

## **New Mexico Arts FY2013 Funding Guidelines**

**Final Application Deadline: December 9, 2011**

**Advance Review Deadline: October 21, 2011**

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New Mexico Arts staff can be reached by calling (505) 827-6490 or 1-800-879-4278. General information and CultureGrants Online<sup>SM</sup> can be found at [www.nmarts.org](http://www.nmarts.org).

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## Section I: General Information

### New for FY2013:

- Applicants will need to enter DUNS information for the FY2013 application. A D-U-N-S number is a nine-digit identifier provided by Dun and Bradstreet (D & B). To get your free D-U-N-S number visit the website at <http://www.dnb.com>. Click on the box in the dashboard: D&B DUNS Number. Then choose the option in the drop-down box: "Get a D&B D-U-N-S Number." You will need to provide an organization name as the first step - to see if you are already registered. You will then be given the option to fill out the online form to get a DUNS number within 30 days.
- **All applicants must obtain an invitational password to access the FY2013 application through CultureGrants Online<sup>SM</sup>. Applicants funded in FY2012 will have an invitational password emailed to them. New applicants must contact New Mexico Arts program staff to determine if the proposed program meets the eligibility requirements of a funding category.**

### Important Information:

- Please note that the following categories are different from the General Application categories:
  1. Arts Learning in Schools: Projects and Artist Residency
  2. Local Arts Councils and Statewide Service Organizations
  3. Arts Enterprise Partnerships
- Applicants will need to upload required application documents on Form G: Document Upload and Application Certification to include: Income and Expense Statement, Board Member List, etc. All artistic samples must be mailed or sent in one complete package.
- All applicants are encouraged to submit an Advance Review. **All new applicants are required to submit an Advance Review by the published deadline of October 21, 2011.** New applicants must contact New Mexico Arts program staff to determine if the proposed program meets the eligibility requirements of a funding category.
- If an applicant was declared ineligible or did not receive funding in the past year or has not applied in the past two years, an Advance Review is required.
- The FY2013 application must be submitted online through CultureGrants Online<sup>SM</sup> available on our website at [www.nmarts.org](http://www.nmarts.org). The application **must be completed and submitted online** by the published deadline of December 9, 2011.
- All artistic samples **must be sent by the published deadline** of December 9, 2011.

## Introduction to New Mexico Arts

New Mexico Arts contracts arts services on behalf of the state for the people of New Mexico. Activities funded for FY2013 should have a public presentation component that takes place between July 1, 2012, and June 30, 2013. **However, New Mexico Arts cannot reimburse programming expenses until the arts services contract has been approved by the State Department of Finance and Administration.**

Each year, New Mexico Arts receives requests totaling more than double the amount of funds available. Applicants should be aware that less than full funding for approved applications typically occurs. If a successful applicant receives less than full funding, New Mexico Arts will require a revised budget at contract time that identifies additional sources of funding or reduced programming in order to achieve a balanced budget.

## Who May Apply:

Federal 501 (c) (3) tax-exempt nonprofit organizations, units of government, schools, colleges, universities, and Indian tribal government entities with offices in New Mexico are eligible to apply. New Mexico based organizations wishing to apply that are not one of the above may enter into a fiscal sponsorship with a nonprofit organization. If using a Fiscal Agent, a formal agreement between the agent and the applicant is required. Please read the Use of a Fiscal Agent Policy and Fiscal Agent Agreement on pages 11-12 of these guidelines before submitting an application.

Each applicant organization is required to have one of the following: Federal 501 (c) (3) tax-exempt status and a Federal ID or Employer ID number; a Fiscal Agent Agreement with an organization that has 501 (c) (3) status; or to have filed with the IRS for 501 (c) (3) status by the published application deadline of December 9, 2011. Organizations (or Fiscal Agents) must provide New Mexico Arts with their Federal IRS number by June 2012. If an organization does not have a letter from the IRS with the Federal ID or Employer ID number on it, New Mexico Arts will be unable to enter into an arts services contract with the organization, even if funding has been approved. For more information about how to obtain IRS 501 (c) (3) status, contact New Mexico Arts at **1-800-879-4278, (505) 827-6490, or fax (505) 827-6043**, or visit the IRS website at <http://www.irs.gov/charities/article/0,,id=96590,00.html> and [www.stayexempt.org](http://www.stayexempt.org).

## Eligibility Requirements:

All applications must:

- Be submitted online by the published deadline of December 9, 2011.
- Have artistic samples sent by the published deadline of December 9, 2011. Applicants may send their artistic samples via any mail or shipping service, including the US Post

- Office. Each package must include either a postmark or other form of date verification issued by the shipping provider. Hand-delivered items will be accepted;
- Have been submitted for Advance Review if the following applies: if the applicant was declared ineligible or did not receive funding in the past year or has not applied in the past two years. All new applicants and any meeting the requirements stated above must have completed the Advance Review process in order to submit a final application;
  - Upload required application documents as designated on Form G: Document Upload and Application Certification to include: Income and Expense Statement, Board Member List, etc. Refer to the Checklist on page 46 to make sure that all required materials have been included.
  - Upload a letter of commitment from the principal of the participating school (Arts Learning in Schools applicants ONLY);
  - Upload an IRS Status letter. New applicants, applicants who have applied for IRS 501 (c) (3) status, or applicants using a Fiscal Agent are required to submit a copy of a letter from the IRS granting 501 (c) (3) status which includes the Federal ID or Employer ID number or a copy of IRS Form 1023 that documents your application to the IRS (New applicants ONLY);
  - Meet the eligibility requirements of a funding category. Program Coordinators may need to move your application to a different category as long as eligibility criteria are met for the new category;
  - Not be discussed with NMA Commissioners or panelists during the grants process, December 9, 2011 – June 30, 2012, as this will make an application ineligible.

All applicants must use CultureGrants Online<sup>SM</sup> at [www.nmarts.org](http://www.nmarts.org). The guidelines are available in PDF format on our website. Technical difficulties with the online application or with personal computers are the applicant's responsibility and may not be accepted as an excuse for late or incomplete applications. It is advisable to print a hard copy after making any changes, in case you experience problems.

## **Advance Review:**

An Advance Review is offered prior to the final deadline to help applicants improve their applications and to check for mistakes that might cause ineligibility. **If an applicant was declared ineligible or did not receive funding in the past year or has not applied to New Mexico Arts in the past two years, an Advance Review is required.** In addition, New Mexico Arts' Program Coordinators may require some organizations to submit an Advance Review based on past applications. Failure to comply will disqualify those organizations from submitting a Final Application in December.

New Mexico Arts strongly encourages all applicants to take advantage of this service. To complete an Advance Review, applicants must complete and submit an online application and send one set of artistic printed material. Do not send digital images, audio cds, or video dvds, unless you make prior arrangements with your program coordinator. **All Advance Review applications (Forms A-G) must be submitted online through CultureGrants**

**Online<sup>SM</sup> by October 21, 2011. All artistic printed material must be sent by October 21, 2011.**

Please mail artistic printed material New Mexico Arts, 407 Galisteo Street, Suite 270, Santa Fe, NM 87501, postmarked by October 21, 2011. If using another carrier, please ensure that the shipping service provides date verification on the package. Please enclose an SASE for the return of your Advance Review. Include the applicant organization's full name on the outside of the package. **Hand-delivered items will be accepted.**

Please note: an Advance Review by New Mexico Arts does not guarantee funding.

## **Final Application Deadline: Postmarked December 9, 2011**

All New Mexico Arts FY2013 applications **must be submitted online** through CultureGrants Online<sup>SM</sup> no later than December 9, 2011. All artistic samples **must be sent** no later than December 9, 2011. Please check with your local Post Office regarding the time that postmark dates are changed, as they vary throughout the state and may change as early as 2:00 pm. Please mail artistic samples to New Mexico Arts, 407 Galisteo Street, Suite 270, Santa Fe, NM 87501. New Mexico Arts strongly encourages applicants to mail materials Registered Mail and Return Receipt. If using another carrier, please ensure that the shipping service provides date verification on the package. Include the applicant organization's full name on the outside of the package. **Hand-delivered items will be accepted.**

Staff will not open or check application packages until after the deadline date. Please make sure to send one complete package that includes all artistic samples.

## **Technical Assistance:**

New Mexico Arts' Program Coordinators are available to guide applicants through the application process. Help is available via telephone, fax, email, or personal appointment. Please call the coordinator listed for your category **1-800-879-4278, (505) 827-6490**, or fax **(505) 827-6043**.

## **Application Process:**

### **Staff Review:**

Following the application deadline of December 9, 2011, staff will determine eligibility and check that applications were submitted by the application deadline.

## **Panel Review and New Mexico Arts Commission Action:**

Application Review Panels, comprised of peers from the field, meet from mid-March through April. Panelists review and score applications based on the panel evaluation criteria outlined for each funding category. Applications that do not meet stated eligibility requirements will not be reviewed by panels. The panel rankings will be posted on the NMA website within ten business days of the panel meeting at [www.nmarts.org](http://www.nmarts.org). The panel rankings will be presented to the Planning and Budget Committee of the New Mexico Arts Commission for funding recommendations in May. Final approval of funding recommendations occurs at the next meeting of the full New Mexico Arts Commission. New Mexico Arts will notify applicants of funding awards after June 1, 2012.

