LOUISVILLE METRO ARTS & CREATIVE INDUSTRIES EXTERNAL AGENCY FUND FY20

FY20 Arts & Creative Industries
External Agency Funding (EAF) Competitive Application

Louisville Metro Arts & Creative Industries EAF Funds are awarded annually to non-profit organizations offering programs or services in Louisville/Jefferson County that align with Metro's Strategic Goal.

For the Arts and Creative Industries funding program, qualified non-profits committed to providing programs that achieve meaningful outcomes for Louisville citizens in the following focus areas are encouraged to apply:
- Arts experiences for everyone
- Creative workforce
- Creative community spaces and neighborhoods

Focus areas for the Arts and Creative Industries funding program are based on the goals of Mayor Fischer's Strategic Plan.

Louisville Metro Government employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community and are good stewards of taxpayer dollars. Our goal is to invest in programs that achieve the most effective and efficient results. Successful grantees will be required to report quarterly on their success in meeting goals and outcomes.

Application Process:
You must attend or view the Mandatory Application Orientation and complete your Attestation Form or submit your answers to the questions (found on the recorded version of the Orientation) about the process before submitting an application! Link can be found on the EAF webpage- www.louisvilleky.gov/EAF).

Louisville Metro Government will accept applications, via the online survey, until **Friday, February 8, 2019 at 5:00 p.m.** from qualified non-profits that are committed to providing services that achieve meaningful outcomes for Louisville citizens in the strategic goals described above.

Metro Government External Agency Funds are NOT intended for health organizations, child care centers, support groups or program start-ups.

What's new?

To simplify the application process, increase operational efficiencies, and highlight the increased focus on program outcomes, Louisville/Jefferson County Metro Government has made the following

changes to the application:

- Mandatory Application Orientation on January 10, 2019 at South Central Library Branch from 9:30 to 11:30am **OR** 1:30-3:30pm. Following that date a link to view the Orientation can be found on the EAF webpage www.louisvilleky.gov/EAF (available beginning January 14, 2019).
- Minimum of $1,000 requests will be accepted for Arts and Creative Industries EAF applications.
- Agencies will be required to provide information regarding all funding received from Metro Government and other funding sources.

THINGS TO KNOW ABOUT THE ONLINE APPLICATION TOOL

We are once again using the online tool called Survey Monkey. This tool will allow you to exit and re-enter the application as often as needed, without losing your information, as long as you are using the same computer, until the **application closes at 5:00pm on February 8, 2019**.

However, there are a few things you need to know:
- You must **use the same computer** once you start working on the application online as your responses are tied to your computer's IP address.
- Technology can sometimes be unpredictable – Therefore, we recommend that as you enter information into each section, click on the "Next" button to save your work.
- It is highly recommended that you **draft your responses in Microsoft WORD** to ensure adherence to the word limitations where noted.

You will not receive a copy of your application or a receipt to show that it was submitted.

For this reason, we recommend that you **print a copy of your application** for your files before the submission period ends on February 8, 2019 at 5:00pm. To do so, simply go back to the beginning of your application using the "Prev" button and **print each section**. You can move from section to section using the "Next" button. Each section will print in its entirety using the print function located at the top of your toolbar.

TECHNICAL ASSISTANCE WILL BE AVAILABLE DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY; 8:00AM – 5:00PM

Please email questions to EAF@louisvilleky.gov.

FY20 ARTS & CREATIVE INDUSTRIES EXTERNAL AGENCY FUND TIMELINE

APPLICATION DEADLINE – Friday, February 8, 2019 at 5:00pm

ARTS & CREATIVE INDUSTRIES STAFF REVIEW AND PREPARATION – February 2019
Staff will review all applications, determine whether the applications meet requirements, and compile overview information for the Panel members. Staff will alert the Panel to any ineligible, incomplete, or problematic contents. The Panel members will make final decisions regarding eligibility.

PANEL REVIEW – February - March 2019
Department staff will provide copies of applications and review input to panel members at first meeting. Panelists will review and score applications prior to subsequent meetings as specified by Panel chairperson.

MAYOR'S BUDGET APPROVAL – April 2019
Panel submits recommendations for funding to the Mayor's Office.

METRO COUNCIL BUDGET APPROVAL – June 2019
Metro Council's final approval of the Louisville Metro Government FY20 budget is expected on or before June 30, 2019.

AWARD NOTIFICATION – July 2019
All agencies will be notified of their grant award recommendation status (approved and in Mayor's budget or not approved and why) via email.

