



Greater Columbus
Arts Council

Supporting art.
Advancing culture.

Letter from the President

Dear GCAC Constituents:

On behalf of the Board of Trustees and staff of GCAC, I am pleased to introduce GCAC's revised and updated 2011 Grant Guidelines.

This document represents the first major revisions to our grant guidelines in more than 10 years. We began earlier this year by meeting with our grantees to get input on what would make our Guidelines more accessible and easy to use. After the Guidelines were rewritten we took the revised version back to specific groups of constituents for final feedback.

The Board and staff had four overarching goals as we evaluated and refined our grants guidelines. First and most important was to align GCAC's Grant Guidelines with community goals and objectives: Organizational Stability, Expanding Audiences, Efficiency and Effectiveness and Innovation.

Secondly, we wanted to bring more clarity and consistency to our Grant Guidelines in order to insure that the Guidelines can respond to changes among the arts and cultural organizations that may qualify for GCAC support. GCAC will continue to emphasize support to our community's core arts and cultural organizations while also providing opportunities for increased support to individual artists and emerging arts groups.

We hope that you find these new Guidelines to be clear and easy to navigate. Our Grant Guidelines are not a static document—we will review the Guidelines annually to ensure we are responsive to our funders and grant applicants. As always, we welcome your feedback and suggestions.

Sincerely,



Milton D. Baughman
President

GREATER COLUMBUS ARTS COUNCIL BOARD MEMBERS

Mary Jo Green (*Chair*), Vice President of Public Affairs, Time Warner Cable

Robert Falcone (*Chair Elect*), Chief of Staff, Chalmers P. Wylie Ambulatory Care Center

DeeDee Glimcher (*Immediate Past Chair*), Community Volunteer

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Funding for GCAC is provided by:



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QUICK REFERENCE GUIDE

Trying to find the sections that are best suited to you or your activity?

We suggest everyone review **SECTION 1: GENERAL INFORMATION** before you review additional sections.

If you are an **INDIVIDUAL ARTIST**:

Section 5: Artists in the Community

Section 3: Project Support
Appendix 7: Project Support Application and Evaluation Key

Section 8: Arts Legal Assistance

Appendix 2: Fiscal Agents

If you are an **ARTS ORGANIZATION** in the city of Columbus with **an annual budget less than \$500,000**:

Section 2: Operating Support
Appendix 6: Operating Support Application and Evaluation Key

Section 3: Project Support
Appendix 7: Project Support Application and Evaluation Key

Section 4: BOOST (Broadening Organizations' Overall Skills and Technology)

Section 6: Franklin County Neighborhood Arts

Section 7: Ohio Cultural Data Project

Section 8: Arts Legal Assistance

If you are an **ARTS ORGANIZATION** in the city of Columbus with **an annual budget over \$500,000**:

Section 2: Operating Support
Appendix 6: Operating Support Application and Evaluation Key

Section 3: Project Support
Appendix 7: Project Support Application and Evaluation Key

Section 7: Ohio Cultural Data Project

If you are an **ARTS ORGANIZATION** outside of the city of Columbus, but within Franklin County:

Section 6: Franklin County Neighborhood Arts

Section 7: Ohio Cultural Data Project

Section 8: Arts Legal Assistance

SECTION 1 GENERAL INFORMATION

MISSION

Through vision and leadership, advocacy and collaboration, the Greater Columbus Arts Council (GCAC) supports art and advances the culture of the region. A catalyst for excellence and innovation, GCAC funds exemplary artists and arts organizations and provides programs, events and services of public value that educate and engage all audiences in our community.

This mission is demonstrated by encouraging, promoting and supporting excellence in arts programming. GCAC programming provides access to the arts for people of all cultural backgrounds, economic status, sexual orientation, age and physical ability and ensures broad public access to the arts. Providing funding for Columbus artists, and arts and culture organizations enhances the cultural image of the Greater Columbus area. Arts and cultural organizations that maintain high standards of management and governance further support the health and vibrancy of the arts community.

ORGANIZATIONAL GOALS

The GCAC strategic plan strives to fulfill the agency's mission and support the efforts of the vibrant arts and culture community by engaging in the following focus areas:

Advocate

GCAC creates an environment where art and culture thrive, resulting in sustained support and appreciation that will enrich the entire community culturally, educationally and economically.

Educate

GCAC is a catalyst for exemplary artists and arts organizations that provide programs, events and services of public value to educate and engage all audiences in the community.

Communicate

GCAC demonstrates vision, leadership, excellence and innovation in all of its operations; by fostering synergy, efficiency and transparency, GCAC creates the greatest return on public and private resources invested in arts and culture.

HISTORY

Established in 1973, the Greater Columbus Arts Council connects arts organizations and individual artists in the community with much needed resources available through the City of Columbus and Franklin County. The programs administered by the GCAC are designed to support a thriving creative community.

OUR BOARD

The Greater Columbus Arts Council Board of Trustees is composed of up to 26 members that include two (2) trustees appointed by the City Council of Columbus. The Board is responsible for overseeing and implementing agency policy. The Board is responsible for all final funding decisions including qualifications or waivers to grant guidelines. The Board meets regularly and invites the public to attend funding review meetings. Minutes are taken and available for public review.

CITY OF COLUMBUS CONTRACT

GCAC receives the majority of its funding through an annual contract with the City of Columbus. This contract specifies that a portion of the Hotel/Motel Excise Tax be allocated for the “purpose of expanding cultural services for the enrichment of the community.” No less than 75% of this allocation is directed to community funding programs including Operating Support, Project Support, Technical Assistance (BOOST), individual artist support through the Artists in the Community program as well as designated projects.

In addition to Community Funding programs, GCAC provides several services under the City of Columbus contract including:

- developing and maintaining systems for evaluating cultural enrichment programs, projects, and organizations, as well as monitoring the progress of these activities and submitting periodic progress and other related reports detailing the economic and social impact of these programs on the community;
- serving as liaison and representative to and for various cultural enrichment programs, committees, commissions and bureaus regarding the arts;
- using GCAC’s best efforts to arrange for and provide community cultural services to the citizens of Columbus;
- coordinating with Experience Columbus, the Columbus Chamber of Commerce, the Greater Columbus Convention Center, the city of Columbus, major downtown special events and related organizations in developing mutually supportive marketing and promotional activities that will maximize the respective programs and activities within available means (designated project support); and
- working with pertinent city staff to provide policy recommendations for city cultural arts projects and major downtown special events.

NOTE:

Funding received from the city of Columbus is not allocated towards expenses related to the Columbus Arts Festival nor GCAC’s Community Arts Education programs.

*PROGRAMS***Operating Support**

Operating Support is a key component in maintaining a vital and accessible Columbus arts community. GCAC supports core arts organizations with unrestricted funding. This funding allows arts organizations to maintain a high level of arts activities and continue to serve the Columbus community. These organizations are placed in two categories: Organizations with Budgets under \$5 Million and Organizations with Budgets over \$5 Million.

Project Support

This program is designed to provide support to a broad array of programs provided by professional and amateur artists. GCAC welcomes the opportunity to support existing activities and programs as well as new organizations and projects.

BOOST (Broadening Organizations' Overall Skills and Technology)

A capacity-building program supporting the management, governance and professional development needs of not-for-profit arts organizations. Applicants are encouraged to make a long-term commitment to continuous improvement and to developing skills that result in benefits not only to the organization, but to the larger arts community.

Artists in the Community

Support for artists through GCAC is provided through Artist Fellowships, International/National Residency and International Exchange programs, Professional Development Assistance and Supply Grants. These funding and support programs allow artists in the community the opportunity to enhance their skills and create work that helps drive the vibrancy of the arts in Columbus and Franklin County.

FUNDING RESTRICTIONS

The following activities, organizations or expenditures will not be supported through the city of Columbus funded grants program:

- Units of government*
- Organizations that are not tax-exempt under section 501(c)(3) of the Internal Revenue Code
- Capital expenditures*
- Instructional programming
- Religious programming
- Service outside the city of Columbus or Franklin County (see specific program for further details/restrictions)
- Fundraisers
- Financial deficits*
- Previously completed activities
- Organizations whose activities occur in non-accessible venues
- Organizations that discriminate against anyone for participation because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.
- Activities not open to the general public

NOTE:

Additional restrictions may apply. Review the specific program details for more information.

* See **GLOSSARY** for more information

APPLICATION REQUIREMENTS

The Greater Columbus Arts Council is contracted by the city of Columbus to administer grant programs allocating funds to artists and arts organizations. These grants support a variety of needs. Generally, the following requirements apply to all interested applicants.

- Certify tax-exempt status under section 501(c)(3) of the Internal Revenue Code
- Primary mission is to produce or provide art or arts programming
- Demonstrate payment to artists
- Provide matching funds (see specific grant program for further detail)
- Demonstrate financial responsibility

Review the specific program information for additional requirements and restrictions.

With the exception of Franklin County Neighborhood Arts, applications are processed through GoArts, GCAC's online application system. To access the system, visit goarts.gcaonline.com. **APPENDIX 5: FREQUENTLY ASKED QUESTIONS: GOARTS** provides additional detail and guidance.

The Greater Columbus Arts Council serves on the task force for the Ohio Cultural Data Project. All arts organizations are encouraged to register and complete annual data profiles. Organizations seeking Operating Support are required to participate. See **SECTION 7** and **APPENDIX 4: FREQUENTLY ASKED QUESTIONS: OCDP** for more information.

Financial documentation requirements are based on the budget size of each organization:

Annual income less than \$25,000

- Comparative financial statement*
- Organizational budget (if project is a portion of total operation)

Annual income between \$25,001 and \$250,000

- Comparative financial statement*
- Organizational budget (if project is a portion of total operation)
- Most recently completed IRS Form 990

Annual income more than \$250,000

- Comparative Financial Statement*
- Organizational Budget (if project is a portion of total operation)

- Most recently completed fiscal year audited financials prepared by certified public accountants.

* See **GLOSSARY** for more information

FRANKLIN COUNTY CONTRACT

The Franklin County Board of Commissioners provides funding support for Artists-in-Schools and Franklin County Neighborhood Arts programs, as well as Art in the House and the TRANSIT ARTS programs provided in area settlement houses, neighborhood resource centers and other community and performance venues throughout Franklin County.