## **Avoidance of Conflict of Interest:**

In adherence to New Mexico Arts' policies, applicants are asked not to contact panelists and New Mexico Arts Commissioners during the grants process December 9, 2011– June 30, 2012. Organizational representatives and staff may not discuss their applications for funding from New Mexico Arts with members of the review panel or the commission. To avoid any perceived conflicts of interest, applicants should not attempt to contact New Mexico Arts Commissioners until after the meeting at which funding recommendations are approved. Actions such as inviting commissioners and panelists to events, writing them personal messages about your program, and speaking to them directly about the organization could be interpreted by some, including other applicants, as attempts to influence the commission or panel about your grant application score and ultimate funding from NMA. Any attempts to influence the commission or panel during the grants process may jeopardize future funding from New Mexico Arts.

## **Appeals Policy & Procedures:**

**Applicants Please Note:** There is no Appeals Process for ineligible applications. Only applications reviewed by panels are eligible for the Appeals Process.

If an applicant believes that there are grounds for an appeal following the panel review of its application, a formal letter to the Executive Director of New Mexico Arts stating grounds for the appeal is required within thirty (30) days of receipt of funding notification, only if the applicant can demonstrate one of the following:

- The review of the application was based on criteria other than those appearing in the New Mexico Arts guidelines; or
- The decision was influenced by a review panel member or New Mexico Arts Commissioner with undisclosed conflicts of interest.

Applicants may not contact New Mexico Arts Commissioners or panelists to discuss their application during the review process or if filing an appeal. If an applicant has questions or

concerns, s/he should contact New Mexico Arts program staff. Failure to comply with this policy may jeopardize the organization's future funding from New Mexico Arts.

All panel meetings are held in Santa Fe. For location and times, please call **New Mexico Arts at 1-800-879-4278 or (505) 827-6490.**

### **Folk Arts Apprenticeship Program:**

Applicants interested in applying for the Folk Arts Apprenticeship Program should contact Claude Stephenson, Folk Arts Coordinator, for Apprenticeship Guidelines at **1-800-879-4278 or (505) 827-6490.** Apprenticeship Guidelines are also available in PDF format at [www.nmarts.org](http://www.nmarts.org).

### **Art in Public Places Program:**

New Mexico Arts' Art in Public Places program enriches New Mexico's public spaces through an innovative and diverse public art collection. Through a fair and open public process, committees made up of local and regional representatives work with New Mexico Arts staff to select artwork for their communities. The program commissions and purchases artwork using 1% appropriations from state-funded construction budgets exceeding \$100,000. For more information on the 1% and the Art in Public Places Program, please call New Mexico Arts at **1-800-879-4278 or (505) 827-6490.**

### **New Mexico Arts Funding Guidelines**

**Applicants can apply in only one category.** Please read the category descriptions and criteria carefully to determine the appropriate category in which to submit an application. New Mexico Arts' Program Coordinators can assist applicants in determining the correct category (before the December 9, 2011, deadline).

### **Public Presentation:**

Any organization that receives funding from New Mexico Arts should have a public presentation component during the contract period. Examples of public presentations include exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.

## **Non-discrimination:**

New Mexico Arts complies with all local, state, and federal laws and regulations concerning civil and human rights and must assure that programs, grants, and employment practices are free of any discrimination based on race, color, national origin, disability, sex, or age. Any program or activity receiving state financial assistance through New Mexico Arts must:

- Comply with the following federal acts: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; The Americans With Disability Act of 1990; Title IX of the Education Amendments of 1972; Drug Free Workplace Act of 1988; Native American Graves and Repatriation Act; OMB Circular A-122, Cost Principles for Nonprofit Organizations; OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations; the Anti-Lobbying Provision of 18.I.S.C. Sec. 1913 and 31 U.S.C. Sec. 1352; and the Debarment and Suspension provisions of 45 CFR, Part 1154.
- Compensate professional performers and related or supporting professional personnel at no less than the prevailing minimum compensation as defined by the Secretary of Labor and assure that no part of a supported project will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees involved.
- Complete and sign an Assurance of Compliance Form and a 504 Compliance and Ethnic Participation Form provided in the contract packet.

The New Mexico Arts' Arts Services Contract Agreement signed by all funded organizations requires compliance with these federal laws.

## **Final Reports:**

A final narrative and financial report must be submitted by the contracted organization by the receipt deadline stipulated in the contract. **Failure to comply will result in loss of the balance of the contracted amount. Non-receipt of required reports may jeopardize future funding from New Mexico Arts.**

**Funding from New Mexico Arts is on a reimbursement basis. However, New Mexico Arts cannot reimburse programming expenses until the arts services contract has been approved by the State Department of Finance and Administration.**

## **General Funding Restrictions:**

Funding from New Mexico Arts cannot be used for the following:

- Any events or activities already listed as part of another organization's application;
- Projects or organizations (including fiscal agents) outside of the State of New Mexico;
- Investment or contingency funding (i.e., accounts earning interest);
- Direct aid to individuals, including fellowships, scholarships, cash prizes, or awards;
- Projects that have already occurred;
- Projects in which school, college, or university course credit is the primary purpose;
- Projects whose main purpose is recreational;
- Projects whose primary purpose is the re-staging of historical events, such as re-enactments, mountain men gatherings, etc.;
- Cost of parties, receptions, fund-raising events, and other social functions;
- grant writing, solicitation of gifts/services, and donor appreciation programs
- Any food **except** when food is part of a per diem;
- Deficit reduction;
- Negotiated indirect costs;
- Projects in which commissions/acquisitions of permanent works of visual art are the primary purpose;
- Permanent acquisitions (i.e., buildings or land);
- Capital Improvements, new construction, renovation, or conservation;
- Capital supplies & equipment such as copy machines, musical instruments, electronic equipment, computers, etc.;
- Requests that fund other divisions, foundations, or employees and contractors of the Department of Cultural Affairs or members of the New Mexico Arts Commission;
- National Endowment for the Arts (NEA) direct funds, TourWest funds through the Western States Arts Federation (WESTAF, and other Federal funds cannot be used as a cash match for New Mexico Arts funded projects.

## **Current New Mexico Arts Policies:**

### **Funding Fluctuations:**

New Mexico Arts may experience funding fluctuations from one year to the next. Funding of an application one year does not guarantee funding the next. Whenever possible, New Mexico Arts will alert organizations of significant decreases in available funds. New Mexico Arts has the right not to award funding to an organization in the event that New Mexico Arts' priorities change or depending on an applicant's past or current performance.

New Mexico Arts reserves the right to adjust grant amounts, based on the available budget, to ensure compliance with performance measures, mandated by the legislature.

## **Cultural Diversity:**

New Mexico Arts recognizes that there are a variety of cultural traditions in the state. Therefore, New Mexico Arts encourages the presentation and expansion of these cultural art forms and of organizations that represent a specific culture and present arts programming relative to that culture.

## **General Accessibility:**

New Mexico Arts encourages applicants to consider accessibility in the broadest terms. Any organization or individual contracting with New Mexico Arts is required to be in compliance with the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. As stated in the law, contractors must make “reasonable accommodations” that are “readily achievable” to ensure that all programs, services, and facilities are accessible to individuals with disabilities. Such events should also be accessible to the public through provision of adequate notice of the event, proper scheduling of the venue to allow for the greatest number of attendees, adequate parking and signage, and ticket price.

## **Non-traditional Applicants:**

Applicants to New Mexico Arts do not have to be arts organizations, but individual artists may not apply. As long as applicants can satisfy eligibility requirements, they are welcome to apply. For example, in some communities, non-traditional applicants may be the only organizations qualified to apply, such as chambers of commerce, historical societies, etc. **Please refer to the funding categories for specific information regarding eligibility.** New Mexico Arts’ Program Coordinators can assist applicants in determining the correct category.

## **Use of Fiscal Agent Policy:**

Organizations that do not have Federal 501 (c) (3) status or have not applied to the IRS for 501 (c) (3) status by December 9, 2011, are required to use a Fiscal Agent.

### **Applicants using a Fiscal Agent need to read the following policy carefully.**

Nonprofit organizations who choose to serve as Fiscal Agents for New Mexico Arts funding must have a letter of approval on record from their boards, stating that the board is fully aware of the legal responsibilities and implications of serving as a Fiscal Agent, that funding to the applicant organization will be held in a separate account, and that no more than 5% of the funding award will be charged as a fee for serving in this capacity. New Mexico Arts reserves the right to audit the Fiscal Agent to ensure that these requirements are being met.

New Mexico Arts strongly encourages organizations serving as Fiscal Agents to have liability insurance for their board members.

## **Fiscal Agent Agreement**

Organizations planning to use a Fiscal Agent need to pay close attention to the following information outlining responsibilities of the Fiscal Agent and Applicant Organization.

The **Fiscal Agent agrees** to assume the legal responsibility for the Applicant Organization and its proposed projects in relationship to New Mexico Arts and to fulfill the following responsibilities:

- To authorize the filing of the application through the approval of its governing body;
- To designate an Authorizing Official (chairman of the board of directors or other member of the board's executive committee) to sign the application form;
- If a contract is awarded, to read carefully and sign any application revisions as well as the contract;
- Not to charge more than 5% of the funding amount for serving in this capacity;
- To make certain that the terms of the contract are fulfilled by the Applicant Organization; and
- To serve as the Fiscal Agent for the Applicant Organization, and if a contract is awarded, to receive checks from New Mexico Arts on behalf of the Applicant Organization, to place those checks in a restricted fund or separate bank account, and to promptly redistribute those funds to the Applicant Organization.

