

PROFESSIONAL DEVELOPMENT GRANT (PDG)

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PROFESSIONAL DEVELOPMENT GRANTS (PDG)

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.

PDG recipients often share Information gathered during these professional development activities with colleagues. This 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. Travel must be at least 50 miles (100 miles round trip) from your home or work place to qualify for reimbursement.

PDG GRANT AMOUNTS

FY11 PDG funding levels: up to **\$650 for out-of-state activities**, up to **\$500 for in state opportunities** and, up to **\$350 to attend Nevada Arts Council sponsored activities**. (Note: For some NAC sponsored events, we will provide travel reimbursements without requiring PDG applications.) Please use the General Services Administration (GSA) rates at www.gsa.gov when figuring your per diem costs.

ELIGIBILITY: INDIVIDUALS

Eligible applicants 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 in general, not be a degree-seeking student in the area for which they are requesting NAC funds

- Be a Nevada resident for 12 months prior to the date of application
- 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 Event:

To be eligible for travel funds, the individual must live at least 50 miles away from the event site. An eligible individual is limited to one PDG of up to \$350 per fiscal year while funding is available. No cash match required.

Attendance at Regional and National Events:

To be eligible for travel funds, the individual must live at least 50 miles away from the event site, individuals are limited to one PDG of up to \$500 per fiscal year 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 a maximum of two PDGs per year: one in the NAC-sponsored event category and 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.
 - Individuals working for an organization or public institution may apply as an individual as long as they are attending on their own behalf and not as a representative of 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. Nevada-based folklorists may apply for Folklife PDGs in FY 2011.
- **Arts Education professionals, educators & teaching artists** are encouraged to check with the Arts Education Program before submitting an application to ensure eligibility.

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. To be eligible for travel funds, the individual (s) must live at least 50 miles away from the event site

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.

How to Apply

Step 1: Read the Professional Development Grant Guidelines above carefully.

Step 2: One to two months prior to the event for which you are seeking funding, go to the NAC CultureGrants Online (CGO) <http://nevada.cgweb.org>. If you have not previously registered: Register and create your user name, password and applicant profile. You may go back to edit or update your profile at any time.

Step 3: Select the application type, before submission you may save and edit at any time.

Submit the completed application including narrative and budget electronically. (Do not mail in a hard copy application other than the signature page).

A complete application includes the following:

- Online application including narrative and budget.
- Printed application signature page signed in BLUE ink.

Hard copies of supplemental information including:

- 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 do not 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.

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

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.

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.

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

- Submit a signed original Terms and Conditions Form within 30 days of issued award letter
- 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 Final Report **electronically**, printing out the signature page and sending the signed original with your Cash Request Form and receipts, etc. (see below)
- 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** of 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.