PROGRAMS

Arts Education Programs which enrich the lives of children in Franklin County:

- Artists-in-Schools (AIS) programs enhance in-school curricula through integration of the arts with other academic subjects and give children first hand contact with practicing arts professionals.
- Art in the House program guides children five to 11 years old to begin their connection to creative thinking, leadership and lifelong learning through the arts. Programs take place in Columbus Federation of Settlement Houses facilities as well as other neighborhood partner sites.
- TRANSIT ARTS enables young people, ages 12 to 21 years old, in targeted neighborhoods to work with master and professional teaching artists and, through intensive workshops and programs, gain deep knowledge and develop high-level technical skills, including business management, constructive self-expression, self-discipline, conflict management, performance, entrepreneurial and other social and life skills.

Franklin County Neighborhood Arts Grants

The Franklin County Neighborhood Arts grant program increases community participation in the arts throughout Franklin County by directly supporting artistic development and improving the aesthetics and quality of life in neighborhoods with grants from \$200 to \$2,000. The program supports arts projects in all arts disciplines by neighborhood and community groups, provided they are promoted and offered to the general public.

Review **SECTION 6: FRANKLIN COUNTY NEIGHBORHOOD ARTS** for more information.

DEADLINES

Application deadlines are outlined within each program, but are typically:

City of Columbus (by 5:00 p.m.)

Operating Support – February 10

Project Support – January 15, April 15, July 15, October 15

BOOST – First Monday of every month
Artists in the Community – See specific program for details

Franklin County (by 5:00 p.m.)

Franklin County Neighborhood Arts – last business day of February, May and October

If the deadline falls on a weekend or holiday, the deadline is extended to the next business day.

MULTIPLE GRANT AWARDS

Because of the limited pool of funds available through the City of Columbus and Franklin County, certain restrictions apply:

Operating Support

Recipients are not eligible to apply for additional funding unless stated within the specific program parameters. For example, Special Project Support for sudden opportunities or BOOST grants for organizations that meet the budget criteria.

Project Support

Recipients are limited to two (2) open projects in a calendar year.

BOOST

Recipients are limited to one (1) grant per calendar year.

Franklin County Neighborhood Arts

Recipients are limited to two (2) consecutive annual grants for recurring activities, such as annual festivals.

Recipients are not eligible to apply for Project Support or Operating Support in the same calendar year.

Artists in the Community

Restrictions are program driven – refer to **SECTION 5** for more information

NON-DISCRIMINATION

Any arts organization or individual artist that receives funding through any of the Greater Columbus Arts Council Grants program must guarantee that they comply with local, state and federal laws and regulations regarding civil and human rights and will not discriminate against anyone for participation because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.

All grant supported activities must be accessible to all individuals.

LETTER OF AGREEMENT AND IMPLEMENTATION

After the GCAC Board of Trustees approves a grant, a letter of agreement specifying the terms of the grant will be sent to the applicant. The applicant returns a signed copy of the entire letter of agreement to the GCAC Grants & Services Office by the date indicated in the letter to signify agreement with the terms. No major changes in the project can then occur, either in activities or finance, without prior written approval from GCAC.

PUBLICITY

GCAC asks that all arts organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received by displaying the GCAC logo on all applicable promotional materials. As a publicly-funded organization, it's also important for GCAC to recognize the funding we receive from the City of Columbus, Franklin County, the Ohio Arts Council and the National Endowment for the Arts. Therefore, all grant recipients are required to help us recognize the vital role that public funding for the arts plays in building a strong community and improving the quality of life in central Ohio. Please refer to **APPENDIX 1: PUBLICITY GUIDELINES** for more information.

Grant recipients are required to post events on the GCAC cultural events website www.ColumbusArts.com. This site provides a searchable web presence for the arts in Columbus, and connects to www.ArtsinOhio.com. Organizations receive a free promotional benefit and have the option to provide a link to their home web sites.

Failure to properly credit GCAC funding will affect future application evaluations and funding.

PLANNING, EVALUATION, AND ON-SITE VISITS

GCAC makes its most informed funding decisions in the presence of careful, written documentation of an organization's activity, including short and long-range plans, evaluation documents, interim progress reports and final reports. Organizations are required to state clearly the desired outcomes of their artistic activities in ways that are measurable. From time to time, GCAC staff and trustee members will conduct on-site visits to Project and Operating Support recipients.

Organizations that currently receive GCAC funding should make available two (2) to four (4) complimentary tickets at the request of the GCAC Grants & Services Office.

REPORTING AND PAYMENT

All grant payments from GCAC are contingent upon receipt of funding from the City of Columbus or Franklin County.

Operating Support

Organizations that receive a grant award can expect to receive quarterly disbursements of their grant following receipt of their signed grant agreement.

Final reports are due annually 30 days following the completion of the grant period (June 1 through May 30).

Audited financial statements are due 90 days following the completion of the recipient's fiscal year. Failure to submit final audited financial statements on the due date will result in a reduction of the next quarterly disbursement in the amount of \$1,000 per day overdue. An extension will be granted by the Grants & Services Office. The extension must be requested in writing BEFORE the due date.

Overdue or failure to submit final reports, audited financial statements, or required reporting may affect eligibility and impact grant awards for future applications.

Project Support and BOOST

Organizations that receive a grant award will receive 50% of their grant following receipt of their signed grant agreement. The remaining 50% will be paid following

receipt of the final report's signed cover page and review and approval of the final report.

Final reports are due 30 days following the completion of the activity for which funding was granted. A 30 day extension may be requested in writing BEFORE the due date. Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant amount.

Organizations with overdue final reports will not be considered for funding until their report has been received.

Franklin County Neighborhood Arts

Organizations that receive a grant award can expect to receive 100% of their grant following receipt of their signed grant agreement.

Final reports are due 30 days following the completion of the activity for which funding was granted. Newspaper/magazine articles, photographic records and documentation reflecting donor acknowledgement should be attached to all reports.

Organizations with an overdue final report will not be considered for funding until the report has been received.

SECTION 2 OPERATING SUPPORT

PURPOSE

Providing support for arts and cultural activities, enabling participation of the broad community in arts and cultural activity, and facilitating opportunities for cultural expression are key components in maintaining a vital and accessible Columbus arts community. Operating Support funding through GCAC provides a stable source of financial support for core arts organizations that are well-managed, firmly established, have significant impact and broad community engagement. These organizations are placed in two categories: Organizations with Budgets under \$5 Million and Organizations with Budgets over \$5 Million.

Columbus needs life-long learning, civic and environmental assets, vibrant arts and culture, strong social services and an excellent infrastructure to fully optimize economic development efforts and to sustain quality of life in the community. In order to create a community where these activities thrive, the city of Columbus has identified the following areas of focus:

- Thriving Talent
- Collaborative Culture
- Emerging Innovation, and
- Improving Civic Infrastructure.

GCAC identifies the following as key areas of focus:

- Enhancing and improving short and long term audience development and community recognition of the importance of arts and culture,
- Treating of arts and culture as an industry by encouraging best-in-class marketing and collaborative marketing initiatives to increase regional and national recognition,
- Developing meaningful partnerships to increase the competitiveness of artists and arts organizations; and to diversify and strengthen earned and contributed income, and
- Encouraging and supporting activities that directly affect economic development.

The Operating Support program is funded by the city of Columbus. Views expressed by the program and its grant recipients do not necessarily represent those of the city of Columbus.

APPLICATION DEADLINE

Applications with accompanying support materials are due by 5:00 p.m. on the date listed below:

February 10

If the deadline falls on a weekend or holiday, the deadline is extended to the next business day.

Upon request, the Grants & Services staff will review and evaluate draft applications up to one (1) week before the grant deadline.

WHAT THE PROGRAM SUPPORTS

The Operating Support program provides an unrestricted investment in the general operations, administration and programs of eligible arts and cultural organizations in all disciplines. This support is intended to supplement other revenue; both earned and contributed, generated by the recipient. Most of the larger arts organizations in the city are funded through this program; however, there is no minimum budget size required to apply for funding so long as the eligibility requirements are met.

Not every organization that applies will receive funding in this program. Once selected for funding, Operating Support grant recipients usually continue to receive funding through this program, however, organizations are evaluated annually and are expected to maintain eligibility by continuing to meet the requirements.

Future funding levels are not guaranteed and may change depending on circumstances and are contingent upon receipt of funds from the city of Columbus.

GRANT AWARDS

GCAC provides one (1) year grants through the Operating Support program to encourage and support long-term planning and programming for core arts organizations.

Unrestricted, non-capitalized expenses of the applicant's most recently completed fiscal year provide the basis for grant allocations by a process that takes into account application evaluations that are based upon criteria stated in **APPENDIX 6: OPERATING SUPPORT APPLICATION EVALUATION KEY**. GCAC will not award an amount that exceeds 20% of the recipient's adjusted annual audited expenses.

Operating Support grant recipients are required to match GCAC funding dollar for dollar. This match can include cash on hand, admissions, concession sales, grants and board/individual contributions. In-kind donations and services cannot be used towards the match.

Operating expenses will be adjusted to exclude in-kind contributions, depreciation and expenses for artistic activities held outside the Columbus community with the following exceptions:

- Performance tours of an artistic company based in Columbus;
- Touring exhibitions created and managed by an institution based in Columbus;

NOTE:

Temporary or permanent satellite operations will not be considered eligible expenses.

Applications are reviewed and evaluated by Grants & Services staff. GCAC meets individually with each applicant to review the content of the application and initial evaluation. These meetings affect the final evaluation of the application. The Grants Committee reviews the evaluations and recommends funding based on two factors: 1) evaluation outcomes and 2) GCAC funding availability.

The Grants Committee may recommend one (1) of five (5) actions for any Operating Support application:

- Approval for funding
- Approval for funding with stipulations

- Denial with suggestions for resubmission of application
- Denial of funding
- Deferral for further consideration

The Grants Committee's recommendations are brought before the full Board of Trustees for consideration and approval.

Refer to **APPENDIX 6: OPERATING SUPPORT APPLICATION EVALUATION KEY** for the complete listing of narrative questions, criteria/evidence and rating scale.

WHO MAY APPLY

Applicants are required to be independent organizations that have held their 501(c) 3 status and demonstrated annual artistic programming for at least three (3) consecutive years prior to the date of application.

