CultureWorks’ mission is to strengthen artists and arts and culture organizations to increase their impact in our region. We value diversity and inclusivity and believe everyone in our community should have access to arts and culture, as well as the opportunity to express their culture through the arts.

While we still have much work to do at CultureWorks and in our region, we have made great strides putting these values into action with:

- Recruiting a diverse Board of Directors to better reflect the community we serve
- Adopting an Action Plan in 2020 to achieve our goal of fostering Cultural Equity
- Expanding community engagement efforts to increase participation in our grants and other programs by BIPOC artists and organizations primarily serving BIPOC communities.
  - For 2022, 74% of annual grant awardees were BIPOC or were organizations led by or primarily serving marginalized communities.

The Annual Grants Program provides funding for diverse organizations, and initiatives that benefit the Richmond and Tri-Cities Region; specifically, the cities of Richmond, Colonial Heights, Hopewell and Petersburg, along with the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the Town of Ashland.

To ensure optimal presentation of your proposed project, we highly recommend that you plan to attend a Grants Application Information Session and Thursday Office Hours for Q&A sessions:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Location</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>In-person Grant Application</td>
<td>Petersburg Library</td>
<td>Tuesday, January 17, 2023 (5:30-7:00PM)</td>
</tr>
<tr>
<td>Session - Petersburg Library</td>
<td><a href="https://www.eventbrite.com/e/480667949777">https://www.eventbrite.com/e/480667949777</a></td>
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<tr>
<td>Virtual Grant Application</td>
<td>SPARC</td>
<td>Wednesday, January 18, 2023 (12:00-1:30PM)</td>
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<td>Session - SPARC</td>
<td><a href="https://www.eventbrite.com/e/480692763997">https://www.eventbrite.com/e/480692763997</a></td>
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</tr>
<tr>
<td>In-person Grant Application</td>
<td>Studio Two Three</td>
<td>Thursday, January 19, 2023 (5:30-7:00PM)</td>
</tr>
<tr>
<td>Session - Studio Two Three</td>
<td><a href="https://www.eventbrite.com/e/480694148137">https://www.eventbrite.com/e/480694148137</a></td>
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</tr>
<tr>
<td>Thursday Office Hours (by Zoom)</td>
<td>Sign-up for 15-minute sessions at:</td>
<td>Thursdays thru February 9 – March 17, 2023 (1:00 - 2:00PM)</td>
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<td><a href="https://www.signupgenius.com/go/10C0C45A8AA2EA7FBCF8">https://www.signupgenius.com/go/10C0C45A8AA2EA7FBCF8</a></td>
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Please address any questions to Shelby Finkelstein, Advancement & Grants Program Strategist, at shelby@richmondcultureworks.org or 804-340-5280, ext. 1.
If accommodations are needed due to disability, please contact Shelby Finkelstein to communicate your needs before the application deadline. Requests for accommodations made after the application deadline cannot be honored.

**DEADLINES**  
**Application Opens:** Monday, January 30, 2023 at 9:00 AM EST  
The Annual Grant Program applications will be completed and submitted through an online system accessible at [https://richmondcultureworks.org/grants/](https://richmondcultureworks.org/grants/)

**Application Deadline:** Thursday, March 23, 2023, at 5:00 PM EST

**PLEASE NOTE: NO EXCEPTIONS WILL BE MADE PAST THE DEADLINE.**

It is highly recommended that you begin your online application process well before the deadline, to ensure there is proper time to submit your application.

The most successful proposals we have received have clear evidence that significant time was spent in preparation of the narrative, the budget, and all sections of the application. We advise applicants not to wait until the final day to start their application process or to submit their application in the last few minutes before the deadline.

**TIMELINE FOR GRANT APPLICATIONS SUBMITTED TO CULTUREWORKS**

**Internal and Community Panel Review:** March-May 2023  
Grants are reviewed and evaluated by a panel comprised of community volunteers with diverse backgrounds, experience, and relevant expertise.

**Grant Awards: June 2023**  
Award notifications are expected to be emailed by the last week of June with grant checks distributed July 2023.

**Grant Funding Period: July 1, 2023 – June 30, 2024**  
A mid-year progress report is due Tuesday, January 2, 2024. Grant recipients will be expected to complete their grant activities by June 30, 2024, and submit a final report 30 days after completing the awarded project or initiative, with all reports due no later than 30 days after the end of the funding period or by July 31, 2024. Final reports will be completed and submitted through the online application system.

