Evaluation Report and copies of thank you letters or e-mails to elected officials.



A grantee may still remain in compliance and eligible for future NAC funding even though the deadline to receive the final 10% payment was missed. To be in compliance and eligible for continued NAC funding, grantees must be current in filing all required paperwork. This means that all required paperwork must be filed with the NAC by the end of the fiscal year (June 30 for most grantees; July 31 for grantees whose projects continue into June). **If this deadline is missed**, the grantee (individual or organizational grantee) will be out of compliance and not eligible for any NAC grants or funding during the entire next fiscal year.

Workshops and Convenings

NAC workshops and meetings are presented periodically throughout the year to enhance the skills of Nevada’s cultural workforce — administrators, board members, educators and artists. These activities may be designed and marketed for specific groups (artist workshops, Teachers Institute or a convening of the entire cultural community (the OASIS conference) to discuss current trends and issues that affect our work.



Every year, NAC conducts free grant writing workshops at locations throughout the state to assist new and returning applicants. These workshops concentrate on changes in the grant review process, various requirements associated with the grant categories and assistance in writing competitive applications. NAC strongly recommends that all applicants attend these workshops.

Technical Assistance (updated)

NAC staff can provide technical assistance to grantees and constituents throughout the year using a variety of methods, including phone consultations, site visits, research and referrals and meeting facilitation.



Designed to provide affordable technical assistance to non-profit arts and cultural organizations, the Nevada Circuit Riders Program offers a roster of professional consultants and specialists. “Circuit Riders” offer expertise in the areas of advocacy, board development, partnerships, fiscal and grants management, fundraising, marketing, program development, evaluation, planning and technology. Noncompetitive grants of \$2,000 are available to eligible applicants on a first-come,

first served basis throughout the year while funding is available. Contact the Community Arts Development staff at 775.687.6109 or 702.486.3700 or visit our website at www.NevadaCulture.org.

Grants for Professional Development (updated)

NAC offers a variety of competitive and noncompetitive grants to promote the continuing education of Nevada’s artists, educators, board members and arts administrators. These grants support attendance at workshops, conferences and other forms of career development. Each grant category for professional development has specific requirements and is designed for a specific pool of applicants.



Competitive Jackpot Grants (Grants Program) and Arts in Education Better Education Through the Arts (BETA) Grants are available on a quarterly basis.



Professional Development Grants are offered through the Arts in Education, Community Arts Development and Folklife Programs. These are noncompetitive grants and are available on a first-come, first-served reimbursement basis throughout the year for eligible applicants while funding is available. Often times, these grants may be used to attend workshops and activities sponsored or co-sponsored by NAC.



Please refer to the Opportunities At-a-Glance section on pages 13-16 or contact program staff for more information or clarification on these or any grant categories.

BE CURIOUS

Opportunities can be found in every program. For example, an artist may be able to benefit from services or grant categories in the Artist Services, Arts in Education, Community Arts Development and Folklife Programs. Be curious, and check out all that your state arts agency has to offer.

Supporting artists is a priority for the Nevada Arts Council (NAC). The work of the artist is essential to community vitality, a progressive educational system and healthy arts organizations. Nevada's growing population of artists in all disciplines (visual, literary, media, performing) and in all career stages may benefit from the activities of this program. The Artist Services Program serves the needs of individual artists through grants, programs supporting the work of artists, professional development opportunities and technical assistance.

■ FUNDING

Artist Fellowships (*updated*)

The Artist Fellowship Program recognizes Nevada's exceptional artists and encourages continuing artistic development. Nine \$5,000 Fellowships grants are awarded annually through a competitive review process — three each in the literary, performing and visual arts (including media arts.) The twelve-month fellowship provides direct support for supplies and materials, and allows the recipient to devote time to the creation of new work. Nine \$500 grants are also awarded to the top three honorable mentions in each category. Awards are based solely on artistic excellence as determined by out-of-state jurors who are experts in their discipline.

To be eligible for a fellowship, an artist must have lived and worked in Nevada for a minimum of one year at the time of application. Students enrolled in full-time degree-granting programs in the discipline for which they're applying and prior recipients who have either received two or more fellowship awards in a lifetime or received a fellowship within the past two years are ineligible.

Visual Arts Commission, Governor's Arts Award (*updated*)

NAC annually commissions artwork by a Nevada artist, which is presented to recipients of the Governor's Arts Award. This \$3,500 commission for seven works of art is open to all Nevada visual artists. Previous commissions have included photography, silver and gold jewelry, neon assemblages, ceramic pieces and watercolors.

■ PROGRAMS

LXS (Legislative eXhibition Series)

During Nevada's biennial legislative session, solo two-week visual arts exhibitions are installed in a modest yet highly visible space at the State Legislative Building. Members of the public and the government sector are exposed to the breadth of contemporary and traditional work being produced in communities throughout the state. LXS artists are selected by a peer panel.

Nevada Touring Initiative

Supported by the National Endowment for the Arts' Challenge America Program, the Nevada Touring Initiative (NTI) features two components — the Traveling Exhibition Program and Tumblewords. A sponsor may be any arts or community-oriented nonprofit organization, library or other public institution.

The Traveling Exhibition Program delivers high quality visual arts exhibits to communities throughout the state at an affordable price. (The sponsor cost for a NTI exhibit will increase from \$100 to \$150 in January 2007.) Each exhibit includes installation, insurance coverage, publicity and educational materials. The Traveling Exhibition Program is a partnership between NAC, the Nevada Museum of Art and the Western Folklife Center. **The Tumblewords Program** features a roster of writers who have received NAC Artist Fellowships or Governor's Arts Awards and selected members of the NAC Artist in Residence Roster. Grants are available on a first-come, first-served basis to support Tumblewords community residencies that include readings, workshops and other public activities. Tumblewords is funded in part by Western States Arts Federation. Visit www.NevadaCulture.org to view works from the Traveling Exhibition Program or read more about the Tumblewords Program and Roster.

OXS (Office eXhibition Series)

Exhibit space in NAC offices feature the work of artists who have received recognition through a Governor's Arts Award, Artist Fellowship, Folklife Apprenticeship, GAA Visual Arts Commission or inclusion on the Artist in Residence Roster.

■ PROFESSIONAL DEVELOPMENT

Electronic notices about opportunities for literary, visual, media, performing and interdisciplinary artists are sent to individuals who provide NAC an e-mail address. These blasts also include updates on NAC activities of interest to individual artists. To join the list, please send your e-mail address to fkmmorrow@clan.lib.nv.us.



Professional development workshops for artists are periodically offered at locations around the state on topics such as grant writing and managing the business side of a career in the arts.

■ TECHNICAL ASSISTANCE

The Artist Services Program provides guidance, referrals and research to artists and organizations that work with individual artists on a variety of topics such as marketing your work, presenting your work and exhibiting various art forms in public settings.

