

FY10 PROFESSIONAL DEVELOPMENT GRANT (PDG) GUIDELINES

SUPPORTING PROFESSIONAL DEVELOPMENT

Participation at workshops, conferences and seminars helps with important elements of the work of those in the nonprofit arts industry. The Nevada Arts Council's noncompetitive Professional Development Grant (PDG) Program promotes the continuing education of Nevada's artists, educators, board members and arts administrators to advance their work and careers through attendance at regional or national conferences, workshops or seminars for skills training.

Information gathered during these professional development activities is often shared with colleagues and continues to increase the knowledge base of Nevada's cultural workforce long after the workshop or conference is over.

PDG funds cover costs associated with professional development activities on a reimbursement basis. PDGs are noncompetitive grants that are available throughout the year to eligible applicants on a first-come, first-served basis while funding is available. No cash match is required for a PDG.

Applicants are expected to apply for a PDG on a timely basis to insure the lowest rate possible for travel and lodging, and must complete a Final Evaluation Report and Budget Form and return these with the required receipts to receive reimbursement.

PDG GRANT AMOUNTS

FY10 PDG funding levels: up to \$650 for out-of-state activities, up to \$500 for in-state, and up to \$350 to attend Nevada Arts Council sponsored activities for those traveling more than 100 miles round-trip. (Please note that some NAC sponsored events will provide travel reimbursement and not require a PDG application.)

Please use the General Services Administration (GSA) rates at www.gsa.gov when figuring out your per diem costs.

The PDG **replaces** the professional development portions of Jackpot Grants (for individual artists), Better Education for the Arts (BETA) Grants (for educators and teaching artists), Folklife Professional Development Grants (for individual folk and

traditional artists and community scholars), and Community Arts Development-Professional Development Grants (for representatives of arts organizations).

ELIGIBILITY: INDIVIDUALS

Eligible applicants for a PDG are: arts education professionals, educators, and teaching artists; arts consultants or coordinators of arts/cultural programming employed by non-arts nonprofit organizations; and individual artists of all disciplines, including folk and traditional artists and community scholars.

Individual applicants must:

- Have U.S. citizenship or legal resident status
- Be at least 21 years old, and not be a degree-seeking student in the field in which application is made
- Be a Nevada resident for 12 months
- Provide a photocopy of your Nevada Driver's License for proof of eligibility. If you don't have a Nevada Driver's License, please contact your Program Coordinator to discuss alternate documents to demonstrate eligibility

Attendance at NAC Sponsored Events – An eligible individual is limited to one PDG per fiscal year of up to \$350 while funding is available. No cash match required.

Attendance at Regional and National Events – An eligible individual is limited to one PDG per fiscal year for up to \$500 for in-state activities or up to \$650 for out-of-state activities while funding is available. No cash match required.

Additionally:

- Any individual, whether applying in the individual or organizational category is limited to receive only one PDF per year in the NAC-sponsored event category and only one PDG in the Regional/National category. (Unless additional funding is available after March. Please see Review Process Section.)
- Recipients of Artist Fellowships, Folklife Apprenticeship Grants or Nevada Heritage Awards **may** apply for PDG funding **but not** for a Jackpot or BETA grant.

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- Individuals working for an organization or public institution may apply as an individual as long as they are attending on behalf of their own career as an artist or educator, not for the organization/institution for which they work. This must be **clearly** stated in the application narrative.
- **Folk and Traditional Artists** are encouraged to check with the Folklife Program before submitting an application to ensure eligibility and availability of funds.
- **Arts Education professionals, educators & teaching artists** are encouraged to check with the Arts Education Program before submitting an application to ensure eligibility and availability of funds.

ELIGIBILITY: ORGANIZATIONS AND PUBLIC INSTITUTIONS

Eligible applicants are professional paid or volunteer staff members, board members or trustees of arts or cultural organizations, schools and public institutions. The organization must:

- Be an active Nevada corporation and have current status as a nonprofit 501c3 arts or cultural organization, or be a public institution in Nevada, or
- Use a fiscal agent and be in the process of applying for nonprofit 501c3 status

Attendance at NAC Sponsored Events – An eligible organization or public institution may receive two PDGs per fiscal year for up to \$350 each while funding is available. No cash match required.

Attendance at Regional and National Events – An eligible organization or public institution may receive two PDGs per fiscal year for up to \$500 each for in-state activities or up to \$650 each for-out of-state activities while funding is available. No cash match required.

APPLICATION AND REVIEW PROCESS

At the beginning of each fiscal year, the NAC Board approves funding for noncompetitive open deadline grant categories that are awarded on a first-come, first-served basis to eligible applicants. As applications in these categories arrive, they are reviewed for eligibility and completeness by NAC staff and processed.

A complete PDG Application Package includes the following:

- **Application Form/Certification and Release** – Please complete the application form completely and have the Original Certification and Release form signed by the required individual(s) in BLUE ink.