**FUNDING FOCUS AREAS**

1. **Building Capabilities**

**Building Capabilities** funding supports specific opportunities which enable an organization’s effectiveness, overall growth and longevity as a nonprofit organization. Requests must be made for a particular initiative or project, not for general operating support. Sample initiatives that may be eligible for this funding include:
   - Building infrastructure
   - Enhancing relationships and collaborations in the arts and culture community
   - Planning strategically
• Specific needs related to improving on-going health and safety (related to social distancing, sanitizing spaces, and other enhancements to meet local health department and other government requirements related to the COVID-19 pandemic.)
• Improving technology

These are illustrative examples and are not all-inclusive.

Building Capabilities grants are limited to 10% of an organization’s annual budget (determined by the amount of revenue for current fiscal year), up to a maximum of $15,000.

2. Cultural Equity

Cultural Equity funding supports arts and culture projects or programming that reach underrepresented populations based on race, ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion. A goal and commitment of CultureWorks, supported through this area, is to champion efforts that create accessible arts and culture opportunities and remove barriers to maximize participation across the Richmond and Tri-Cities region. Sample activities that may be eligible for this funding include:
• Staff salary costs for organizations to support innovative ideas that engage underrepresented audiences in our community’s arts and culture.
• Artist stipends for arts events that highlight and promote the art and culture of a particular community underrepresented in the region.
• Facilities costs for arts programming that serves the communities listed above.

These are illustrative examples and are not all-inclusive. Cultural Equity grants to organizations are limited to a maximum of $20,000. For a comprehensive list of unallowable costs, please see Appendix A.

ELIGIBILITY FOR 2023
Applicants must meet the following requirements to be eligible for funding:

• Be headquartered and/or have an arts and culture focus in the Richmond and Tri-Cities region. The region is defined as the cities of Richmond, Colonial Heights, Hopewell and Petersburg, along with the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan, and the Town of Ashland.

• Be a nonprofit organization with a 501(c)(3) tax exempt status.

• Have an annual operating budget less than $750,000.

• Not discriminate in hiring of staff or inclusion of audiences, artists, board members or other volunteers on the basis of race, age, gender, religion, national origin, sexual orientation or disability.

• Have a mission or strategic plan that includes a focus on arts and culture.
• Application submitted is for the organization identified and not a pass-through to other entities.

• Applicant (organization or individual) cannot be disbarred, suspended, or have any other exclusions or disqualification from receiving federal funding.

• Use funding within the fiscal year July 1, 2023 – June 30, 2024.

Additional Eligibility Considerations:

• In line with the CultureWorks’ commitment to mitigate systemic inequities, the program will prioritize applications submitted by organizations that are led by and/or primarily serving individuals who have historically been underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, or socioeconomic status.

• Separate applications for the two focus areas (e.g., Building Capabilities, Cultural Equity) in the same cycle are NOT permitted.

• Applications for multi-year grants will NOT be considered. Additionally, grants will not be awarded for similar activities for more than two years.

• For the 2023 Annual Grants Program cycle, CultureWorks will permit applications from organizations that have been awarded Annual Grants for two or more consecutive years to apply for another year of Annual Grant funding. Qualified applicants that have not received CultureWorks Annual Grants in the past two consecutive cycles will receive priority consideration.

• Applicants with incomplete or outstanding grant obligations or past-due reports due from previous CultureWorks grants are not eligible to apply.

• Grants will not be awarded to two or more parties for the same project, program, etc. Collaborative efforts will need to determine one eligible lead artist or organization to be the applicant that will be responsible for the application and disbursement of funds to partners and required reporting on the progress of the project, if awarded.

APPLICATION COMPONENTS
The following sections must be answered for an application to be considered complete:

1. Title of Request

2. Organization Information
   Includes contact information, geographic area served, mission statement, organization history and overview, and current annual organization budget.

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1 Past grants received must be considered in good standing. CultureWorks defines “good standing” as an awardee that is on time with required reports and is proactive in communicating any changes in plans with the funded project’s timeline.
3. Project Information
   Includes project title, purpose of the grant, project start and end date, grant request amount, and total project budget.

4. Grant Focus Area
   Select “Building Capabilities” or “Cultural Equity” category.

5. Need
   What is the specific need for your organization and why have you chosen this project at this time?

6. Project Details
   Provide a description of the planned project and activities to take place. The description should include project components, how grant funds will be used, and how the project makes a positive impact.
   - For Cultural Equity, please specifically outline the underserved population reached by this project. Please provide information that verifies the intended population is underserved.