The Arts in Education (AIE) Program believes that the arts are basic to the educational experience for preschool through college-aged students and lifelong learning for adults. With the arts as core academic subjects and integrated across the curriculum, students of all ages may develop essential life skills and problem-solving abilities that prepare them to succeed in our global, technology-based society. AIE services are designed to provide the impetus for education professionals, students, libraries, senior centers, hospitals and community- or youth-based organizations to embrace the arts as a central and permanent component of daily life. The AIE Program provides grants for artist residencies and arts education projects in school and community settings, special initiatives, partnership activities and professional development opportunities.

■ **FUNDING**

AIE Professional Development Grants

Noncompetitive grants support the attendance of eligible individuals at Nevada-based workshops, conferences and others activities for career enhancement. (Up to \$250 on a first-come, first-served and reimbursement basis throughout the year)

Arts Learning for All Grants (ALFA) (new)

Annual competitive grants support arts education projects including professional development for schools, nonprofit arts and community organizations and government entities. (Combining the former YouthReach Nevada, Teaching and Discovering the Arts and Special Project Grants) (Up to \$7,500)

Better Education through Arts Grants (BETA) (new)

Quarterly competitive grants support professional development and small arts education projects for schools, nonprofit arts and community organizations, government entities and eligible individuals. (Formerly Professional Development Grants for Educators) (Up to \$750)

Artist in Residence Program and Grants (AIR) (updated)

The Artist in Residence Program (AIR) provides students, teachers and communities with direct hands-on arts experiences through personal interaction with working artists. AIR provides annual competitive grants for the use of professional artists to support and enhance the work of other professions, for example teachers, social workers, librarians, parks staff, health care workers, etc. The AIR Artist Roster features a juried selection of professional artists who have experience and/or training in this specialized arts domain. (Up to \$7,500)

■ **PROFESSIONAL DEVELOPMENT**

Teachers Institute

Presented periodically in partnership with the Nevada Alliance for Arts Education (NAAE), Teacher Institutes are designed for educators, arts specialists, administrators and teaching artists.

Grant Workshops

The AIE Program conducts free grant writing workshops annually throughout the state in order to assist new and returning applicants. These workshops concentrate on AIE grant categories and help with writing competitive applications. Workshop schedules are sent to all active AIE grantees, posted on our website and advertised through the print media.

■ **TECHNICAL ASSISTANCE**

The AIE Program offers research, guidance and referrals for the development of arts education projects and plans. AIE staff can assist in identifying and applying for alternative sources for funding that supports arts education, and provide material support for arts education advocacy.

■ **SPECIAL INITIATIVES**

Arts License Plate

Drive home your support of the arts with a “Rich in Art” license plate. For each plate issued, \$15 of the initial fee and \$10 of the renewal fee supports statewide arts education programs of the Nevada Arts Council and VSA arts of Nevada (formerly Very Special Arts Nevada). For more information, visit our website at www.NevadaCulture.org or contact the DMV Special License Plate Section at 775.684.4750.

Poetry Out Loud (new)

The Poetry Out Loud National Recitation Contest (POL), an initiative of the National Endowment for the Arts and The Poetry Foundation, encourages high school students to memorize and perform great poems and helps students master public speaking skills, build self-confidence and learn about their literary heritage. NAC, NAAE and the Nevada Department of Education sponsor Nevada Poetry Out Loud and invite all high schools across the state to participate. The winner of the Nevada Finals receives \$1,000 and his/her school receives \$2,000 to support literary programs and the purchase of poetry books. First and second runners-up receive \$500 each and their schools receive \$1,000 each to support literary programs and the purchase of poetry books. State winners advance to the National Finals where \$50,000 dollars in scholarships and school prizes are awarded.

The Community Arts Development Program (CAD) helps maintain and promote the arts in Nevada at the grassroots level. In its role as partner and resource, CAD serves as a connector for communities statewide. Program staff in both offices (Carson City and Las Vegas) provide services to: 1) build healthy arts organizations, 2) establish cultural policies at the local level, 3) provide local arts organizations information about funding and resources and 4) ensure effective delivery of cultural services to all Nevadans. Considering the arts as a viable community and economic development tool, CAD encourages partnerships to increase the visibility of local arts councils and the arts in general within the community and throughout the state.

■ FUNDING

CAD Professional Development Grants

Noncompetitive grants support attendance at regional or national conferences, workshops or seminars by professional paid or volunteer staff members or trustees of arts organizations, local arts agencies and governmental cultural offices. (Up to \$450, on a first-come first-served and reimbursement basis throughout the year.)

Locals Stabilization Assistance Program

A local arts agency or community arts council is defined as a community organization or an agency of local government that provides access to citizens in all areas of the arts. It may offer a wide variety of services and grants to local artists and arts organizations, present arts programming to the public and provide leadership in community cultural planning.



The Locals Stabilization Assistance Program (LSAP) increases community cultural activity by supporting Nevada's local arts agencies (LAA) through technical assistance and funding. LSAP technical assistance is designed to advance organizational development and stability. To support LAA leadership staff positions, grants are available to establish an LAA full- or part-time director or manager and to "ready" that organization for a paid staff position. For more information about LSAP, please contact the Community Arts Development program staff.

Nevada Circuit Riders Consultant Roster (updated)

Designed to provide affordable technical assistance to nonprofit arts and cultural organizations, the Nevada Circuit Riders Program offers a roster of professional consultants and specialists. "Circuit Riders" offer expertise in the areas of advocacy, board development, partnership fiscal and grants management,

fundraising, marketing programming, evaluation, planning and technology. Grants of \$2,000 are available to eligible applicants on a first-come, first served basis throughout the year while funding is still available. Contact the Community Arts Development staff at 775.687.67109 or 702.486.3700 or visit our website at www.NevadaCulture.org.

■ PROGRAMS

Arts Town Meetings

Scheduled every three years, Arts Town Meetings are co-sponsored by local arts and community organizations throughout the state. At these meetings, we discuss the state of the arts in Nevada and NAC services and programs, and elicit input for updating NAC's strategic plan.

OASIS Conference

Sponsored by the Department of Cultural Affairs and Nevada Humanities, OASIS is designed for professionals in the arts, museum, library, education and historic preservation fields. Scheduled in Reno or Carson City every other year to coincide with the Nevada State Legislative Session, OASIS features presentations, workshops, and opportunities for information exchange, and an occasion to network with colleagues and members of the legislature.

Resource Library

Resource libraries are based in both NAC offices and contain publications, articles and newsletters on and about the field of arts administration. Resource material is available for in-office use or on a checkout basis.

■ PROFESSIONAL DEVELOPMENT

Periodically or upon request, workshops and training for organizations are offered on various topics as diverse as board development, advocacy, technology for nonprofits and presenting the performing arts.

■ TECHNICAL ASSISTANCE

Much of CAD staff time is committed to assisting communities and community arts organizations, with a focus on local arts agencies and presenting organizations. Extended technical assistance in a community often requires a combination of research, presentations, working meetings, training sessions and referrals. Staff may recommend or assist with the implementation of a community cultural assessment to identify local resources and develop a strategic plan, provide links to new resources or arrange for peer to peer networking opportunities to assist with the challenges of working toward long term sustainability.

