

Arlington Arts FY 2018 Challenge Grants Guidelines

Challenge Grants encourage current Project Grant and Space & Services Grant recipients to increase their capital campaigns from the for-profit sector.

A Challenge Grant matches new or increased cash donations made by the for-profit sector between April 1, 2017 and March 31, 2018. Since there was no FY 2017 Challenge Grant, for FY 2018 all contributions are considered to be new.

The deadline to apply is 5:00PM, Tuesday, May 1, 2018.

Eligibility

Organizations are eligible to apply if they meet all of the following criteria.

The applying organization is:

1. A recipient of either a Project Grant or Space & Services Grant for Fiscal Year 2018.
2. Certified as a 501(c)3 by the IRS or has Fiscal Sponsorship of a certified 501(c)3.
3. Is headquartered with a physical street address in Arlington County as shown on its most recent IRS Form 990 or 990 EZ. E-postcards are not accepted.

Funds

For every \$2 of cash donations received from the for-profit sector, an applicant may be awarded \$1 of grant funding. If the total amount of eligible funds requested by all Challenge Grant applicants exceeds the total amount of funds available for the Challenge Grant Program, the awards will be pro-rated.

Eligible cash donations

Cash donations made to the applicant by any of the following may be included on the application:

- Businesses
- Corporations
- Private foundations (corporate, non-corporate, public, or private charities)

Ineligible cash donations

Cash donations made to the applicant by any of the following may not be included on the application:

- Individuals
- Government entities (Federal, State, or Local)
- Business Improvement Districts (BIDS)
- In-kind donations from the for-profit sector
- Cash or in-kind donations being matched with other sources
- Cash or in-kind donations made in connection with a space rented by the applicant
- Cash or in-kind donations made in exchange for use of an applicant's facility or services

Challenge Grant applicants are asked to certify that no qualifying donations constituted such rental or benefit.

Challenge Grant Period

Eligible cash donations must be received and deposited between April 1, 2017 and March 31, 2018. No exceptions will be made.

For example, if an organization receives a letter of donation on March 31, 2018, and the cash donation is not received and deposited until April 1, 2018, the donation will not be eligible for the FY18 grant period.

Eligibility Documentation

Organizations are required to submit supporting documentation with their Challenge Grant application for both new and increased donations and, as applicable, donations for the prior year.

Supporting documentation must include all of the following:

- A copy of the letter of donation. The letter must state the name of the donor, the name of the organization receiving the donation, and the amount of cash donated. The letter may be one of two forms:
 - an e-mail from the donor
 - a formal letter written on the donor's letterhead
- Proof of donation. The proof of donation may be one of two forms:
 - a copy of the donor's check
 - a copy of the donor's payment voucher
- The donor's website link

Eligible cash donations that do not have the supporting documentation are ineligible.

How to Apply

1. Complete the application attached to this email.
2. Scan and save all supporting documents into one pdf file.
3. Email the complete application and pdf file of supporting documents to CADportal@arlingtonva.us.