The **Fiscal Agent understands** that if the Applicant Organization does not fulfill the terms of the contract by submitting required final reports, **future funding of the Fiscal Agent and the Applicant Organization by New Mexico Arts may be affected.**

The **Applicant Organization agrees** to:

- Complete the paperwork required by New Mexico Arts and to acquire the necessary signatures from the Authorizing Official;
- Supply the Fiscal Agent with a copy of the application and any subsequent revisions;
- If a contract is awarded, supply the Fiscal Agent with copies of the cash requests which the Applicant Organization's Project Director submits to New Mexico Arts;
- Inform the Fiscal Agent, as well as New Mexico Arts, about the progress of the proposed project, including any changes that may occur;
- Comply with the terms of the Arts Services Contract with New Mexico Arts so as not to jeopardize the future eligibility of the Fiscal Agent and the Applicant Organization; and
- Inform New Mexico Arts and the Authorizing Official if the Project Director or the contact information for the Project Director changes at any time during the contract period.

## **Section II: FY2013 Funding Categories and Panel Evaluation Criteria**

### **Funding Categories**

#### **Arts Projects A, B, & C**

Arts Projects A, B, & C funding supports organizations for arts activities in the following discipline areas: performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one artistic discipline), and interdisciplinary arts (relating two or more artistic disciplines).

Arts Projects funding can be used for a single event or an organization's entire season, artistic and administrative salary support, and/or general operating support.

#### **Arts Projects A, B, & C Eligibility Criteria**

**Arts Projects A:** Organizations with actual last fiscal year unrestricted income of **\$300,000 to \$749,999, excluding in-kind contributions;**

**Arts Projects B:** Organizations with actual last fiscal year unrestricted income of **\$200,000 to \$299,999, excluding in-kind contributions;**

**Arts Projects C:** Organizations with actual last fiscal year unrestricted income of **\$100,000 to \$199,999, excluding in-kind contributions.**

- Applicants for Arts Projects funding are **limited to a maximum request of \$20,000.**
- Funding for Arts Projects must include a **50% match by the applicant organization, at least half of which must be cash.**

**Note: Applicants whose program or organization is a line item in a larger institution's budget must use the institution's actual last fiscal year income excluding in-kind contributions to determine category selection. Only one application per institution is allowed.**

## **Funding Categories:**

### **Major Cultural Organizations**

Major Cultural Organizations funding supports organizations with IRS 501 (c) (3) status for arts activities in the following discipline areas: performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one artistic discipline), and interdisciplinary arts (relating two or more artistic disciplines).

Major Cultural Organizations funding can be used for a single event or an organization's entire season, artistic or administrative salary support, and/or general operating support.

### **Major Cultural Organizations Eligibility Criteria:**

- Organizations with an actual fiscal year unrestricted income of **\$750,000 or higher, excluding in-kind contributions.**
- Applicants for Major Cultural Organizations funding are **limited to a maximum request of \$20,000.**
- Funding for Major Cultural Organizations must **include a 50% match by the applicant organization, at least half of which must be cash.**

**Note: Applicants whose program or organization is a line item in a larger institution's budget must use the institution's actual last fiscal year income excluding in-kind contributions to determine category selection. Only one application per institution is allowed.**

## **Funding Categories:**

### **Colleges, Universities, and Government Entities**

Colleges, Universities, and Government Entities funding supports colleges and universities, local and county governments, and Indian tribal government entities for arts activities in the following discipline areas: performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one artistic discipline), and interdisciplinary arts (relating two or more artistic disciplines).

Colleges, Universities, and Government Entities funding can be used for a single event or an organization's entire season, artistic and administrative salary support, and/or general operating support.

### **Colleges, Universities, and Government Entities Eligibility Criteria:**

- Organizations with an actual last fiscal year unrestricted income of **\$750,000 or higher, excluding in-kind contributions.**
- Applicants for Colleges, Universities, and Government Entities funding are **limited to a maximum request of \$20,000.**
- Funding for Colleges, Universities, and Government Entities **must include a 50% match by the applicant organization, at least half of which must be cash.**

**Note: Applicants whose program or organization is a line item in a larger institution's budget must use the institution's actual last fiscal year income excluding in-kind contributions to determine category selection. This includes programs or departments in a college or university and those belonging to larger municipal entities (except Arts in Social Service – see page 18, Traditional Folk Arts Projects – see page 19, Arts Learning in Schools – see pages 22-23, Local Arts Councils & Statewide Service Organizations – see page 26, and Arts Enterprise Partnerships – see pages 29-30). Only one application per institution is allowed.**

## Funding Categories:

### Community Arts Development A and B

Community Arts Development funding supports arts projects in small organizations whose primary purpose and activities are aimed at serving the general public of the community in which they are located. Community Arts Development is designed to help small organizations continue, strengthen, and expand current programs and audiences. Any organization's whose arts projects' primary purpose and activities are the production and/or coordination of public programs in the performing, visual, media, multidisciplinary, or literary arts may submit a Community Arts Development application if they meet the following criteria.

### Community Arts Development A and B Eligibility Criteria:

**Community Arts A:** Organizations with an actual last fiscal year unrestricted income of **\$40,000 to \$99,999 excluding in-kind contributions;**

**Community Arts B:** Organizations with actual last fiscal year unrestricted income of **up to \$39,999, excluding in-kind contributions;**

- The organization must have been providing programs to the public for a minimum of six (6) months prior to the application deadline and must provide at least six (6) months of programming annually.
- The applicant organization must have an independent governing board or advisory committee to assist with the programs of the organization.
- Community Arts Development funding may be used for arts projects, artistic and administrative salary support, and/or general operating support.
- Applicants for Community Arts Development funding are **limited to a maximum request of \$15,000.**
- Community Arts Development funding requests must **include a 50% match by the applicant organization, at least half of which must be cash.**

**Community Arts Development projects are intended to:**

- Build community participation through the development of new audiences by focusing on sectors of the community the organization seldom reaches, i.e., youth, elderly, persons with disabilities, and economic and culturally diverse populations.
- Promote and benefit the cultural diversity of the community.
- Involve members from the targeted sectors of the community in the planning and decision making process through board of advisory committee participation and public or audience input.

**Note: Applicants whose program or organization is a line item in a larger institution's budget must use the institution's actual last fiscal year income excluding in-kind contributions to determine category selection. Only one application per institution is allowed.**

## **Funding Categories:**

### **Arts in Social Service**

Arts in Social Service funding supports arts organizations or social service organizations for arts-based projects that focus on addressing social issues with a primary purpose of reaching specific populations (people who are incarcerated, homeless, abused, ill, etc.) or fosters artistic activity that formally encourages civic dialogues on important social issues (the environment, crime, etc.).

### **Arts in Social Service Eligibility Criteria:**

- The primary activities of the proposed project must be in one of the following arts disciplines: performing arts (dance, music, theater), visual arts, literary arts, media arts (film and video), or multidisciplinary arts (a project involving more than one artistic discipline), or interdisciplinary arts.
- The applicant organization must have been providing programming to the public for a minimum of one (1) year prior to the application deadline.
- The applicant organization must have an independent governing board or advisory committee empowered to formulate policies and execute the activities of the organization.
- The proposed project must reach a specific population such as people who are incarcerated, homeless, ill, etc., or must serve to formally encourage civic dialogue on important social issues (the environment, crime, etc.).
- The proposed project must include a public presentation. For example, visual work displayed with or without the artist's name, a recorded performance shown at a later date to the general public, publication of a catalogue or anthology of works produced, or a lecture about the project.
- The activities of the proposed project must be free of charge to those who participate in the project.
- Applicants to Arts in Social Service are **limited to a maximum request of \$15,000.**
- Funding for Arts in Social Service **must include a 50% match by the applicant organization, at least half of which must be cash.**
- Arts in Social Service Organizations are eligible for general operating support.

**Note: Only one application per institution is allowed.**

## **Funding Categories:**

### **Traditional Folks Arts Projects**

Traditional Folk Arts Projects funding supports organizations, Indian tribal government entities, local governments, and universities whose programs further, showcase, and help to perpetuate the various traditional arts practiced in the State of New Mexico.

Folk Arts are the traditional functional and expressive arts passed down informally by people through word of mouth or by imitation within a specific cultural group. Common types of cultural groups include family, community, occupational, ethnic, or religious. Folk Arts reflect the values and world-views of the groups that make them and are a rich and valuable heritage for all New Mexicans.