The Folklife Program honors, preserves and supports Nevada's traditional art forms and cultural expressions that are handed down within families, occupations, religions, tribes and ethnic and other community groups. Through exhibitions, publications, educational activities and partnerships, the Folklife Program documents Nevada's valuable heritage and cultural traditions and shares the work and words of ethnic and traditional artists with the public. Some examples of traditional arts practiced in Nevada are Washoe willow basketry, Filipino dance, Japanese taiko drumming, Paiute-Shoshone singing and story telling, Mexican folklorico dance, quilting and rawhide braiding.

■ FUNDING

Folklife Apprenticeship Grants

Competitive grants to individuals to help perpetuate traditional art forms, Apprenticeship Grants support master folk artists as they teach their skills and knowledge to dedicated apprentices working within a specific culture. Twelve grants of \$2,500 for each master-student apprenticeship are awarded annually.

Folklife Opportunity Grants

Noncompetitive grants to organizations in support of the presentation of traditional arts, language and other folklife, and demonstrations at festivals, museums, schools, local organizations and community centers. Several grants will be awarded at \$1,500 each throughout the year.

Folklife Professional Development Grants

Support for traditional artists to attend gatherings such as events, meetings and conferences related to traditional arts and culture or to engage in educational and teaching projects through mentorships. Several noncompetitive grants of up to \$500 are available on a first-come first-served and reimbursement basis throughout the year.

■ PROGRAMS

Cultural and Heritage Surveys and Publications (updated)

Using research and fieldwork, Folklife Program staff and contract folklorists study the heritage and living traditions of specific groups or geographical regions in Nevada. The findings are published in surveys, preserved in the Nevada Folklife Archives and are shared with the public through exhibits, educational programming and festivals. These surveys document and preserve Nevada's remarkable breadth of folk and traditional arts and culture and are free of charge. They

include: *Enduring Traditions: The Culture and Heritage of Lake Tahoe, NV, Driving & Walking Tour; In a High and Glorious Place: Folklife in Lincoln County; Neon Quilt: Folk Arts in Las Vegas, The World in the Biggest Little City: Folk Arts in Reno and Western Nevada; White Pine County Cultural Survey and Songs for Asking: Perspectives on Traditional Culture Among Nevada Indians.* For print copies, please call either office at 775.687.6680 or 702.486.3700.

Folklife Education Initiative

Interested in programs about the traditional arts and culture of Nevada and the West? Folklife Education programs are free of charge and include:

- An introduction to Nevada's folk and traditional arts for schools and community groups, which include slide shows and hands-on workshops by folklorists and folk artists of the region.
- Training and organizing of middle and high school students, local groups or community scholars to document their own or local traditions and communities through oral histories, photography and audio interviewing.
- Referrals for performances, lecture-demonstrations and workshops by traditional artists for schools, community groups and businesses.

Nevada Folklife Archives

The results of more than 20 years of documentation of Nevada's rich cultural heritage may be found in the Nevada Folklife Archives in the Carson City office. Interviews on tapes or transcriptions, photographs, slides, objects and publications are catalogued and available to the public for research projects on an appointment basis.

■ PROFESSIONAL DEVELOPMENT

Periodically or upon request, workshops and training for individuals and organizations are offered in the development and presentation of fieldwork, ethnographic and oral history techniques and follow-up.

■ TECHNICAL ASSISTANCE

The Folklife Program provides recommendations and technical assistance for the development and maintenance of folklife festivals, exhibits based on traditional arts, artist referrals, cultural inventories, folklore publications, apprenticeship programs and other related public programs, as well as research methodologies for traditional arts and culture.

The reach of the Grants Program and its six competitive grants categories is expansive. By supporting and nurturing Nevada's arts organizations, NAC strengthens communities and improves the quality of life for residents and visitors. Grantees can be found in every corner of the state and sponsor activities such as concerts, exhibitions, festivals and literary publications. Though a NAC grant may be a small portion of a project budget, the importance of these dollars reaches far beyond actual cash value, serving as a catalyst for other public and private support and a stimulus to provide access to cultural activities for our expanding population.

■ FUNDING

Partners in Excellence Grants

Five levels of grant funding, determined by organization budget, strengthen Nevada's arts infrastructure and cultural institutions statewide. Grants range from \$4,000 to \$30,000, and support professional salaries, artistic fees, marketing costs and other expenses consistent with the mission of the grantee.

Development Grants

Assist new or smaller budget organizations in the stabilization of existing operations, and support program development to increase public access to the arts in underserved communities. (Up to \$4,000)

Project Grants

Support for arts and cultural activities of non-arts organizations and public institutions that encourage public access and participation. Eligible applicants for Project Grants include colleges, universities, public institutions or agencies, social service, community or health organizations and youth programs. Funded activities include ethnic festivals, film series, performances and visual arts exhibitions. (Up to \$6,500)

Design Arts Grants

Support projects that emphasize community partnerships and enhance public awareness of the important role that design plays in our everyday life. (Up to \$10,000)

Challenge Grants

Encourage financial and programmatic sustainability of Nevada's cultural institutions and must be matched 3 to 1 with new dollars over and above the grantee's current income. Supported activities include endowment or cash reserve development, capital expenditures, purchase of major equipment and collection acquisitions. (Up to \$50,000)

Jackpot Grants

Available on a quarterly basis, Jackpots support new and/or unanticipated arts projects, including exhibitions and premier performances, and professional development for artists who have achieved a certain level of proficiency as presented through work samples. (Up to \$1,000)

■ PROFESSIONAL DEVELOPMENT

NAC conducts free grant writing workshops annually at locations throughout the state to assist new and returning applicants. These workshops concentrate on any changes in the grants process, various requirements associated with grant categories and help with writing competitive applications. NAC strongly recommends that all applicants attend these workshops. Workshop schedules are published in Nevada Arts News, sent to all active NAC grantees, posted on our website and advertised in radio and print media.

■ TECHNICAL ASSISTANCE

The Grants Program offers guidance and referrals to potential and current grantee, and can share information about potential funding opportunities available on the local, regional and national levels.

■ 504/ADA COMPLIANCE

Making the arts accessible to Nevadans of all cultures and abilities is a NAC priority. The Grants Program Coordinator also acts as the agency's 504/ADA Coordinator to ensure that NAC grantees are compliant with Section 504 of the Americans with Disabilities Act, which states:

- Cultural organizations, private or public, that receive direct or indirect federal funds or federal financial support must make programs, services and activities accessible, including employment opportunities.
- Section 504: Prohibits discrimination on the basis of disability and requires federal agencies and any organization that receives federal funding to make its programs and activities accessible to people with disabilities.

| ■ |
Grantees may find 504/ADA resource links and download ADA icons for use in program materials at www.NevadaCulture.org or www.arts.gov. VSA arts of Nevada provides more information on its website at www.vsarts.org. Read more about NAC's policy on accessibility on page 17.

Governor's Arts Awards (GAA) (updated)

Through this program, the Nevada Arts Council and the Office of the Governor recognize and honor Nevadans for lasting and profound contributions to the cultural life of our state. Up to six awards may be given in the following categories:

■ **Excellence in the Arts**

Artists or arts-producing organizations whose work has achieved a level of excellence and who have made a significant impact in their community and/or the state.

