## **2023 Equity, Diversity & Inclusion Grant Guidelines and Sample Application**

In partnership with the New Jersey State Council on the Arts, Monmouth Arts is offering an infusion of $15,000 in funds in Fiscal Year 2023 through a “Equity, Diversity & Inclusion Grant.” Project grants ranging from $1,000 to $3000 will support arts activities such as art exhibitions, performances, arts-related workshops, public art installations, etc. that promote equity, diversity, accessibility, and inclusion and that impact traditionally underserved constituencies in Monmouth County. Such constituencies include but are not limited to BIPOC and LGBTQIA+ populations, seniors, underserved youth, and nonprofits that address mental health or serve individuals with disabilities. Through project-based funding, the grant will assist Monmouth Arts in bringing new voices, perspectives, and practices into the community.

All funds must be used before December 31, 2023. Grants will be provided for work across all artistic disciplines (dance, music, craft, film, traditional art, theater and performance, multidisciplinary, visual, and literary). **The deadline to apply is May 24, 2023**.

**How to Apply?**

Applications for the Equity, Diversity & Inclusion Grant must be completed on Submittable, Monmouth Arts' grant portal. Please read the guidelines carefully and then follow the link to the Submittable application. We acknowledge that every nonprofit has limited time and resources, and we ask that potential applicants review our guidelines before writing an application to see how their work aligns with Monmouth Arts grant priorities. Applicants not yet registered with Submittable may sign up for a free account. **The deadline to apply is May 24, 2023**. First-time applicants with questions are encouraged to contact Connie Isbell, Membership & Community Engagement Director, at connie@monmoutharts.org before starting an application.

Due to limited funding, only one proposal for this opportunity per applicant will be accepted. Late, ineligible, and incomplete applications will not be reviewed. Matching funds are not required for this grant. However, if program/event expenses exceed the grant amount, applicants must outline how they plan to secure funding to cover the rest of the project. The Equity, Diversity & Inclusion Grant application has been streamlined to create easier access to funding; however, a final report will be required within 30 days of the conclusion of the funded project.

Monmouth Arts appoints a highly qualified panel of artists, arts administrators, and nonprofit experts to evaluate applications. Applications are evaluated according to the criteria below. Panelists will score applications and recommend which projects will be funded.

**Eligibility Criteria**

* Nonprofit organizations must be based in Monmouth County, with a valid mailing address and proof of current nonprofit status (ex. IRS 501(c)3 letter).
* First-time applicants are encouraged to participate. Current 2023 ArtHelps Local Arts Program grant recipients may apply provided the program is not currently being funded.
* Projects may focus on reaching a particular constituency; however, they may not be exclusionary under national civil rights laws and policies prohibiting discrimination. This extends to hiring practices and audience engagement.
* Projects do not have to be new. Artistically excellent existing projects can be just as competitive as new activities. Projects do not need to be large-scale; we welcome small and medium-sized projects that can make a difference in the community.
* Programs must be held in Monmouth County before December 31, 2023.

**What is Not Eligible?**

* Organizations that cannot present a valid tax-exempt Federal ID number; artists and artist collectives who cannot submit a letter of commitment with a nonprofit organization that has a valid tax-exempt Federal ID number.
* Board and staff members and applicants related to a Monmouth Arts Board or staff member.
* Applicants cannot apply for support to cover a program currently funded by Monmouth Arts or another foundation or government grant (county, state, or federal).
* Funds cannot be used to cover expenses already covered by another government fund.
* Funds may not be used for capital improvements or equipment, food, liquor, out-of-state activities, or operating expenses of privately owned facilities (homes and studios).
* Fundraisers/social activities such as receptions, parties, and galas will not be funded.
* For-profit businesses, K-12 educational institutions, departments, or agencies of government, including municipal libraries.

**Evaluation Criteria**

Applications will be reviewed based on the following:

* Proposals must be for art projects with specific, definable activities, i.e., art exhibitions, performances, arts-related workshops, public art installations, etc.
* Priority will be given to nonprofits whose work uses the arts to promote diversity, equity, accessibility, and inclusion and impact traditionally underserved constituencies in Monmouth County, which include but are not limited to BIPOC and LGBTQIA+ populations, seniors, underserved youth, and nonprofits that address mental health or serve individuals with disabilities.
* Applications must include clearly defined goals and/or proposed outcomes and an appropriate plan to determine if those goals and/or outcomes are met.
* Proposals should outline the applicant’s ability to carry out the project based on such factors as the appropriateness of the budget, clarity of the project activities, resources involved, and the qualifications of the project's personnel and/or partnerships.
* The artistic merit of the project and relevance to the audience or communities the project aims to serve.
* Special consideration will be given to first-time applicants.
* Venues must comply with the standards of the Americans with Disabilities Act.

Monmouth Arts promotes equity and inclusion and encourages all eligible organizations to participate in this opportunity. Applicants who require assistance services may contact Connie Isbell at connie@monmoutharts.org or call (732) 212-1890 ext. 101.

**NOTIFICATION OF AWARD**

All applicants will be notified in writing no later than June 30, 2023. All decisions are final and may not be appealed.

