



FY24 City Arts Grants

Grant Guidelines

This is the FY24 City of Augusta, Greater Augusta Arts Council guidelines and link to application for grants to arts non-profits. Please read the guidelines then complete the application found on the CSRA Community Foundation site. <https://www.cfcsra.org/>

Included in this application:

- City Arts Grant Guidelines
- Application Components
- Scoring Information
- Link to Final Report
- Link to the Application

Timeline:

- FY24 Application opens: May 19, 2023
- FY23 Final Reports due: before July 26, 2023
- FY24 Application closes: July 26, 2023
- Awards distributed: October 2023

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

THE GREATER AUGUSTA ARTS COUNCIL MISSION STATEMENT

The mission of the Greater Augusta Arts Council is to enrich the quality of life for citizens and visitors in Augusta's River Region by advancing vibrant cultural arts.

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 arts 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 2024, funds will be re-allocated in increments to support General Operating Expenses – up to \$7,000, and to support specific Art Projects – up to \$5,000.

Funding through the FY24 Annual City Arts 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

Grant applications are adjudicated by a panel of community members in a public process that is free from conflicts of interests and assures fairness and professionalism.

The online applications will be available at a link at the CSRA Community Foundation beginning May 19, 2023. <https://www.cfcsra.org/>. FY23 Final Reports must be mailed, emailed or hand delivered to the GAAC office before the close of the application for FY24. The application period begins May 19, 2023 with a deadline of 5:00 pm, July 26, 2023. Late or incomplete applications will not be considered for panel review.

TYPE OF GRANTS

General Operating – Maximum \$7,000 award. Funds may be used for general operating expenses

Project – Maximum \$5,000 award. Funds may be used for new or existing projects.

GRANT AWARD DETERMINATION

Applications are reviewed and scored by a diverse group of community members. Each application is evaluated based on the criteria below. Scores from the panelists are averaged and that averaged score is used to assist in determining the grant award recommendation. Scoring guidelines are listed below. 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. 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. **Note: Prior funding through the Greater Augusta Arts Council does not guarantee funding.**

GENERAL OPERATING - \$7,000 Maximum

- Administration and organizational excellence
- Fiscal responsibility - Arts programming and artistic quality
- Marketing and outreach
- Arts education and lifelong learning
- Efforts to address diversity and inclusion in your programming

PROJECT– New and Existing Projects - \$5,000 Maximum

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

POLICY ON FUNDING

Grants will be made in a fair, impartial, and consistent manner. Only one application per eligible 501(c)3 organization will be considered for support. The Arts Council City Arts Grant Committee will provide oversight on determining each organization’s allocation.

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 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.

If your application is **deemed ineligible** after initial review, the organization’s contact person will be notified by email.

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.
- Organizations with physical headquarters outside of Richmond County, regardless of programming locations.
- 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.

FINANCIAL REQUIREMENTS

Project Grant

Organizations applying for the Project Grant must submit a report listing the projected costs of the project i.e. cost of materials, labor, supplies, etc.

Operating Expense Grant

We are looking for a broad-based overview of your income and expenses, based on the programs that your organization conducts. Fill in the fields under income to explain where your funds come from, for example: Grant funds, Memberships, Admissions, Donations, Sponsorships, Fund raising activities. Fill in the fields under expenses to explain where your funds are spent, for example: Creative personnel, Administrative personnel, Marketing, Equipment, Rentals, Supplies, Fund raising, etc.

Fiscal Year (FY) - A fiscal year is the 12 month accounting period that might not end on December 31.

A calendar year is January 1 through December 31. A fiscal year could be April 1 through March 31 or October 1 through September 30 or some other 12 month period.

Current FY Budget - The budget your organization is currently using for operations. The budget should be for the entire fiscal year, even if it has not ended.

FY as of April 30, 2023 - Income and expenses incurred from the beginning of your actual current fiscal year up to April 30, 2023. This may be for any number of months, depending on your fiscal year end.

Most Recently Completed FY - The last whole FY that has ended.

Previous FY - The whole FY prior to the Most Recently Completed FY.

NOTIFICATION AND PAYMENT SCHEDULE

If the panel determines that your organization will or will not receive funds for FY24, the organization's contact person will be notified by email upon Arts Council Board approval by the end of October. Organizations receiving funds will also be sent a contract.

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. Checks will be presented at the discretion of the Commission.

GRANT RECIPIENT REPORTING REQUIREMENTS

- Grant award documentation (due before the grant disbursement):
 - Grant contract signed by the CEO/ Executive Director and Board Chair
- Upon receipt of funds, grant recipients are required to:
 - Request approval for any changes in how funds will be used prior to their use.
- Arts organizations receiving funds through the annual City Arts Grant Program must submit final reports by the required deadlines. Reports will include information on how the funds were used and the impact of the dollars received on your organization and the citizens of Augusta-Richmond County.

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 14 days of notification from the Greater Augusta Arts Council of the grant award in question. The Board President will submit the appeal to a granting panel for evaluation. The applicant will be notified in writing of the final decision within 10 business days of the granting panel's decision.

ACKNOWLEDGEMENT AND RECOGNITION REQUIREMENTS

Grant recipients must credit both the City of Augusta and the Greater Augusta Arts Council in printed materials associated with the funded organization, 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 will monitor publications and communications throughout the year to ensure compliance. See example here:



HOW TO APPLY

The application period for FY24 funds begins May 19, 2023 and ends July 26, 2023, at 5:00 PM. The application is available at the Community Foundation for the CSRA website:

<https://www.cfcsra.org/>.

The person listed as the contact person on the application will receive confirmation of the application. This confirmation does not guarantee funding, but acknowledges receipt of the application.

SUBMISSION DEADLINE

Completed application is due no later than 5:00 PM, July 26, 2023.

Late, partial or incomplete applications will not be accepted or considered by the review panel.

All Applications must be through the CSRA Community Foundation Portal.

The final report for FY23 may be sent digitally or delivered in person to the Arts Council office, but must reach the Arts Council no later than the application deadline.

FOR ASSISTANCE

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, or if you need a large print copy of this information, please contact: Pax Bobrow, Project Manager at The Greater Augusta Arts Council

Email: grants@augustaarts.com

Phone: 706-826-4702

Mailing Address:

Greater Augusta Arts Council Office
2nd floor of the Scared Heart Cultural Center
1301 Greene Street
Augusta, GA 30901

Email Address:

grants@augustaarts.com

GLOSSARY

Accessibility: The Office for Civil Rights (OCR) at the U.S. Department of Education defines accessibility as meaning “when a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally integrated and equally effective manner, with substantially equivalent ease of use.”

Diversity and Inclusion: Deliberate structure in leadership and programming to include groups and individuals with characteristics that may relate to gender, racial identity, cultural identity, religion, age, disability, immigration status, sexuality, socio-economic status, etc.

Fiscal Year: A fiscal year is the 12 month accounting period that might not end on December 31. A calendar year is January 1 through December 31. A fiscal year could be April 1 through March 31 or October 1 through September 30 or some other 12 month period.

Project Budget: A project budget is the total sum of money allocated for the particular purpose of the project for a specific period of time. The goal of budget management is to control project costs within the approved budget and deliver the expected project goal