



Rhode Island State Council on the Arts
<http://www.arts.ri.gov>
One Capitol Hill, 3rd Floor
Providence, RI 02908-5803
Phone 401-222-3880
Fax 401-222-3018
TTY 401-222-7808

RISCA ARTS ACCESS GRANT APPLICATION QUESTIONS

NOTE: This is an application guide only. To apply to the Arts Access Grant program, you must submit an application online via <http://www.arts.ri.gov/org-apply>.

Potential applicants are highly encouraged to speak with RISCA staff ahead of 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 project.

Applicant Eligibility

Is your organization incorporated in the State of Rhode Island?*

All organizations that apply to RISCA for funds must be incorporated in and conduct business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service or a 501(c)3 designated fiscal sponsor, registered with the Rhode Island Secretary of State, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the governance of the organization.

- Yes
- No

Are you a tax-exempt organization?*

Your organization must be tax-exempt or have a tax-exempt fiscal sponsor to be eligible for an Arts Access Grant.

If a grant is awarded to a sponsor of another organization, it is understood that the sponsor organization is financially, administratively and programmatically responsible for all conditions of the grant. The sponsor is also responsible for signing the contract, achieving compliance, and ensuring the submission of final report forms.

- Yes
- No, but we have a tax-exempt fiscal sponsor for our project
- No

Are you one of the following types of entities?*

- An arts organization
- A cultural or community-based organization presenting occasional arts programming
- A parent corporation to a division, branch, department, program, or other subunit of nonprofit corporation, college, or university

The answer to this question must be "yes" in order to be eligible for an Arts Access Grant.

- Yes
- No

Can your proposed project be described by any of the following?*

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment
- Eliminating/reducing existing debt, or contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards
- Hospitality expenses, such as food and beverages for openings or receptions
- Expenses incurred/activities occurring prior to July 1 of this year or after June 30 of the following year.
- Regranting or awarding funds to another person or entity
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

The answer to this question must be "no" in order to be eligible for an Arts Access Grant.

- Yes
- No

Overview Questions

Project Name*

Please provide a brief two to five word title for your proposed project.

Project Summary*

Please describe your project in 2-3 sentences. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: ABC Artist plans to hold an outdoor summer concert at XYZ Park.

[350 characters]

Amount Requested*

Numerals only. Please no decimals, commas, or dollar signs. Amount requested cannot exceed \$5,000.

Applicant Status*

Please designate the legal status of your organization.

[Choices](#)

01 Individual

- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

Applicant Institution*

Choose from the codes provided to describe your specific type of organization.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Choices

- 01 Individual - Artist
- 02 Individual - Non-artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent-Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - Secondary
- 24 School - Vocational/Technical
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency).
- 30 Foundation.
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation

- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

Applicant Discipline*

Select the primary numeric code from the list provided that best describes the main art form of your organization. Use of supplemental letters (e.g. 01A or 01B) is encouraged, but optional. For definitions of these fields, see [this guide](#) to the National Standard data fields.

Choices

- 01 DANCE
- 01A Ballet
- 01B Ethnic/Jazz
- 01C Modern
- 02 MUSIC
- 02A Band
- 02B Chamber
- 02C Choral
- 02D New
- 02E Ethnic
- 02F Jazz
- 02G Popular
- 02H Solo/Recital
- 02I Orchestral
- 03 OPERA/MUSICAL THEATRE
- 03A Opera
- 03B Musical Theatre
- 04 THEATRE
- 04A General
- 04B Mime
- 04D Puppet
- 04E Theatre for Young Audiences
- 05 VISUAL ARTS
- 05A Experimental
- 05B Graphics
- 05D Painting
- 05F Sculpture
- 06 DESIGN ARTS
- 06A Architecture
- 06B Fashion

06C Graphic
06D Industrial
06E Interior
06F Landscape Architecture
06G Urban/Metropolitan
07 CRAFTS
07A Clay
07B Fiber
07C Glass
07D Leather
07E Metal
07F Paper
07G Plastic
07H Wood
07I Mixed Media
08 PHOTOGRAPHY
09 MEDIA ARTS
09A Film
09B Audio
09C Video
09D Technology/Experimental
10 LITERATURE
10A Fiction
10B Non-Fiction
10C Playwriting
10D Poetry
11 INTERDISCIPLINARY
12 FOLK/TRADITIONAL ARTS
12A Folk/Traditional Dance
12B Folk/Traditional Music
12C Folk/Traditional Crafts & Visual Arts
12D Oral Traditions (includes folk/traditional storytelling)
13 HUMANITIES
14 MULTIDISCIPLINARY
15 NON-ARTS/NON-HUMANITIES

