Arts Mean Business Frequently Asked Questions :

Below are the most frequently asked questions we've had over the past few weeks. If you have a question that isn't addressed, there are online video links to one of the workshop sessions we held. If you did not attend a workshop, we highly encourage you to view the videos and read the guidelines. Thanks!

TROUBLE LOGGING IN:

I've applied to your programs before but my username and password don't seem to be working. What do I do?

A reminder that this is a different on-line grant system interface than our Office's normal one. So unless you applied for our recent Cultural Facilities funding program this past spring, all those interested in applying for Arts Mean Business will need to set-up a new username and password. Those who did apply for Cultural Facilities can use the log-in they set up for that program.

OPERATING BUDGET:

What if our fiscal year just ended (July 1 – June 30, or September 1 – August 31)? What should we use for each column on the Operating Budget Form?

2012 (far right column): Use your most recently completed 2011 – 2012 financials
2011 (middle column): Use your 2010 – 2011 financials
2010 (far left column): Use your 2009 – 2010 financials

What staff positions should be under Admin versus Artistic versus Education versus Production?

- Artistic staff generally include the staff responsible for planning the artistic vision of the organization.
- Administrative staff are generally those who take care of all the business and finance management for the organizations. Many also include their grantwriting/fundraising staff and even marketing staff under this heading.
- Education staff are those who manage any educational programs that an arts and cultural organization my have.
- Production staff are those who support the artistic programs but not as creative generators of the programs but more on the technical production side such as lighting/sound technicians or sometimes facilities managers.

Not all organizations will have staff people to fit all these categories.
If you're not sure where to put some of your staff, just put where you feel it might make the most sense and then use the Budget Notes form to explain where you've put them.

PROJECT BUDGET:

What do you want to see for the cash expenses?

The cash expenses should equal your total grant request, so it might not reflect all the costs for the job position you are applying for.

What should be listed under in-kind?

For this grant, most applicants will not have any in-kind. In-kind are non-cash expenses that have been donated, such as materials or services. If you want to include in-kind, you should only include in-kind expenses directly related to the position. These might include the value of donated Office space or office supplies or donated benefits (if a board person donates a pre-loaded ORCA card for the staff position, for instance).

Some organizations are choosing to use the in-kind column to reflect the total costs for the position, above and beyond the grant request. That is fine. Either way, it will be helpful for the panel if you make

a note on the Project Budget form itself or on the Budget Notes form explaining how you've used the In-Kind column and to clarify what some of those expenses are.

JOB POSITION:

May we use the funds to increase a current position's rate of pay?

Increasing a current position's rate of pay will probably not be viewed as competitively as expanding the number of hours for a position or adding a new position. Likewise, increasing the number of hours for a position beyond the standard 40 hours per week will probably not be viewed as competitively as expanding the number of hours for a part-time employee or adding a contract position. We're encouraging strategic thinking about sustainable positions.

How many positions may we apply for?

One. Funds are limited and we want as many organizations as possible to potentially benefit from this opportunity.

Are there any restrictions on the type of job we may apply for?

They cannot be for grantwriting or fundraising salaries or fees. The reality is, grant funding is shrinking and contributed income is not necessarily sustainable. We want to encourage the non-profit arts and cultural sector to think more like small businesses. What services or programs can you provide, that align with your mission and people will want to pay for? Or are there better ways to connect with those that might support what you have to offer?

What's the earliest date we can have the position start?

The position can start at any time, but only hours completed after a signed contract is in place may be reimbursed through this funding program. Contracts should be available by mid-December 2012.

ELIGIBILITY:

Do I need to be a 501c(3) non-profit organization to apply?

No. But you do need to be incorporated as a not-for-profit corporation in the State of Washington with a minimum three-year history.

We are a non-profit, but our primary mission is not arts, culture or heritage-based. Is it worth it for us to apply?

Organizations who have as their primary purpose an arts, culture or heritage focus will be more competitive for this grant. If that is not your primary mission, but you have a significant history of providing arts, culture or heritage-based programs, you will need to be sure to emphasize that aspect of your programming in your application. And your submitted operating budgets should only reflect the financials for your arts, culture or heritage-based programs and/or services. Please remember that the panel may know nothing about your organization and will be weighing your application along with many others, so you will need to make a case for your arts-based impact.

GENERAL:

If funded, when can I expect to receive the money?

Funds will be issued as periodic reimbursements after you submit timesheets or documentation of hours worked. Final payment will be made after you have submitted your final report, invoice and documentation. Please plan your cash flow accordingly.