



FY17 City Grant Application

Art Works

Application Update 6-20-2016

This is the FY17 City of Augusta, Greater Augusta Arts Council guidelines and application for supporting general operating expenses of arts non-profits. Please read the guidelines then return the application forms in a typed PDF format.

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Annual Arts Granting Program
Funded by the City of Augusta
Administered by The Greater
Augusta Arts Council
706-826-4702 | www.augustaarts.com

City Grant Application Guidelines

ABOUT THE CITY ARTS GRANTING PROGRAM

Each year, the City of Augusta allocates funding to the Greater Augusta Arts Council to distribute to the non-profit arts community. City leaders recognize the importance of public financial support to sustain a wide variety of artistic disciplines and expressions. For fiscal year 2017, funds will be re-allocated in increments to support general operating expenses or special projects — up to \$7000 for Art Works, the grants supporting general operating expenses, and up to \$7000 for Art Challenge, the grants supporting special projects. Funding through the 2016 Annual City Grant Program enables arts organizations to provide programming and educational opportunities throughout Augusta-Richmond County, to promote Metro Augusta as a cultural destination, to build the capacity and stability of Augusta's arts and cultural organizations, to enhance the economic development of the city through the arts, and to share arts programs and activities with underserved audiences. Grant applications are adjudicated in a public process that is free from conflicts of interests and assures fairness and professionalism.

The on-line applications will be available at www.augustaarts.com beginning June 15, 2016. Applications must be submitted via email to Christina Berkshire at christina@augustaarts.com. Supporting documents must be mailed or hand delivered to the GAAC Office within the application period. The application period begins June 13, 2016 with a deadline of midnight, July 29, 2016. Late or incomplete applications will not be accepted or considered.

ABOUT THE GREATER AUGUSTA ARTS COUNCIL

The Greater Augusta Arts Council was founded in 1968 by the Greater Augusta Chamber of Commerce, the Junior Women's Club, and the Junior League of Augusta. The organization serves as an umbrella organization for the arts in the CSRA. In 1987, a Cultural Action Plan (CAP) was developed for Augusta by community civic leaders, educators, and arts experts. Greater Augusta Arts Council accepted responsibility for implementing the CAP and expanded its board to include representatives from arts groups, businesses, education, and government as well as individual artists. In the summer of 2002, Greater Augusta Arts Council chaired an Arts and Culture task force charged with presenting the artistic vision for the Augusta community that could be achieved by the year 2020. Greater Augusta Arts Council continues to drive the city's Cultural Action Plan by offering support and access to the arts. In the spring of 2012, the Greater Augusta Arts Council was appointed as the Public Arts Agency for the city of Augusta.

TYPES OF GRANTS

ARTS WORKS - Applicant must meet all requirements listed on the following pages. Funds may be used to support general operating expenses. Maximum \$7,000 award.

ARTS CHALLENGE – Applicant must meet all requirements listed on the following pages. Funds may be used for new or existing projects. Maximum \$7,000 award.

POLICY ON FUNDING

Grants will be made in a fair, impartial manner. Requests may not exceed 50% of an organization's annual operating budget. Only one application per 501© (3) organization will be eligible for support. The Arts Council City Grant Committee will provide oversight on determining each organization's eligibility.

ELIGIBILITY REQUIREMENTS

Organizations must be dedicated principally to the performance, exhibitions, and/or presentation of arts and/or cultural programming which impacts and benefits the Metro Augusta and Richmond County Community. The focus on arts and cultural programming must be reflected in the organization's mission statement.

Organizations must be a non-profit entity for at least 1 year with a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Organizations must be based in Augusta-Richmond County with a physical headquarters or address in Richmond County. A post office (P.O.) box address is not sufficient to meet this requirement.

Organizations must demonstrate financial responsibility and use the majority of its budget for performing, presenting, or exhibiting the arts. Organizations must submit a financial statement in the required format for the most recently completed financial year. Information on requirements for the financial statement is found on page 4.

Organizations must show excellence in programming, provide programs that are accessible to the general public, demonstrate consideration of the diversity of this community and articulate strategies for inclusiveness in the organization's operations and arts programming.