SIGNING OF GRANT AGREEMENT – July 1, 2019 – August 30, 2019
The Grants Coordinator will contact all grant recipients to complete Grant Agreements and Work Program & Budgets.

GRANT AWARD TRAINING – July 2019
Mandatory training will be held for **ARTS & CREATIVE INDUSTRIES** External Agency Grant recipients on grants management and accountability.

DEADLINE TO SPEND ALL EXTERNAL AGENCY FUNDS AWARDED – June 30, 2020

REQUIREMENTS TO APPLY

KENTUCKY SECRETARY OF STATE   https://app.sos.ky.gov/ftsearch/
ARTS & CREATIVE INDUSTRIES applicants must be incorporated as nonprofit corporations and qualified to do business in the Commonwealth of Kentucky as a registered organization with the Kentucky Secretary of State.
- Arts and Creative Industries applicants must be in good standing with the Kentucky Secretary of State.

LOUISVILLE METRO REVENUE COMMISSION (502) 574-4857
- Each Arts and Creative Industries applicant is required to be registered with the Louisville Metro Revenue Commission and must have accounts in "okay" status with the Commission.

- Agencies that have "Contracted" employees are required to ensure those employees are registered with the Louisville Metro Revenue Commission and those contracted must be in "okay" status with the Commission.

- Account numbers for agencies and contracted employees are to be provided for monitoring purposes. Funding could be jeopardized for any agency if they or their contracted employee is not in "okay" status with the Commission.

501(c)(3) IRS DETERMINATION
- Arts and Creative Industries applicants must already have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service.

ATTEND OR VIEW MANDATORY GRANT APPLICATION ORIENTATION
- **Applications will not be accepted from agencies that have not submitted their responses to the process questions in the mandatory EAF Orientation video or an Attestation Form that will be provided at the Mandatory Application Orientation.**

LOUISVILLE/JEFERSON COUNTY PROGRAMS
- All Arts and Creative Industries grant applications must be for programs that will serve the residents of Louisville/Jefferson County, Kentucky.

RELIGIOUS ACTIVITY

Religious activities such as proselytizing, prayer, religious study, distribution of religious materials, etc. may not be included in any program funded by Metro funds.

LOBBYING IS PROHIBITED

For the purposes of this application process, lobbying means any oral or written communications by an External Agency Fund applicant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff, Louisville Metro Government Officials and/or staff, in order to attempt to influence the outcome of the External Agency Fund process.

The External Agency Fund process begins when Louisville Metro Government notifies the public of the grant opportunity and continues through the application process. The prohibition on lobbying ends at the time the Louisville Metro Mayor presents the budget recommendation to Metro Council. Prohibited lobbying activities include, but are not limited to:

- o   Any attempt to influence the outcome of the External Agency Fund process, through in-kind or cash contributions, endorsements, publicity, or similar activities;
- o   Any attempt to influence the outcome of the External Agency Fund process through communication with any panel member or employee of Louisville Metro Government.
- o   Any attempt to influence the External Agency Fund process by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign.
- o   Any attempt to improperly influence, either directly or indirectly, an employee or officer of Louisville Metro Government to give consideration to or act regarding the External Agency Fund process.

Requesting technical assistance from staff prior to the application deadline is not considered lobbying.

Continuation Funding Request Application:

The continuation funding request application is intended for programs that currently receive Arts and Creative Industries EAF funds for FY19 (7/1/2018-6/30/2019) and are seeking continuation of that funding for FY20. **Agencies will complete one application per continuation program.**

Your agency should complete this application if the following applies:
- Your agency was funded through the Arts and Creative Industries EAF fund in FY19 and the same program(s) will be enhanced or expanded in FY20.

New Funding Request Application:
The new funding request application is for programs that have been in existence for a minimum of 6 months prior to January 1, 2019 and that did **NOT** receive Arts and Creative Industries EAF Funds for FY19 (7/1/2018-6/30/2019**). Agencies will complete one application per new program.**

Your agency should complete this application if one of the following applies:
- Your agency was NOT funded with Arts and Creative Industries EAF general funds during FY19.
- Your agency was funded for a specific program in FY19, but you would like to apply for a different or an additional program for FY20.

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION AND MAKE SURE THAT YOU HAVE ATTENDED OR VIEWED THE MANDATORY ORIENTATION!

FY20 Application Instructions:

- Applications are to be submitted online through an internet application called Survey Monkey.