### **Traditional Folks Arts Projects Eligibility Criteria:**

- Projects eligible for funding under Traditional Folk Arts Projects include events that showcase traditional artists, such as folk festivals, cowboy poetry gatherings, or traditional art fairs; performance series that showcase folk music, poetry, storytelling, and dance; workshops, classes, or demonstrations where traditional arts are taught or demonstrated to the public; and exhibits featuring the works of folk artists.
- Projects not eligible for funding include media projects or documentaries featuring the work of folk artists.
- Applicants to Traditional Folks Arts Projects are **limited to a maximum request of \$15,000.**
- Funding requests for Traditional Folks Arts Projects **must include a 50% match by the applicant, at least half of which must be cash.**

**Note: Only one application per institution is allowed.**

## **FY2013 Panel Evaluation Criteria for the Following Categories:**

Arts Projects A, B, & C; Major Cultural Organizations; Colleges, Universities, & Government Entities; Community Arts Development A & B; Arts in Social Service; and Traditional Folk Arts Projects.

Criteria are based on a maximum of 100 points. **Applicants must score a minimum of 65 points to be considered for funding.**

### **Artistic Quality and Creativity 35 Points**

**Please refer to Forms B1 unless otherwise noted.**

In determining artistic quality and creativity, application reviewers are guided by:

- Artistic Samples submitted\* (Form F) **10**
- The program's contribution to the arts **10**
- The creativity in proposed program's concept, design, and execution **10**
- The innovative presentation/production of original works of art or interpretation of existing works of art. **5**

\*For Folk Arts Projects the traditionality of the art form is also considered.

\*\*For Arts in Social Service the social service contribution is also considered.

### **Community Support, Representation, and Benefit 40 Points**

**Please refer to Forms B2 unless otherwise noted.**

New Mexico Arts considers the applicant's responsiveness to community needs as determined by:

- Contribution to the enrichment and education of the community it serves **10**
- How your program(s) reach individuals seldom served by arts programs due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc. **10**
- The role of New Mexico artists in the project **5**
- Public's ease of access to programs (i.e., location, cost, ability to serve special needs) **5**
- Geographic location and reach of an applicant (Form C) **5**
- Donated goods/in-kind services and/or financial backing from the community/local government (Forms D1-D4 and Income & Expense Statement[s]) **5**

<b>Administrative Ability 25 Points</b>
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**Please refer to Forms D1-D4 and Income & Expense Statement(s) unless otherwise noted.**

New Mexico Arts considers the quality of the organization's project and budget management by considering the following:

- Financial information: Income & Expense Statement(s), feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative **10**
- Accuracy and ability to follow directions evidenced in application (Forms A-G) **5**
- Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program (Form E) **5**
- The board or advisory committee of the applicant organization (Board List) **5**

## **Funding Categories:**

### **Arts Learning in Schools: Projects and Artist Residency**

New Mexico Arts offers two grant categories for arts education projects in or with K-12 schools: Arts Learning in Schools Projects and Arts Learning in Schools Artist Residency. Charter schools and 501 (c) (3) private schools may apply for themselves. Public schools must apply through the parent-teacher organization if that organization is a 501 (c) (3) or through the school district.

### **Arts Learning in Schools Projects**

Arts Learning in Schools Projects funding supports a wide range of programs taking place in K-12 schools either during school hours or during after-school programs. These programs may focus on creative process arts activities, arts activities integrated into other content areas, art history, or arts education professional development. Residencies with individual artists, however, must apply in the Artist Residency category. Projects may be short-term, mid-length, or long-term.

Short-term projects include numerous arts education experiences within one school or within a school district. Examples of such projects include, but are not limited to, a class-session art history presentation given in several classrooms throughout the district or an arts specialist teamed with a classroom teacher to present a class-session arts integrated program in numerous classrooms throughout their school.

Mid-length projects could range from a week to a month and include (but are not limited to) activities such as intensive immersion in an art form during that time or an arts specialist teamed with several classroom teachers to create and present a month-long arts integrated program in several classrooms in their school. One example is a visiting theater company that auditions participants, conducts rehearsals, and presents a play to the public at the end of a week.

Long-term projects could last a quarter, semester, or even a full school year. An example of a long-term project includes, but is not limited to, a weekly arts activity integrated into a non-arts classroom for a semester.

All projects should have strong evaluation and assessment components built into the project.

### **Arts Learning in Schools Projects Eligibility Criteria:**

- Program evaluation can include student artwork, performance appraisals, mapping tools, surveys of students, and other methods.
- The project must be in alignment with New Mexico State Standards and Benchmarks for the grade level, artistic discipline(s), and, if an arts-integration project, the core content area.
- The application must include a letter of commitment from the principal(s) stating that s/he is committed to the project and the level at which s/he will participate in and support the project.
- Applicants for Projects are **limited to a maximum request of \$20,000**.
- Funding for Projects **must include a 50% match by the applicant organization, at least half of which must be cash**.

## Arts Learning in Schools Artist Residency

Artist Residency funding supports guest individual artists teamed with certified teachers to create programs that promote learning in and through the arts for schools. Residencies may take place in schools either during school hours or during after-school programs. Residencies may also take place off the school campus if the participants are teachers with their students. (Please note: Residencies for participants from the general community that occur in facilities other than schools should apply in another funding category.)

Artist residencies in schools support visiting individual artists collaborating with certified teachers to provide hands-on involvement in the creative process for students based on New Mexico arts education standards. Residencies may also include professional development activities for teachers, administrators, and artists. Residencies should be considered as supplemental to a school's regular arts education program. Residencies may enhance an elementary school's basic Elementary Fine Arts Education Program; secondary schools are encouraged to present residencies as well. Preference will be given to underserved schools.

## Arts Learning in Schools Artist Residency Criteria:

- A residency must take place for a minimum of twenty (20) contact hours, which may occur in one week or over up to thirty-six (36) weeks. (Note: a school with a four-day week may present a sixteen (16) hour residency.)
- Program evaluation of a residency in a school can include student artwork, performance appraisals, mapping tools, surveys of students, and other methods.
- The residency must include at least one planning session with the artist, teacher, and others involved in the residency at least three (3) weeks before the scheduled residency. The artist must receive a fee of \$125 for attending the planning session. In cases where long distance travel would be required, the planning session may be conducted as a telephone meeting.
- The residency must be in alignment with New Mexico Standards and Benchmarks for the grade level and artistic discipline.
- The application must include a letter of commitment from the principal(s) stating that s/he is committed to the residency and the level at which s/he will participate in and support the residency.
- The school or host organization must provide each artist with space to hold an open studio or community session during the residency.
- The artist must be paid at least \$37.50 for each contact hour.
- Travel reimbursement for the artist of at least \$0.44 a mile must be provided if the artist's travel from home to the residency site exceeds 20 miles round trip.
- Artistic Samples (Form F) should include samples of the resident artist's work. If this residency is a continuation from previous years, samples of former participants' work should also be included.
- A per diem of \$115 a day must be provided for the artist when overnight lodging and meals are necessary.
- Applicants for an Artist Residency **are limited to a maximum request of \$10,000.**
- Funding for an Artist Residency **must include a 50% match by the applicant organization, at least half of which must be cash.**

### **Note: Only one application per institution is allowed.**

For information about funding from the Elementary Fine Arts Education Program, contact the Public Education Department Fine Arts Contractor, (505) 827-6559, or go to their website [www.ped.state.nm.us](http://www.ped.state.nm.us) and select "PED A to Z Directory," then select "FAEA".

## **Panel Evaluation Criteria for Arts Learning in Schools: Projects & Artist Residency**

Criteria are based on a maximum of 100 points. **Applicants must score a minimum of 65 points to be considered for funding.**

### **Artistic Quality and Creativity 35 points**

**Please refer to Form B1 unless otherwise noted.**

In determining artistic quality and creativity, application reviewers are guided by:

- Artistic Samples submitted (Form F) **10**
- The applicant's contribution to the arts education of the students or the professional development of the teachers it serves **10**
- Professional quality of artists, arts educators, works of art, organizations (including their experience in arts learning for youth), as appropriate **5**
- Proposed programs' fulfillment of the New Mexico Standards and Benchmarks **5**
- Evaluation and assessment component **5**

### **Community Support, Representation, and Benefit 40 points**

**Please refer to Form B2 unless otherwise noted.**

New Mexico Arts considers the applicant's responsiveness to community needs as determined by:

- Contribution of the project to the arts education plan or goals of the school or school district **10**
- How your program(s) reach individuals seldom served by arts programs due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc. **10**
- The role of New Mexico artists in the project **5**
- Public's ease of access to programs (i.e., location, cost, ability to serve special needs) **5**
- Geographic location and reach of an applicant (Form C) **5**
- Donated goods/in-kind services and/or financial backing from the community/local Government (Forms D1-D4 and Income & Expense Statement[s]) **5**

## **Administrative Ability 25 Points**

**Please refer to Forms D1-D4 and Income & Expense Statement(s), unless otherwise noted.**

New Mexico Arts considers the quality of the organization's project and budget management by considering the following:

- Financial information: Income & Expense Statement(s), feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative **10**
- Accuracy and ability to follow directions evidenced in application (Forms A-G) **5**
- Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program (Form E) **5**
- The board or advisory committee of the applicant organization (Board List) **5**

## Funding Categories:

### Local Arts Councils and Statewide Service Organizations

Note: All Local Arts Councils and Statewide Service Organizations Must Apply in the This Category.

This category supports local arts councils that are incorporated tax-exempt organizations or agencies of government or Indian tribal entities and tax-exempt statewide service organizations that provide services to artists, arts organizations, or in the field of arts education.

