



FY19 City Arts Grant Application

Art Works

This is the FY19 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 Arts Grant Application Guidelines

ABOUT THE CITY ARTS GRANTING PROGRAM

Each year, the City of Augusta allocates funding to the Greater Augusta Arts Council (GAAC) 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 2019, funds will be re-allocated in increments to support general operating expenses or special projects — up to \$7000 for **Arts Works, supporting general operating expenses**, and up to \$5000 for **Art Challenge, grants supporting special projects**. Funding through the FY19 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, 2018. 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 15, 2018 with a deadline of midnight, August 2, 2018. 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 recognized as the Public Art Agency for the City of Augusta, and officially established as such in 2016.

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 \$5,000 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(c)3 organization will be eligible for support. The Arts Council City Arts Grant Committee will provide oversight on determining each organization's eligibility.

ELIGIBILITY REQUIREMENTS

- Organizations must be dedicated principally to the performance, exhibition, and/or presentation of arts and/or cultural programming which impacts and benefits the Augusta 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 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.** If the mailing address for the organization is a P.O. Box, the organization must provide additional information confirming the organization is headquartered in Richmond County prior to submitting this application.
- 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.

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.
- Activities taking place outside Augusta-Richmond County, including travel.
- Activities not associated with arts programs and services.
- Organizations with physical headquarters outside of Richmond County, regardless of programming locations.

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 Works –

General Operating Expenses

- Administration and organizational excellence
- Fiscal responsibility - see page 4 for financial reporting requirements
- Arts programming and artistic quality
- Marketing and outreach
- Arts education and lifelong learning
- Efforts to address diversity and inclusion in your programming.

Art Challenge–

New and Existing Projects

- Administration and organizational excellence
- Fiscal responsibility
- Community Impact
- Efforts to address diversity and inclusion in your programming.
- Commitment to quality

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 Greater Augusta 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 ensure grant compliance and the proper use of awarded dollars. Therefore arts organizations receiving funds through the annual City Arts 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 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 (FY18) were used is due by August 2, 2018. Failure to do so may result in the ineligibility of the organization for future grants. The 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 - Art Works, General Operating Funds

Organizations applying for the Art Works Grant must submit an income statement/profit and loss statement for Fiscal Year (FY) 2017, 2018, and a projected budget for Fiscal Year 2019 signed by your Board Treasurer. **If your organization's budget is organized by calendar year:** Submit income statements/profit and loss statements for 2016, 2017, and your current budget for 2018. These statements must be submitted in PDF format. The P & L for your most recently completed fiscal year must be signed by the Board Treasurer.

Audits, Compilations, 990s - For audited organizations please submit your most current audit. For organizations not audited, please submit your most recent compilation signed by a CPA. If a recent audit or compilation (within 3 calendar years) is unavailable, you must submit a 990 Tax Form that has been prepared by a CPA.

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.

The intent of the financial statements 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 REQUIREMENTS - Art Challenge, Projects

Organizations applying for the Art Challenge Grant must submit an income statement/profit and loss statement in the required format for FY17, FY18, and a projected budget for FY19, as well as an itemized project budget for the project they are submitting for grant funds. These statements must be submitted in PDF format. The Income Statements and the proposed budget must be a board-approved final document signed by the President/Chair of the Board of Directors of the organization applying.

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 FY19 funds begins June 15, 2018 ends August 2, 2018. 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 August 2, 2018.

GRANT TIMELINE

Completed application materials and attachments are due no later than 4:00 p.m., August 2, 2018. Support materials must reach GAAC no later than 4:00 pm, August 2, 2018. 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 p.m. on August, 1. 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 all required 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. 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:

- Panelists 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 Greater Augusta Arts Council of the grant award in question. The President will submit the appeal to a 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 in printed materials associated with the funded organization, program, or project. The Greater Augusta Arts Council supplies each grant recipient with the instructions and graphics/ logos necessary for compliance. Failure to comply with this requirement could jeopardize future funding. The Greater Augusta Arts Council and the Augusta - Richmond County 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 Arts Grant Program, grant writing, grant guidelines, or application materials, or if you are experiencing any technical difficulties with the application in digital format, please contact:

Christina Berkshire,
Administration Manager
Greater Augusta Arts Council
Email: christina@augustaarts.com
Phone: 706-826-4702

Section 1: Application Summary

ORGANIZATION

Name of Organization: _____

Check one: New Applicant Returning Applicant

Amount you are applying for: _____

Address:

City _____ State _____ Zip _____

APPLICANT CONTACT INFORMATION

Name of applicant: _____

Applicant title: _____

Applicant phone number: _____

Email for submission confirmation: _____

LEADERSHIP CONTACT INFORMATION

Name of CEO/Director: _____

CEO/Director phone number: _____ - _____ - _____

CEO/Director email: _____

Name of Board President / Chair: _____

Board President / Chair Phone Number: _____ - _____ - _____

Board President / Chair Email: _____

Section 2: Organizational Overview

Organization Name: _____

501 C(3) STATUS

Is your Organization's 501(c)3 status currently in effect?	Yes	No
What year was your 501(c)3 status established?	_____	
Federal EIN #	_____	
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 current strategic plan?	Yes	No
Date your strategic plan was finalized?	_____	

