

**LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT GRANT POLICIES**  
*(FORMERLY TECHNICAL ASSISTANCE GRANT)*

**INTRODUCTION**

The Virginia Beach Arts and Humanities Commission was created in 1979, and is composed of eleven members appointed by City Council. The Commission exists to assist the growth of worthwhile programs in the arts and humanities in the City of Virginia Beach.

**PURPOSE**

The Virginia Beach Arts and Humanities Commission understands that a successful and thriving arts and humanities environment requires leaders with entrepreneurial savvy, strong administration skills, fluency with emerging technologies, commitment to participation, education, and public advocacy for the arts. Because of this, we have established a Leadership and Organizational Development Grant program to support arts and humanities leaders' (professional administrators and board members) acquisition of skills and practical tools which hone their ability to lead, develop, and sustain the overall health and vitality of arts and humanities organizations.

**LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT**

The goals of the Leadership and Organizational Development Grant program are to:

1. Improve the ability of arts leaders to acquire the needed skills to successfully lead their arts organizations.
2. Help organizations achieve greater levels of productivity for improved public value and sustainability.

**ELIGIBILITY**

Organizations fulfilling the following requirements are eligible to apply for Leadership and Organizational Development Grants:

- Applicant organizations which have, as a stated purpose in their mission statement, the furtherance of the arts and humanities through the provision of programming and/or services.
- Applicant organizations must be not-for-profit and exempt from federal income tax under Section 501, which includes the 501(c)3 designation of the Internal Revenue Code, or units of government, or educational institutions, or local chapters of tax-exempt national organizations
- Applicant organizations must comply with all current and applicable laws and state and federal nondiscrimination acts (including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, and the Immigration and Control Act of 1986).

The Commission may review other arts and humanities organizations' requests at their discretion.

**ELIGIBLE ACTIVITIES**

Leadership and Organizational Development funding is targeted to professional arts administrators and board members of arts and humanities organizations. Grantees will identify a set of critical individual or operational capacity-building issues toward which the funds will be used. For the purpose of this initiative, "capacity-building" is defined as activities that either strengthen individual ability to lead or improve organizational functioning and sustainability.

- **Leadership Development**
  - Costs for individuals to receive professional development.
  - Costs involved in coordinating and/or conducting professionally facilitated learning for individuals or groups.

## LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT GRANT POLICIES (CONTINUED)

- **Organizational Development**

- Costs for professional consultant/consulting firms providing services in areas such as fundraising, financial management, marketing, executive transition, public relations, board development, strategic planning, program development, technology, etc.
- Costs involved with coordinating and/or conducting professionally facilitated learning for individuals or groups.
- Costs involved with purchasing computer software.

### AMOUNT OF ASSISTANCE

Up to a total of \$750 per organization per fiscal year. This limit may be waived for a joint application by several organizations. Available funds are allocated on a first-come, first-serve basis to qualified applicants following the commencement of the Commission's fiscal year (July 1 of every year).

### CRITERIA FOR EVALUATING APPLICATIONS

Qualified applicants demonstrate clear need (including financial) and significant benefit to the organization.

### APPLICATION PROCEDURE

- **Organizations are responsible for submitting applications eight business days prior to the Commission Business meeting at which the organization would like the application reviewed.** A meeting schedule is available from the Cultural Affairs office. This schedule is subject to change, and applicants should confirm with the Cultural Affairs Director prior to submitting an application.
- Included with the application must be the following:
  - Applicant organizations must submit proof of nonprofit tax-exempt status or pending application, **ONLY** if not currently on file.
  - Applicant organizations must submit a list of Board of Directors and meeting dates, **ONLY** if not currently on file.
  - Applicant organizations must submit a list of paid staff or key volunteer staff (if primarily a volunteer organization) with titles, phone numbers and extensions, and addresses (for mailing purposes), **ONLY** if not currently on file.
  - Applicant organizations must submit a Strategic or Business Plan, **ONLY** if not currently on file. If no plan exists, please describe plans to develop one.
  - Applicant organizations must submit **last year's audited financial statement. If an audited financial statement is not available, then attach a copy of the Form 990 submitted to the I.R.S. and an unaudited financial statement or treasurer's report,** **ONLY** if not currently on file.
- Applications are reviewed by the Commission's Executive Committee, and forwarded to the Commission for vote at regularly scheduled business meetings. Applications must be reviewed by the Executive Committee and voted on by the Commission prior to the scheduled activity.
- The Executive Committee will provide a preliminary review of the application, and if needed, will provide suggested revisions or clarifications prior to full Commission review. This does not guarantee approval by the full Commission.
- The Commission will consider the application based upon the established Leadership and Organizational Development Grant policies, and will render a decision on the application.
- **An organization representative is required to attend the Business meeting where the application is being reviewed to answer any questions posed by the Commissioners. If no representative is present, the application will be denied.**

## **LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT GRANT POLICIES (CONTINUED)**

### **GRANT PAYMENTS**

Payment of Leadership and Organizational Development Grants is done on a reimbursement basis. Upon completion of the activity, and the subsequent submission of a brief narrative and financial report (including receipts), the Commission will authorize payment to the grantee. This report must be received within 30 days of the completion of the activity, and no later than July 15<sup>th</sup> for those activities taking place in June.

### **RESTRICTIONS**

- Individual artists are not eligible to apply to this program.
- Applicants may submit only one application per year.
- This category is not intended to fund annual or recurring projects. However, organizations/individuals previously funded under this category and intending to apply for funds to support the same or a similar project **MUST** demonstrate how receiving additional funds will substantially improve organizational functioning and sustainability or strengthen an individual's ability to lead the organization.

Adopted by the Virginia Beach Arts and Humanities Commission, September 9, 1998. Revised June 23, 2000, July 2, 2003, February 4, 2010, June 7, 2012, June 4, 2015, March 28, 2017.



**Leadership and Organizational Development Grant Application**  
*(Formerly Technical Assistance Grant)*

- This application is for activities taking place between July 1, 2018 and June 30, 2019.
- Applicants should read carefully the Leadership and Organizational Development Funding Criteria before completing this application.

For office use only:  
 Application Number \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Award Amount \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax #: \_\_\_\_\_ Federal Employer Identification Number: \_\_\_\_\_

Contact (Name and Title): \_\_\_\_\_

1. Type of Activity:

- Consultant                                       Conference/Professional Development                                       Other (specify): \_\_\_\_\_  
 Workshop/Seminar                                       Computer Software

2. Dates(s): \_\_\_\_\_

3. Description of activity (including qualifications of professional expertise):

4. Explain how the activity will address the needs of your organization and the anticipated benefit of the activity:

5. Anticipated Expenses:

6. Amount Requested: (up to \$750) \_\_\_\_\_

7. Have you applied for or received funds from other sources for this activity?                       Yes                       No  
 If yes, please list funding source and amount: \_\_\_\_\_

8. Is this activity open to other Commission members/groups?                       Yes                       No

9. Has applicant received any previous technical assistance and/or leadership and organizational development grants from VBA&HC?                       Yes                       No  
 If yes, specify date, activity, and amount: \_\_\_\_\_

\_\_\_\_\_  
 Signature Executive Director or Board President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Typed or Print Name of Executive Director or Board President

\_\_\_\_\_  
 Title