New Mexico Arts defines a *local arts council* as “a community organization or an agency of local government that supports cultural organizations, provides services to artists and arts organizations, and/or presents arts programming to the public.” A *statewide service organization* is defined as “an organization with a membership or constituency that spans the state; that offers services to artists, arts organizations, or in the field of arts education; that promotes the arts through advocacy efforts; and/or provides arts information services to the public.” Organizations with a statewide membership or constituency that provide presenting activities or are not primarily service organizations should apply in another category. Local arts councils and statewide service organizations provide one or more of the following services/activities:

- Advocacy (general arts advocacy, arts education advocacy, etc.)
- Information Services to the Public (arts calendar, publications, artists/organizations directory, cultural resource library, newsletter, website, etc.)
- Services to Artists (seminars/workshops, artists' registry or listings, health insurance, etc.)
- Services to Arts Organizations (seminars/workshops, publicity/promotion/marketing, insurance, shared computers and office equipment, etc.)
- Grant Making (provide financial support to arts organizations, artists, arts educators, etc.)

**Local Arts Councils may also offer one or more of the following activities:**

- Presenting (exhibitions, performances, festivals, literature/poetry readings, film/video screenings, lectures, art classes, etc.)
- Arts Education Activities (artists in the schools, after school programs, summer arts camp, advocacy for arts education, designing arts education curricula, adult education, etc.)
- Cultural Planning, Community Development, Cultural Tourism (assessing the cultural needs of the community and mapping a plan of implementation, help local leaders better understand the impact of the arts on the community, work to increase the tourism industry in the community, etc.)
- Public Art (public art/percent for art programs, lectures, etc.)
- Facility Operation (gallery/exhibition space, performance space, etc.)

### Local Arts Councils and Statewide Service Organizations Eligibility Criteria:

- LACs and SSOs must have been operating at least six (6) months prior to the application deadline.
- LACs and SSOs may use New Mexico Arts funds for arts projects and services, salary support, and/or general operating support.
- Applicants to the LAC and SSO Category **are limited to a maximum request of \$20,000.**
- Funding for LACs and SSOs **must include a 50% match by the applicant organization, at least half of which must be cash.**
- LACs and SSOs may not use a Fiscal Agent and must have nonprofit status by the time contracts are issued in June 2012.

**Note: Only one application per institution is allowed.**

## **Panel Evaluation Criteria for Local Arts Councils and Statewide Service Organizations**

Criteria are based on a maximum of 100 points. **Applicants must score a minimum of 65 points to be considered for funding.**

### **Artistic Quality and Creativity 35 Points**

**Please refer to Form B1 unless otherwise noted.**

In determining artistic quality and creativity, application reviewers are guided by:

- Artistic Samples submitted\* (Form F) **10**
- The applicant's contribution to the arts through services and/or activities **10**
- The creativity in proposed programs concept, design, and execution **5**
- The innovative presentation/production of original works of art or interpretation of existing works of art. **5**
- Proposed programs' fulfillment of the organization's mission and relevance to the community **5**

\* For service activities, quality of those activities and materials produced. For presenting activities, quality of artists presented and materials produced.

### **Community Support, Representation, and Benefit 40 Points**

**Please refer to Forms B2 unless otherwise noted.**

New Mexico Arts considers the applicant's responsiveness to the community needs as determined by:

- Contribution to the enrichment and education of the community it serves **10**
- How your program(s) reach individuals seldom served by the arts due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc. **10**
- The role of New Mexico artists in the project **5**
- Public's ease of access to programs (i.e., location, cost, ability to serve special needs) **5**
- Geographic location and reach of an applicant (Form C) **5**
- Donated goods/in-kind services and/or financial backing from the community/local Government (Forms D1-D4 and Income & Expense Statement[s]) **5**

## **Administrative Ability 25 Points**

**Please refer to Forms D1-D4 and Income & Expense Statement(s) unless otherwise noted.**

New Mexico Arts considers the quality of the organization's project and budget management by considering the following:

- Financial information: Income & Expense Statement(s), feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative (Forms D1-D4, and Income & Expense Statement[s]) **10**
- Accuracy and ability to follow directions evidenced in application (Forms A-G) **5**
- Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program. (Form E) **5**
- The board or advisory committee of the applicant organization (Board List) **5**

## Funding Categories:

### Arts Enterprise Partnerships

Arts Enterprise Partnerships strengthen community-based economic development through three-year public/private visual arts partnerships that directly benefit underserved rural communities. Applicants must qualify as cottage arts enterprises. The priority of such enterprises is to train artists and either employ or market the work of artisans in an ongoing economic development enterprise. Projects must promote wide participation and bring attention to the community's or region's cultural resources with a goal of income generation for arts organizations, artists, and the general community. Funding is not appropriate for start-ups, fine art galleries, or performing arts organizations.

**New applicants must call to verify that this is the correct category. Questions should be addressed to NM Arts Program Coordinator Carol Cooper, (800) 879-4278 or (505) 827-6490.**

### Arts Enterprise Partnerships Eligibility Criteria:

- The applicant must be the lead partner and must be a tax-exempt nonprofit organization. In addition to the lead partner, partnerships must be comprised of **at least one** for-profit business and **at least one** other private and/or public organization. **At least one** of the above partners must be an arts organization or enterprise. Individual artists whose primary income is from their artwork may be among the business partners. Each partner must have clearly stated role or contribution.
- Partnerships must operate for a minimum of eight (8) months annually.
- Partners must provide training in arts business skills and practices, including product development and marketing.
- Partnership activity must promote organizational development and earned income development as the project progresses.
- Partnerships must benefit the arts in underserved rural\* New Mexico communities.
- Partnerships must measure and document their impact on economic development in their community and/or region (through contract year reports).
- Applicants to Arts Enterprise Partnerships are limited to **yearly maximum requests of \$15,000**, totaling \$45,000 in requests over three years.
- Continued funding is based on availability of New Mexico Arts funds and organizational performance. To foster sustainability, projects in years one through three scoring at least 65 will be eligible to receive \$13,000 - \$15,000. Established projects requesting funding in year four or more and scoring at least 65, will be funded within the general New Mexico Arts funding formula. Projects scoring below 65 will not be funded.

\*Rural – outside Albuquerque, Rio Rancho, Las Cruces, or Santa Fe city limits.

### **Arts Enterprise Partnerships (cont.)**

- Funding requests for Arts Enterprise Partnerships **must include a 50% match by the applicant organization, at least half of which must be cash.**
- Funding from New Mexico Arts is on a reimbursement basis.

**Note: Only one application per institution is allowed.**

## **Panel Evaluation Criteria for Arts Enterprise Partnerships**

Criteria are based on a maximum of 100 points. **Applicants must score a minimum of 65 to be considered for funding.**

### **Artistic Quality and Creativity 40 Points**

**Please refer Forms B1 unless otherwise noted.**

In determining artistic quality and creativity, application reviewers are guided by:

- Artistic Samples and marketing materials (Form F) **7**
- Description of proposed partnership project; list of required partners, **per guidelines** their nonprofit or for-profit status; their specific roles or contributions (in goods and services) **7**
- List of planned trainings in arts business skills and practices, product development, and marketing. Specific topics must be noted. **7**
- Artistic creativity and diversity of the project's arts products. Innovation in the program's concept and execution. **7**
- Uniqueness of the partnership project as a marketing and/or employment creation initiative **7**
- Key Artistic and Technical Personnel's skills and abilities to carry out the project (Form E) **5**

### **Community Support, Representation, and Benefit 35 Points**

**Please refer to Form B2 unless otherwise noted.**

New Mexico Arts considers the applicant's responsiveness to community needs as determined by:

- The partnership project's short- and long-term benefits for rural artists, communities, and partners. **8**
- The partnership project's contributions to arts marketing and/or employment creation in involved communities. Include sales results. **8**
- Diversity of targeted rural audience. Breadth of artists' and community participation in project planning and implementation **7**
- Financial and in-kind support from the community, volunteers, and outside sources (Forms D1-D4 and Income & Expense Statement[s]) **7**
- Description of rural location(s) and areas served, and participants' ease of access to participation **5**

<b>Administrative Ability 25 Points</b>
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**Please refer to Forms D1-D4 and Income and Expense Statement(s) unless otherwise noted.**

New Mexico Arts considers the quality of the organization's project and budget management by considering:

- Feasibility and financial stability of the proposed partnership project **7**
- Plans for sustained income generation and for securing new funds. Strategies for realistic growth **7**
- Accuracy and ability to follow directions as evidenced in the application form and financial information (Forms A-G and Income & Expense Statement[s]) **6**
- Key Administrative Personnel's skills and abilities to carry out the project (Form E) **5**

## **Section III: FY2013 Application**

### **Instructions for Application Forms**

**The Application is for use by all categories listed below.**

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#### **General Application**

- Arts Projects A, B, & C
- Major Cultural Organizations
- Colleges, Universities, and Government Entities
- Community Arts Development A & B
- Arts in Social Service
- Traditional Folk Arts Projects

#### **Arts Learning in Schools**

- Projects
- Artist Residency

#### **Local Arts Councils & Statewide Service Organizations**

#### **Arts Enterprise Partnerships**

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Please read the instructions carefully before filling out the application. Please bear in mind that accuracy of the application forms and financial information contributes to your overall score. If you have any questions on how to fill out the application, please call the program coordinator listed for your category.