Established arts organizations most likely to receive Operating Support will:

- Offer annual programming;
- Demonstrate exemplary artistic achievement;
- Demonstrate stable artistic and administrative staffing;
- Engage and compensate professional artists;
- Maintain healthy financial structures; and
- Demonstrate significant impact on the city's economy and tourism.

First time applicants will also be required to submit:

- Proof of 501(c)3 status;
- Samples of work demonstrating annual programming;
- Organizational history;
- Strategic plan; and
- Audited financial statements for the previous two (2) completed fiscal years.

Interested first-time applicants are encouraged to meet with Grants & Services staff and submit a draft application for review. This ensures the application is well-developed to increase the applicant's chance of receiving funding.

INELIGIBLE ORGANIZATIONS

The following types of organizations are ineligible for Operating Support, but may be eligible for Project Support and should contact the GCAC Grants & Services staff for further information.

- Social service agencies;

- Schools, colleges or universities/university departments;
- Libraries;
- Individuals;
- Programs related to a primarily statewide or national constituency;
- Recipients of operating support from departments or divisions of the city of Columbus;
- Units of government*;
- Organizations whose primary focus and/or actual operations are not artistic in nature.

*See **GLOSSARY** for more information.

HOW TO APPLY

Applications are accepted through GoArts, GCAC's online application system. No paper applications will be accepted. The application opens approximately sixty (60) days before the deadline.

Late or incomplete applications will not be accepted.

Upon request, Grants & Services staff will review draft applications up to one (1) week before the deadline.

Organizations must apply annually and demonstrate the following:

- Primary focus and actual operations are artistic in nature;
- A commitment to quality artistic programming;
- A wide-ranging impact on the City of Columbus;
- Operate with a community-based board of trustees charged with legal and fiduciary responsibilities, including the hiring of the chief artistic and/or executive directors;
- Operate with a clearly articulated, realistic, and board approved artistic and financial plan;
- Operate with professional management and artistic staff as well as compensate participating artists;
- Demonstrate artistic planning, fiscal accountability, and produce annual audited financial statements;
- Maintain an OCDP Data Profile;
- Present a diverse revenue and support stream; and
- Demonstrate dollar-for-dollar match of GCAC funding.

Organizations that have a management agreement with another organization must meet basic eligibility, provide the necessary application components, and provide additional documentation as set forth in **APPENDIX 3: ORGANIZATIONS WITH MANAGEMENT AGREEMENTS**. Contact the Grants & Services office to determine if this situation applies to your organization.

SUPPORT MATERIALS

Each applicant has the responsibility to send materials that are relevant, readable and appropriate. GCAC Grants & Services staff may seek further information and clarification from the applicant. Timely response to GCAC requests for additional information is important to the application's success.

In addition to the filing of the electronic application, the following documents must be delivered to GCAC's offices or postmarked within three (3) business days of the application deadline:

- Signed Operating Support application cover page
- Any supplemental materials that could not be uploaded to the GoArts system

All electronic supporting documentation is due at the application deadline. GCAC is not responsible for reminding applicants about late materials.

Applications will not be considered if the following materials are not in the GCAC office on the stated deadlines. No exceptions.

- Job descriptions and resumes or brief biographies for key personnel and participating artists
- Current staff list
- Current list of Board of Trustees with executive committee and affiliations noted
- 2011 - 2012 Artistic/business plan
- Most recent strategic plan
- Comparative financial statement
Includes actual income/expenses from previous fiscal year, detailed, board approved budget for the current year, and the projected budget for the next fiscal year.
- Evaluation and/or audience survey tools
- Ohio Cultural Data Project: GCAC Funder Report
- Audited financial statements
- Partner or Collaborator letter of support (see **APPENDIX 6: OPERATING SUPPORT APPLICATION EVALUATION KEY** for more information)
- Marketing plan and samples
In addition to the marketing plan for the upcoming year, samples of marketing

materials can include:

- 1) Newsletter (Hard copy or PDF)
- 2) Press releases (Hard copy or PDF)
- 3) Articles or reviews (Hard copy or PDF)
- 4) Brochures (Hard copy or PDF)
- 5) Mailings (Hard copy or PDF)
- 6) Video clips (DVD format)

- Samples of Work
Can include:

- 1) Media clip(s) or multi-media presentation(s) (DVD format)
- 2) Musical selection(s) (CD format)
- 3) Catalogue or Exhibition catalogue (hard copy or PDF file)
- 4) Event program (hard copy or PDF file)

NOTE: Media clips, multi-media presentations, and musical selections should be cued. No more than 5 minutes will be played.

For new applicants:

- Proof of 501(c)3 status;
- Samples of work demonstrating annual programming;
- Organizational history; and
- Audited financial statements of the previous two (2) completed fiscal years.

For organizations that function with a Management Agreement:

- Statement of relationship with managing organization
- Statement of financial relationship with managing organization
- Letter of endorsement

Contact Grants & Services staff BEFORE the deadline if unsure what support materials to include with the application.

REMOVAL FROM OPERATING SUPPORT

The GCAC Grants & Services staff manages a system to monitor the eligibility status of Operating Support recipients and provides notification if the recipient's continued participation appears to be in jeopardy.

An Operating Support recipient will receive notice of impending ineligibility if the recipient:

- Fails to meet and sustain one (1) or more eligibility criteria for more than one (1) year.
- Demonstrates a 10% deficit* for two (2) consecutive fiscal years.
- Receives a "note of going concern" in their audited financial statements.

*See **GLOSSARY** for more information.

The above reasons are considered just cause for ineligibility of an organization from the Operating Support program.

Once the recipient has received notice of concern from GCAC, they must distribute the notice to all members of its Board of Trustees. At the discretion of the GCAC Board, an organization may receive notices for a period of up to four (4) years.

Organizations will be required to submit their board-approved solution to the situation, as well as appropriate additional monthly or quarterly programming or financial reporting. Additional restrictions may accompany the annual grant.

An organization's failure to take corrective action and demonstrate annual progress will make it ineligible for Operating Support. An organization cannot continue to receive Operating Support without meeting all eligibility requirements for four (4) consecutive years. The GCAC Board may rely on external evaluations to assess the organization's eligibility.

With the recommendation of the Grants Committee, the GCAC Board reserves the authority to terminate or extend an organization's participation at any time.

Removal from Operating Support does not necessarily indicate restricted eligibility for other types of GCAC funding.

PAYMENT/FINAL REPORT

Organizations that receive a grant award can expect to receive quarterly disbursements of their grant following receipt of their signed grant agreement.

Final reports are due annually 30 days following the completion of the grant period (June 1 through May 30).

Audited financial statements are due 90 days following the completion of the recipient's fiscal year. Failure to submit audited financial statements on the due date will result in a reduction of the next disbursement in the amount of \$1,000 per day overdue. An extension will be granted by the Grants & Services Office. The extension must be requested in writing BEFORE the due date.

Overdue final reports or failure to submit a final report, audited financial statements, or required reporting may affect eligibility and impact grant awards for future applications.

SECTION 3 PROJECT SUPPORT

PURPOSE

Using funds provided by the city of Columbus to support a broad array of programs provided by professional and amateur artists, GCAC welcomes the opportunity to support existing opportunities as well as new organizations and projects. GCAC is committed to expanding the cultural services that enrich the community.

This program is open to all artistic disciplines.

The Project Support program is funded by the city of Columbus. Views expressed by the program and its grant recipients do not necessarily represent those of the city of Columbus.

APPLICATION DEADLINE

Upon request, the Grants & Services staff will review draft applications up to one (1) week before the grant deadline.

Applications with accompanying support materials are due by 5:00 p.m. on the dates listed below:

- January 15: Projects between April 1 and September 30, 2011
- April 15: Projects between July 1 and December 31, 2011
- July 15: Projects between October 1, 2011 and March 30, 2012
- October 15: Projects between January 1 and June 30, 2012

If the deadline falls on a weekend or holiday, the deadline is extended to the next business day.

WHAT THE PROGRAM SUPPORTS

GCAC supports non-profit organizations involved in cultural programming and events such as festivals, art exhibitions, performances, etc.

Projects are defined as activities with specific implementation dates, budgets, objectives and evaluation plans. These activities may be a single activity or recurring presentations.

Organizations that present seasons, concert series or other multiple activities, such as exhibitions, are encouraged to apply once for the body of activity. This maximizes the funding request and minimizes paperwork. Additionally, this allows the organization to plan long-term and demonstrate a healthy and stable operation.

Arts education opportunities may only be supported through the Project Support program as a public component of a larger artistic project. GCAC supports arts education through its Community Arts Education program. These programs include Artists-in-Schools and Art in the House (after-school and summer arts programming).

Project Support is not intended for Operating Support recipients; however, GCAC will consider a limited number of requests annually from Operating Support recipients for opportunities

that may arise outside of their normal programming. The organization must demonstrate the unexpected nature of the activity and the benefit to the Columbus community.

GRANT AWARDS

Organizations may request funding up to 25% of the expenses budgeted. Items can include but are not limited to personnel, outside fees & services, artists' payments or fees, performer or musician compensation, space rental, production expenses, travel fees, marketing and promotion and costs related to audience or fundraising development.

All Project Support grants require recipients to match GCAC funding dollar for dollar. This match can include cash on hand, admissions, concession sales, grants and board/individual contributions. In-kind donations and services cannot be used towards the match.

Applications are reviewed and evaluated by staff. GCAC will meet individually with each applicant. These meetings affect the final evaluation of the application. The Grants Committee reviews the evaluations and recommends funding based on two factors: 1) evaluation outcomes and 2) GCAC funding availability.

The Grants Committee may recommend one (1) of five (5) actions for any Project Support Application proposal:

- Approval for full or partial funding of request amount
- Approval for full or partial funding with stipulations
- Denial with suggestions for resubmission of application
- Denial of funding
- Deferral for further consideration

The Grants Committee's recommendations are brought before the full Board of Trustees for consideration and approval.

Refer to **APPENDIX 7: PROJECT SUPPORT APPLICATION AND EVALUATION KEY** for the complete listing of narrative questions, criteria/evidence and rating scale.

WHO MAY APPLY

Eligibility restrictions outlined in the General section apply.

In order to apply for funding through Project Support, an organization must be:

- A non-profit 501(c)3 organization whose primary focus is arts and culture;
- Based in and/or providing service to the city of Columbus;
- Able to provide dollar for dollar match to GCAC funds;
- Provide required financial and support documentation; and
- Demonstrate compensation to all artists involved in the project.

