



RISCA Artists Open Studios Tour (AOST) Grants

Through RISCA's **Artists Open Studios Tour (AOST)** program, Rhode Island municipalities may apply for one grant of \$500 annually, to support and promote local Artist Open Studios Tour programs. Funds may be used by the municipality to offset expenses related to promoting one or more Artists Open Studios Tours in their area (such as the design and printing of posters, maps, postcards, advertisements, etc or the creation of a website or webpage dedicated to a local Artists Open Studios Tour(s).) Or funds may be transferred directly to one or more Artists Open Studios Tour program within the municipality or within several neighboring municipalities.

Municipalities seeking AOST support will apply online at <http://www.arts.ri.gov/org-apply>. Potential applicants are highly encouraged to speak with RISCA staff before submitting an application. Please contact Adrienne Adeyemi, Grants to Organizations Program Director, at 401-222-3882 or adrienne.adeyemi@arts.ri.gov to discuss your application.

Deadline

AOST Grants will be awarded on a first-come-first-serve basis until program funds are expended. Municipalities may apply for one AOST grant per fiscal year. RISCA's fiscal year runs from July 1 through June 30

Eligibility

Municipal applicants must indicate which Artists Open Studios Tour Program(s) they seek to promote/fund. More than one municipality may not apply for funds to support or publicize the same Artists Open Studios Tour Program or event. Cities and towns are eligible to apply for one AOST grant per year. An Artists Open Studios Tour may benefit from only one AOST grant per year. Grantees in RISCA's AOST program are eligible to apply for all other RISCA grant opportunities.

Funding Considerations

The following conditions for funding apply to all AOST Grant recipients:

- All AOST Grants will be awarded in the amount of \$500
- Grants awarded by the Rhode Island State Council on the Arts are provided by the Rhode Island State General Assembly and the National Endowment for the Arts, a federal agency, on behalf of the citizens of Rhode Island. For that reason, grant recipients must credit the Rhode Island State Council on the Arts on all printed material where funders and supporters are listed, such as websites, maps, calendars, posters, etc (see Grant Award Requirements below for details).
- All RISCA grant awards are contingent upon the availability of funds from the Rhode Island State General Assembly and the National Endowment for the Arts. Grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met.

Municipalities may apply for AOST grant funds in order to promote or fund local Artists Open Studios Tours which include the following:

- A web presence that includes an Artist Members List or Artists Directory, a tour map, and contact information. A tour map must be found online, but printed maps are also encouraged. Free mobile apps are also encouraged, such as Guidebook. Maps must indicate which sites are and are not handicap accessible. AOST sites must be at least 50% handicap accessible.
- Promotion by participating cities and towns. The open studios tour should appear on municipal websites and calendars. A contact person must be designated in the municipal offices who can answer questions about the Artists Open Studios Tours or who can connect constituents with an open studios coordinator.
- Signage and wayfinding devices. Tour locations must be clearly marked and easy to find. Many Artists Open Studios Tours provide participating sites with flags, signs, banners, or stickers to indicate that they are part of the tour program. Signage should indicate if sites are or are not handicap accessible.
- Tours must happen at least once per year and be free and open to the public.

Eligible Expenses

AOST Grant funds may be used in the following ways:

- To offset expenses related to promoting one or more Artists Open Studios Tours in a designated area. These expenses might include the design and printing of posters, maps, postcards, advertisements, etc or the creation of a website or webpage dedicated to a local Artists Open Studios Tour(s).
- To directly fund one or more Artists Open Studios Tour programs within the municipality or within several neighboring municipalities

Grant Award Requirements

RISCA support must be acknowledged in print and online program materials of all Artists Open Studios Tours that benefit from AOST grant funds. Recipients must display, in a prominent manner, the RISCA logo on posters, postcards, and other print collateral. Further detail regarding grant acknowledgement can be found at <http://www.arts.ri.gov/grants/pr.php>.

Grant recipients are also encouraged to post arts events (grant related and otherwise) to the RISCA Arts Calendar at: <http://www.visitrhodeisland.com/what-to-see/the-arts-calendar/submit-an-event/>

Final Report

All organizations are required to submit a final report within 30 days of the completion of the project or no later than July 31 subsequent to the grant award.

Final report must include:

- List of expenses for the promotion or support of Artists Open Studio Tours equaling at least \$500
- Basic demographic information as required by the NEA
- Answers to several narrative questions

RISCA will provide links to final report forms to grantees after grants have been awarded.

All grantees are subject to periodic audit or review by RISCA or the State of Rhode Island and must retain fiscal records for a period of seven (7) years following completion of the grant period.