Organizations must operate as an independent organization, not under the shelter of any other organization such as a government entity.

Note: If the mailing address for the

organization is a P.O. Box, the organization must provide additional information confirming the organization is headquartered in Augusta-Richmond County prior to submitting this application.

ACTIVITIES AND ORGANIZATIONS THAT ARE NOT FUNDED

- Organizations that are not dedicated principally to the performance, exhibition, and/or presentation of arts and/or cultural programming.
- Scholarships or prize money.
- Individuals.
- Cash reserves or Endowments.
- Deficit financing or debt reduction.
- Financial contributions for non-arts related endeavors.
- Programs that discriminate or are subject to religious philosophies, ceremonies, ideology or doctrines.
- Cost for creating new organizations.
- Commercial (for profit) enterprises or activities.
- Capital acquisitions or expenditures, purchase, restoration, renovations of a facility or construction cost.
- Travel activities taking place outside Augusta-Richmond County.
- Activities not associated with arts programs and services.

REVIEW CRITERIA

Each application will be reviewed and scored by a fair and impartial panel. Applications will be scored on a 50 point scale. The scores will be included as part of a funding formula that determines the grant awards. Information submitted in the application will be reviewed according to the evaluation criteria on the following page:

Arts Work –

General Operating Expenses

- Administration and organizational excellence (Including fiscal responsibility)
- Arts programming and artistic quality
- Marketing and outreach
- Arts education and lifelong learning
- Efforts to address diversity and inclusion in your programming.

Challenge Augusta –

New and Existing Projects

- Administration and organizational excellence (Including fiscal responsibility)
- Arts programming and artistic quality
- Marketing and outreach
- Arts education and lifelong learning
- Efforts to address diversity and inclusion in your programming.

GRANT AWARD

DETERMINATION

Applications are reviewed and scored by a diverse group of community members. Each application is evaluated based on the criteria above. Scores from the panelists are averaged and that averaged score is used to determine the grant award recommendation. The Arts Council Board of Directors reviews and approves the final list of awards. The final award list is presented to the Mayor and the County Commissioners in a final report. Note: Prior funding through the Greater Augusta Arts Council does not guarantee funding.

Each year there are new panelists who may or may not be familiar with your organization's history, the community served or previous application information. Therefore you are strongly encouraged to include all required information and supporting documentation to help panelists understand your organization and the community it serves.

GRANT RECIPIENT REPORTING REQUIREMENTS

The Augusta-Richmond County Commission requires information throughout the grant period. The Greater Augusta Arts Council must also insure grant compliance and the proper use of awarded dollars. Therefore arts organizations receiving funds through the Annual City Grant Program must submit reports by the required deadlines. Reports will include data on how the funds were used and the impact of the dollars received on your organization and the citizens of Augusta-Richmond County.

Grant award documentation (due before the first payment):

- Grant agreement(s) signed by the CEO/ Executive Director and Board Chair
- Payment Vouchers
- Upon receipt of funds, grant recipients are required to:
 - Request(s) approval for any changes in how funds will be used prior to their use.
 - For returning applicants: A final year-end report detailing how any previous grant awards (FY16) were used is due by July 29, 2016. Failure to do so may result in the ineligibility of the organization for future grants. A new form detailing the requirements of the final year-end report is available on the City Grants page of www.augustaarts.com.

DOCUMENTATION REQUIREMENTS

Funded organizations are required to keep a copy of the application, grant agreement, final report, and all other documentation and submissions related to the grant on file for a minimum of three years following the execution of the grant agreement. Organizations are required to submit the final report and all support materials by the deadline (see above). Failure to submit the proper forms and documentation required will result in a forfeiture of the grant funds and/or will adversely impact future requests.