- **Narrative** – Answer the three questions on page 6 clearly and concisely on one page of paper, using a font size that is legible (preferably 12 point). No handwritten narratives please.
- **Projected Cash Expenses** – For costs not identified on the registration form, please use the General Services Administration (GSA) rates at www.gsa.gov when figuring out your per diem costs.

Supplemental Information –

- For organizations: an IRS letter (for organizations not on file with NAC)
- For Individuals: a photocopy of your Nevada Driver's License for proof of eligibility. If you don't have a Nevada Driver's License, please contact your Program Coordinator to discuss alternate documents to demonstrate eligibility.
- For all PDG applicants: Photocopy of invitation or conference/workshop/event brochure that includes agenda, registration form and hotel information; and tickets and/or travel arrangements.

PDG applications should be received at least one (1) month prior to the activity for which funds are requested, unless authorized by the Nevada Arts Council.

PDG Grants are awarded on a first-come, first-served basis, while funding is available.

Please note: If unallocated funds for PDGs are available in March, a notice will be sent inviting PDG recipients to apply for additional grants.

IF YOU ARE AWARDED A PROFESSIONAL DEVELOPMENT GRANT

You will receive notification regarding your award within two weeks of NAC's receipt of your application. Following notification, you will receive a Grants Management Packet that includes several forms—Terms and Conditions, Vendor Registration, Final Report and Cash Request.

Please read **ALL** the documents in the Grants Management Packet carefully and follow all directions. This will ensure that you receive all of your grant funds and remain eligible for funding in future years.

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If you receive a PDG, prior to attending your PDG funded event, you must:

- Submit a signed original Terms and Conditions Form
- Submit a completed and signed Vendor Registration Form if you are a new grantee

After you attend the activities and incur your expenses, you must complete and submit the following paperwork within the timeline noted in the Final Report and Compliance Section:

- Submit a completed and signed Final Report Form
- Submit all receipts for which you are requesting reimbursement, which could include paid registration receipts, paid transportation (air, bus, rental car) receipts, lodging receipt, and other incidental costs such as faxes, copies or materials/supplies required to participate in the event
- Submit a completed and signed Cash Request Form

FINAL REPORTS AND COMPLIANCE REQUIREMENTS

PDGs are awarded on a **reimbursement basis only**.

ALL required and fully completed paperwork must be filed **within 45 days** after the end of the event or by June 30, whichever date is earlier. If the event occurs in June, you have until **July 15** to submit all required paperwork. **If you miss this deadline, you will not receive your PDG reimbursement.**

To be in compliance and eligible for continued NAC funding, all grantees must be current in filing all required paperwork (see date above). **If you miss this deadline**, you (or your organization) will be out of compliance and therefore not eligible for any NAC grants or funding during the entire next fiscal year.

If you have missed a deadline and are out of compliance, contact your Program Coordinator at the Nevada Arts Council for information on how to comply and remain eligible for future NAC funding.

APPLICATION: FY10 PROFESSIONAL DEVELOPMENT GRANT

INDIVIDUAL INFORMATION

Name _____

Home Address _____

City/State/Zip _____

County _____

Congressional District 1 2 3

Daytime Phone _____

Location of Daytime Phone Home Work Cell

Other Phone _____

Location of Other Phone Home Work Cell

Daytime Fax _____

Daytime E-mail _____

Other E-mail _____

CATEGORY

- Organization/Public Institution/
Government
- Nonprofit organization
- Folk and Traditional Artist/
Community Scholar
- Individual Artist
- Educator

ORGANIZATION/PUBLIC INSTITUTION/SCHOOL INFORMATION

Name of Organization _____

Your Position/Title _____

Head of Org. and Title _____

Address _____

City/State/Zip _____

Head of Org.'s Phone _____

Head of Org.'s Fax _____

Head of Org.'s Email _____

PDG Application Packets may be hand-delivered or mailed to:

Professional Development Grant Application
Nevada Arts Council
716 North Carson Street, Suite A
Carson City, NV 89701

APPLICATION: FY10 PROFESSIONAL DEVELOPMENT GRANT

DISCIPLINE (Please check only one box)