■ **Excellence in Folk Arts**

Artists or organizations recognized as significant tradition-bearers or elders who continue to create, preserve and/or teach traditional arts forms, elevating the quality of the art and its vitality within the associated cultural community.

■ **Leadership in Arts Education**

Schools, individuals, organizations or businesses that have made significant contributions through leadership, creativity and partnership building to advance arts education in Nevada's schools and communities.

■ **Leadership in the Arts: Organizations (new)**

Organizations that have demonstrated long-term leadership resulting in significant contributions to the arts in their community and/or the state.

■ **Leadership in the Arts: Individuals (new)**

Individuals that have demonstrated long-term leadership resulting in significant contributions to the arts in their community and/or the state.

■ **Patronage in the Arts (new)**

Individuals or businesses who have sustained and enhanced the arts in their community and/or the state, through contributions of time, effort or financial resources.

The GAA Nomination Form is available on our website at www.NevadaCulture.org and sent out to our mailing list in late summer or early fall. The NAC Board reviews all nomination packets and determines the award recipients during a public meeting. The GAA awards ceremony is held the following spring and alternates between Las Vegas and Reno or Carson City.

neon

The only arts journal presently published by a state arts agency, *neon* presents contemporary works about Nevada and the Great Basin twice a year. The readership is offered a collection of articles, stories and poems and a recommended reading/listening list prepared by editor Kirk Robertson. First

appearing in 1986, *neon* has published the work of more than a hundred artists and authors, including Andrei Codrescu, Dave Hickey, William Kittredge, Thomas McGuane, Gailmarie Pahmeier and Dennis Parks.

Nevada Arts News (NAN)

A quarterly newsletter, NAN is available in print or online. NAN highlights NAC programs and deadlines, provides updates on Nevadans making news and covers the arts industry from state, regional and national perspectives. NAN provides a sense of connection to colleagues around town, throughout the state and across the nation.

Partnerships

NAC builds partnerships to strengthen programs and increase participation in the arts. Our partners bring valuable expertise and resources to workshops, conferences, events and statewide initiatives, including the Arts License Plate, Poetry Out Loud Recitation Contest and the Nevada Touring Initiative. Partners include Nevada Humanities, Nevada Museum of Art, VSA Arts of Nevada and Nevada Alliance for Arts Education.



NAC regularly invests in projects to advance the arts throughout Nevada. Research is initiated on such topics as economic impact of the arts, cultural trust legislation and advocacy strategies. Staff and board often participate in various local and regional activities including the City of Reno Cultural Master Plan and the MetroArts Las Vegas Initiative.

Strategic Planning

The NAC strategic plan is the outcome of a planning process that occurs every three years. Arts Town Meetings, focus groups and individual conversations held throughout the state, and print and online surveys provide feedback to NAC on the state of the arts and agency services. The strategic plan is submitted to the National Endowment for the Arts and the State of Nevada; its goals and action steps guide the work of the agency. For a copy, call either office at 775.687.6680 or 702.486.3700 or visit our website at www.NevadaCulture.org.

www.NevadaCulture.org

The official website of the Department of Cultural Affairs and its divisions. Users have access to general information, grant applications, publications, job opportunities, news updates and links to arts and cultural resources in Nevada and nationwide.

■ OPPORTUNITIES AT-A-GLANCE

ARTISTS - Grants & Funding

AIE Professional Development Grants - <i>open deadline</i>	Arts in Education	p. 8
Artist Fellowship Grants - <i>annual</i>	Artist Services	p. 7
Better Education Through the Arts (BETA) Grants - (teaching artists) - <i>quarterly</i>	Arts in Education	p. 8
Folklife Apprenticeship Grants - <i>annual</i>	Folklife	p. 10
Folklife Professional Development Grants - <i>open deadline</i>	Folklife	p. 10
Governor's Arts Awards Visual Arts Commission - <i>annual</i>	Artist Services	p. 7
Jackpot Grants - <i>quarterly</i>	Grants Program	p. 11

ARTISTS - Programs & Services

Artist in Residence Roster - <i>every two years</i>	Arts in Education	p. 8
Arts License Plates	Arts in Education	p. 8
Arts Town Meetings (NAC Strategic Planning)	Community Arts	p. 9
Conferences & Professional Development Workshops for Artists	Artist Services, Arts in Education, Agency-wide	p. 7, 8, & 6
Folklife Archives	Folklife	p. 10
Governor's Arts Awards	Agency-wide	p. 12
Grant Writing Workshops	Artist Services, Grants	p. 7 & 11
LXS - Legislative Exhibition Series (Visual Artists)	Artist Services	p. 7
Neon (biannual artsletter)	Agency-wide	p. 12
Nevada Arts News - NAN (quarterly newsletter)	Agency-wide	p. 12
Research & Referrals	Artist Services, All Programs	p. 7
Resource Library	Community Arts	p. 9
Technical Assistance	Artist Services, All Programs	p. 7

NONPROFIT ARTS ORGANIZATIONS - Grants & Funding

Artist in Residence (AIR) Grants - <i>annual</i>	Arts in Education	p. 8
Arts Learning for All (ALFA) Grants - <i>annual</i>	Arts in Education	p. 8
Better Education Through the Arts (BETA) Grants - <i>quarterly</i>	Arts in Education	p. 8
CAD Professional Development Grants - <i>open deadline</i>	Community Arts	p. 9
Challenge Grants - <i>annual</i>	Grants	p. 11
Design Arts Grants - <i>annual</i>	Grants	p. 11
Development Grants - <i>annual</i>	Grants	p. 11
Folklife Opportunity Grants - <i>open deadline</i>	Folklife	p. 10
Jackpot Grants - <i>quarterly</i>	Grants	p. 11
Locals Stabilization Assistance Program Grants - <i>open deadline</i>	Community Arts	p. 9
Nevada Circuit Riders Grants - <i>rolling</i>	Community Arts	p. 9
Partners in Excellence Grants - <i>annual</i>	Grants	p. 11
Nevada Touring Initiative - Tumblewords Program Grants - <i>open deadline</i>	Artist Services	p. 7

■ OPPORTUNITIES AT-A-GLANCE CONTINUED

NONPROFIT ARTS ORGANIZATIONS - Programs & Services

Arts License Plates	Arts in Education	p. 8
Arts Town Meetings (NAC Strategic Planning)	Community Arts	p. 9
Conferences & Professional Development Workshops	Agency-wide	p. 6
Folklife Archives, Surveys, Publications	Folklife	p. 10
Folklife Education Program	Folklife	p. 10
Governor's Arts Awards	Agency-wide	p. 12
Grant Writing Workshops	Arts in Education, Grants	p. 11 & 8
Neon (biannual artsletter)	Agency-wide	p. 12
Nevada Arts News – NAN (quarterly newsletter)	Agency-wide	p. 12
Nevada Touring Initiative – Traveling Exhibition Program	Artist Services	p. 7
Research & Referrals	Grants, Community Arts, All Programs	p. 11 & 9
Resource Library	Community Arts	p. 9
Technical Assistance	Grants, Community Arts	p. 11 & 9

