



## Arlington Arts FY 2018 Challenge Grants Guidelines

*(Adopted 2/28/2018)*

Challenge Grants encourage additional support for Arlington Arts organizations from businesses, corporations and corporate foundations. This is a one-year Challenge Grant Program, with funds totaling \$30,000.

The Challenge Grant matches new and/or increased cash donations made by businesses, corporations and corporate foundations between April 1, 2017 and March 31, 2018. The comparative period to determine the amount of increased funding eligible for a Challenge Grant is April 1, 2016 to March 31, 2017.

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

### Eligibility

Organizations are eligible to apply if they meet **ALL** of the following criteria. The applying organization must:

- Be a recipient of either a Project Grant or Space & Services Grant for Fiscal Year 2018.
- Have obtained 501(c)3 status as determined by the Internal Revenue Service.
- Be 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 new cash donations received from businesses, corporations and corporate foundations, an applicant may be awarded \$1 of grant funding. New is defined as funds from first-time donors.

If past donors increase the amount of their gift above that of the previous year, the increased amount is also eligible for the match. For instance, if your organization raised \$1,000 from a business between April 1, 2016 and March 31, 2017, and \$1,500 from the same business between April 1, 2017 and March 31, 2018, the increase is \$500 and is eligible to be matched to \$250.

Challenge Grant funding levels are capped at \$10,000 for any one organization. If the total amount of eligible funds requested by all Challenge Grant applicants exceeds available funds, 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
- Cash donations that do not have the supporting documentation
- Government entities (Federal, State, or Local)
- Business Improvement Districts (BIDS)
- In-kind donations
- Cash donations being matched with other sources
- Cash donations made in connection with a space rented by the applicant
- Cash donations made in exchange for use of an applicant's facility or services. Applicants must 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. 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. No exceptions will be made.

### Eligibility Documentation

Organizations are required to submit supporting documentation with their FY 2018 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:

1. A copy of the letter of donation for **EACH** 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
2. Proof of donation for **EACH** 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

### 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](mailto:CADportal@arlingtonva.us).

Late applications will not be accepted, and no exceptions will be made for late applications. Grants will be awarded no later than June 30, 2018.