**DISTRIBUTION OF FUNDS**

Monmouth Arts will provide digital contracts for selected applicants. Once contract documents have been signed, Monmouth Arts will issue 75% of the total award amount.

After the project is successfully executed, grantees must complete a final report. Monmouth Arts will issue the last 25% of the total award amount upon approval of the final report and supplemental materials.

**Review Process**

Monmouth Arts appoints a panel of artists, arts administrators, and nonprofit professionals to evaluate applications, with the Board of Trustees making the final approvals. All decisions are final and may not be appealed.

**Important Dates**

* Grant applications available: Wednesday, April 26, 2023
* Applications are due Wednesday, May 24, 2023
* Notification of Successful Award: June 30, 2023
* Initial payment of 75% sent after digital contract is signed and returned
* Final Reports Due 30 days after completion of project/event
* Final payment of 25% sent after review of Final Report.

*\* All dates are subject to change*

**Regrantee Obligations**

● A Final Report will be due within 30 days of the conclusion of the grant-funded event. Final Reports will include a final budget, a description of how the funds were expended, and demographic and statistical data on the population served. Those that do not comply with the deadline may be denied future funding.

● Regrantees must credit Monmouth Arts on publicity materials, including brochures, programs, websites, electronic communications, and posters. Additionally, regrantees will be asked to submit photographs of programming that may be used in Monmouth Arts materials.

● Grant payments may be delayed or canceled due to the delay or cancellation of funding to Monmouth Arts from the New Jersey State Council on the Arts.

● Unexpended funds must be returned to Monmouth Arts. If an organization cannot expend the grant money awarded, they must contact Monmouth Arts immediately.

**A Completed Application Includes the Following:**

1. Project Budget Sheet (attachment, [download](https://www.monmoutharts.org/arthelps) from our website)
2. Copy of an IRS determination letter confirming tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
3. Work samples *(good quality recording or video is critical to evaluate the artistic quality of the applicant’s organization or project*):

● Music – a recording representing the best performance over the past 18 months that includes a variety of tempos and styles in musical performance. Limit five minutes.

● Dance, theater, film, and interdisciplinary organizations – a recording of a performance or piece during the past 18 months. Limit five minutes.

● Visual arts, crafts, media arts, and photography organizations – one catalog of an exhibit from the past 18 months and/or five to ten images; up to four can be images of the space and/or installation of an exhibit and the rest of the images should be exhibited work in JPEG format, sized at 300 dpi.

4. Optional Support Materials (limit of three attachments)**:** media coverage, advertisements, press releases, promotional materials, critical reviews, awards /recognition received, newsletters, etc. (pdf format).

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## **Preview of Application Form (all applications must be completed on Submittable platform)**

### Eligibility

### **To determine eligibility for the 2023 Equity, Diversity & Inclusion grant, please answer the following questions:**

Check the category that applies to your application.\*

Select…

● Nonprofit arts organization

● Organization with a fiscal sponsor

● Religious institution

● K-12 educational institution

● Department or agency of government

When will the project/event be completed?\*

Between May 1 and December 31, 2023

After December 31, 2023

Have you received funding from Monmouth Arts or another funder to support this program/event?\*

Yes, fully

Yes, partially

No

Will your project/event promote equity, diversity, equity, and inclusion and will impact traditionally underserved constituencies in Monmouth County?\*

Yes

No

Will the program/event be open and accessible to the public and in compliance with the Americans with Disabilities Act?\*

Yes

No

I understand that funds may not be used for ineligible activities such as fundraising, capital projects, equipment, scholarships, food/liquor, etc.

***If eligible, move on to the application.***

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### **Main Application**

### Organization Name\*

## **Contact Information**

### Contact Person\*

### First Name

### Last Name

### Title\*

### Organization Address\*

### Country

### Select...

### Address

### Address Line 2 (optional)

### City

### State, Province, or Region

### Zip or Postal Code

### Contact Phone Number\*

### Organization Website \*

### Federal Tax ID Number\*

### Limit: 11 characters

### New Jersey Legislative District\*

### Select your organization's artistic discipline.\*

### Dance

### Music

### Opera/Music Theater

### Theater

### Visual Arts

### Design Arts

### Crafts

### Photography

### Media Arts

### Literature

### Interdisciplinary

### Folklife/Traditional Arts

### Multidisciplinary

### Choose the representation of the organization's staff and board.\*

### Asian/Pacific Islander

### Black

### Hispanic/Latinx

### Native American/Alaskan Native

### White

### General (at least half of board or staff is not one race)

### 

## **Organization Information**

### Has your organization received previous funding from Monmouth Arts?\*

### Yes

### No

### Please provide your organization's mission statement.\*

### Limit: 150 words

### Briefly tell us about the history of your organization.\*

### Limit: 300 words

### Briefly tell us about your current programs and activities.\*

### Limit: 300 words

### To help us gauge the impact of your organization’s work, please indicate how many individuals (participants, audience members) were engaged with your programming in 2022. \*

### Limit: 150 words

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### To help us gauge the impact of your organization’s work, please indicate how many artists were engaged with your programming in 2022. \*

### Limit: 150 words

## **Project Overview**

### Purpose of Funding: State in 50 words or less what the Monmouth Arts funding will help to support. Begin your statement with “This Monmouth Arts grant will help support…”\*

### Limit: 50 words

### This statement should illustrate both what will be made possible through the grant and its public benefit. It may be used for press releases, publicity, and for reporting to the New Jersey State Council on the Arts.