- Applications must be submitted by 5:00pm on February 8, 2019. Applications are time-stamped upon submission, so please allow enough time for technical glitches.

- Organizations applying should submit only one application per program requesting funding.

- A minimum of $1,000 per request (there is no maximum).

- Please note that Survey Monkey will allow you to exit and re-enter the application as often as needed, without losing your information, until the application closes at 5:00pm on February 8, 2019. However, there are a few things you need to know:
    - You must use the same computer once you start working on the application online as your responses are tied to your computer's IP address.
    - We stress that you **use WORD to prepare** your answers so that your information can be retrieved should a problem arise.

- Organizations submitting applications must be able to demonstrate the benefits to the population being served and include goals and outcomes to be tracked and measured.

- It is highly recommended that you draft your responses in Microsoft WORD to ensure adherence to the word limitations where noted.

- **REMEMBER TO PRINT A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE THE APPLICATION CLOSES ON FEBRUARY 8, 2019 AT 5:00PM**. Instructions on how to do so are included. No other copy will be provided.

Step-by Step Arts and Creative Industries EAF Application Instructions:

Question 1. Choose if your application is a NEW or CONTINUATION funding request application based on the definitions provided above.

I. AGENCY INFORMATION
Question 2. Fill in the blanks provided with the legal name of the agency as it is listed on the Secretary of State website and the agency contact information.

Question 3. Mission statement of the agency as approved by the Board of Directors (30 words **or less)**

Question 4. Louisville/Jefferson County Revenue Commission Number registered to your agency. This is a six-digit number issued to your agency by the Louisville/Jefferson County Revenue Commission.

II. PROGRAM INFORMATION
Question 5. Name of the program for which you are requesting funding

Question 6. Short description of the program (200 words or less)

Question 7. Program Manager contact information

 Question 8. Select a primary focus of the program (**select only one**):
- Arts experiences for everyone
- Creative workforce
- Creative community spaces and neighborhoods

Question 9: Describe how this program addresses the primary focus area indicated above? (250 words or less)

Question 10: Describe other agencies or programs doing similar work described above, and how your agency differs. Explain if you are collaborating with these agencies/programs.

Question 11: Describe measurable outcomes and how the outcomes will be measures (250 words or less)

Question 12: How will Louisville Metro Government grant funds help to enhance or expand the program? (250 words or less)

Question 13: Does the program serve only Jefferson County? If NO, what percentages of clients reside in Jefferson County?

Question 14: As of January 1, 2019, how long has the program been in existence? • 6 months to 1 year • 5 years to 10 years • 1 year to 5 years • 10 or more years

Question 15: For this program only:
How many people were served over the last 12 months
How many people do you plan to serve with the funding that is being requested?
What is the intended age range served?
How many staff do you currently have assigned?

Question 16: Metro $ - Complete with amounts reflecting the amount of funding being requesting for this program:
 Agency Personnel
 Artist(s) Fees
 Venue Expenses
 Program Materials
 Other Expenses
 TOTAL:

Question 17: If applicable, provide descriptions for Metro $ requested for the following line items.
 Program Materials
 Other Expenses

Question 18: Non-Metro $ - Reflecting the amount(s) the agency will contribute to the program from other resources:
 Agency Personnel
 Artist(s) Fees
 Venue Expenses
 Program Materials
 Other Expenses
 NON-METRO TOTAL:

Question 19: Total Program Budget:
Total from Question #16 Metro Funding Requested
Total from Question #18 Non-Metro Funding

Question 20: Total Agency Budget (Current fiscal year)?

Question 21: Does your agency receive ANY other funding, through Louisville Metro Government or any other resource to serve the population identified for this program?

Question 22: If you respond yes to Question 21, you will be asked to identify the source and amount of the funding your agency receives from Metro Government AND other sources.

IV. EAF COLLABORATION AND SUSTAINABILITY
Question 23: List up to 5 collaborative agency partners that are engaged in the delivery/support of this program. If there are none, then you must put N/A in the first box in order to continue.

Question 24: Describe your sustainability plan for the program after this funding cycle ends. Please describe how your agency plans to continue to financially support this program after June 30, 2018. (250 words or less).

If you plan to submit another application (new or continuation) for your agency, you will click the yes button and be taken to a page with instructions on how to get a new link for an additional application. If you do not plan to submit another application, then it is suggested that you make a copy of your application for your files. To do so, simply go back to the beginning of your survey using the "Prev" button and print each section. You can move from section to section using the "Next" button. Each section will print in its entirety using the print function located at the top of your toolbar.

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