SCHOOLS & EDUCATORS - Grants & Funding

AIE Professional Development Grants – <i>open deadline</i>	Arts in Education	p. 8
Artist in Residence (AIR) Grants – <i>annual</i>	Arts in Education	p. 8
Arts Learning for All (ALFA) Grants – <i>annual</i>	Arts in Education	p. 8
Better Education Through the Arts (BETA) Grants – <i>quarterly</i>	Arts in Education	p. 8

SCHOOLS & EDUCATORS - Programs & Services

Arts License Plates	Arts in Education	p. 8
Arts Town Meetings (NAC Strategic Planning)	Community Arts	p. 9
Conferences & Professional Development Workshops	Arts in Education, Agency-wide	p. 6 & 8
Folklife Archives, Surveys, Publications	Folklife	p. 10
Folklife Education Program	Folklife	p. 10
Governor's Arts Awards	Agency-wide	p. 12
Grant Writing Workshops	Arts in Education, Grants	p. 8 & 11
Neon (biannual artsletter)	Agency-wide	p. 12
Nevada Arts News – NAN (quarterly newsletter)	Agency-wide	p. 12
Nevada Touring Initiative – Traveling Exhibition Program	Artist Services	p. 7
Poetry Out Loud Recitation Competition	Arts in Education	p. 8
Research & Referrals	Arts in Education	p. 8
Resource Library	Arts in Education, Community Arts	p. 8 & 9
Teachers' Institute	Arts in Education	p. 8
Technical Assistance	Arts in Education, All Programs	p. 6 & 8

■ OPPORTUNITIES AT-A-GLANCE CONTINUED

PUBLIC INSTITUTIONS/UNITS OF GOVERNMENT/TRIBAL GOVERNMENTS - Grants & Funding

Arts Learning for All (ALFA) Grants - <i>annual</i>	Arts in Education	p. 8
Artist in Residence (AIR) Grants - <i>annual</i>	Arts in Education	p. 8
Better Education Through the Arts (BETA) Grants - <i>quarterly</i>	Arts in Education	p. 8
CAD Professional Development Grants - <i>open deadline</i>	Community Arts	p. 9
Design Arts Grants - <i>annual</i>	Grants	p. 11
Locals Stabilization Assistance Program Grants - <i>open deadline</i>	Community Arts	p. 9
Nevada Circuit Riders Grants - <i>rolling</i>	Community Arts	p. 9
Nevada Touring Initiative - Tumblewords Program Grants - <i>open deadline</i>	Artist Services	p. 7
Project Grants - <i>annual</i>	Grants	p. 11

PUBLIC INSTITUTIONS/UNITS OF GOVERNMENT/TRIBAL GOVERNMENTS - Programs & Services

Arts License Plates	Arts in Education	p. 8
Arts Town Meetings (NAC Strategic Planning)	Community Arts	p. 9
Conferences & Professional Development Workshops	Agency-wide	p. 6
Folklife Archives, Surveys, Publications	Folklife	p. 10
Folklife Education Program	Folklife	p. 10
Governor's Arts Awards	Agency-wide	p. 12
Grant Writing Workshops	Grants, Arts in Education	p. 11 & 8
Neon (biannual artsletter)	Agency-wide	p. 12
Nevada Arts News - NAN (quarterly newsletter)	Agency-wide	p. 12
Nevada Touring Initiative - Traveling Exhibition Program	Artist Services	p. 7
Research & Referrals	Grants, Community Arts, All Programs	p. 11 & 9
Resource Library	Community Arts	p. 9
Technical Assistance	Grants, Community Arts, All Programs	p. 11 & 9

NONPROFIT NON-ARTS ORGANIZATIONS - Grants & Funding

Arts Learning for All (ALFA) Grants - <i>annual</i>	Arts in Education	p. 8
Artist in Residence (AIR) Grants - <i>annual</i>	Arts in Education	p. 8
Better Education Through the Arts (BETA) Grants - <i>quarterly</i>	Arts in Education	p. 8
Folklife Opportunity Grants - <i>open deadline</i>	Folklife	p. 10
Nevada Touring Initiative - Tumblewords Program Grants - <i>open deadline</i>	Artist Services	p. 7
Project Grants - <i>annual</i>	Grants	p. 11

■ OPPORTUNITIES AT-A-GLANCE CONTINUED

NONPROFIT NON-ARTS ORGANIZATIONS - Programs & Services

Arts License Plate	Arts in Education	p. 8
Arts Town Meetings (NAC Strategic Planning)	Community Arts	p. 9
Conferences & Professional Development Workshops	Agency-wide	p. 6
Folklife Archives, Surveys, Publications	Folklife	p. 10
Folklife Education Program	Folklife	p. 10
Governor’s Arts Awards	Agency-wide	p. 12
Grant Writing Workshops	Grants, Arts in Education	p. 8 & 11
Neon (biannual artsletter)	Agency-wide	p. 12
Nevada Arts News – NAN (quarterly newsletter)	Agency-wide	p. 12
Nevada Touring Initiative – Traveling Exhibition Program	Artist Services	p. 7
Research & Referrals	Grants, Community Arts, All Programs	p. 9 & 11
Resource Library	Community Arts	p. 9
Technical Assistance	Grants, Community Arts, All Programs	p. 9 & 11

NEW ARTS & CULTURAL ORGANIZATIONS USING A FISCAL AGENT

If you are in the process of applying for 501(c)3 status, please contact a program staff person to explore what programs and grants may be available to you.

“The arts must be at the heart of every child’s learning experience if... they are to have a chance to dream and to create, to have beliefs, to carry a sense of cultural identity.”

■ JAMES D WOLFENSOHN, FORMER CHAIRMAN OF THE KENNEDY CENTER

The Nevada Arts Council (NAC) complies with all state and federal laws and regulations concerning civil and human rights, including Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975. NAC ensures that its programs, grants and employment practices are free of any discrimination based on race, color, national origin, disability, sex, sexual orientation or age.

Accessibility

Making the arts accessible to Nevadans of all cultures and abilities, without prejudice to geographic or economic status, is a priority in all NAC programs. We encourage our grantees to utilize events or procedures that broaden the public's cultural awareness and participation. Methods to address diversity in your community include involving individuals from diverse populations and/or organizations in the planning, implementation, evaluation and follow-up of a program. Section 504 of the Rehabilitation Act states, in part, that "no otherwise qualified person with a disability... shall solely by reason of their disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

By taking steps to make our arts and cultural programs, activities, information and facilities accessible and usable to all people, with and without disabilities, we open the door to a new and expanded audience of participants, patrons and advocates. For more information on requirements of the Americans with Disabilities Act (ADA) or how to make your programs and facilities more accessible, please contact the Nevada Arts Council at 775.687.6680.

Artists

NAC believes that artists should be compensated for their expertise and services rendered. NAC also encourages the employment of artists who are Nevada residents. However, NAC supports a balance in funding both the development of Nevada artists and providing Nevadans (which includes artists) with the opportunity to experience the work of artists from outside the state.

