

**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).

Leadership and Organizational Development Grant Policies (continued)

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.

- **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 twelve 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.

Leadership and Organizational Development Grant Policies (continued)

- 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 will be reviewed by the Commission if received by the deadline and brought forth at the end of regularly scheduled business meetings. Applications must be reviewed by the Commission and voted on by the Commission prior to the scheduled activity.
 - 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.**