Project Discipline*

Choose the primary arts discipline of this project from the codes provided. Use of sub-disciplines (01A for Ballet instead of 01 for Dance) is encouraged.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Choices

01 DANCE
01A Ballet
01B Ethnic/Jazz
01C Modern
02 MUSIC
02A Band
02B Chamber
02C Choral
02D New
02E Ethnic

02F Jazz
02G Popular
02H Solo/Recital
02I Orchestral
03 OPERA/MUSICAL THEATRE
03A Opera
03B Musical Theatre
04 THEATRE
04A General
04B Mime
04D Puppet
04E Theatre for Young Audiences
05 VISUAL ARTS
05A Experimental
05B Graphics
05D Painting
05F Sculpture
06 DESIGN ARTS
06A Architecture
06B Fashion
06C Graphic
06D Industrial
06E Interior
06F Landscape Architecture
06G Urban/Metropolitan
07 CRAFTS
07A Clay
07B Fiber
07C Glass
07D Leather
07E Metal
07F Paper
07G Plastic
07H Wood
07I Mixed Media
08 PHOTOGRAPHY
09 MEDIA ARTS
09A Film
09B Audio
09C Video
09D Technology/Experimental
10 LITERATURE
10A Fiction
10B Non-Fiction
10C Playwriting
10D Poetry
11 INTERDISCIPLINARY
12 FOLK/TRADITIONAL ARTS
12A Folk/Traditional Dance
12B Folk/Traditional Music
12C Folk/Traditional Crafts & Visual Arts

- 12D Oral Traditions (includes folk/traditional storytelling)
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

Type of Activity*

Select the code from the list provided that best describes the activities of your project. For definitions of these fields, see [this guide](#) to the National Standard data fields.

Choices

- 01 Acquisition
- 02 Audience Services
- 03 Award/Fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction, Maintenance, Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institution/Organization Establishment
- 11 Institution/Organization Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art
- 25 Apprenticeship/Internship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

Grantee Race*

Use the list below to code your organization based on the predominant group of which your staff, board, or membership (not audience) is composed. Choose the ONE code that best represents 50 percent or more of your staff, board, or membership:

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group

Arts Education*

Use this field to describe the arts education component of your organization, according to the following definition: "An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes."

Generally, this would mean that your organization has a relationship with a school/group of schools that involves program planning in conjunction with State curriculum goals, as well as ongoing coordination between organizational staff and school teachers/administrators.

This field pertains to percentage of students participating in organized educational programming, not simply the number of youth participating in the project. Arts Education is NOT a requirement for receiving an Arts Access grant.

Choices

- 01 50% or more of project activities are arts
- 02 Less than 50% of project activities are arts education
- 99 No arts education

Adults engaged*

Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. *Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled.* Avoid inflated numbers, and do not double-count repeat attendees.

Children/Youth (under age 18) engaged*

Enter the number of children/youth who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. *Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled.* Avoid inflated numbers, and do not double-count repeat attendees.

Artists Directly Involved*

Number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services enter 0.

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Race / Ethnicity: (select all that apply)*

Choices

- N American Indian/Alaska Native
- A Asian
- B Black/African American
- H Hispanic/Latino
- P Native Hawaiian/Other Pacific Islander
- W White
- G No single group made up more than 25% of the population directly benefited

Population Benefited by Age: (select all that apply)*

Choices

- 1 Children/Youth (0-18 years)
- 2 Young Adults (19-24 years)
- 3 Adults (25-64 years)
- 4 Older Adults (65+ years)
- 9 No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Groups: (select all that apply)*

Choices

- D Individuals with Disabilities
- I Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P Individuals below the Poverty Line
- E Individuals with Limited English Proficiency
- M Military Veterans/Active Duty Personnel
- Y Youth at Risk
- G No single distinct group made up more than 25% of the population directly benefited

