



Date: June 1, 2008

To: Non-Profit Arts Organizations

From: Greater Augusta Arts Council

Re: Application for Disbursement of Augusta – Richmond County Re-granted Funds

On behalf of the Greater Augusta Arts Council, it is my pleasure to announce that the Augusta-Richmond County Commission has appropriated funds to be re-granted to our area arts organizations in fiscal year 2009. We feel fortunate that our local government continues to support the arts, recognizing your economic and cultural contributions to this community.

These funds are available to any **performing, visual or literary arts organizations** that meet the following general description and criteria:

1. Must operate as a non-profit 501(c) 3 organization that is tax-exempt by the Internal Revenue Service and has operated as such in the Greater Augusta area (Richmond County) during the last 2 years.
2. Must function as an independent organization not under the shelter of any other organization such as a government or college.
3. May apply grant to programs or unrestricted operation funds.
4. Must offer performances or services that are fully accessible to the general public.
5. Must be located in and serve the City of Augusta.
6. Must demonstrate Fiscal Responsibility.

If your organization meets these criteria, we invite you to apply.

Grants are awarded on a competitive basis, with primary consideration given to the quality of artistic activities, management of fiscal responsibilities, demonstrated financial need, and the degree to which the organization benefits the entire Augusta-Richmond County community. All funding by the Arts Council is on a year-to-year basis. The request may not exceed 50% of the total operating budget. **Maximum allocation will be \$10,000 per organization.**

Enclosed is an application for funding and the procedures for applying. **Please note the deadline for application delivery is July 31, 2008, no exceptions.** Notification of funding awards will be made after GAAC Board Ratification, expected no later than September 30, 2008.

Shortly after the deadline date of July 31, 2008, the Greater Augusta Arts Council will call respondents to schedule presentation times. Applicant presentations will be held on August 22, conducted in the board room of the Sacred Heart Cultural Center. If you have any questions, please call the Arts Council at (706) 826-4702. We look forward to reviewing your applications.

Sincerely,
Brenda Durant
Executive Director

**GREATER AUGUSTA ARTS COUNCIL
ADMINISTRATIVE POLICIES AND PROCEDURES
FOR AUGUSTA-RICHMOND COUNTY REGRANTED FUNDS**

All application forms shall be returned to the Greater Augusta Arts Council no later than **July 31, 2008** - no exceptions.

1. Each organization must have its own non-profit, tax-exempt status and cannot apply under the umbrella of another tax-exempt organization.
2. The Greater Augusta Arts Council shall notify all organizations by September 30, 2008.
3. All organizations will receive fund allocations after returning a signed contract.
4. POLICY ON FUNDING

All fund allocations are to be made in a fair, impartial, and business-like manner. At all times, the fundamental guiding principle shall be the sound use of available resources consistent with the City of Augusta and the Greater Augusta area receiving the maximum possible benefit from the arts. The Regranting Committee of the Greater Augusta Arts Council is responsible, with Board approval, for fund allocation and is given discretion to allocate all funds made available.

APPLICATION FOR FUNDS APPROPRIATED BY AUGUSTA-RICHMOND COUNTY BOARD OF COMMISSIONERS

Return no later than July 31, 2008 - no exceptions

Submit to: Greater Augusta Arts Council
P.O. Box 1776
Augusta, GA 30903

Returning Applicant
New Applicant

APPLICANT/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FISCAL YEAR ENDS ON _____

CONTACT PERSON _____ TITLE _____

PHONE (____) _____

ADDRESS _____

E-MAIL _____

BOARD PRESIDENT/CHAIR _____ PHONE (____) _____

E-MAIL _____

GRANT AMOUNT REQUESTED \$ _____

REQUEST MAY NOT EXCEED 50% OF THE APPLICANT'S TOTAL BUDGET. Allocations will not exceed \$10,000 per organization.

TOTAL OPERATING BUDGET FOR 2008-2009 FISCAL YEAR \$ _____

Percent (%) of increase/decrease over previous year _____

NOTE: If there are significant variations (i.e. an increase or decrease of more than 15%) in the actual figures for the three fiscal years reported, please attach a note of explanation.

Please provide a copy of the most current audit or financial statement or a statement prepared and signed by a Certified Public Accountant. In special circumstances, a copy prepared by the treasurer (which is subject to audit) may be acceptable (usually when the budget is less than \$25,000).

Include a copy of the budget for Fiscal Year 2009.

10. **CULTURAL DATABASE INFORMATION**

The following information is being collected to establish a database for tracking participation in and support of the arts in our area. Information will be available to all arts groups for use in your grant-writing and advocacy efforts. The information will also be given to organizations such as the Conventions and Visitors Bureau, Chamber of Commerce, Regional Development Centers, etc., to be used as a tool in their efforts to attract business and tourism to our region.

a. **ATTENDANCE AT /PARTICIPATION IN FY 2008 PROGRAMMING**

Please list totals for the year including all /performance/program/exhibition/workshops.

Sources/Breakdown	Audience Numbers	% of Total Attendance	Notes
In School			
Arts in Education			
Students off Campus			
Community Outreach			
Paid Attendance			
Free Attendance			
Live Performance			
Broadcast Media			
In Richmond County			
Total Audience/Participation			

Record of Hotel Nights Generated, if applicable.

b. Do you keep a record of hotel nights booked by attendees and performers? If yes, give numbers.

c. How much of your audience/participation is from outside of the Augusta area?

11. Please list all funds received from Augusta – Richmond County government:

Year	Type of Funds	Amount
2009 Expected		
2008		
2007		

12. Purpose of Funds: (Please check appropriate box)

General Operating Support

Project

13. Please state how your organization and programming positively impacts the Augusta – Richmond County. Please include one paragraph that can be used in press releases and Commission Presentations that describes how government funding for your organization or program will impact the residents of Richmond County

What does your organization add to the Quality of Life and Economic Development in Augusta-Richmond County?

How well is your organization meeting the needs of the diverse population of this community?

NEW APPLICANTS ONLY: #'s 14-16

- 14. Copy of Certificate of Incorporation for State of Georgia.
- 15. Copy of current By-Laws.
- 16. A history of the organization.

.CERTIFICATION

I hereby certify that the information contained herein is true and correct:

Name (Please print): _____

Authorizing Official: _____

Title: _____

Signature: _____ Date: _____

Name (Please print): _____

Board President: _____

Signature: _____ Date: _____

Attachments/documentation checklist: Any application received without required documentation will be considered incomplete.

ALL APPLICANTS

- _____ 4 Sets of completed applications (1 original and 3 copies); 1 copy of support materials (Note: make sure all copies are "scan-able", flat and clipped)
- _____ Description of use of funds/program (per page 2; policy on funding) not to exceed one page (#7)
- _____ Copy of IRS Tax-exempt status (#2)
- _____ Mission Statement (#1)
- _____ Résumés of Key Personnel (#4)
- _____ Board List FY09 (#5)
- _____ FY 09 Proposed Activities (#8), not to exceed one page (Should include verification/explanation of program accessibility for the disabled where applicable)
- _____ Copy of most recent audited statement or CPA prepared statement (#9)
- _____ Copy of FY 09 Budget (#9))
- _____ Cultural Database Information (#10)
- _____ List of All Funds received from City of Augusta (#11)
- _____ Statement of your organization's Impact on the City of Augusta (#13)

NEW APPLICANTS - all of the above, as well as the following:

- _____ Copy of Certificate of Incorporation for State of Georgia (#14)
- _____ Copy of Current Bylaws (#15)
- _____ History of Organization (#16)

(end)