Audits (updated)

Grant recipients may be asked by NAC to submit to periodic on-site programmatic, managerial and fiscal audits. If a recipient receives \$500,000 or more in federal funds, the federal government requires recipients to submit an audit report to the NAC

for the year in which NAC funds were received and spent.

An independent audit is required by grantees in Partners in Excellence: Multi-Year Grants (Level II). NAC also requires an independent audit following the completion of a Challenge Grant.

Communities

While a community is most commonly defined in terms of geography, it may be defined in terms of common interests as well. Examples of communities include, but are not limited to: a neighborhood; a town or other municipality; a county or multi-county area — within or across state lines; or a group of individuals and organizations that share a common heritage or interest in a common artistic discipline.

Compliance Requirements and Final Payments (See page 5)

Credit/Acknowledgement Requirements

NAC grants are funded by the Nevada State Legislature and the National Endowment for the Arts. All grantees are required to acknowledge the support from the NAC and NEA in all publicity and printed materials. Grant recipients will receive information regarding credit requirements in the Grants Management Packet. Electronic versions of the NAC and NEA logos are also available on our website at www.NevadaCulture.org.

Fiscal Agent, Use of (updated)

Incorporated nonprofit organizations that have filed for, but have not received tax-exempt status through the Internal Revenue Service may apply to certain grant categories through an organization which is tax-exempt and otherwise eligible to apply. This "Fiscal Agent" becomes the legal applicant of record, redistributes the grant funds to the applicant organization, and is responsible for all the requirements of the specific grant category. This includes contracts, fiscal records and final reports.

Written evidence of application to the IRS and of a Fiscal Agent must be submitted at the time of application for NAC funds. Evidence of application to the IRS may be a copy of the tax-exempt status application or a letter of acknowledgment from the IRS that an application has been filed.

NAC will mail all official correspondence regarding a grant, except for checks, to the Authorizing Official of the applicant

■ GENERAL POLICIES CONTINUED

organization, not the Fiscal Agent. It is the applicant organization's responsibility, therefore, to communicate effectively with its Fiscal Agent and to acquire all required signatures from its Fiscal Agent in a timely manner in order to remain in compliance with all NAC requirements. Checks will be sent directly to the Fiscal Agent. It is the Fiscal Agent's responsibility to communicate with and redistribute funds to the applicant organization.



The use of a Fiscal Agent does not release the applicant organization from responsible or accountable behavior. Therefore, NAC recommends that a formal agreement be entered into between the applicant organization and the Fiscal Agent, outlining the working relationship between the two parties. Any organization considering the use of a Fiscal Agent should contact the appropriate program coordinator before submitting an application. Acting as a Fiscal Agent does not jeopardize the Fiscal Agent's own grant applications.

Freedom of Expression

NAC recognizes the need for public support of the arts and understands the responsibilities that accompany the allocation of public funds. At the same time, NAC advocates for and defends the right of free speech for all citizens under the First Amendment of the Constitution of the United States.

Incorporation

Incorporation in Nevada means recognition of an organization's corporate by-laws and articles by the Secretary of State in Nevada. This must be done before filing for tax-exempt status with the Internal Revenue Service. Procedures for becoming a nonprofit organization are not complicated and are available from the office of the Nevada Secretary of State in Carson City at 775.684.5704 or Las Vegas 702.486.2440. However, organizations are encouraged to seek professional advice from an attorney or an accountant.

Matching Funds

In most categories, an organization must match in cash, dollar for dollar (1:1) NAC grant funds that are awarded. Matching funds may be anticipated by the applicant at the time of application submission, but must be received by the end of the grant period and by the time the final evaluation form is submitted to the NAC by the grantee.



In-kind contributions are allowable as a portion of the required match in the categories of the Nevada Circuit Rider Program, Jackpot, Development, Design Arts and Folklife Opportunity Grants.

Partnerships

A partnership should represent a core group that is committed to working together and providing resources toward specific goals. Effective partnerships combine existing resources in innovative ways, create opportunities that previously did not exist and enable individual partners to advance their own priorities while working toward common goals. Partnerships may be new or they may already be in existence. They may include arts organizations, schools and educational organizations, businesses, government agencies, religious organizations, and civic and community groups.



NAC encourages grantees and applicants to think as broadly as possible about potential partnerships. A funder, venue or project beneficiary should be considered a partner only if it actively participates in the overall project.

Record Keeping

Grant recipients are requested to keep a copy of their original grant, financial records, supporting documents, statistical records and all other records pertinent to NAC grants for a minimum of three years after the end of the project. Grant funds may be considered taxable income. Please consult with qualified tax consultants.

Underserved Populations

For the purposes of these guidelines, an underserved area is defined by geographic isolation and/or limited access to quality arts resources and programs. Underserved people are those potential arts participants who may not be currently served by an organization's or institution's programs. Within these definitions, applicants are asked to identify their own underserved populations.

Verification of Nonprofit, Tax-Exempt 501(c)3 Status

A nonprofit organization applying for a NAC grant for the first time is required to submit a copy of its Articles of Incorporation and By-Laws (both required for nonprofit status) and its IRS letter of tax-exempt status.



Tax exemption is a classification of the IRS. An organization may file for tax exemption itself although the advice of an accountant or an attorney is recommended. More information may be obtained from the IRS at www.irs.gov.

Consider the following principles when preparing your proposal and writing your grant application.

PREPARATION

1. **Develop a timeline.**

Work backwards from the grant application postmark deadline and allow yourself enough time to thoroughly consider the project, and then draft, revise and edit your proposal.

2. **Think about what you can realistically achieve during the grant period.**

3. **Read the grant guidelines thoroughly.**

Take the guidelines literally and follow the directions.

4. **Call the appropriate program coordinator if you have questions and to discuss project eligibility.**

Make sure that your organization/project fits within funding guidelines. Ask to view examples of successful applications. Do not wait until the last minute.

5. **Review panel comments from the previous year if applicable.**

These comments can provide valuable insight into what a panel did or did not understand about your proposal. This can also help you strengthen your current proposal.

6. **Have your application reviewed by appropriate members or committee(s) of your board.**

PROPOSAL DEVELOPMENT

A well developed proposal should reflect an obvious extension of an organization's mission and goals. Comments made by panelists at previous grant reviews can be of assistance in developing and then reviewing your grant proposal.

- For almost all applications, panelists have noted a need for stronger focus on evaluation methods and benchmarks appropriate for the individual organization, to "help evaluate whether you met your goals."
- There is a need for active versus passive outreach programming. Are you doing it for the grant or to follow your mission and goals? "How does the applicant develop appropriate and dynamic interactions with new audiences?"

- Proposals often overlook connecting organizational mission and programming goals. If your mission states that you support multicultural programming, then your programming should reflect it.
- Include demographics and statistics to clarify the context in which you operate and what audience you serve.
- Many applications don't reflect an understanding of the difference between organizational history and organizational planning. Every organization has a history; every organization and project needs a plan.

1. **Draft your application narrative.**

A good narrative flows and builds from one section to the next. The application should clearly make a case for your grant request.