7. Goals & Objectives
   Describe the specific goals of the project and how these will be achieved.

8. Project Timeline
   Outline the key steps and key dates associated with your project. Address how you expect to be able to complete the project by June 30, 2024, including contingencies.

9. Expertise
   Describe how the project will be staffed and summarize the qualifications of the key staff members that will be directly involved.

10. Artistic and Cultural Excellence and Artistic and Cultural Merit
    Give examples demonstrating the organization offers programs and services that are closely aligned with its mission and goals, show breadth, quality of programming and services that meet the needs of the community served, and demonstrate strong standards with qualified staff and leadership relevant to its mission.

11. Collaboration
    If collaborating with outside partners, describe these collaborations or partnerships and how they will assist in this project, and how they will be managed.

12. Organizational Capacity
    Provide a funding plan to sustain your organization and the proposed project in the future. Include funds raised to date, additional funding sources if applicable and projections of future expenses.
13. Evaluation
Describe the specific outcomes of your project including the process for collecting, analyzing and reporting on the projects impact. Please include how you will determine if the project has been a success.

14. Contingency
Please describe the revision plans if some or all of the requested funding is not received.

15. Strategic Impact
Demonstrates how your request aligns to CultureWorks desired impacts in the region as defined by our strategic plan: Greater participation in arts and culture, increased cultural equity across the region, and stronger more self-sustaining artists, communities and organizations within the creative and cultural environment. For more details about the CultureWorks Strategic Plan, click here.

16. Project Budget Form
Outline income and expenses relevant only to the grant request.

17. Required Attachments
a) **Current fiscal year budget** including income and expense items (PDF format)

b) **Financial Statements (PDF format) for most recently completed fiscal year.**

   *Organizations with annual income over $600,000*, must upload either an opinioned, audited financial statements (including Statement of Net Assets (balance sheet) and Statement of Changes in Net Assets (income statement)) or IRS Form 990 from the most recently completed fiscal year. If either is not complete by the grant deadline, upload a board approved income statement from the most recently completed fiscal or calendar year. You will be required to submit audited financial statements or IRS 990 to receive funding.

   *Organizations with annual income less than $600,000*, must upload a board approved Statement of Net Assets (balance sheet) and Statement of Changes in Net Assets (income statement) for the most recently completed fiscal or calendar year.

c) **Board List with Affiliations** (PDF format)

d) **Evidence of Agreements with partners identified in the proposal**--projects that specify collaborations to provide space and/or participants to implement programs and activities must provide documentation at the time of application to prove that formal permissions have been granted to deliver the program to the organization stated in the proposal, and during the time period stated in the grant.

   *Example*: The executive director (top staff person) of ABC community-based non-profit provides a letter on official agency letterhead that states that the organization has been granted permission to implement X program, at X location(s) over X period of time.
18. Upload Documents Supporting Artistic and Cultural Excellence and Artistic and Cultural Merit
Upload three to five documents that best represent your artistic excellence. Uploaded documents may include but are not limited to: images of your work, programs from performances, recent critical review(s) with date(s); award citations, link to a performance, exhibition or promotional video, or letters of support from those who have benefited from your programs or services. Do not include your website as an upload here.

Note: If you scan material, make sure that it does not appear blurry, sideways, or upside down on the screen. Use your name and short description in each attachment, (e.g., ABCTheatre_Review2019)

19. Demographic Information
Please describe the demographic information of the communities you serve and identify the demographic background of your board and staff.

REVIEW CRITERIA
Grants are reviewed and evaluated by a panel comprised of community volunteers with diverse backgrounds, experience and relevant expertise, but may not have direct knowledge of every applicant. When crafting responses for the application narrative, please keep the grant review criteria in mind, which the review panel will apply during the review process.

For Building Capabilities
Capacity
- Demonstrates that the requested project supports the organization’s current and future needs.
- Degree to which the applicant fulfills its stated mission.
- Capacity and infrastructure to meet the proposed objectives and stated need.
- Evidence that the grant will help to develop and contribute to the longevity of the organization.

Audience Development
- Efforts to further the appreciation of the applicant’s mission.
- Community involvement of the applicant and plans to reach the intended audience.
- Extent to which grant funding would help the organization meet the needs of the community.
- Plans to reach new and/or diverse audiences.