BOARD MEMBERS

_____ Number of board members

_____ Number of board meetings last year

_____ Percentage of average board attendance

_____ Percentage of board contributing annually

_____ Years in place of CEO or Director

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)

ORGANIZATIONAL MISSION STATEMENT

ONLINE PRESENCE

Organization Website: _____

Date of Last Website Update: _____

Other Social Media Addresses:

Section 3: Budget

Name of Organization: _____

INCOME/EXPENSES

FISCAL YEAR 2017

FY17 Actual Operating Income: _____

FY17 Actual Operating Expense: _____

FY17 Actual Operating Surplus or Deficit: _____

FISCAL YEAR 2018

FY18 Actual Operating Income: _____

FY18 Actual Operating Expense: _____

FY18 Actual Operating Surplus or Deficit: _____

FISCAL YEAR 2019

FY19 Budgeted Operating Income: _____

FY19 Budgeted Operating Expense: _____

FY19 Budgeted Operating Surplus or Deficit: _____

Please explain variances greater than 15%:

RECEIPT OF COUNTY OR CITY FUNDS

Do you expect to receive funds from the City of Augusta or Richmond County Board of Education in FY19 in addition to a City Art Grant? Yes No

If yes, please describe:

Did you receive funds from the City of Augusta or Richmond County Board of Education in FY18 in addition to a City Art Grant? Yes No

If yes, please describe:

Section 4: Participant and Attendee Information

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

PARTICIPANTS

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

PAID participants are those that paid FULL PRICE for admission, tickets, or participation in your programs.

PAID participants were made up of the following groups: *(select all that apply)*

In-school performances or activities

Exhibits

In-theatre school shows

Tours

Nursing homes, retirement centers,
other community outreach

Day school functions and activities

After school functions and activities

Public shows and festivals

Workshops and Master Classes

On-premises shows at your location

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

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

DISCOUNTED participants are those that were given a discount on the price for admission, tickets, or participation in your programs, such as military members, senior citizens, students on scholarship, etc.

DISCOUNTED participants were made up of the following groups: *(select all that apply)*

- | | |
|--|--|
| In-school performances or activities | Exhibits |
| In-theatre school shows | Tours |
| Nursing homes, retirement centers,
other community outreach | Day school functions and activities
After school functions and activities |
| Public shows and festivals | Workshops and Master Classes |
| On-premises shows at your location | |

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 those who participated in your programs free of any costs.

FREE participants were made up of the following groups: *(select all that apply)*

- | | |
|--|--|
| In-school performances or activities | Exhibits |
| In-theatre school shows | Tours |
| Nursing homes, retirement centers,
other community outreach | Day school functions and activities
After school functions and activities |
| Public shows and festivals | Workshops and Master Classes |
| On-premises shows | |

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 FY18? _____

AUDIENCE SURVEYS & COMMUNITY INPUT

Does your organization survey your audience/participants to receive input on your programming from the community? Yes No

If “Yes,” what methods does your organization use to survey your audience and participants? *(For example - online surveys, exit surveys, polls online, online reviews, etc)*

Briefly describe how your organization utilizes information obtained via surveys and community feedback in future programming and strategic planning.

ACCESSIBILITY

Describe your organization’s efforts to make your programming accessible to persons with disabilities.

Section 5: Narrative Questions

Please answer these narrative questions in a Microsoft Word Document, to be submitted with the rest of your application materials. Limit your responses to 400 words per answer.

ADMINISTRATIVE AND ORGANIZATIONAL EXCELLENCE

Provide an overview of your organization's operation. Include the following:

- mission and purpose of your organization,
- a brief history,
- relevant information regarding board and staff responsibilities, organizational structure, planning, and budgeting.

PROGRAM QUALITY AND IMPROVEMENT

Provide an overview of your arts-focused programming, how you self-evaluate programming quality, and how your organization ensures continuous improvement.

MARKETING AND OUTREACH

Provide an overview of your marketing and outreach plan.

Tell us your strategy for reaching diverse populations. Share examples of successes in your diversity outreach.

How does your organization work to reach audiences using technology, social media and online tools?

EDUCATIONAL AND LEARNING

Provide an overview of your educational and long term learning goals for the next 3 years, including both external education and internal professional development plans.

Section 6: Applications Materials Checklist

Use this checklist below to verify that you have gathered all necessary materials for the application packet to be considered for a FY19 City Grants : Art Works General Operating grant. All applications materials must be sent together to Christina Berkshire at christina@augustaarts.com by August 2, 2018 at 5:00 PM

Income/Profit and Loss statement for FY17 and FY18 (Excel or PDF), signed by the Board Treasurer

Organizational budget for FY19 (Excel or PDF), signed by the Board President and/or Director

Most recent organizational audit, most recent compilation statement signed by CPA, or 990 Tax form prepared by a CPA.

Answers to narrative questions in Microsoft Word document format.

For returning award recipients: Final report on use of previous funds

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