Congressional district of applicant*

District of the United States House of Representative in which your business address (or that of your fiscal sponsor, if you are using one) is located (this must be a street address and NOT a post office box). In Rhode Island it is either District 001 or District 002. Please enter leading 00. To find your Congressional district go to <http://www.sos.ri.gov/vic>

Rhode Island House district of applicant*

The Rhode Island House of Representatives district in which your business address (or that of your fiscal sponsor, if you are using one) is located (this must be a street address and NOT a post office box). This is a number from 1 through 75 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Rhode Island Senate district of applicant*

District of the Rhode Island Senate in which your business address (or that of your fiscal sponsor, if you are using one) is located (this must be a street address and NOT a post office box). This is a number from 1 through 33 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Applicant Legal Name*

This is the name that should appear on legal documents such as tax forms, licenses, grant checks, and other official documents. If you are using a fiscal sponsor, please enter the legal name of that organization here.

DUNS Number*

Enter your nine-digit DUNS number here. If using a fiscal sponsor, provide this information for the sponsor organization.

If you do not have a DUNS number, visit Dun & Bradstreet for information and a link to register online for a DUNS number. DUNS Number assignment is free for all businesses.

Mission Statement*

In 2-3 sentences, please provide your mission statement and principal vision of your organization.

[500 characters]

About Your Organization

Year incorporated*

Please indicate the year in which your organization was incorporated in the State of Rhode Island.

Total number of staff members:*

Enter the total number of paid and full time staff. Employees are considered full time if they are permanent staff working 35 hours a week or more (whether paid or not). If arts and culture are only one component of a larger mission, provide only information about staff members involved in your arts and cultural programming.

Total number of paid staff:*

Include part- and full-time staff, seasonal workers, and paid interns. Do not include contractors or independent consultants.

Total number of full-time staff:*

Include any permanent employee working 35 hours a week or more, whether paid or not.

Total number of volunteers:*

Count all people working for your organization on a volunteer basis, including unpaid interns. Do NOT include your board members here.

Number of board members:*

Give the current number of individuals serving on your board. If a staff member also sits on your board, count them in both the staff and board sections.

History and previous activities of your organization:*

Briefly describe your organization's history and highlight some of your previous activities, particularly those that demonstrate your ability to carry out this proposed project.
[2000 characters]

Is your organization using a fiscal sponsor to apply for this grant?*

- Yes
- No

If your organization has operated without seeking tax-exempt status, please explain why.

If you are in the process of seeking tax-exempt status, please indicate that here.
[500 characters]

About Your Project

Projected project income:*

Total amount of projected cash income (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of income noted in your project budget.

Numerals only. Please no decimals, commas, or dollar signs.

Projected project expenses:*

Total amount of projected cash expenses (artist fees, equipment rentals, personnel costs, etc) for the proposed project. Do not include in-kind. This amount must match the amount of expenses noted in your project budget.

Numerals only. Please no decimals, commas, or dollar signs.

Projected in-kind donations:*

Enter the total cash value of projected in-kind donations for the proposed project. This amount must match the value of in-kind noted in your project budget. (If none is expected, enter 0.)

Numerals only. Please no decimals, commas, or dollar signs.

Describe the project:*

What will happen, who will participate, where will it take place, and when? What are your goals for this project?

[2500 characters]

Describe your Arts Education activities, if applicable.

Arts Education is not a requirement for receiving an Arts Access grant. If a portion of your project includes arts education, please explain the objectives and the specifics of planning and implementation. If not, please leave blank.

[2000 characters]

Clarity and Achievability

Discuss the planning process for this project.*

Identify key people and collaborating organizations and explain the role of each in the planning of the project.

[2000 characters]

Explain how you will document and evaluate the project.*

What methods will be used? How will the information be used?

[1500 characters]

Provide a brief timeline for your planned activities.*

Use this space to outline the anticipated timing for achieving the major components of your project during the grant period. Include administrative and programming tasks, as well as performance/exhibition dates.

[2500 characters]

Artistic Quality or Merit

Discuss the artistic merit of the project.*

Explain how your project is designed to expand the public's knowledge of and appreciation for an art form and/or artist. What are the project's potential impact on artists, the artistic field, and your community? What is the project's relevance to your mission?

