**Alternate ROOTS Programs**



**Fall 2014 Calendar and**

**Application Deadlines**

***Alternate ROOTS is proud to announce our spring round of deadlines. This document is to help our members understand the basics of applying for all our programs. Specifics about each program area, and their respective applications, can be found on our website.***

**Artistic Assistance Dates**

* Artistic Assistance Professional & Project Development
* Application Due: Monday, October 6, 2014 @ 5:00p Eastern
* Technical Assistance Calls ~ **[contact Shannon](mailto:shannon@alternateroots.org" \t "_blank)** to RSVP and receive dial-in instructions:
  + Tuesday, September 23 @ 12p Eastern
  + Wednesday, October 1 @ 5:00p Eastern
* Visual Arts Artistic Assistance Professional & Project Development
* Application Due: Monday, October 20, 2014 @ 5:00p Eastern
* Technical Assistance Calls ~ **[contact Shannon](mailto:shannon@alternateroots.org" \t "_blank)** to RSVP and receive dial-in instructions:
  + Tuesday, September 23 @ 12p Eastern
  + Wednesday, October 1 @ 5:00p Eastern

**Presenting Subsidies Dates**

* Presenting Subsidies
* Application Due: Monday, October 13, 2014 @ 5:00p Eastern
* Technical Assistance Calls ~ [**contact Ashley**](mailto:ashley@alternateroots.org) to RSVP and receive dial-in instructions:
  + Tuesday, September 23 @ 12p Eastern
  + Wednesday, October 1 @ 5:00p Eastern

**Funding Leadership Statement & Conflict of Interest Policy**

[**http://alternateroots.org/funding\_statement**](http://alternateroots.org/funding_statement)

**Funding Leadership**  
  
Alternate ROOTS is an organization that is artist-led and artist-centered.  As such, we believe strongly that artists know what they need to make work and to make their work better.  We strive to cultivate our re-granting programs with the following in mind:

Our applications are easy to access, simple, and, where possible, have multiple modes of expression in order to honor our multidisciplinary and multiple intelligences.

Our funding is distributed with ROOTS’ core values in mind.  We take the diversity of our constituency into account when making funding decisions, including race, gender, sexuality, geography, ability, and age.

In most cases, we have let go of dollar-for-dollar matching requirements so that our artists can focus on the money they receive from us and get down to work.  We believe in empowering artists to keep moving forward without sacrificing their time to additional fundraising.

We encourage all member artists to participate in our funding programs, including our board, executive committee, and in some cases, even our staff.  We see this work co-op model as something that sets us apart from other organizations.  While there are many inherent rewards to being a part of Alternate ROOTS, the more you put into the organization, the more you get out of it.

**Conflict of Interest Policy**  
*Adopted by Alternate ROOTS' Executive Committee, October 2009*

Speaking of being artist-led and artist-centered, we acknowledge that ROOTS is an unconventional organization in its nature and structure.  Most of our members are the voting members of our board; they have the most direct access to our resources. As a result, Alternate ROOTS has adopted the following conflict-of-interest policy.   
  
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The members of the board of directors and any employees of Alternate ROOTS shall avoid conflicts of interest and any conduct that may suggest the appearance of impropriety in the disbursement of funds.   
  
If a potential conflict of interest arises, the board member or management employee must disclose the potential conflict to the board of directors. Further, the board member or management employee shall not vote on nor participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant involving any funds arising under such contract or grant when the board member or management employee stands to benefit, either directly or indirectly, from such contract or grant.   
  
A board member or management employee is not deemed to benefit directly or indirectly from a contract or grant if he or she receives only the salary or stipend due to him or her in the normal course of employment with or service to Alternate ROOTS.  
  
All board members and employees shall be informed of this policy.