- 01 Dance**
 - A - Ballet
 - B - Ethnic/Jazz
 - C - Modern
- 02 Music**
 - A - Band
 - B - Chamber
 - C - Choral
 - D - New
 - E - Ethnic
 - F - Jazz
 - G - Popular
 - H - Solo/Recital
 - I - Orchestral
- 03 Opera/Music Theatre**
 - A - Opera
 - B - Musical Theatre
- 04 Theatre**
 - A - General
 - B - Mime
 - D - Puppet
 - E - Theatre for Young Audiences
 - F - Spoken Word/Storytelling
- 05 Visual Arts**
 - A - Experimental
 - B - Graphics
 - D - Painting
 - F - Sculpture
- 06 Design Arts**
 - A - Architecture
 - B - Fashion
 - C - Graphic
 - D - Industrial
 - E - Interior
 - F - Landscape Architecture
 - G - Urban/Metropolitan
- 07 Crafts**
 - A - Clay
 - B - Fiber
 - C - Glass
 - D - Leather
 - E - Metal
 - F - Paper
 - G - Plastic
 - H - Wood
 - I - Mixed Media
- 08 Photography**
- 09 Media Arts**
 - A - Film
 - B - Audio
 - C - Video
 - D - Technology/Experimental
- 10 Literature**
 - A - Fiction
 - B - Non-Fiction
 - C - Playwriting
 - D - Poetry
- 11 Interdisciplinary**
- 12 Folk/Traditional Arts**
 - A - Ethnic/Traditional Dance
 - B - Folk/Traditional Music
 - C - Folk/Traditional Crafts & Visual Arts
 - D - Oral Traditions
- 13 Humanities**
- 14 Multidisciplinary**
- 15 Non-Arts/Non-Humanities (Schools)**

DEMOGRAPHIC INFORMATION (Please check only one box)

- American Indian/Alaska Native
- Asian
- Black/Not Hispanic
- Hispanic
- White/Not Hispanic
- General

APPLICATION: FY10 PROFESSIONAL DEVELOPMENT GRANT

REQUIRED SUPPLEMENTAL MATERIAL

- **For organizations:** an IRS letter (for organizations not on file with NAC) for proof of eligibility.
- **For individuals:** a photocopy of your Nevada Driver's License for proof of eligibility. If you don't have a Nevada Driver's License, please contact your Program Coordinator to discuss alternate documents to demonstrate eligibility.
- **For all PDG applicants:** Photocopy of invitation or conference/workshop/event brochure that includes agenda, registration form and hotel information; and tickets and/or travel arrangements.

NARRATIVE QUESTIONS

Please submit a narrative not to exceed one (1) page, typed in a legible font size (preferably 12 pt). Please title your narrative using the bold headings below. Please, no handwritten narratives.

- **Applicant Profile** – Please describe your background and position.
- **Activity Description** – Please describe the activities you plan to attend and include the dates and location of the event.
- **A Public Value Statement** – Please explain why public funds should be expended for the activities you plan to attend. Please describe how your attendance will benefit you, your organization, and/or constituents. If applicable, please tie your statement to your organization's mission statement.

BUDGET: FY10 PROFESSIONAL DEVELOPMENT GRANT

Please fill out the Budget Section using the General Services Administration (GSA) rates at www.gsa.gov when figuring out your per diem costs.

PROJECTED CASH EXPENSES

AMOUNT

1) Registration or Fees	_____
2) Lodging	_____
3) Air Travel	_____
4) Ground Transportation and/or Miles Roundtrip	_____
5) Per Diem/Meal Allowance	_____
6) Other Expenses: Faxes, Copies, etc.	_____
TOTALS:	_____

CERTIFICATION AND RELEASE: FY10 PROFESSIONAL DEVELOPMENT GRANT

This certification and release must be signed by the individual applicant or by the grant contact person and by a principal officer of the organization (if applicable), with the knowledge of the matters contained herein and with legal authority to obligate the organization. The undersigned certifies:

That all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application; and that there are no misstatements or misrepresentations in the information contained herein or as an attachment. The organization (if applicable) will comply with the federal laws that regulate Fair Labor, Civil Rights and Accessibility, as well as any other regulations. The undersigned hereby releases the Nevada Arts Council and the State of Nevada, their employees and agents, from any liability and/or responsibility concerning damage to or loss of materials submitted to the Nevada Arts Council and the State of Nevada, whether or not such damage or loss is caused by the negligence of the Nevada Arts Council, the State of Nevada, their employees and/or agents.

Primary Contact Signature _____

Print Name/Title _____

Org. Name (if applicable) _____

Date _____

Authorizing Official Signature _____

Print Name/Title _____

Org. Name (if applicable) _____

Date _____

IF A FISCAL AGENT IS BEING USED:

Authorizing Official Signature _____

Print Name/Title _____

Org. Name (if applicable) _____

Date _____

CHECKLIST: FY10 PROFESSIONAL DEVELOPMENT GRANT

Does your PDG Application Packet include all of the following?

- Application Form/Certification and Release:** Is your original signed by the required individual(s) in BLUE ink?
- Supplemental Information:** Have you included all the materials requested, including the proof of eligibility as noted below?
- Proof of eligibility:** If an individual, have you provided a photocopy of your Nevada Driver's License, or (after speaking to your Program Coordinator at the NAC) another document to demonstrate eligibility? If new applicant to the NAC, have you included documentation of your IRS 501c3 status?
- Narrative:** Did you answer the three questions succinctly and clearly on one page?
- Projected Cash Expenses:** Did you fill out your Projected Cash Expenses section?
- Have you made a copy of this application packet for yourself?**