Individual artists may apply for project support with an organizational fiscal agent*. See **APPENDIX 2: FISCAL AGENTS** for more information.

*See **GLOSSARY** for more information.

Organizations receiving Operating Support may not apply to this program, except as noted earlier.

HOW TO APPLY

Interested first-time applicants are encouraged to meet with Grants & Services staff, attend an application workshop at least six (6) weeks prior to application deadline and submit a draft application for review. This ensures the application is well-developed to increase the applicant's chance of receiving funding.

Applications are accepted through GoArts, GCAC's online application system. No paper applications will be accepted. Applications open approximately sixty (60) days before each deadline.

Upon request, Grants & Services staff will review draft applications up to one (1) week before the deadline.

Late applications will not be accepted.

SUPPORT MATERIALS

Each applicant has the responsibility to send materials that are relevant, readable and appropriate. GCAC Grants & Services staff may seek further information and clarification from the applicant. Timely response to GCAC requests for additional information is important to the application's success.

In addition to the filing of the electronic application, the following documents must be delivered to GCAC's offices or postmarked within three (3) business days of the application deadline:

- Signed Project Support application cover page
- Any supplemental materials that could not be uploaded to the GoArts system

All electronic supporting documentation is due at the application deadline. Applications will not be considered if the following materials are not in the GCAC office on the stated deadlines:

- Comparative statement*
- Organizational budget, if project is but a portion of the organization's total operation
- Current staff listing
- Current Board listing
- Job description(s) and resume(s)/bio(s) of key personnel

- Samples of work

No more than three (3) of the items listed below can be submitted with the application. Be sure that the project samples are of the highest quality and the best representation of your work.

- Media clip(s) or multi-media presentation(s) (DVD format)
- Musical selection(s) (CD format)
- Brochure or Exhibition catalogue (one (1) hard copy or PDF format)
- Press Article(s) (one (1) hard copy or PDF format)
- Event program(s) (one (1) hard copy or PDF format)

NOTE: Of the DVD or CD submissions, between two (2) and five (5) minutes will be reviewed. Keep this in mind when selecting and cueing samples.

- First-time applicants will also need to submit:

- Proof of 501(c)3 status
- Organizational history

* See **GLOSSARY** for more information

The signed application cover page, including hard copy materials, must be postmarked no later than three (3) business days following the deadline.

Contact Grants & Services staff BEFORE the deadline if unsure what support materials to include with the application.

PAYMENT/FINAL REPORT

Organizations that receive a grant award will receive 50% of their grant following receipt of their signed grant agreement. The remaining 50% will be paid following receipt of the final report's signed cover page and review and approval of the final report.

Final reports are due 30 days following the completion of the activity for which funding was granted. A 30 day extension may be requested in writing BEFORE the due date. Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant amount.

Organizations with overdue final reports will not be considered for funding until their report has been received.

SECTION 4
BOOST
(Broadening Organizations' Overall Skills & Technology)

PURPOSE

BOOST is a capacity-building program supporting the governance, leadership, technology and professional development needs of not-for-profit arts organizations. Applicants are encouraged to make a long-term commitment to continuous improvement and to develop skills that result in benefits not only to the organization, but to the larger arts community.

The BOOST program is funded by the city of Columbus. Views expressed by the program and its grant recipients do not necessarily represent those of the city of Columbus.

APPLICATION DEADLINE

Applications are accepted on the first Monday of every month.

WHAT THE PROGRAM SUPPORTS

GCAC accepts applications in the following categories:

Broadening operational capacity

When an organization finds itself in a situation where expansion of existing capacity is necessary to improve efficiencies or continued growth, GCAC provides funding to obtain resources or expertise to guide and implement operational upgrades. Applications should be clear about long term maintenance when presenting first time activity. For example, expenses related to an upgrade of technology to launch a donor relations management system for the organization or consultant services to implement an online volunteer engagement program would be eligible under this category.

Strengthening governance and leadership

Healthy organizations are vital to the stability of the arts and cultural community. GCAC recognizes that smaller organizations may lack the resources required to continue growth and evolution through the strengthening of infrastructure. Applications should include long-term benefits and maintenance. Examples of eligible activity include expenses related to a board retreat, strategic or long-term planning or an external financial audit.

Facilitating entrepreneurial endeavors that will enhance or directly benefit the arts community

Entrepreneurial spirit is critical to the health of a community and contributes to economic growth, especially in the arts and cultural sector.

In some situations, certain aspects of startup costs can be offset through this program, for example, consultants, strategic planning, board development, etc. These requests will be considered on a case-by-case basis. Interested applicants should schedule a meeting with Grants & Services staff prior to submission of an application.

Capital expenditures, such as building construction/renovation, major equipment purchases, supplies, etc. are not eligible for funding.

Supporting professional development

The ability to continue enhancing the skills of staff members is integral to the growth of an organization. Small grants of up to \$1,000 to offset the costs of professional development

opportunities for organizational staff will be accepted. For example, traditional business skill seminars or discipline specific conferences would be eligible for support under this category.

Individuals not associated with an organization may qualify for professional development assistance under GCAC's Artists in the Community program. See **SECTION 5: ARTISTS IN THE COMMUNITY** for more information.

FUNDING RESTRICTIONS

The BOOST program is not intended to fund the following situations:

- Lobbying expenses;
- Tuition for academic study;
- Activities that have been delivered in the same way for the same purpose on an ongoing basis. Examples include production of annual reports, annual marketing expenses, grant writing or other ongoing usual costs of doing business;
- Production or presentation of a cultural event; and
- Requests for continuation of projects previously funded by this program, without significant justification of new need.

GRANT AWARDS/TIMELINE

Applicants may request up to \$5,000, except where noted above.

Applicants are limited to one (1) grant per year through this program.

Grants & Services Staff reviews applications and provides recommendations to the GCAC President and Grants Committee by the second Friday of the month. The Grants Committee approves the recommendations and contracts or denials are sent by the fourth Friday of the month.

The Grants Committee may recommend one (1) of five (5) actions for any BOOST application:

- Approval for full or partial funding of request amount
- Approval for full or partial funding with stipulations
- Denial with suggestions for resubmission of application
- Denial of funding
- Deferral for further consideration

Funds are awarded on a first-come, first-served basis and the program will be suspended for the remainder of GCAC's fiscal year once the funds have been expended. The program will re-open if additional funds are made available either during the fiscal year or at the start of the new fiscal year.

WHO MAY APPLY

Eligibility restrictions outlined in the General section apply.

All organizations applying to this program should have or demonstrate intent to secure 501(c)3 non-profit status.

Organizations with annual expenses under \$500,000 whose primary focus is arts and culture* are eligible to apply to this program.

NOTE: Operating Support recipients with budgets below \$500,000 are eligible to apply.

* See **GLOSSARY** for more information

HOW TO APPLY

Applications are accepted through GoArts, GCAC's online application system. No paper applications will be accepted.

Organizations applying for entrepreneurial support are strongly encouraged to contact the Grants & Services Department to discuss their application and the appropriateness of their proposed need. This ensures the application is well-developed to increase the applicant's chance of receiving funding.

Upon request, the Grants & Services staff will review draft applications up to one (1) week before the grant deadline.

SUPPORT MATERIALS

Applicants are required to submit support materials with their application. Each applicant has the responsibility to send materials that are relevant, readable and appropriate. In most cases, consultant resumes, seminar or conference materials, etc. will suffice. Grants & Services staff will work with applicants to meet individualized needs.

The signed application cover page, including hard copy materials, is required to be postmarked no later than three (3) business days following the deadline.

Contact Grants & Services staff BEFORE the deadline if unsure what support materials to include with the application.

FINAL REPORT

Organizations that receive a grant award can expect to receive 50% of their grant following receipt of their signed grant agreement. The remaining 50% will be paid following receipt of the final report signed cover page and review and approval of the final report.

Final reports are due 30 days following the completion of the activity for which funding was granted. A 30 day extension may be requested in writing BEFORE the due date. Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant amount. Organizations with overdue final reports will not be considered for funding until their report has been received.

SECTION 5 ARTISTS IN THE COMMUNITY

PURPOSE

GCAC recognizes the important contribution of artists to the creative landscape of the Columbus community. Support for artists is provided through Artist Fellowships, Visual Artist International/National Residency and International Exchange programs, Professional Development Assistance and Supply Grants. These funding and support programs give artists in the community the opportunity to enhance their skills and create work that helps drive the vibrancy of the arts in Columbus and Franklin County.

Artists may also qualify for support of a specific project through the Franklin County Neighborhood Arts Program or the City of Columbus funded Project Support Program. Refer to **SECTION 3: PROJECT SUPPORT** and **SECTION 6: FRANKLIN COUNTY NEIGHBORHOODS ARTS** for more information.

SECTION 5-A: ARTIST FELLOWSHIPS

APPLICATION DEADLINE

GCAC partners with local arts and culture organizations to offer fellowship programs in the following disciplines: Visual Arts, Dance, Film/Video, Emerging Music, and Playwrighting. Each partner determines the guidelines and application/selection process for the individual programs.

Visit www.gcac.org for current information on deadlines, Fellowship partner listing and contact information.

WHAT THE PROGRAM SUPPORTS

Artist Fellowships are intended to recognize outstanding local artists. Fellowships are intended to assist artists in any manner they deem fit to support the creation of new works and/or the advancement of their careers. In some cases, our partners are able to offer additional benefits such as exhibition or showcase performances that give the local artists credibility and a chance to engage local audiences, as they provide the opportunity to experience the vitality of our local artistic community.

AWARDS/TIMELINE

Recipients are selected by a panel of experts in the specific artistic discipline. Their decisions will be based solely on the artistic excellence of the work submitted for review. The primary criterion is artistic quality. Gender, race, age, financial need, education, professional affiliations, previous recognition, and occupation are NOT considerations for funding. Further considerations are detailed within the guidelines for each program as determined appropriate by each partner.

Fellowship awards vary in amount based on discipline, but typically are between \$2,000 and \$5,000.

Visit www.gcac.org for current information on Fellowship partners and contact information.

WHO MAY APPLY

Applicants for support through the Artist Fellowships program must:

- be creative artists who are residents of the city of Columbus and/or Franklin County and who have been so for at least one (1) year prior to date of application.