For Cultural Equity
Cultural Equity Focus
- Degree to which the project or program is authentically engaged to accomplish the goal of increasing access to arts and culture for an underrepresented population.
- Demonstration that the audience identified is currently underrepresented in the Richmond and Tri-Cities region.
- Degree of innovation or creativity of the proposed project or program and the potential for long term impact.
- Quality of the project or program, including excellence in planning, the creative process and uniqueness of collaborations.
- Degree to which the project or program furthers the applicant’s stated mission.
• Inclusion of additional partners and collaborations.

Audience Development
• Community involvement of the applicant.
• Level of defined plans to promote the project or program to the intended audience.
• Extent to which the proposed project or program meets identified needs of the community.

For Both Focus Areas:
Artistic Excellence
• Offer programs and services that are closely aligned with its mission and goals.
• Show breadth and quality of programming and services meeting the needs of the community served.
• Have strong standards and qualified staff and leadership relevant to its mission.

Artistic and Cultural Merit
• Degree to which the request aligns to CultureWorks overall desired impacts in the region as defined in our strategic plan:
  o Greater community participation in arts and culture
  o Increased cultural equity across the region
  o Stronger, more self-sustaining, artists, communities and organizations within the creative and cultural environment

For more detail about our strategic plan, please click here.

Management & Accountability
• Active governing board with composition appropriate to the size of the organization and community served.
• Fiscal responsibility as evidenced by diverse funding sources, a balanced budget in prior year and actions to reduce any operating deficits.
• Established management and administrative practices appropriate to the size of the organization.
• Capacity to meet proposed objectives.
• Complete, accurate and clearly communicated grant application and attachments.

ACCEPTING AN AWARD
Upon being notified of an Award, all Awardees will be asked to provide an IRS Form W-9 and to complete a document assuring agreement and compliance with the terms and conditions of the Annual Grants Program as stated in these Guidelines.

GRANTEE ACTIVITIES & ENGAGEMENT
All funding must be used within the fiscal year July 1, 2023 – June 30, 2024.

Grant funds must be used for the purpose described in the proposal. Any changes or modifications to the purpose must be reported to CultureWorks in advance. Failure to do so may result in forfeiting funds back to the program.

Reporting:
A mid-year progress report is due Tuesday, January 2, 2024.
Grant recipients will be expected to complete their grant activities and submit a final report within 30 days of completing the awarded project or initiative, with all reports due no later than 30 days after the end of the funding period or by July 31, 2024. Final reports will be completed and submitted through the online application system. Tardiness or failure in submitting reports may negatively impact future funding requests. All applicants are expected to maintain accounting records and supporting source documents (e.g., receipts, payroll records, etc.) for four years from the submission of the Awardee’s Final Report and agree to provide copies of those source documents to CultureWorks upon request.

**Marketing:**
Acknowledgement of a CultureWorks grant is required on all materials associated with the funded project (e.g., printed or electronic) such as newsletters, programs, press releases, etc. and should be attributed to the CultureWorks Annual Grants Program and the CultureWorks logo used where space and format permit.

**QUESTIONS**
If you have questions regarding any part of the Grants Program please contact Shelby Finkelstein, Advancement & Grants Program Strategist, at shelby@richmondcultureworks.org or 804-340-5280, ext. 1.
Appendix A: Unallowable Expenses

The funds from awards granted through this program cannot be used for the following:

- “Artist relief” programs where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work.
- Alcoholic beverages
- Commercial (for-profit) enterprises or activities, including concessions, food, clothing, artwork, or other items for resale. This includes online or virtual sales/shops
- Construction, purchase, or renovation of facilities
- General fundraising
- General miscellaneous or contingency costs
- Land purchase costs
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public
- Mortgage interest, fines and penalties, bad debt costs, or deficit reduction
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization
- Social activities such as receptions, parties, or galas
- Subawards to replace lost revenue
- Travel costs
- Vehicle purchases
- Visa costs paid to the U.S. government
- Voter registration drives and related activities
- Costs supported by any other federal funding. This includes federal funding received either directly from a federal agency or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity.
- Expenditures related to compensation to foreign nationals when those expenditures are not in Compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control. For further information, see https://www.treasury.gov/about/organizationalstructure/offices/pages/office-of-foreign-assets-control.aspx
- All other costs that are unallowable per 2 CFR 200 and other laws