[2500 characters]

Information regarding principal artists involved:*

Please provide brief (3-4 sentence) bios for each of the principal artists/arts groups involved in your proposed project. If you wish to provide further detail, full resumes/CVs may also be attached as support material at the end of your application.

[3000 characters]

Community Engagement

Describe the target audience, and explain why they are the focus for this project.*

[1500 characters]

Explain your outreach strategy.*

Include outreach and engagement efforts for your target audience, as well as any efforts to reach new and underserved audiences and/or maintain connections to your existing audience.

[2000 characters]

Discuss plans for promoting the project.*

Include social media, advertising, promotions, direct mail/email, and any related educational and outreach activities.

[2000 characters]

Accessibility statement:*

Describe your access programs for individuals with disabilities. What efforts do you currently have in place (e.g. wheelchair access or services for the visually impaired)? How do you inform the public of your access programs?

[1500 characters]

Describe the pricing structure for your project.*

Is there a charge for admission? If so, please provide ticket price(s). Do you offer membership rates, discounts, etc?

[1500 characters]

Finances and Organizational Documentation

In the budget, you will be required to provide a detailed itemization of your project's income, expenses, and in-kind donations.

- *Your budget must be balanced (Total Income must equal Total Expenses)*
- *You must demonstrate a 1:1 cash match for your request (that is, project income must be equal to or greater than your request)*
- *Round all figures to the nearest dollar*
- *Request amount cannot exceed \$5,000*

Submit a budget for your project*

[Click here](#) for the link to download the Arts Access Grant Project Budget form. Once the form is completed, save in either Excel or PDF format and then click below to upload and attach the Project Budget to your application.

NOTE: If saving your form as a PDF, be sure to create the PDF directly from the file. A scanned copy will exceed the 1MB file size limit. (For more information, [click here.](#))

[1 MB allowed]

Submit your organizational budget.*

This can be in your own organization's format. Please provide as much detail as possible.

Upload a file

[1 MB allowed]

Submit your board list.*

Upload a file
[1 MB allowed]

Submit your latest IRS form 990 or 990-N.*

Upload your most recently filed IRS form 990 or 990-EZ. If your annual operating budget is under \$50,000, please upload your most recently filed form 990-N e-Postcard. If you are using a fiscal sponsor, upload the sponsor's latest form 990 information. If you are a 501(c)3 that has not filed a form 990, please contact adrienne.adeyemi@arts.ri.gov prior to submitting your application.
[2 MB(s) allowed]

Submit your 501(c)3 determination letter.*

Upload a copy of your letter from the IRS confirming your organization's tax-exempt status. If you are using a fiscal sponsor, upload the sponsor's 501(c)3 determination letter.
[1 MB(s) allowed]

Submit your fiscal sponsor letter.

If you are using a fiscal sponsor to apply for this grant, please upload a letter on official letterhead from the sponsor organization, stating their agreement to act as sponsor for the grant. For a link to a template with sample text, [click here](#).
[1 MB(s) allowed]

Support Material

Use the following upload buttons to provide us with support material appropriate to your application.

If your application deals with the work of a particular artist or artists, provide audio samples, video samples, or digital images of that artist's work, as applicable. These may be uploaded directly, or you may upload a Word or PDF document containing links to the appropriate material.

Other suggested materials include:

- *Brochures, postcards, catalogues and other mailings*
- *Select press and publicity*
- *Resumes/CVs of lead artists and/or staff*
- *Sample publications*
- *Letters of support*

You are not required to upload material in all five boxes, though a variety of materials is encouraged in order to illustrate the strengths of your project to the review panel.

Support material #1

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.
[4 MB(s) allowed]

Support material #2

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.
[4 MB(s) allowed]

Support material #3

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.
[4 MB(s) allowed]

Support material #4

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.
[4 MB(s) allowed]

Support material #5

Please use this upload button to provide audio, video, digital images, or documents to support your application. Use the text box to provide us with a description of what you have uploaded.
[4 MB(s) allowed]

Assurances

The applicant will assure that it and any organization assisted by it will comply with Titles I -IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines. The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

By placing a checkmark in this box I/we agree to all of the above:*

I/we agree to the above Assurances