**Understanding Programmatic Overlaps & Conflicts**

*If I’m currently in an Artistic Assistance Professional Development grant, can I apply for a Presenting Subsidy?*

Some of our programs have overlaps and timelines, which can sometimes be hard to keep up with, and we want to help you understand what you’re eligible to apply for, and when. Please examine the grid below to help you see all the scenarios for our programs and when you will be able to apply for the next round.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Want to Apply For*** | **Partners in Action (formerly C/APP)** | **Presenting Subsidies Program (formerly Tour & Residency)** | **Artistic Assistance Professional Development** | **Artistic Assistance Project Development** |
| ***In Current Round*** |  |  |  |  |
| **Partners in Action** | Lead member artists currently involved in a Partners in Action or C/APP Project must wait until their current project is finished / final report is filed before applying for a new round of Partners in Action. | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | Lead member artists currently involved in a Partners in Action award should not apply for an AA Project Development award until their Partners in Action project is over. |
| **Presenting Subsidies Program** | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | Must wait one calendar year and file final report to apply for the next subsidy round. | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. |
| **Artistic Assistance Professional Development\*** | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | Must wait one calendar year and file final report to apply for next Professional Development award. | Cannot apply for both Artistic Assistance programs in the same cycle, but may in consecutive cycles. |
| **Artistic Assistance Project Development\*** | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | No restrictions or conflicts. However, outstanding final reports from all other programs must be filed before the application will be considered. | Cannot apply for both Artistic Assistance programs in the same cycle, but may in consecutive cycles. | Must wait one calendar year and file final report on previous project to apply for next Project Development award. |
| ***\*From time to time, depending on the organization's funding availability and priorities, there are special rounds of Artistic Assistance dedicated to specific populations within ROOTS' membership, such as new members/first-time applicants, specific disciplines, etc. These rounds will be specially publicized and targeted to those groups.*** | | | | |
|  |  |  |  |  |

**Training and Support for ROOTS Members Applying for Grants and Programs**

**Program/Proposal Planning**

* If this is the first application you’ve made in any category, we ***strongly encourage*** you to set up a technical assistance call with the Alternate ROOTS staff. ***Meetings should be scheduled and occur at least two weeks before deadline.***
* Do not wait! At a minimum, you should begin an application at least two weeks before it is due. Yes, there are plenty of technical reasons why it’s a bad decision to wait until the last minute to begin an application. *(What if my dues aren’t paid up, and I can’t view/upload my application? What if I have trouble uploading and it’s late at night and the staff is no longer at work?)* More than that, there are just too many things that you should be thinking through and getting clear on. We promise, panels can tell the difference!
* Before you open up the application itself, get clear about what it is you want to do. Make sure you answer for yourself/your group:
  + What are the details of the project? The who, what, when, where, why.
  + Who are all the partners involved, how and exactly why are they involved?
  + What are the benefits, goals, and outcomes? How will I/we assess success?
  + If we’re talking about “the community”, what does that mean in this case? (A specific community of place, tradition or spirit?)
* This is a helpful rubric when it comes to program or proposal planning:

|  |  |
| --- | --- |
| **Problem**  This is the problem that I/we are trying to address through our work.   * Symptom #1 * Symptom #2 * Symptom #3 | **Goals for Change**  These are the goals (SMART - specific, measurable, accountable, realistic, time-bound) for change.   * Goal #1 * Goal #2 * Goal #3 |
| **Causes**  These are the causes or reasons that contribute to the problem happening.   * Cause behind symptom #1 * Cause #2 * Cause #3 | **Program Strategy**  Programming should address both the goals as well as the causes.   * Strategy #1 * Strategy #2 * Strategy #3 |

*\*This planning rubric is based on a training module learned at The Grantsmanship Center.*

**Mentorship**

Alternate ROOTS is a deep well of resources, including others who have gone through the process of writing and receiving a number of grants both from ROOTS and from other sources.

Mentorship training will include connecting applicants with ROOTS members who have received and applied for grants in the past. ROOTS will assign you a mentor for your application process.

**How to Fund Your Art: The Nuts and Bolts of Proposal and Grant- Writing**

There was a great workshop led by Kathie deNobriga in February 2014 captured on the ROOTS Website now as a webinar. While it is long, we recommend watching it. [Click here.](https://meetings.webex.com/collabs/url/GbHK42Qq-6i9e0Ws4p87krkz2_Rsjgk9rRg9lc_jJb000000)

**Other Training Opportunities and Resources**

These are other training opportunities or resources that you can utilize:

* The Foundation Center
* Georgia Center for Nonprofits (it’s not just for Georgians)
* The Grantsmanship Center