#### **Applicants Please Note:**

**All applications must be completed and submitted through CultureGrants Online<sup>SM</sup> at [www.nmarts.org](http://www.nmarts.org).** The funding guidelines are available in PDF format on our website. All required application materials must be sent by the application deadline. Technical difficulties with personal computers are the responsibility of the applicant. It is recommended that applicants print a hard copy as a reference in case of computer problems. The applicant organization's name should be listed on all application materials.

## Instructions for Completing FY2013 Applications

### Applicant Profile

- \* Please choose the type of profile you are creating.
- \* Please complete Primary Contact Information.

#### Please complete Applicant Information

- \* Indicate the **Applicant Organization's legal name** as specified on the organization's New Mexico not-for-profit incorporation document or name the organization uses for business purposes. If the organization is a project, department, or line item in the budget of a larger organization, give the larger organization's name, followed by "dba" (doing business as) and the organization's project or department name, for example, The City of Buena Vista dba The Buena Vista Arts Council. **Do not enter Fiscal Agent name here.**
- \* Enter the **Date of the 501 (c) (3) incorporation**. New applicants, applicants who have applied for IRS 501 (c) (3) status, or applicants using a Fiscal Agent are required to upload a copy of a letter from the IRS granting 501 (c) (3) status which includes the Federal ID or Employer ID number or a copy of IRS Form 1023 that documents your application to the IRS.
- \* Enter the **Taxpayer ID number**. This is the organization's Federal ID or Employer ID number. If using a Fiscal Agent, enter zeros here and list the Fiscal Agent's Federal ID or Employer ID number on Form G: Document Upload and Application Certification. Do not put your social security number or New Mexico Corporate ID number in this space.
- \* Provide the **Applicant Organization's address**.
- \* Provide the **Applicant Organization's city**.
- \* Provide the **Applicant Organization's country**.
- \* Provide the **Applicant Organization's state**.
- \* Provide the **Applicant Organization's postal code**.
- \* Enter the **Applicant Organization's business telephone number**.
- \* Enter the **Applicant Organization's business fax number**.
- \* Select **Organization Type**.

- \* Select **Applicant Status**.
  - \* Select **Applicant Discipline**.
  - \* Select **Grantee Race**.
  - \* Please enter **U.S. Congressional District number** in which your organization's office is located.
  - \* Please enter the **State House District** in which your organization's office is located.
  - \* Please enter the **State Senate District** in which your organization's office is located.
- (Find your district numbers at Vote Smart at [www.vote-smart.org](http://www.vote-smart.org) by entering in 9-digit zip code.)*
- \* Enter **DUNS** information, this information is required. A D-U-N-S number is a unique nine-digit identifier provided by Dun and Bradstreet (D & B). To get your free D-U-N-S number visit the website at <http://www.dnb.com>. Click on the box in the dashboard: D&B DUNS Number. Then choose the option in the drop-down box: "Get a D&B D-U-N-S Number." You will need to provide an organization name as the first step - to see if you are already registered. You will then be given the option to fill out the online form to get a DUNS number within 30 days. If you are unable to obtain a D-U-N-S number in time for the New Mexico Arts deadline, please enter zeros. Plan to obtain the D-U-N-S number as soon as possible, as New Mexico Arts will be unable to enter into an arts services contract with an organization without one, even if funding has been approved. If using a Fiscal Agent, enter zeros here and list the Fiscal Agent's D-U-N-S number on Form G: Document Upload and Application Certification.
  - \* Enter organization's web address, if applicable.

<b>Invitational Password</b>
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**All applicants must obtain an invitational password to access the FY2013 application through CultureGrants Online<sup>SM</sup>. Applicants funded in FY2012 will have an invitational password emailed to them. New applicants must contact New Mexico Arts program staff to determine if the proposed program meets the eligibility requirements of a funding category.**

Applicants can obtain an invitational password by contacting New Mexico Arts program staff at **(800) 879-4278 (statewide) or (505) 827-6490.**

## Select Application

**Select Application.** Select from the following: General Application; Arts Learning in Schools: Projects and Artist Residency; Local Arts Councils and Statewide Service Organizations; and Arts Enterprise Partnerships.

**Note:** Select General Application, if you are applying in one of the following funding categories: Arts Projects A, B, or C; Major Cultural Organizations; Colleges, Universities, and Government Entities; Community Arts Development A and B; Arts in Social Service, and Traditional Folks Arts Projects

## FORM A: Applicant Information

1. Select **Funding Category**. For Arts Enterprise Partnerships applicants, select the partnership year.
2. Enter the **Amount Requested** based on the amount allowed for your category. (This figure must match the NM Arts Request listed on Form D1).
3. Please indicate the county where your organization is based.
4. Enter the name of the **Project Director** for the **ant Organization**. The Project Director administers the New Mexico Arts funded project and serves as the contact person. **The Project Director and the Authorizing Official must be different people.**
5. Enter the Project Director's title.
6. Enter the Project Director's telephone.
7. Enter the Project Director's email.
8. Enter the name of the **Authorizing Official** for the **Applicant Organization**. This should be the president or other officer of the board of directors, who takes legal responsibility for the applicant. The Executive Director or School Principal may not serve as the Authorizing Official.

When using a Fiscal Agent, type the name of the chair of the applicant's advisory committee. Applicants using a Fiscal Agent must also complete Fiscal Agent Information on Form G: Document Upload and Application Certification. Do not enter Fiscal Agent Information here.

9. Enter the Authorizing Official's title.
10. Enter the Authorizing Official's telephone.

11. Select one of the following that best describes your organizational status: Have IRS 501 (c) (3) status, Have applied for IRS 501 (c) (3) status, Government Entity, Indian Tribal government entity, or Using a Fiscal Agent.

If you are **Using a Fiscal Agent**, you must complete Fiscal Agent Information on Form G: Document Upload and Application Certification. Submit a copy of the Fiscal Agent Organization's letter from the IRS granting IRS 501 (c) (3) status which includes the Federal ID or Employer ID number.

To be considered tax-exempt, the Applicant Organization must have received a letter granting that status from the Internal Revenue Service or must have applied for federal tax-exempt status December 9, 2011.

- 11A. If you are currently tax-exempt, select **Have IRS 501 (c) (3) status**. Enter **date of IRS determination letter** in space 11A. (New applicants must also submit a copy of a letter from the IRS granting 501 (c) (3) status which includes the Federal ID or Employer ID number.)
- 11B. If you have applied for tax-exempt status, select **Have applied for 501 (c) (3) status** and enter **date of application** in space 11B. Submit a copy of IRS Form 1023 that documents your application to the IRS.

### **FORMS B1 and B2: Project Description**

Please refer to the correct panel evaluation criteria for the appropriate category. (Note: Please use criteria listed specifically for Arts Learning in Schools: Projects and Artist Residency [pages 24-25]; Local Arts Councils and Statewide Service Organizations [pages 27-28]; and Arts Enterprise Partnerships [pages 31-32].)

**NOTE:** A program may include a single event or an Applicant Organization's entire season of programs and services.

- FORM B1 (1)** In the space provided, enter the Applicant Organization's **Mission Statement**.
- FORM B1 (1a)** In the space provided, **briefly describe the program for which funding is requested**.
- FORM B1 (2)** In the space provided, address the **Artistic Quality and Creativity** panel evaluation criteria in the order listed for your category on the online application. **Use all capital letters as headings for each item.**

\*Please note artistic samples are worth up to 7-10 points for Artistic Quality and Creativity. For complete Artistic Quality and Creativity panel evaluation criteria, please refer to the panel evaluation criteria listed for your funding category.

- FORM B2 (1)** In the space provided, address **Community Support, Representation, and Benefit** panel evaluation criteria in the order listed for your category on the online application. **Use capital letters as headings for each item.**
- FORM B2 (2)** In the space provided, address Community Support, Representation, and Benefit application question. Except Arts Enterprise Partnerships.
- FORM B2 (3)** In the space provided, please provide an estimate of actual individuals benefitting from the proposed program. Except Arts Enterprise Partnerships this is question FORM B2 (2).

*\*Please note Form B2 addresses most of the panel evaluation criteria related to Community Support, Representation and Benefit. However; the review of Community Support, Representation, and Benefit is not limited to Form B2. For complete Community Support, Representation, and Benefit criteria, please refer to the panel evaluation criteria listed for your funding category.*

To properly fill in FORMS B1 and B2 complete all sections.

### **FORM C: Overview of Arts Activities**

Summarize the arts activities for your proposed program during the funding period July 1, 2012 – June 30, 2013. Please list the arts activity, number of years presented, and when and where the program will occur (include actual location and city); if they are new programs enter zero (0) years. Do not restate proposed program description here.

### **FORMS D1-D4: Budget Detail, In-kind Detail, Financial Information, Last Fiscal Year Information, & Financial Narrative**

#### **FORM D1: Budget Detail**

Please complete the budget detail **for the proposed program only listing unrestricted Income and Expenses during the contract period (July 1, 2012 – June 30, 2013)**. Be sure to list Cash, NM Arts Request, and any in-kind attributed to the **proposed program** in both the Income and Expenses sections. Total Cash Income must exceed or match total Cash Expenses. For Income enter Amount Requested in the NM Arts Request Column. For Expenses show how the Amount Requested will be spent in the NM Arts Request Column on the appropriate lines that correspond with the expense. The NM Arts Request should be the same total for income and expense. Total In-kind Income must match total In-kind Expenses.