2. **A grant proposal is not an emotional appeal.**

Present evidence in your narrative that supports your statements.

3. **Make it easy for someone who may not be an expert in your particular field to read your proposal and understand what you are saying.**

- Don't use jargon (words that only people in a specialized field will understand) or hyperbole (extravagant exaggeration or making a point by overstating it).
- Write in an active voice and maintain a candid tone, even when addressing issues of financial, managerial or programmatic problems.
- Do not assume anything.

4. **Remember that panelists are reading many applications. Assist them and yourself by keeping your proposal focused on the main points.**

- Don't make the reader hunt for information.
- Your narrative should answer the questions. Don't depend on support materials to fill in the picture.
- Understand the importance of the delicate balance between being succinct and sacrificing important points to achieve brevity in your writing.

5. **Answer all the questions clearly.**

■ GRANT WRITING TIPS CONTINUED

BUDGET DEVELOPMENT

The projected budget is key to any grant application. Consider the budget a restatement of your proposal, but this time using the language of dollars. It is imperative that the budget supports the goals of your narrative. Make the best estimation of the expenses and income you anticipate.

1. **Estimate expenses, obtaining cost estimates as necessary.**
2. **Estimate donated goods and service (in-kind) that will be used.** In-kind is considered a very important indicator of community involvement.
3. **Estimate anticipated revenues for the project.**
4. **Check to be sure that the budget as a whole makes sense and conveys the right message to the grant panelists.**
5. **Remember that the budget should not raise any red flags.** Review the budget through the eyes of the individuals who will be reading your proposal.
 - What might not be clear to you?
 - Where would more budget explanation be helpful?
 - Can you accomplish the intended proposal with the proposed budget?
 - Is the budget consistent with the proposal's program plan and methods?
6. **Check your math. Check your math again.**

SUPPLEMENTAL/ SUPPORTING MATERIALS

The quality of your support material can enhance or detract from your grant application. Read the guidelines carefully and submit the supplemental materials required. And remember:

1. **A little paper goes a long way.**

A positive critical review is more valuable than a press release from your own organization. One specific letter of support from the right person is worth ten form letters.

2. **Make sure that everything crucial to your application is in the text or narrative of the proposal.**

Supplemental materials enhance assertions in your narrative. If you write that you're collaborating with the school district, enclose a letter from the Superintendent for verification. If you said you've completed an Economic Impact in the Arts study, include the Executive Summary in your supplemental materials.
3. **Show the reviewers your work and your vision through well-produced tapes, slides or CD's.**

Make sure you cue your tapes to the best possible moment, not with introductory remarks, dead space, audience coughing or applause.
4. **Your supplemental materials should be clearly labeled and well organized.**
5. **You should not submit more than what is asked for in the grant guidelines.**
6. **Your work samples should be of the highest quality you can attain.**

FINAL THOUGHTS

1. **Make your narrative reader-friendly.**

Remember staff, NAC board members and panelists read hundreds of pages during application review. Answer questions succinctly.
2. **Remember that a grant application is not a marketing or publicity document.**
3. **Ask for feedback.**

Have someone who is not intimately involved in the design of your project critically review your narrative. This feedback can help you understand where your narrative can be strengthened for the final application.

 - Was the need clear?
 - Did the proposed methods and objectives seem like the appropriate response to the need?
 - Does the budget make sense?
4. **Always keep a copy of your grant application and all pertinent correspondence.**

■ RESOURCES

REGIONAL & NATIONAL ORGANIZATIONS

American Alliance for Theatre and Education

7475 Wisconsin Avenue, Suite 300A
Bethesda, MD 20814
301.951.7977; 301.968.0144 Fax
www.aate.com

American Arts Alliance

1112 16th Street NW, Suite 400
Washington, DC 20036
202.207.3850; 202.833.1543 Fax
www.americanartsalliance.org

American Association of Museums

1575 Eye Street NW, Suite 400
Washington, DC 20005
202.289.1818; 202.289.6578 Fax
www.aam.us.org

American Craft Council

72 Spring Street, 6th Floor
New York, NY 10012-4019
212.274.0630; 212.274.0650 Fax
www.craftcouncil.org

Americans for the Arts

1000 Vermont Avenue NW, 6th Floor
Washington, DC 20005
202.371.2830; 202-371-0424 Fax
www.artsusa.org

American Federation for the Arts

41 East 65th Street
New York, NY 10021
212.988.7700; 212.861.2487 Fax
www.afaweb.org

American Folklife Center

101 Independence Avenue SE
Room LJ G53
Thomas Jefferson Building
Washington, DC 20540-4610
202.707.5510; 202.707.2076 Fax
www.lcweb.loc.gov/folklife

ArtsEdge

The John F Kennedy Center for the
Performing Arts
2700 F Street NW
Washington, DC 20566
202.416.8873; 202.416.8876 Fax
www.artledge.kennedy-center.org

American Symphony Orchestra League

910 17th Street NW
Washington, DC 20006
202.776.0215; 202.776.0224 Fax
www.symphony.org

Arts & Business Council

520 Eighth Avenue
3rd Floor, Suite 319
New York, NY 10018
212.279.5910; 212.279.5915 Fax
www.artsandbusiness.org

Association of Performing Arts Presenters

1112 16th Street NW, Suite 400
Washington, DC 20036
202.833.2787; 202.833.1543 Fax
www.artspresenters.org

Artists' Health Insurance Resource Center

The Actors' Fund National Headquarters
729 Seventh Avenue, 10th Floor
New York, NY 10019
800.798.8447
www.actorsfund.org/ahirc

Business Committee for the Arts, Inc.

29-27 Queens Plaza N, 4th Floor
Long Island City, NY 11101
718.482.9900; 718.482.9911 Fax
www.bcainc.org

Chamber Music America

305 7th Avenue
New York, NY 10001
212.242.2022; 212.242.7955 Fax
www.chamber-music.org

Dance/USA

1156 15th Street NW, Suite 820
Washington, DC 20005
202.833.1717; 202.833.2686 Fax
www.danceusa.org

First Night International

84 Court Street, Suite 507
Binghamton, NY 13901
607.772.3597; 607.772.6305 Fax
www.firstnight.com

Getty Education Institute for the Arts

1200 Getty Center Drive, Suite 60
Los Angeles, CA 90040
310.440.7300; 310.440.7704 Fax
www.getty.edu

Grantmakers in the Arts

604 West Galer Street
Seattle, WA 98119-3253
206.624.2312; 206.624.5568 Fax
www.giarts.org

International Association of Jazz Educators

P.O. Box 724
Manhattan, KS 66505
785.776.8744; 785.776.6190 Fax
www.iaje.org

Kennedy Center Alliance for Arts Education Network

Kennedy Center for the Performing Arts
2700 F Street NW
Washington, DC 20566
202.416.8000
www.kennedy-center.org/education/kcaeaen