### Briefly summarize your project's goals and objectives. \*

### Limit: 300 words

### Will this project benefit under-represented communities?\*

### Yes

### No

### Please describe the individuals or communities you will serve with your project?\*

### Limit: 150 words

### What benefits will the community derive from this project?\*

### Limit: 300 words

### Clearly articulate the project’s intended impact on the places and communities where a program or project is sited and the general public who may experience it.

### Indicate the number of individuals you expect to be engaged with your project (participants, audience members).\*

### Limit: 149 words

### Indicate the number of artists you expect to be engaged with your project.\*

### Limit: 150 words

### Who will carry out the project? Please include roles and qualifications.\*

### Limit: 300 words

### Provide a timeline for your project, including start and completion dates and when relevant activities will be scheduled. \*

### Briefly describe your plans for marketing and promoting your project.\*

### Limit: 300 words

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## **Accessibility**

### Ensuring that the programming supported by Monmouth Arts is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes the physical performance/exhibition space (whether owned, rented, or borrowed), programming, audience marketing, personnel sensitivity training, audience development, as well as digital and printed materials.

### Please check those that apply to your organization.\*

### We include accessibility information on our website.

### We utilize accessibility symbols in our electronic and print materials.

### We market our organization, events, and programs to individuals with disabilities.

### We caption our video presentations and virtual/online events and programs.

### Is your site barrier free (accessible to individuals with mobility concerns)? \*

### Yes

### No

### Your organization is legally responsible for the facility in which you choose to present your program, regardless of whether you own it, rent it, or borrow it. You can ensure the accessibility of a site by conducting a survey, enlisting a professional to do so, or by requesting a survey of the facility you are renting/borrowing.

### Please check those accommodations you will provide upon request to address specific needs.\*

### Advanced copies of scripts, programs, materials, etc.

### Assistive Listening System

### Audio Description

### Braille Publications

### Companion Seating/Admissions

### Large Print Materials

### Open Captioning

### Publications on Audio

### Sign Interpretation

### Space for Service Animals

### Tactile Exhibits

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## **Budget / Finances**

### Please use figures from the Equity, Diversity & Inclusion Budget Sheet (which will be uploaded in this section).

### Amount of Funding Requested\*

### Enter Total Organization Income (Budgeted FY 2023)\*

### Enter Total Organizational Expenses (Budgeted FY 2023)\*

### Enter Total Value of In-Kind Contributions (Budgeted FY 2023)\*

### Provide a breakdown of how the funds will be spent; this amount may not exceed the requested amount. \*

### Provide an itemized list of other sources of income for the program/event with the amount of support from each source. Also, note whether support from each has been secured or is prospective funding.\*\*

### Limit: 250 words

### Please upload the completed Equity, Diversity & Inclusion Budget Sheet (download from the Monmouth Arts website).\*

### Choose File

### Upload a file. No files have been attached yet.

### Acceptable file types: .csv, .doc, .docx, .pdf

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## **Supporting Materials**

### Please upload recent work samples that demonstrate the applicant's artistic merit and ability to complete the proposed project. High-quality work samples are critical to a competitive proposal. Limit of 10 files with a total size of 400MB.\*

### Choose File

### Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

### Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

### ● Music organizations – a recording representing the best performance(s) over the past 18 months. Video or audio may not exceed (5) minutes in length.

### ● Dance, theater, film, and interdisciplinary organizations – a recording of the best performance(s) or piece(s) during the past 18 months. Video or audio may not exceed (5) minutes in length.

### ● Visual arts, crafts, media arts, and photography organizations – one catalog of an exhibit from the past 18 months and/or work samples, with a maximum total of ten (10) uploads.

### *Note:**Files should be clearly labeled with name of organization as well as title and date of performance, event, or exhibition. Files are preferred but a document with clearly labeled links to online content may be uploaded.*

### Optional Support Materials: Please upload one or two examples of media coverage, advertisements, press releases, promotional materials, critical reviews, awards/recognition received, newsletters, annual report, social media/website analysis, etc.

### Choose File

### Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

### Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

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## **Submit Application**

### Agreement\*

### Yes

### If awarded a grant, the organization agrees to submit a final report upon completion of the project. Organization will acknowledge Monmouth Arts with its funding statement and logo as a supporter in all advertising, program booklets, and press releases.

### Certification\*

### Yes

### Submission of this application implies prior review and representations therein by my organization’s board or appropriate governing body. I also understand and agree that submission to Monmouth Arts signifies the intention of compliance with title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments 1972 and the Americans with Disabilities Act (ADA).

### Confirmation\*

### First Name

### Last Name

### By signing here, you acknowledge that all information on this application is true, and any false information may result in forfeiture of grant funding and future opportunities with Monmouth Arts.

### Today's Date\*

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