FINANCIAL REPORTING REQUIREMENTS

Organizations must submit an income statement/profit and loss statement in the required format for Fiscal Year (FY) 15, FY16 and a budget for FY17. These statements may be submitted in MS Excel or PDF format. For Audited organizations please submit your most current Audit. For organizations not Audited please submit your most recent Compilation signed by a CPA. The P & L for your most recently completed fiscal year must be signed by the Board Treasurer. Organizations must not submit the financial statements in draft form. The Income Statements and the proposed budget must be a board-approved final document signed by the President/Chair of the Board of Directors. 990 tax forms will not be accepted as the financial documentation and are not required.

The intent of the financial statement is to ensure one completed year of financial history, the current year financial tracking and projected budget for the coming year. Please ensure your documentation reflects the spirit of intent.

FINANCIAL REPORTING GLOSSARY

- **Audit:** Itemized statement of an organization's beginning and ending assets, liabilities, and fund balances for an entire financial year that has been prepared by a certified public accountant according to generally accepted accounting principles. It contains an examination, on a test basis, of the evidence to support the amounts of financial statements and is designated to provide reasonable assurances that the financial statements are free of material misstatement.
- **Income Statement:** Itemized listing of all revenue and expenses for the fiscal operating period of an organization prepared in accordance with generally accepted accounting principles.
- **Projected Budget:** The itemized listing of all projected revenue and expenses for a

future fiscal operating period prepared in accordance with generally accepted accounting principles.

HOW TO APPLY

The application period for FY 2017 funds begins June 13, 2016 ends July 29, 2016. You may submit your application with required supporting documentation to Christina Berkshire at christina@augustaarts.com. GAAC strongly encourages applicants to submit the application well ahead of the deadline. Please Note: GAAC staff will not be available to assist with questions after 5:00 PM on July 28, 2016.

GRANT TIMELINE

Completed application materials and attachments are due no later than 4:00 pm, July 29, 2016. Support materials must reach GAAC no later than 4:00 pm, July 29, 2016. Late, partial or incomplete applications will not be accepted or considered. Grant seekers are strongly encouraged to submit applications early. Additional support is available by calling 706.826.4702.

Please Note: GAAC staff will not be available to assist with questions after 5:00 PM on July 28. The person listed as the contact person on the application will receive confirmation of the application and support materials. This confirmation does not guarantee funding, but acknowledges receipt of materials.

PAYMENT SCHEDULE

Grant awards will be made in a single payment once the organization has complied with all requirements and pending the Arts Council receipt of funds from the City of Augusta-Richmond County. To receive a payment of the grant award, funded organizations must submit a grant agreement signed by the Chair of the Board of Directors and the CEO/Executive Director. You must also submit a revised budget and project forms (if applicable), accessibility statements and other pertinent grant paperwork. Organizations can expect actual funds to arrive

no later than 60 days from receipt of signed final contract and applicable supporting documents. Please be reminded that upon receipt of funds, grant recipients are required to request approval for any changes in how funds will be used prior to their use.

RECONSIDERATION POLICY AND APPEAL PROCESS

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- Panelist used criteria other than criteria published in the grant guidelines.
- There was influence by a staff person or panelist having a conflict of interest.
- Required information submitted by the applicant was withheld from consideration.
- Applicants must send a formal letter to the President of the Board of Directors, Greater Augusta Arts Council stating the reason for reconsideration.

Applicant's reason must be based on one or more of the points above and must include supporting evidence to serve as their grounds for appeal. The evidence must be received within 30 days of notification from the Arts Council of the grant award in question. The President will submit the appeal to the Re-granting Panel for evaluation. The applicant will be notified in writing of the final decision within 10 business days of the Re-granting Panel's decision.