Work that results in an award may not be resubmitted. Resubmission of work will disqualify the applicant from the review process. Award recipients must remain residents of the City of Columbus and/or Franklin County throughout the grant period.

Visit www.gcac.org for current information on Fellowship and Residency partners and contact information.

ADDITIONAL ELIGIBILITY INFORMATION

Fellowship partners determine additional eligibility requirements or limitations.

Visit www.gcac.org for current information on Fellowship partners and contact information.

HOW TO APPLY

Each Fellowship partner processes applications differently.

Visit www.gcac.org for current information on Fellowship and Residency partners and contact information.

FINAL REPORT

Final reports are accepted online through GoArts, GCAC's online application system.

Final reports are due 30 days following the completion of the activity for which funding was granted.

Failure to submit a timely final report will affect future consideration and eligibility.

SECTION 5-B: PROFESSIONAL DEVELOPMENT

APPLICATION DEADLINE

Applications are accepted on the first Monday of every month.

WHAT THE PROGRAM SUPPORTS

Small grants of up to \$1,000 to offset the costs of professional development opportunities are considered. Examples of eligible activities would be master technique classes, enhancing business skills or attending professional conferences where development opportunities exist.

GRANT AWARDS/TIMELINE

Applicants are limited to one (1) grant per year in this category.

Grants & Services Staff reviews applications and provides recommendations to the President and the Grants Committee by the second Friday of the month. The Grants Committee approves the recommendations, and contracts or denials are sent by the fourth Friday of the month.

The Grants Committee may recommend one (1) of five (5) actions for any Professional Development or Supply Grant application:

- Approval for full or partial funding
- Approval for full or partial funding with stipulations
- Denial with suggestions for resubmission of request
- Denial of request
- Deferral for further consideration

Funds are awarded on a first-come, first-served basis, and these funding categories will be suspended for the remainder of GCAC's fiscal year when the funds have been expended. These categories will re-open when additional funds are made available either during the fiscal year or at the start of the new fiscal year.

WHO MAY APPLY

Applicants for support in the Professional Development category must:

- be creative artists who are residents of the city of Columbus and/or Franklin County and who have been so for at least one (1) year prior to date of application.

ADDITIONAL ELIGIBILITY INFORMATION

Artists who are enrolled in a degree- or certificate-granting program of any kind at the time of application or during the grant period are not eligible to apply under any category.

Artists working full time as teaching staff of a college or university are not eligible to apply.

HOW TO APPLY

Applications are accepted through GoArts, GCAC's online application system. No paper applications will be accepted.

Grants & Services staff will review draft applications up to one (1) week before the deadline.

SUPPORT MATERIALS

Each applicant has the responsibility to submit materials that are relevant, readable and appropriate. All supporting documentation is due on the deadline. In most cases, consultant resumes, seminar materials, etc. will suffice. Grants & Services staff will work with applicants to meet individual needs.

The signed application cover page, including hard copy materials, must be postmarked no later than three (3) business days following the deadline.

Contact Grants & Services staff BEFORE the deadline if unsure what support materials to include with the application.

FINAL REPORT

Final reports are accepted online through GoArts, GCAC's online application system.

Final reports are due 30 days following the completion of the activity for which funding was granted. Failure to submit a timely final report will affect future consideration and eligibility.

SECTION 5-C: SUPPLY GRANTSAPPLICATION DEADLINE

Applications are accepted on the first Monday of every month.

WHAT THE PROGRAM SUPPORTS

Small grants of up to \$500 to offset the cost of supplies to create new work will be considered. For example: filmmakers can use this grant to purchase film stock; visual artists can purchase paint or canvas; dancers can purchase music or specialty shoes, etc.

Call the Grants & Services Staff to discuss specific needs and appropriateness of request.

GRANT AWARDS/TIMELINE

Applicants are limited to one (1) grant per year in this category.

The Grants & Services Staff reviews applications and provides recommendations to the President and the Grants Committee by the second Friday of the month. The Grants Committee approves the recommendations and contracts or denials are sent by the fourth Friday of the month.

The Grants Committee may recommend one (1) of five (5) actions for any Professional Development or Supply Grant application:

- Approval for full or partial funding
- Approval for full or partial funding with stipulations
- Denial with suggestions for resubmission of request
- Denial of request
- Deferral for further consideration

Funds are awarded on a first-come, first-served basis, and these funding categories will be suspended for the remainder of GCAC's fiscal year when the funds have been expended. These categories will re-open when additional funds are made available either during the fiscal year or at the start of the new fiscal year.

WHO MAY APPLY

Applicants for support through the Supply Grants category must:

- be creative artists who are residents of the city of Columbus and/or Franklin County and who have been so for at least one (1) year prior to date of application.

ADDITIONAL ELIGIBILITY INFORMATION

Artist who are enrolled in a degree- or certificate-granting program of any kind at the time of application or during the grant period are not eligible to apply under any category.

Artists working full time as teaching staff of a college or university are not eligible to apply.

HOW TO APPLY

Applications are accepted through GoArts, GCAC's online application system. No paper applications will be accepted.

Grants & Services staff will review draft applications up to one (1) week before the deadline.

SUPPORT MATERIALS

Each applicant has the responsibility to submit materials that are relevant, readable and appropriate. All supporting documentation is due on the deadline. In most cases, consultant resumes, seminar materials, etc. will suffice. Grants & Services staff will work with applicants to meet individual needs.

The signed application cover page, including hard copy materials, must be postmarked no later than three (3) business days following the deadline.

Contact Grants & Services staff BEFORE the deadline if unsure what support materials to include with the application.

FINAL REPORT

Final reports are accepted online through GoArts, GCAC's online application system.

Final reports are due 30 days following the completion of the activity for which funding was granted.

Failure to submit a timely final report will affect future consideration and eligibility.

SECTION 5-D: VISUAL ARTIST RESIDENCIES

This program is under revision. Announcements are expected to be made in Spring 2011.

Contact the Grants & Services Staff if you have any questions.

SECTION 5-E: ARTIST EXCHANGEAPPLICATION DEADLINE

Current year Visual Arts Fellowship finalists and winners, plus all past Visual Arts Fellowship winners are invited to apply for the Dresden/Saxony Residency, a two (2) to three (3) month residency in Dresden, Germany; a Columbus sister city. The submission deadline for this program varies.

WHAT THE PROGRAM SUPPORTS

Up to two (2) Columbus artists are selected to receive two (2) to three (3) month residencies, which includes a pro-rated stipend, airfare, studio space, and housing in Dresden, Germany; one of Columbus' sister cities.

GRANT AWARDS/TIMELINE

The International Committee, comprised of members of the GCAC Board of Trustees, selects up to two (2) artists from the applicant pool after reviewing applications from eligible artists, conducting interviews and deliberation.

WHO MAY APPLY

Applicants for support through the Artist Exchange program must:

- be practicing artists who are residents of the city of Columbus and/or Franklin County and who have been so for at least one (1) year prior to date of application.

ADDITIONAL ELIGIBILITY INFORMATION

Artist who are enrolled in a degree- or certificate-granting program of any kind at the time of application or during the grant period are not eligible to apply under any category. However, artists may include visual documentation of artwork as in the application materials (completed online in the past two (2) years).

Artists who have been awarded a residency or have participated in the exchange program will not be eligible to apply or be considered again.

Award recipients must remain residents of the city of Columbus and/or Franklin County throughout the grant period.

HOW TO APPLY

The Artist Exchange program is by invitation only. Eligible applicants are contacted by mail. A proposal is submitted for consideration which includes the following components:

- Finalized proposal;
- Completed application form;
- CD containing a minimum of ten but not more than twelve (12) images of at least ten (10) different works completed by the applicant within the last two (2) years;
- Corresponding image identification list; and
- Current resume and bio.

FINAL REPORT

While in Dresden, the artist must be willing and able to act as a representative and ambassador for the Greater Columbus Arts Council and the city of Columbus. Within 30 days of the residency recipient's return to Columbus, s/he is required to provide GCAC with a written final report regarding the residency. If the artist fails to submit a report, s/he will be ineligible for future Individual Artists Fellowship awards. Additionally, the recipient will be asked to give a visual presentation and verbal report to GCAC's Board of Trustees within three (3) months of her/his return.

SECTION 6 FRANKLIN COUNTY NEIGHBORHOOD ARTS

PURPOSE

The purpose of the Franklin County Neighborhood Arts program is to increase community participation in the arts throughout Franklin County. The Franklin County Neighborhood Arts program supports a variety of neighborhood and community groups with arts projects in all arts disciplines, provided they are promoted and offered to the general public.

The Franklin County Neighborhood Arts program is financially assisted by the Franklin County Board of Commissioners. Views expressed by the program and its grant recipients do not necessarily represent those of the Franklin County Board of Commissioners.

This program is administered by GCAC's Community Arts Education Program.

APPLICATION DEADLINE

Applications are accepted periodically throughout the year:

Received by: Last business day of February
Notified by: April 15

Received by: Last business day of May
Notified by: July 15

Received by: Last business day of October
Notified by: December 15

GCAC offers application workshops for the Franklin County Neighborhood Arts grant approximately one (1) month prior to each application deadline. Current information can be found online at www.gcac.org.

WHAT THE PROGRAM SUPPORTS

GCAC recognizes the value of arts activities that are of an essentially recreational, avocational or therapeutic nature, and the Franklin County Neighborhood Arts program is designed to help support these activities. Whether it's participating directly in the production of visual art, literature, music, theatre, or dance; attending local arts events such as live performances, festivals, and exhibitions; or participating in educational workshops, classes, seminars - people of all walks of life and all ages throughout Franklin County are seeking more arts experiences.

Franklin County Neighborhood Arts funding is for specific project support only, not for operating support. Funding is available for projects in artistic disciplines. Funding may be used to support all costs associated with the project, including personnel costs, production expenses, marketing and promotion.

GCAC does not award grants for capital improvements, and the Franklin County Neighborhood Arts program, in general, will not award funds for large equipment purchases whose useful life will extend well beyond the completion of the project (i.e.: computers, digital cameras, sewing machines, etc.).

Funding through this program is intended for organizations only.

This program is not intended to be a recurring funding source for organizations, as one of the goals of the program is to distribute funds across the many geographic regions and cultural communities of Franklin County.