**INCOME:**

Earned Income: Include sale of admissions, subscriptions, memberships, workshop fees/tuition, residency fees, catalogue and merchandising sales, advertising space in programs, concessions, parking, etc. for activities/events attributed to the proposed program.

Business/Corporate Support: Include grants or cash received from corporations or local businesses.

Foundation Support: Includes grants from private, family, and public foundations.

Private Support: Includes individual contributions. Do not include board hours such as regular board or committee meetings.

Government Support: Includes grants from city, county, federal government, and other NM State sources, and income from services rendered as part of government contracts. Do not include NM Arts Funding, NEA direct support, WESTAF funds, or other federal funds.

Direct Federal Support: Includes grants your agency receives directly from the NEA and other Federal Funds.

WESTAF Support: Includes WESTAF support for TourWest grants.

Applicant Cash: Includes cash balances in checking/savings accounts, interest income and other investment income, and any other revenue not listed in the above areas that will be used for the proposed program.

NM Arts Request: List the Amount Requested from New Mexico Arts for your proposed program in the NM Arts Request column.

**EXPENSES:**

Administrative Salaries and Benefits: Includes administrative staff salaries, taxes, and benefits for all paid full or part-time employees.

Artistic Salaries and Benefits: Includes artistic/technical staff salaries, taxes, and benefits for all paid full or part-time employees.

Administrative Contracted Fees and Services: Includes consultants, accountants, secretarial support, a contracted project director, etc.

Artistic Contracted Fees and Services: Includes artists, actors, printers, designers, etc.

Travel: Includes all travel expenses associated with the proposed project.

Marketing/Public Relations: Includes all costs associated with promoting your organization's proposed program such as advertising, printing, website, etc.

Rent/Mortgage: Includes all costs related to leasing of facilities or annual mortgage payment.

Materials/Supplies: Includes all costs of props, costumes, musical scores, art supplies, publications, etc. **This cannot include any awards or food in the NM Arts column** (except as part of per diem, which should be listed under Artistic Contracted and Services).

Remaining Expenses: Includes all remaining costs associated with your proposed program such as telephone, lease of equipment, insurance, utilities, etc.

**Applicants Please Note:** Direct Federal funds cannot be used as a cash match because NM Arts includes federal funds as part of funding awards. New Mexico Arts funds cannot be matched with direct Federal funds. This includes WESTAF TourWest funds you may receive. The required cash match can be shown as earned income, corporate/business support, foundation support, private support, non-Federal governmental support, or applicant cash.

#### **IN-KIND INCOME & EXPENSES:**

The **In-kind Income and Expenses** should reflect any anticipated in-kind support for your proposed program. In-kind **can be listed** on the Income portion of the Budget Detail as Business/Corporate Support, Foundation Support, Private Support (Individual Contributions), and/or Government Support. Any in-kind listed as income should also be listed as expenses and vice versa. Be sure that in-kind income equals in-kind expenses. In-kind should be listed on the appropriate lines that correspond with the in-kind contribution. For example, if you receive free advertising or promotional services, place the in-kind value on the marketing/public relations line under the in-kind expense column.

An in-kind donation is *a service or goods provided to an organization at no charge, which has cash value, for example*; a printing job, a professional's services (to be listed as business support) at the actual billable rate (accountant, choreographer, lighting designer, etc.), facility rental, etc. In-kind volunteer hours (individual contributions) are calculated at current market wages, at least the federal minimum wage (7.25/hr) unless the volunteer is donating professional services, which are calculated at professional rates and should be listed as "business support."

#### **FORM D2: In-Kind Detail**

1. Please show how you calculate dollar values for your in-kind contributions. Volunteer time is calculated at a rate comparable to what the current market wage would be. The minimum amount to be used should be federal minimum wage (\$7.25/hr). If the volunteer is donating professional services, the hourly rate would be that person's professional rate. Donated materials and donated space (rental) directly involved with the proposed program should be calculated at fair market value. Do not include board members' usual duties such as board meetings, organizational retreats, and committee meetings as in-kind support.

The following can be used as a guide to calculate in-kind:

- *A sound technician usually charges \$500 for comparable services. If for instance s/he receives \$200 in cash payment, then **\$300 dollars could be considered a business contribution.***
- *If a performance occurs in a donated space, the usual price of **\$600 per night rental would be considered in-kind rental contribution.***
- *Ten (10) people volunteer three (3) hours each at no charge to serve as ushers for a performance. **10 x 3 x \$7.25 = \$217.50 total in-kind individual contribution.***

2. Please list the total in-kind attributed to your proposed program.

**NOTE: Total In-kind listed on FORM D2: In-kind Detail must match the In-kind Income and Expenses listed on FORM D1: Budget Detail.**

### **FORM D3: Financial Information**

Please enter the Income and Expenses for the Applicant Organization. **Last Fiscal Year**, the actual unrestricted budget figures for your **organization's most recently completed 12-month fiscal year which must match figures on your Income/Expense Statement.** **Present Fiscal Year**, projected unrestricted figures for the 12-month fiscal year you are currently operating in, and **Next Fiscal Year**, projected unrestricted figures for your upcoming 12-month fiscal year, must include your NM Arts request. Make sure that this information is for your organization's fiscal year, if different from NM Arts contract period.

**Please do not include in-kind in your total income and expense figures.**

### **FORM D4: Last Fiscal Year Information & Financial Narrative**

#### **Last Fiscal Year Information**

For your organization's **Last Completed Fiscal Year**, please provide the following: Last Fiscal Year Begin Date; Last Fiscal Year End Date; Method of Accounting; and Beginning and Ending Cash Balances. Information provided **must match your organization's most recently completed 12-month fiscal year as reflected in your Income and Expense Statement.**

#### **Financial Narrative**

Please discuss the financial information for your organization's last fiscal year, present fiscal year, and next fiscal year. Briefly explain any significant changes such as debt, dramatic increases or decreases, as well as any funding sources such as business/corporate, local government, foundation, private support, etc. Please explain potential new funders, partners, and long-term financial goals.

## **FORM E: Key Administrative, Artistic, & Technical Personnel**

Please give the **name** and **position title** for **key administrative, artistic, and technical personnel** with the applicant organization (may be volunteers) involved in the proposed program only. Key administrative personnel include executive/managing directors, public relations/marketing personnel, program directors, development directors, facility managers, etc. Key artistic and technical personnel include artistic directors, choreographers, curators, stage managers, lighting/sound technicians, performers, conductors, residency artists, etc. Include **job duties** for the applicant organization, **education**, and brief **work history**. Form E must include at least one personnel listing. Applicants with no paid staff should list board/advisory members or volunteers who act as administrative, artistic, and technical paid staff for the organization.

Please include no more than six (6) administrative, artistic, and technical personnel. Select the position type for each staff person.

## **FORM F: Artistic Samples Key**

**Note:** Artistic Samples represent 7-10 points for Artistic Quality and Creativity. **If you do not submit any artistic samples, 7-10 points may be deducted from your Artistic Quality and Creativity score, depending on your category.**

Artistic samples are your opportunity to demonstrate the artistic quality of the proposed program.

**Please enter N/A in sections that are not applicable.**

### **Printed Material**

Printed material should reflect work and/or programs from within the last two years and is limited to three (3) total items, one item per plastic sleeve that will fit in a three-ring binder. You must send **eight (8) sets of the three (3) items (one set per panelist) with your application.**

Printed Material may include up to three (3) of the following items: season program/brochure, newsletter, magazine, anthology, review, article, letter of support, color photocopy, etc. List the three (3) items on FORM F.

### **Audio/Visual Samples**

**Be selective.** Each applicant's artistic samples will be viewed for a maximum of ten (10) minutes with an average viewing time of three (3) to five (5) minutes. Present the best three (3) to five (5) minutes of programming at the beginning of the sample. Brief crisp montages are preferable to long performances.

**Present Current Work.** Please include similar or actual programs for which New Mexico Arts funding support is being sought. Samples should reflect programs from within the last two years.

**Choose appropriate media.** For panel meetings, New Mexico Arts uses a laptop computer with Windows Media software that accepts only audio CDs, video DVDs, and digital image files on CDs or DVDs.

#### Digital Image Files on CD or DVD

For visual arts, submit up to ten (10) images on a disk that must be readable by Windows, positioned the way you want them displayed. Acceptable file formats are .jpg, .gif, .pdf, and .tif. Files should be no larger than 1.8 MB. Make sure your CD or DVD is finalized. This option is sometimes listed "Make CD for use on another computer" on CD burning programs. Applicants must take this last step to ensure that other systems can read it. Provide an annotated image list on Form F, including artist name, title of work, dated completed, medium, and dimensions. Each digital image must be titled with the artist's name and number that corresponds with the annotated image list on FORM F. For example, artistname01.jpg, artistname02.jpg, etc. Label the CD or DVD jewel case with the organization name.

#### Audio CD

For performing arts, including musical and vocal. Audio recordings must be playable by Windows-based media players. CDs that are playable on standard commercial CD players are acceptable. Other acceptable formats are .cda, .mp3., .wav, and .wma. You may submit only one (1) Audio CD with a maximum of three (3) tracks included. Label the CD and jewel case with the organization name and selected track(s). List the Audio CD sample information on FORM F including segment description, length in minutes and seconds, and date produced.