Meet the Composer

75 Ninth Avenue 3R, Suite C
New York, NY 10011
212.645.6949; 212.645.9669 Fax
www.meetthecomposer.org

National Association for Music Education

1806 Robert Fulton Drive
Reston, VA 20191
1.800.336.3768; 703-860-1531 Fax
www.menc.org

National Alliance for Media Arts and Culture

Ninth Street Media Arts Building
145 Ninth Street, Suite 205
San Francisco, CA 94103
415.431.1391; 415.431.1392 Fax
www.namac.org

National Art Education Association

1916 Association Drive
Reston, VA 20191-1590
703.860.8000; 703.860.2960 Fax
www.naea-reston.org

National Assembly of State Arts Agencies

1029 Vermont Avenue NW, 2nd Floor
Washington, DC 20005
202.347.635; 202.737.0526 Fax
TDD 202.347.5948; www.nasaa-arts.org

National Association of Performing Arts

Managers and Agents
459 Columbus Avenue, Suite 133
New York, NY 10024
888.745.8759; www.napama.org

National Association for Campus Activities

13 Harbison Way
Columbia, SC 29212-3401
803.732.6222; 803.749.1047 Fax
www.naca.org

National Association of Artists' Organizations

c/o Intermedia Arts
2822 Lyndale Avenue South
Minneapolis, MN 55408
www.naaao.net

National Dance Association

1900 Association Drive
Reston, VA 20191
703.476.3400; 703.476.9527 Fax
www.aahperd.org/nda

National Arts Strategies

(formerly National Arts Stabilization)
1156 15th Street NW, Suite 805
Washington, DC 20005
202.223.5454; 202.223.5455 Fax
www.artstrategies.org

National Endowment for the Arts

Nancy Hanks Center
1100 Pennsylvania Avenue NW
Washington, DC 20506
202.682.5400; www.arts.gov

National Performance Network

831 Elysian Fields, Box 305
New Orleans, LA 70117
504.595.8008; 504.595.8006 Fax
www.npnweb.org

NYFA Interactive

New York Foundation for the Arts
155 Avenue of the Americas, 14th Floor
New York, NY 10013-1507
212.366.6900; 212.366.1778 Fax
www.nyfa.org

Opera America

330 Seventh Avenue, 16th Floor
New York, NY 10001
212.796.8620; 212-796-8631 Fax
www.operaam.org

Poets & Writers

National Office
72 Spring Street, Suite 301
New York, NY 10012
212.226.3586; 212.226.3963 Fax

California Office

2035 Westwood Boulevard, Suite 211
Los Angeles, CA 90025
310.481.7195; 310.481.7193 Fax
www.pw.org

Theatre Communications Group

520 8th Avenue, 24th Floor
New York, NY 10018-4156
212.609.5900; 212.609.5901 (Fax)
www.tcg.org

U.S. House of Representatives

Washington, DC
202.224.3121 (for any member)
www.house.gov

U.S. Senate

Washington, DC
202.224.3121 (for any member)
www.senate.gov

Volunteer Lawyers for the Arts

Organizational chapter listing by state
http://dwij.org/matrix/vla_list.html

U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202
1.800.USA.LEARN; 202.401.0689 Fax
1.800.437.0833 TTY; www.ed.gov

VSA arts

818 Connecticut Ave. N.W., Suite 800
Washington, D.C. 20006
202.628.2800; 800.628.2800; 202.737.0645 (TDD)
www.vsarts.org

Western Arts Alliance

715 SW Morrison, Suite 600
Portland, OR 97205
503.274.4729; 503.274.4768 Fax
www.westarts.org

Western Museums Association

2960 San Pablo Avenue
Berkeley, CA 94702
510.665.0700; 510.665.9701 Fax
www.westmuse.org

Western States Arts Federation

1743 Wazee Street, Suite 300
Denver, CO 80202
1.888-562.7232; 303.629.1166; 303.629.9717 Fax
www.westaf.org

The White House

Washington, DC
202.456.1414
www.whitehouse.org

NEVADA ORGANIZATIONS

Arts Educators of Nevada

www.art-ed-nevada.org

Nevada Alliance for Arts Education

925 Riverside Drive, Suite 7
Reno, NV 89503
775.971.1657; 775.323.7171 Fax
www.nevada-aae.org

Nevada Arts Advocates

7555 Spanish Bay Drive
Las Vegas, NV 89113
702.362.8885; 702.362.9252 Fax
www.nvartsadvocates.org

Nevada Arts Council

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Nevada Citizens for the Arts

P.O. Box 34226
Reno, NV 89533
775.747.2297; 775.747.2298 Fax
www.nvcitizens.org

Nevada Department of Cultural Affairs

716 North Carson Street, Suite B
Carson City, NV 89701
775.687.8393; 775.684.5446 Fax
www.NevadaCulture.org

Nevada Department of Education

700 E. Fifth Street
Carson City, NV 89701
775.687.9200; 775.687.9101 Fax
www.doe.nv.gov

■
Carson City Satellite Office
1749 Moody Street, Suite 40
Carson City, NV 89706
775.687.9154; 775.687.9119 Fax

■
Las Vegas Office
1820 East Sahara Avenue, Suite 205
Las Vegas, NV 89104
702.486.6458; 702.486.6450 Fax

Nevada Humanities

P.O. Box 8029
Reno, NV 89507
775.784.6587; 775.784.6527 Fax
www.nevadahumanities.org

■
4505 Maryland Parkway, FDH 416
P.O. Box 455080
Las Vegas, NV 89154
702.895.1878; 702.895.1877 Fax

Nevada Museums Association

P.O. Box 97423
Las Vegas, NV 89193-7423
702.387.6366; 702.477.7751 Fax
www.nevadamuseums.org

Nevada Music Educators Association

11144 The Strand
Reno, NV 89503
www.nvmusiced.org



NEVADA ARTS COUNCIL

Established in 1967, the Nevada Arts Council is a division of the Nevada Department of Cultural Affairs, and is funded by the Nevada State Legislature, the National Endowment for the Arts and other private and public sources.

Kenny C. Guinn
Governor, State of Nevada

Scott K. Sisco
Interim Director, Department of Cultural Affairs

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The Board of the Nevada Arts Council meets twice a year in person and throughout the year by conference calls. All meetings are held in accordance with Nevada Open Meeting Law.

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Carson City Office

716 North Carson Street, Suite A
Carson City, NV 89701
775.687.6680, 775. 687.6688 Fax
1.800.992.0900x6680 (toll-free)

Southern Nevada Office

2755 E. Desert Inn Road, Suite 160
Las Vegas, NV 89121
702.486.3700, 702.486.3887 Fax

Website: www.NevadaCulture.org

Relay Nevada is a service provided 24 hours a day, 7 days a week, for persons with speech and hearing disabilities, and can be accessed at 1.800.326.6888. For more information on Relay Nevada, please contact the Nevada Arts Council.

"Artists have to be brave: they live in a realm of ideas and expression and their ideas will often be provocative and unusual. Artists stretch the limits of understanding. They express ideas that are sometimes unpopular. In an atmosphere of liberty, artists and patrons are free to think and create the audacious. They are free to make both horrendous mistakes and glorious celebrations. Where there's liberty, art succeeds. In societies that are not free, art dies."

■ PRESIDENT RONALD REAGAN (1911-2004)



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