ACKNOWLEDGEMENT AND RECOGNITION REQUIREMENTS

Grant recipients must credit both the Greater Augusta Arts Council and the City of Augusta-Richmond County in printed materials associated with the funded organization, program, or project. The Arts Council supplies each grant recipient with the instructions and graphics/logos necessary for compliance. Logo usage information can be found on the Arts Council website at www.augustaarts.com. Failure to comply with this requirement could jeopardize future funding. The Greater Augusta Arts Council

and the Augusta Commission will monitor publications and communications throughout the year to ensure compliances. See example here:



FOR MORE INFORMATION

If you have questions concerning the City Grant Program, grant writing, grant guidelines or application materials, please contact:

Jimel Carpenter

Email: jmcarpenter91@yahoo.com

Phone: 706.826.4702 or

Christina Berkshire

Email: christina@augustaarts.com

Phone: 706-826-4702

Section 1: Contact Information

ORGANIZATION

Name of Organization: _____

Check one: New Applicant Returning Applicant

Amount you are applying for: _____

Address:

City _____ State _____ Zip _____

APPLICANT

Name of Applicant: _____

Applicant Title: _____

Applicant Phone Number: _____

Email for submission confirmation: _____

ONLINE PRESENCE

Organization Website: _____

Other Social Media Addresses:

LEADERSHIP

Name of CEO/Director: _____

CEO/Director Phone Number: _____ - _____ - _____

Name of Board President or Chair: _____

Board President or Chair Email: _____

Section 2: Legal entity

Organization Name: _____

BOARD MEMBERS

_____ Number of Board Members
 _____ Number of Board Meetings Last Year
 _____ Percentage of Average Board Attendance
 _____ Percentage of Board Contributing Annually
 _____ Years of CEO or Director in Place

501 C(3) STATUS

Is your Organization's 501 c(3) status currently in effect? Yes No
 Has your IRS Letter of Determination ever been revoked? Yes No
 If "Yes," When was the organization re-instated? ____/____/_____
 Reason for revocation:

STRATEGIC PLAN

Does your organization have a strategic plan? Yes No
 Date your strategic plan was finalized _____

PERSONNEL

_____ Number of paid, part-time personnel. (ARTISTS ONLY)
 _____ Number of paid, full-time personnel. (ARTISTS ONLY)
 _____ Number of paid, part-time personnel. (ALL OTHERS)
 _____ Number of paid, full-time personnel. (ALL OTHERS)
 _____ Number of UNPAID or VOLUNTEER personnel. (ALL)

Section 3: Budget

Name of Organization: _____

INCOME/EXPENSES

FISCAL YEAR 2015

FY15 Actual Operating Income: _____

FY15 Actual Operating Expense: _____

FY15 Actual Operating Surplus or Deficit: _____

FISCAL YEAR 2016

FY16 Actual Operating Income: _____

FY16 Actual Operating Expense: _____

FY16 Actual Operating Surplus or Deficit: _____

FISCAL YEAR 2017

FY17 Budgeted Operating Income: _____

FY17 Budgeted Operating Expense: _____

FY17 Budgeted Operating Surplus or Deficit: _____

Please Explain variances greater than 15%:

RECEIVING OF COUNTY OR CITY FUNDS

Do you expect to receive funds from the City of Augusta or Richmond county Board of Education in FY17? Yes No

If yes, please describe:

Did you receive funds from the City of Augusta or Richmond County Board of Education in FY16? Yes No

If yes, please describe:

Section 4: Participant and Attendee Information

Describe the audiences, attendees, and participants of your programming.

ACCESSIBILITY

Is the programming accessible to persons with disabilities?	Yes	No
Is the programming accessible to diverse populations?	Yes	No

PARTICIPANTS

The number of PAID participants from the last fiscal year ending. _____

PAID participants were made up of the following groups:

(Please select all that apply)

In-School performances or activities

In-Theatre school shows

Nursing homes, retirement centers,
other community outreach

Public shows and festivals

On-premises shows

Exhibits

Tours

Day school functions and activities

After school functions and activities

Workshops and Master Classes

What Percentage of your PAID audience/participation was adult, non-student? _____

Participant and Attendee Information continued

The number of DISCOUNTED participants from the last fiscal year ending. _____

DISCOUNTED participants were made up of the following groups:

(Please select all that apply)

In-School performances or activities

In-Theatre school shows

Nursing homes, retirement centers,
other community outreach

Public shows and festivals

On-premises shows

Exhibits

Tours

Day school functions and activities

After school functions and activities

Workshops and Master Classes

What Percentage of your DISCOUNTED audience/participation was adult, non-student? _____