For more information or to discuss the appropriateness of a project, contact the Community Arts Education staff.

GRANT AWARDS/TIMELINE

The maximum award is \$2,000, and applications that describe cash and in-kind matching funds will be viewed more favorably.

Applicants may request from \$200 to \$2,000. GCAC's Community Arts Education Staff reviews proposals and makes recommendations to the Community Arts Education Advisory Committee. The Committee approves the recommendations, and contracts or denials are sent by the notification date listed above.

The Community Arts Education Advisory Committee may recommend one (1) of four (4) actions for any Franklin County Neighborhood Arts applications:

- Approval for full or partial funding
- Approval for full or partial funding with stipulations
- Denial with suggestions for resubmission of request
- Denial of funding with encouragement to attend free grant workshop and re-apply for funding in the future.

In general, applicants are limited to one (1) grant per calendar year through this program.

WHO MAY APPLY

This program is open to all Franklin County organizations, including, but not limited to, amateur and avocational groups, traditional arts organizations, civic and neighborhood associations, guilds, social services, youth-centered, K-12 schools and cultural organizations. Funds will only be issued to organizations, not individuals.

Organizations do not need to have 501(c)3 status to be eligible for funding, however, they do need to be non-profit in nature.

Projects must be open and promoted to the general public. Projects that are accessible to all will receive higher priority. Other priority funding criteria include arts projects involving organization partnerships, projects that target underserved populations and/or geographic areas within the county, and projects in which large numbers of beneficiaries may participate.

Religious organizations are eligible to apply for Franklin County Neighborhood Arts funding. Projects should be ecumenical or secular in nature, and open and promoted to the general public beyond the congregation of the applying organization. GCAC cannot fund projects when the purpose or content of the project is to advance a religious ideology.

K-12 schools must demonstrate how proposed projects will provide students with a unique arts-based experience that extends beyond the reach of traditional in-school instruction. Projects must offer students the opportunity for in-depth engagement with the arts; funding will not be awarded for singular arts experiences, such as assembly programs or field trips. Funding is not available to supplement regular instructional programming (teacher salaries, instrument purchases, etc.). School-based projects must include some component that is accessible to the general public beyond the school community. Preference will be given to projects that are designed as school-community partnerships.

ELIGIBILITY RESTRICTIONS

Franklin County Neighborhood Arts funds cannot be used:

- To support projects that are fundraising events;
- For projects with a start date that precedes the Franklin County Neighborhood Arts award notification date;
- By organizations currently receiving funding through GCAC's City of Columbus Grants Program;
- To fund organizations or projects with a primary impact outside of Franklin County;
- By commercial, for-profit businesses or enterprises; nor
- For capital expenditures.

Recurring projects (e.g., an annual summer music festival) will not be funded beyond two consecutive years; after sitting out a year, recurring projects may again apply for Franklin County Neighborhood Arts funding. Organizations may apply for funding for new projects from year to year, but applicants should make sure to explore all possible avenues for funding and sustainability.

HOW TO APPLY

A copy of the application and guidelines can be obtained by visiting

www.gcac.org/grants-services-for-organizations/fcna

Applications must be received (not postmarked) by the deadline for consideration, and any applications received after the deadline may be held for the next cycle.

Projects cannot begin before the notification date for each round (e.g., applications submitted for the October deadline must be for projects that begin after the notification date of December 15).

Mail completed application to:

Franklin County Neighborhood Arts

Community Arts Education Program Office

Greater Columbus Arts Council

100 E. Broad Street, Suite 2250

Columbus, Ohio 43215

Phone: (614) 224-2606

SUPPORT MATERIALS

In addition to the completed application form, you must submit a detailed project budget and one letter of support for your project from a program partner or supporting organization.

Please do not include any other printed materials, CD's, videotapes, or audiotapes; these materials will not be reviewed or returned. All applications must be completed in hard copy and delivered by mail or in person. Applications will not be accepted by e-mail or fax.

Please contact Arts Education staff BEFORE the deadline if you are not sure what support materials to include with your application.

FINAL REPORT

Organizations that receive a grant award can expect to receive 100% of their grant following receipt of their signed grant agreement.

Final reports are due 30 days following the completion of the activity for which funding was granted. Photo documentation of all projects is required. Newspaper/magazine articles, photographic records and documentation of the donor acknowledgement should be attached to all reports.

Organizations with overdue final reports will not be considered for funding until the report has been received.

SECTION 7 OHIO CULTURAL DATA PROJECT (OCDP)

Operated by The Pew Charitable Trusts, the Cultural Data Project is a powerful online management tool designed to strengthen arts and cultural organizations. Arts and cultural organizations enter financial, programmatic and operational data into a standardized online form and can then use the CDP to produce a variety of reports designed to help increase management capacity, identify strengths and challenges and inform decision-making. Organizations can also generate reports to be included as part of the application processes to grant-makers.

This emerging national standard enables participating organizations to track trends and benchmark their progress through powerful reporting tools, empowers researchers and advocates with information to make the case for arts and culture, and equips funders with valuable data to plan and evaluate grant-making activities more effectively.

The Greater Columbus Arts Council currently requires all Operating Support applicants to participate in the Ohio Cultural Data Project. To fully populate the database and give a broader picture of the strength of the arts community in Columbus, all arts organizations are encouraged to complete annual data profiles.

Benefits of Participation

- Powerful reporting tools to track trends and benchmark against other organizations by discipline, budget size and geographic region;
- Over 70 different user reports to assist your organization in producing professionally formatted reports;
- Streamlined grant application process to participating funders;
- Toll-free Help Desk and User Support assistance and free access (by phone) to a team of financial consultants specializing in accounting for nonprofits;
- Statewide on-location, web-based and online training.

Current Ohio Participants

- Greater Columbus Arts Council
- Ohio Arts Council
- Arts Commission of Greater Toledo
- The Cleveland Foundation
- Community Partnership for Arts and Culture
- Culture Works
- Cuyahoga Arts and Culture
- Fine Arts Fund
- GAR Foundation
- The Greater Cincinnati Foundation
- Ohio Citizens for the Arts
- P&G Fund of The Greater Cincinnati Foundation*
- The Carol Ann and Ralph V. Haile, Jr./US Bank Foundation*
- The George Gund Foundation*
- The John A. Schroth Family Charitable Trust, PNC Bank, Trustee

Nationwide, more than 130 public, private, corporate and community-based grant-makers with nearly 170 funding programs are providing support or accepting reports from the CDP.

Instructions

1. Go to www.ohculturaldata.org and click on *New User Registration*
2. Create new *Data Profile*.
Complete a Data Profile for each of the TWO most recently completed fiscal years: start with the earliest year.
3. Enter data using your board-approved financial audit
4. When finished entering data, click on Submit/Error Check: addresses any errors and call the Help Desk if you have any questions.
5. Click on the *Funder Report* link next to the *Data Profile* you just submitted. Click on the report for the Greater Columbus Arts Council and print {or save and upload to GoArts}
6. Review your *Funder Report*; if you need to make changes, call the Help Desk.
7. Include the *Funder Report* along with your GCAC application supplemental materials.

NOTE:

As part of the effort to ensure the accuracy of your data, throughout the year, the OCDP will review each of your submitted *Data Profile(s)* and contact you with suggested revisions. It is your responsibility to make any necessary changes to the submitted *Data Profile(s)*. This process will not interfere with your ability to run *Funder Reports* and apply for grants.

Complete instructions for getting started with the OCDP are available here:

www.ohculturaldata.org/orientation.aspx

Online Training is also available here:

www.ohculturaldata.org/training.aspx

Direct questions concerning the Data Profile to:

Ohio CDP Help Desk
www.ohculturaldata.org
Toll Free: 1-888-60-OHCDP (606-4237)
Email: help@ohculturaldata.org

The Ohio CDP Help Desk is available Monday – Friday from 9:00 a.m. – 5:00 p.m. EST

SECTION 8 ARTS LEGAL ASSISTANCE

The Greater Columbus Arts Council (GCAC) and the Columbus Bar Association (CBA) are pleased to announce a new program offering pro bono legal assistance for Franklin County artists and small arts organizations.

The Arts Legal Assistance Program will be offered for **arts related issues** based on CBA defined areas of legal support (i.e., contracts, copyright and trademark issues, business structure issues and lease agreements).

The program is intended to support individual artists and smaller arts groups. As an initial guideline this would include arts organizations with annual budgets of less than \$200,000.

To ensure pro bono services are available to the broadest group, it is expected that program participants will be limited to using the program twice over a 12-month period.

Applications are accepted on an ongoing basis. Artists and organizations seeking a referral to the appropriate attorney should submit a completed form with necessary support materials to the Grants & Services Department. GCAC Staff will do a preliminary evaluation of the request.

Please note that the volunteer attorney facilitating your case may limit the scope of legal services provided.

Request forms can be downloaded from the website – www.gcac.org

APPENDIX 1 PUBLICITY/DONOR ACKNOWLEDGEMENT

These guidelines are designed to help you acknowledge your support from the Greater Columbus Arts Council (GCAC) as a requirement for the grant you received. This material explains the legal requirements for crediting GCAC that your organization is contractually obligated to fulfill. Failure to credit GCAC for grant awards may jeopardize future funding. Compliance with these requirements will be reviewed when your organization requests grants in the future. Below you will find links to logos and detailed information about your responsibilities for crediting GCAC.

Why publicize grants?

GCAC requires that all arts organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received. As a publicly-funded organization, it is important for GCAC to recognize the funding we receive from the City of Columbus, Franklin County, the Ohio Arts Council and the National Endowment for the Arts. Therefore, all grant recipients are required to help us recognize the vital role that public funding for the arts plays in building a strong community and improving the quality of life in central Ohio. Through generous support from our funders, we are able to award this grant to you.

We ask that you publicize your grant and thank the following funders who helped make the grant possible:

Grant	Funder
Artists in the Community	City of Columbus
BOOST	City of Columbus
Franklin County Neighborhood Arts Grants	Franklin County Board of Commissioners
Operating & Project Support Grants	City of Columbus

We ask that you recognize the Greater Columbus Arts Council's support in press releases and news interviews, to help build additional support for your organization and arts and cultural funding.