#### Video DVD

For performing arts, including dance, theater, opera, music, and media arts. Video submissions must be playable on Windows-based players. DVDs that play on standard commercial DVD players are acceptable. Other formats include .mpg, .wmv, and .avi. You may submit only one (1) Video DVD. Label the DVD and jewel case with the organization name and selected track(s). List the Video DVD sample information on FORM F including segment description, length in minutes and seconds, and date produced.

### **Test your CD or DVD before submitting it.**

#### **Return Samples**

Applicants who want to have their artistic samples returned must include a self-addressed stamped envelope (SASE), with correct postage in their application packet. *Please indicate whether or not you want your samples returned on FORM F.* Applicants, please be aware that panelists have the option to keep any printed material so all submitted copies may not be returned to you.

## Copyrights

For all artistic samples (including audio/visual samples and printed material), applicants must respect copyrights. *Applicants should be aware that **any submitted material**, video or otherwise, must be legal and not in violation of any state or federal laws, and that the applicant is liable for any material that violates intellectual property rights. If there is any copyright violation, it is by the applicant who makes and submits a video for viewing because s/he has made the copy. If a person or entity causes a copy to be made of a copyrighted expression without permission from the copyright holder, whether it's video, writing, photo, or some other tangible medium of expression, then they may be infringing on the copyright holder's copyright.*

## FORM G: Document Upload & Application Certification

### Income & Expense Statement (5 pages maximum)

**Note: This is an applicant-created form.** A separate Income and Expense Statement is required of all applicants for the Applicant Organization's **most recently completed 12-month fiscal year**. Please upload the document formatted to 8 ½" x 11" paper size with a minimum of 1" margins all around. New Mexico Arts will only accept a maximum of five (5) pages in no less than 10-point type.

Please submit the following on your Income/Expense Statement:

- Itemized list of income and expenses.
- Do not include in-kind donations in your income and expenses.
- Do not include Balance Sheets (Assets and Liabilities or Statement of Change in Financial Positions).

Please note:

- The Income and Expense Statement **must be for the Applicant Organization** not the Fiscal Agent (if using one).
- Schools should submit an Income/Expense Statement for the Applicant school. **Do not submit the Income/Expense Statement for the entire school district.**
- Applicants whose programs are a line item in the budget of a larger institution/organization (colleges, universities, Indian tribal entities and other governments, and dba's) should submit an Income/Expense for both the proposed program and the department or institution/organization with oversight of the proposed program.

## Board Member List (3 pages maximum)

**Note: This is an Applicant-created form.** Please upload this document formatted to 8 ½” x 11” paper size with a minimum of 1” margins all around. New Mexico Arts will only accept a maximum of three (3) pages in no less than 10-point type.

Every applicant must submit a separate list of Board Members for the Applicant Organization. Applicant Organizations who have not yet received 501 (c) (3) Federal tax-exempt status should submit a list of advisory committee members. Schools, colleges, universities, and units of government should submit the school board, trustees, board of regents, or municipal/county/Indian tribal commission or council.

The Board Member List should include the following:

- Note ethnic members (Hispanic, Native American, African-American, Asian-American, or other) with an asterisk (\*).
- Note the officers of the board.
- List the profession of each board member.
- List the city/town of residence of each board member.

New Mexico Arts encourages organizations to be aware that having paid contractors or staff who are also board members could be perceived as a conflict of interest situation. If an organization insists on this organizational structure, New Mexico Arts strongly encourages the adoption of a conflict of interest policy that addresses the circumstance. A sample policy and other technical assistance are available from New Mexico Arts.

## NEW APPLICANTS ONLY: IRS 501 (c) 3 status letter

New applicants, applicants who have applied for IRS 501 (c) (3) status, or applicants using a Fiscal Agent are required to submit a copy of a letter from the IRS granting 501 (c) (3) status which includes the Federal ID or Employer ID number or a copy of IRS Form 1023 that documents your application to the IRS (New applicants ONLY).

## Application Certification

Organizations that have IRS 501 (c) (3) status, have applied for IRS 501 (c) (3) status, are a Government Entity, or an Indian Tribal government entity **must select if they attest the application.**

## Using a Fiscal Agent:

If you are using a Fiscal Agent, **you must complete all Fiscal Agent information highlighted in purple text.** If you are not using a fiscal agent, leave this section blank.

The Fiscal Agent and the applicant organization agree to comply with all state and federal regulations.

- \* Enter the **legal name of the Fiscal Agent organization** as specified on the Fiscal Agent's New Mexico not-for-profit incorporation document or the name the organization uses for business purposes. If the Fiscal Agent is a project or department of a larger organization, give the larger organization's name, followed by "dba" (doing business as) and the organization's project or department name, for example, The County of Buena Vista dba Buena Vista Arts Council.
- \* Enter the **Fiscal Agent's Federal ID or Employer ID number** as listed on the letter from the IRS granting 501 (c) (3) status. You are required to upload the Fiscal Agent's IRS 501 (c) (3) status letter.
- \* Enter **Fiscal Agent's DUNS** information, this information is required. A D-U-N-S number is a unique nine-digit identifier provided by Dun and Bradstreet (D & B). *For further details, refer to DUNS information on page 35.*
- \* Enter **Authorizing Official of the Fiscal Agent.** This should be the president or other officer of the Fiscal Agent's board of directors.
- \* Enter **Authorizing Official of the Fiscal Agent title.**
- \* Enter **Authorizing Official of the Fiscal Agent business address.**
- \* Enter **Authorizing Official of the Fiscal Agent city.**
- \* Enter **Authorizing Official of the Fiscal Agent state.**
- \* Enter **Authorizing Official of the Fiscal Agent zip code.**
- \* Enter **Authorizing Official of the Fiscal Agent telephone.**
- \* Enter **Authorizing Official of the Fiscal Agent fax.**
- \* Enter **Authorizing Official of the Fiscal Agent email.**
- \* If using a Fiscal Agent, the organization and Fiscal Agent **must select that they attest** that they have read and agree to abide by the Fiscal Agent Agreement.

If using a Fiscal Agent, a formal agreement between the agent and the applicant is required. Please read the Use of a Fiscal Agent Policy & Fiscal Agent Agreement on pages 11-12 of these guidelines.

## Checklist

Use the Checklist to ensure that all required items are included with your application.

**ONLINE APPLICATION** submitted through CultureGrants<sup>SM</sup> Online by the deadline of December 9, 2011.

**Online Application: (Applicant Profile) \_\_\_\_\_, FORMS (A1) \_\_\_\_\_, (B1) \_\_\_\_\_, (B2) \_\_\_\_\_, (C) \_\_\_\_\_, (D1) \_\_\_\_\_, (D2) \_\_\_\_\_, (D3) \_\_\_\_\_, (D4) \_\_\_\_\_, (E) \_\_\_\_\_, (F) \_\_\_\_\_, (G) \_\_\_\_\_**

Forms A-G must be completed and submitted online through CultureGrants Online<sup>SM</sup>

**REQUIRED APPLICATION DOCUMENTS** must be uploaded through CultureGrants Online<sup>SM</sup>.

***\*The online application will not allow you to submit your application unless you have uploaded these required documents).***

1. \_\_\_\_\_ \*A separate Income and Expense Statement. See instructions for this required document.
2. \_\_\_\_\_ \*A separate Board Members List. See instructions for this required document.
3. \_\_\_\_\_ **For Arts Learning in Schools Applications ONLY.** School-based programs must submit a letter of commitment from the principal of the participating school. **Read instructions and criteria for specific requirements.**
4. \_\_\_\_\_ **For New Applicants ONLY.** Applicants who have applied in 2011 for IRS 501 (c) (3) status, or applicants using a Fiscal Agent; are required to submit a copy of a letter from the IRS granting 501 (c) (3) status which includes the Federal ID or Employer ID number, or a copy of IRS Form 1023 that documents your application to the IRS.

**ARTISTIC SAMPLES** sent in one complete package by the published deadline of December 9, 2011.

1. \_\_\_\_\_ (one) set of artistic samples (digital images, audio cd, and video dvd); plus eight (8) sets of printed material must be collated and sent in one complete package by the deadline of December 9, 2011. **DO NOT STAPLE, BIND, or HOLE-PUNCH MATERIALS.**
2. \_\_\_\_\_ Included an SASE for the return of Artistic Samples, if they are to be returned.

## FINAL APPLICATION DEADLINE: DECEMBER 9, 2011

### Send in one complete package

One (1) set of artistic samples (digital images, audio cd, and video dvd); 8 sets of collated printed material.

**Final Deadline:  
December 9, 2011**

**FY2013 Application must be submitted through CultureGrants Online<sup>SM</sup> at [www.nmarts.org](http://www.nmarts.org). (Forms A thru G)**

**Final Deadline:  
December 9, 2011**

Please submit your application as shown to the left. For assistance, contact New Mexico Arts at (800) 879-4278 (statewide) or (505) 827-6490.

**Address: New Mexico Arts, 407 Galisteo, Suite 270, Bataan Memorial Bldg., Santa Fe NM 87501**