The number of FREE participants from the last fiscal year ending. _____

FREE participants were made up of the following groups:

(Please select all that apply)

In-School performances or activities

In-Theatre school shows

Nursing homes, retirement centers,
other community outreach

Public shows and festivals

On-premises shows

Exhibits

Tours

Day school functions and activities

After school functions and activities

Workshops and Master Classes

What Percentage of your FREE audience/participation was adult, non-student? _____

What percentage of your TOTAL audience/participation was from outside of Richmond County in FY15? _____

Section 5: General Operating Support

In this section, answer the questions in short narrative form, 300 words maximum. Give specific examples of how your organization is working to fulfill each area.

ADMINISTRATIVE AND ORGANIZATIONAL EXCELLENCE (1-10 points)

Provide an overview of your organization's operation to include the mission, a brief history, purpose, and relevant information regarding org structure, planning, budgeting, and board and staff roles and responsibilities. Note- this is one of four formally scored criteria areas.

PROGRAM QUALITY AND IMPROVEMENT (1-10 points)

Provide an overview of your programming quality and the factors that contribute to its quality and continuous improvement. Note- this is one of four formally scored criteria areas.

General Operating Support continued

MARKETING AND OUTREACH (1-10 points)

Provide an overview of your marketing and outreach plan (6 points).

Give an example of how your organization has worked to reach out to diverse populations.
(2 points)

How does your organization work to reach online/social media audiences? (2 points)

EDUCATIONAL AND LEARNING (1-10 points)

Provide an overview of your educational and long term learning goals. (Including both external education and internal professional development plans.) Note- this is one of four formally scored criteria areas.

Section 6: Applications Materials Checklist

Please use this checklist below to verify that you have gathered all necessary materials for the application packet to be considered for FY17 City Grants : Art Works. All applications materials must be sent together to Christina Berkshire at christina@augustaarts.com by July 29, 2016 at 5:00 PM

Income/Profit and Loss Statement for FY15 and FY16 (Excel or PDF), signed by the Board Treasurer

Organizational Budget for FY17 (Excel or PDF), signed by the Board President and/or Director

Organizational Audit, or if not recently audited, a Compilation statement signed by CPA

For returning award recipients: Final report on use of previous funds using form provided on page 14.

For returning award recipients: Support materials to indicate proper credit and attribution to the Greater Augusta Arts Council and the City of Augusta

Section 7: Guidelines Verification and Signature

Please sign here to indicate that you have read and understood the City Grant application guidelines. Your signature also affirms the accuracy of your application.



FY16 Art Works

Final Report

FOR RETURNING AWARD RECIPIENTS: This is the form to complete for the final report of the FY16 City of Augusta, Greater Augusta Arts Council Art Works grant awards. Please answer the questions on the following pages to share how your organization used the awarded funds over the last Fiscal Year.

FY16 PROGRAM QUALITY AND IMPROVEMENT

In Fiscal Year 2016 , how did your organization uphold its goals of programming quality and its continuous improvement?

FY16 Final Report continued

FY16 MARKETING AND OUTREACH

In Fiscal Year 2016, how did your organization execute its marketing and outreach plan?

In Fiscal Year 2016, describe how your organization reached diverse audiences

FY16 EDUCATIONAL AND LEARNING

In Fiscal Year 2016, how did your organization achieve its educational and long term learning goals, including both external education and internal professional development plans.

FY16 Final Report continued

FY16 SUCCESS STORIES

In narrative Form, please share two examples of how the funds awarded to your organization for FY16 aided in the success of your general operations and programming. Examples can range from a new program implemented, an improvement on existing programs, etc. The Greater Augusta Arts Council will be using these examples to report the successes of City Art Grant program to County Commissioners and City of Augusta officials.

FY16 SUPPORT MATERIALS

Please attach support and marketing materials from FY16 that show evidence of proper crediting of the Greater Augusta Arts Council and the City of Augusta. These support materials may either be sent over email to christina@augustaarts.com or delivered to the Greater Augusta Arts Council Office at 1301 Greene St. Augusta, GA.