We suggest that you add the following City Council members to your mailing list, so they are more aware of your organization and events: President Michael Mentel; President Pro-Tem Hearcel Craig; Councilmember Priscilla Tyson, and Councilmember Eileen Paley. Franklin County Neighborhood Arts grants recipients may choose to add Franklin County Commissioners Paula Brooks, Marilyn Brown and John O'Grady (President) to a mailing list.

As a grantee, the Greater Columbus Arts Council requests that you:

1. Include the GCAC logo in publications you produce for internal and external audiences. Examples of promotional materials include newsletters, brochures, play bills, postcards, educational materials, exhibition signage and Web sites. Operating Support Grant recipients should credit GCAC broadly for the activities of the organization. Project Support and Franklin County Neighborhood Arts grants recipients are required to provide credit on those materials and for those activities associated with the GCAC funding they received.
2. Acknowledge GCAC support in press releases and mention GCAC in newspaper interviews, promotional appearances and event/performance announcements.
3. Contact local media about the grant or include mention of the grant in a news release.

4. List the Greater Columbus Arts Council (and/or include our logo as appropriate) as a supporter of your organization, program or project in annual reports, donor lists, etc. GCAC's formal name should be included in donor lists, at the donor recognition level most appropriate to the grant size. Based on the award amount, if a suitable recognition level does not already exist, recipients should create an appropriate recognition level.

5. FOR OPERATING AND PROJECT SUPPORT RECIPIENTS ONLY:

Provide GCAC with a complimentary full page ad (for Operating Support grantees) or half page (for Project Support grantees) in your playbill, large format event program or other publication where other donors are formally recognized via ad space. Please contact Jami Goldstein, VP of Marketing & Communications and Events for ad information (614-221-8492/jgoldstein@gcac.org).

6. Include GCAC's logo on signs or plaques that recognize funders at events or on facilities.

7. Include the GCAC logo and link to GCAC's Web site (www.gcac.org) on your Web site.

8. Place the following GCAC staff members on your mailing list:

- Ruby Classen, Grants and Services Manager (rclassen@gcac.org)
- Jami Goldstein, VP of Marketing & Communications and Events (jgoldstein@gcac.org)
- Oulanje Regan, Community Arts Education Administrator (for Franklin County Neighborhood Arts Grants recipients only) (oregan@gcac.org)

9. Register at Ohio Event Finder (www.ohioeventfinder.com) and list your events, so they are posted on www.ColumbusArts.com. Make sure to check the box: "Funded by GCAC" as listing your event is a grant requirement.

GCAC can help you by:

1. Providing our logo for your use.
2. Contacting local media about the grants we award.
3. Helping you target appropriate media outlets.
4. Reviewing your publicity and news materials with regard to GCAC's attribution.
5. Offering support for entering events into Ohio Event Finder.

Referring to GCAC:

On first reference, please refer to GCAC as "Greater Columbus Arts Council." On second reference, GCAC is the preferred reference. It is appropriate on news releases to mention the organization and/or agency that provided funds to GCAC for your grant, as listed above. On signage, please list GCAC as "Greater Columbus Arts Council" in text references.

Use of logo on promotional materials:

Download logos online at: www.gcac.org/grants-services-for-organizations/logos.php, in the "Grants & Services for Organizations" section of our Web site. GCAC's logo should be used in promotional materials, programs, educational materials, print advertising and other materials related to the grant you received. We also encourage you to add the logo to your Web site with a link to the GCAC main page, www.gcac.org. If you have questions about logo usage or trouble downloading our logo, contact Jennifer Sadler, Marketing & Communications Coordinator, at 614-221-8691 or jsadler@gcac.org.

APPENDIX 2 FISCAL AGENTS

If the applying organization or individual artist does not have 501(c)3 status, the Greater Columbus Arts Council requires the applying organization submit applications through a fiscal agent.

The fiscal agent must have a 501(c)3 status designation in order to be considered an eligible partner under existing GCAC grant guidelines. GCAC does not require the fiscal agent to be an arts organization, but more importantly that they be a stable and reliable non-profit organization.

Suggested guidelines for selecting a fiscal agent:

- Select an organization with an established administrative record and stable financial history.
- Ensure that the fiscal agent is registered as an organization in GoArts, GCAC's online application system.
- The selected organization may not employ any of the grant applicant's coordinators, producers, or anyone within the board.
- The applicant and fiscal agent should confirm in writing the details of both parties' responsibilities. Grant applicants may wish to consult an attorney during the developing stages of the agreement.
- Because the majority of fiscal agents require a service fee the applicant should include the expense within the project budget of the application. This expense qualifies for all or partial coverage through the awarded grant.

APPLICANT RESPONSIBILITIES

- The application should be completed by the applicant.
- The application cover page must be signed by the fiscal agent in addition to the applicant.
- The applicant is responsible for obtaining the necessary financial documents from the fiscal agent to submit with the application. This can include financial statements, staff and board lists, or other documents as requested by the Grants & Services Office.
- If the fiscal agent assisted applicant is awarded a grant, the grant agreement is made between the Greater Columbus Arts Council and the fiscal agent, not the applicant.
- Any correspondence regarding a fiscal-sponsored application or approved grant must be submitted by the fiscal agent or jointly by the applicant and the fiscal agent.
- GCAC is not responsible for disputes between the applicant and the fiscal agent.

APPENDIX 3

ORGANIZATIONS WITH MANAGEMENT AGREEMENTS

The Operating Support Grant Program is intended to assist organizations whose primary mission is arts and culture. If your organization is in a “management agreement” relationship with another organization, your Operating Support application must include three additional components, two narratives and a letter of endorsement, all outlined below:

1. Statement of Relationship with Managing Organization

- Demonstrate that your organization has a separate identity from the managing organization, as evidenced by brochures, publicity, and general public recognition.
- Explain how your organization acts as an independent entity. Examples include staff dedicated solely to the arts and culture mission and an annual budget under the control or administered by those staff.
- Specify how your organization is governed: Does your organization have a separate board or advisory board, and if so, what is the extent of its authority? To what extent does the managing organization affect operational decisions?

2. Statement of Financial Relationship with Managing Organization

- Identify specifically where your operations are accounted for and reported in your and the managing organization’s financial statements.
- Indicate how the “stand-alone” financial statements provided in the grant application were derived. Is this a budget approved by a governing authority, or is this a re-statement of relevant costs that have been extracted from the budget of the managing entity?
- Indicate the financial relationship between the applicant organization and your parent organization. Specifically:
 - How are overhead and administrative costs handled? Does the parent organization assess an administrative fee, or charge for HR, legal, rent, debt repayment or other such costs? If so what amounts? What percentage of the grant will go to the larger entity for such costs?
 - Does the parent organization provide support that does not appear in the applicant organization’s budget, such as providing services for or staff for building operations costs, grounds maintenance, or for legal, HR or IT services?
 - Specify what revenue, if any, is restricted for or specifically generated for the applicant organization, and the amount of general subsidy for operating provided by the parent organization. At the end of the fiscal year, how does the parent organization handle deficits and surpluses in the applicant organization’s budget?
 - Is there private source of funding to supplement the budget or programs, such as a Friends group or other private support organization? If so, what is the relationship of that organization to the applicant organization? Provide a statement of the financial support from the supporting organization.

3. Letter of Endorsement

- Provide a letter of endorsement and continuing support from the CEO, President or authorized official of the organization providing the management services.

APPENDIX 4

Frequently Asked Questions: Ohio Cultural Data Project

I have a technical question about OCDP. How do I obtain assistance?

Technical questions about OCDP should be directed to the OCDP Help Desk:

Ohio CDP Help Desk

www.ohculturaldata.org

Toll Free: 1-888-97-OHCDP (976-4237)

Email: help@ohculturaldata.org

The Ohio CDP Help Desk is available Monday – Friday from 9:00 a.m. – 5:00 p.m. EST

Is OCDP compatible with Macintosh and PC operating systems?

Yes, OCDP is an internet based application system that is compatible with all internet browsers regardless of operating system.

Several individuals will be working on our data profile. Do all of us need passwords?

No. Do not create multiple usernames/passwords for individual staff members working on your data profile. Share the same username/password. It is not recommended to have multiple users logged in at the same time unless you are able to ensure individuals are not working on the same content at the same time.

Is there a training session I can attend?

Yes. The OCDP offers an online tutorial and webinars. Visit www.ohculturaldata.org to get a schedule of events and to access the tutorial.

I'm a small arts organization. This seems like a lot of work for our organization. What is the benefit?

The Cultural Data Project (CDP) was designed to be used by arts and cultural organizations of all shapes and sizes. Many small organizations, programs and departments participate in the CDP and provide valuable data about arts and culture. In fact, more than 30% of users are small and have budgets under \$100,000. There are tips and suggestions for small arts organizations to consider when completing their profile.

These can be found here: <http://www.ohculturaldata.org/hints.aspx>

I completed my profile and tried to submit, but received a list of "errors." What is an error check?

The error check will perform a number of tests on the selected data profile. Any discrepancies or problems found will be listed on the results page. Each of the items will contain a link to the appropriate section and line number of the Data Profile. All problems must be resolved before the Data Profile can be submitted.

I think I made a mistake on my data profile. What can I do?

Once the data is submitted, it cannot be changed (without contacting the CDP Help Desk) but can be used for reporting and reference purposes. Make sure to alert GCAC if you have found an error that requires OCDP assistance.

Now that my profiles are complete, what else can be done with this information?

There are a series of pre-defined reports for the participating funding organizations, as well as 77 unique trend and comparison reports for use by your organization. These reports can be run for any selected fiscal year-end for which you have a completed Data Profile.

How often do I update the profile?

Annually. Typically, this should happen following the completion of your annual audit, but for smaller arts organizations this should be done at the close of your fiscal year.

What is a Funder Report?

A Funder Report is a report automatically generated by the OCDP. Each funder that uses the OCDP has created a custom report to submit with their applications for various programs. One click is all it takes.

I'm applying for Technical Assistance. Do I need to submit a Funder Report?

No. Operating Support is the only program that requires the OCDP Funder Report as part of the application process. However, all arts and culture organizations are encouraged to participate in the project in order to make the reporting capacity more robust for the state as a whole.

If this document did not answer your questions, please contact the Grants & Services Department, 614.221.8406, grants@gcac.org.

APPENDIX 5

Frequently Asked Questions: GoArts

I have a technical question about GoArts. How do I obtain assistance?

Technical questions about GoArts can be answered by calling the Grants & Services Department between 9:00 a.m. and 5:00 p.m., Monday through Friday at 614.221.8406 or by email – grants@gcac.org.

Is GoArts compatible with Macintosh and PC operating systems?

Yes. GoArts is an internet based application system that is compatible with all internet browsers regardless of operating system. If you do experience difficulties, please contact the Grants & Services Department for assistance.

Several individuals within my organization will be preparing the application. Do all of us need individual logins?

No. Do not create multiple usernames/passwords for individual staff members working on your application. Share the same username/password. It is not recommended to have multiple users logged in at the same time unless you are able to ensure individuals are not working on the same content at the same time.

The application I'm looking for doesn't appear on my home page.

Because of varying deadlines for our different grant programs, certain applications may not be available year round. Typically, GCAC will launch applications sixty (60) days prior to an application deadline.

For programs that accept applications throughout the year and funds are awarded on a "first come-first served" basis, applications will be removed once funds have been expended. The application will be available again once funds have been replenished.

Franklin County Neighborhood Arts does not accept online applications at this time.

Am I eligible for all the applications that are on my home page?

Once you are registered in the GoArts system, you will have access to all the funding program applications available. However, this does not mean you are eligible to apply to every program. It is recommended that you review the current guidelines to determine eligibility or call the Grants & Services Department for assistance.

How do I submit a draft application?

There are two ways to submit a draft application.

- 1) Complete the application, but do not hit submit. Contact the Grants & Services Department to request a draft evaluation. Staff will then enter the GoArts system and review your content and provide a detailed evaluation using the existing review criteria.
- 2) Email a MS Word document containing your application content to grants@gcac.org requesting a draft evaluation. Staff will then review the attachment and provide a detailed evaluation using the existing review criteria.

Draft applications are accepted up to one (1) week before the deadline.

How do I submit my completed application?

Once you have completed all the sections of your application, you can submit the application by clicking on SUBMIT YOUR APPLICATION. You will then receive an email confirmation that your application has been submitted.

I submitted my application by mistake. What can I do?

If it is before the deadline, contact the Grants & Services Department. Corrections and/or changes cannot be made after the deadline has passed.

How do I submit my supplemental materials?

The GoArts system accepts different electronic files to satisfy the supplemental materials requirements. We prefer electronic submission for archival purposes, however, encourage applicants to submit their materials in the best format to show the quality of their samples. For more information on “samples of work,” please refer to the specific program guidelines.

Does my application number have a specific meaning?

The application number is unique identifier. Typically, this number is 10-12 alphanumeric characters in length. Comprised of the YEAR, APPLICATION NUMBER in the system and GRANT TYPE - this number is used by GCAC to track activity and payments internally.

Example:

20100049TA = a 2010 Technical Assistance grant, 49th application in the system for 2010.

Will I get feedback on my application?

Most programs will provide a summary of evaluation comments with your letter of determination. If a summary is not available, Grants & Services staff is available to discuss outcomes specific to your application.

Can I request a partial payment through GoArts?

Depending on the grant type, GCAC will automatically disburse 50% of your award upon receipt of your grant agreement. Operating Support organizations will continue to receive a quarterly automatic disbursement. Artist fellowships are disbursed in full.

If this document did not answer your questions, please contact the Grants & Services Department, 614.221.8406, grants@gcac.org.

**APPENDIX 6:
OPERATING SUPPORT APPLICATION AND EVALUATION KEY**

ORGANIZATIONAL INFORMATION
<p>Well-managed, firmly established arts and culture organizations that have significant impact in the community and on the artistic discipline are vital to the quality of life in Columbus and the Central Ohio region.</p> <p style="margin-left: 40px;">Detail your organization’s top three objectives for the coming year.</p> <p style="margin-left: 40px;">Detail staff or board changes in the last year with particular focus on leadership positions.</p> <p style="margin-left: 40px;">Provide example(s) in your current season where evaluation results had an impact on programming decisions or new initiatives.</p> <p style="margin-left: 40px;">Detail what strategies are in place to diversify and strengthen your organization’s revenue, both earned and contributed. Provide example(s) of changes that have been implemented in the last three years and what has been the result.</p> <p style="margin-left: 40px;">Explain any unusual circumstances that had an impact on your audit results.</p>
<p>SUPPORT MATERIALS:</p> <ul style="list-style-type: none"> 2011-2012 Artistic/business plan Most recent strategic plan Board list Staff list Job descriptions and resume(s) or bios of key personnel and participating artists Most recent audited financial statements Comparative financial statement OCDP Funder Report

EVALUATION (40 points)

Evidence that the organizational leadership (both board and staff) is consistent, qualified and stable. (10)	1 2 3 4 5 6 7 8 9 10
Evidence that financial position is stable; and financial reporting is clear and accurate. (10)	1 2 3 4 5 6 7 8 9 10
Evidence that the organization utilizes research and data to inform decision making. (10)	1 2 3 4 5 6 7 8 9 10
Evidence that the organization maintains diverse revenue streams. (10)	1 2 3 4 5 6 7 8 9 10

EXPANDING AUDIENCES

A vibrant and vital arts and culture community is an integral part of the local economy and an engine for economic development. Established arts and culture organizations provide programming at regular intervals. At times, organizations choose to implement new initiatives to expand their programming and enhance community engagement. The presentation creation or commission of new work, engagement of outside and new to the organization artistic personnel, and/or programs that attract new and younger audiences increase community engagement and create new relationships or efficiencies.

Artistic Development

Briefly describe past or current projects or programs in this category and their outcomes. If none exist, describe plans for future audience expansion, specifically new and younger audiences.

Describe plans for long-term integration of this type of activity and detail how your organization will measure success in this area.

Describe how your organization’s activities affect tourism, promotion or marketing of Columbus as a community and destination.

Detail partnerships and/or collaborations with new or emerging arts organizations in which your organization participates to attract new and young audiences.

Impact

Describe how your organization creates opportunities for the audience or community to interact with the artist(s) or learn about the art form.

SUPPORT MATERIALS:

- Artist resumes/bios
- Evaluation metrics, audience surveys
- Samples of work

EVALUATION (25 points):

- Evidence that the organization is expanding its audience. (10) 1 2 3 4 5 6 7 8 9 10
- Evidence that the organization uses a variety of avenues and takes advantage of available marketing partnerships to increase awareness and audiences. (10) 1 2 3 4 5 6 7 8 9 10
- Evidence that the organization is engaging with emerging arts organizations to broaden audiences. (5) 1 2 3 4 5

EFFICIENCY AND EFFECTIVENESS

Business as usual is not an option in the current economy. Collaborations and partnerships drive idea generation and can improve efficiency and effectiveness within the organization and in the arts and culture community as a whole. These activities will continue to positively affect the vitality of arts and culture organizations.

Detail changes in operational activities that have improved efficiency in operational or artistic processes in the last year. Has this change affected other organizations in the arts and culture community as a whole? If so, how?

Give an example(s) of a partnership or collaboration within the arts community that the organization has used to increase marketing, operational or artistic efficiency and/or effectiveness.

Describe ways your organization creates or strengthens collaborations and/or partnerships between the arts and culture community and other community organizations or sectors to promote efficiency and effectiveness in operations and the impact on the organization and partner/collaborator.

SUPPORT MATERIALS:

Partner or collaborator support letter

EVALUATION (20 points):

Evidence that the organization engages in best practices and utilizes partnerships/collaborations to advance efficiency and effectiveness for the arts and culture community. (10) 1 2 3 4 5 6 7 8 9 10

Evidence that the organization partners or collaborates outside of the arts community to promote efficiency and effectiveness. (10) 1 2 3 4 5 6 7 8 9 10

INNOVATION

One way that arts and culture can drive innovation is through best-in-class marketing. Marketing that is best-in-class raises the visibility of arts and culture organizations and the arts and culture community as a whole across multiple platforms – locally, regionally and nationally. By raising the visibility of all that the arts and culture community has to offer, Columbus will be positioned as a more attractive and appealing place to live and work and as a cultural tourist destination.

Marketing

Describe marketing strategies or plans for the program year for the Columbus community and regional and national audiences. Highlight new or first time efforts targeted outside of Columbus, use of a type of media and/or technology.

Detail what your organization doing to take advantage of local, regional and national marketing efforts. For example – working with Experience Columbus, pooling marketing resources for out of town/state advertising, etc.

Detail programs and/or initiatives that focus on engaging underserved audiences or partnering with social service agencies.

SUPPORT MATERIALS:

- Website
- Social media presence (Facebook, Twitter, Blog, etc.)
- Newsletter
- Marketing plan
- Local, Regional or National press releases or articles

EVALUATION (25 points)

Evidence that the organization has a strong and integrated marketing plan. (10)	1 2 3 4 5 6 7 8 9 10
Evidence that the organization collaborates and informs local, regional and national marketing efforts. (10)	1 2 3 4 5 6 7 8 9 10
Evidence that the organization actively engages underserved audiences or partners with social service agencies. (5)	1 2 3 4 5

**APPENDIX 7
PROJECT SUPPORT APPLICATION AND EVALUATION KEY**

Public Value	
<p>Define what community need(s) this project will address; who it will impact; and how. Provide details regarding how this project will be a meaningful addition to the Columbus community. Discuss who will benefit from this experience and how.</p> <p>Examples of community need: Showcasing an under-represented artistic discipline, targeting specific outreach, raising awareness of a global issue, creating a link between arts and science</p> <p>Examples of impact: Utilizing local artists, engaging with students/education</p> <p>Examples of benefit: Engagement of the community at large; Gain better understanding; Create greater awareness</p>	
Criteria	Evidence
<ul style="list-style-type: none"> ▪ Community need(s) clearly stated and relevant ▪ Impact clear and well-reasoned ▪ Benefit well-defined and meaningful 	<ul style="list-style-type: none"> ▪ Public Value Statement

- Excellent** - Project demonstrates impact to high need area or provides high benefit to community and/or artists.
 - Statement is clear and exemplifies well thought out engagement and planning.
- Satisfactory** - Project outlines a general community impact to need area and slight artist benefit.
 - Statement is defined, but not remarkable.
- Fair** - Project possesses narrow focus on need area or lacks meaningful impact.
 - Statement is vague and too broad.
- Unsatisfactory** - Project does not clearly address the positive external impact to the community or artist.
 - Statement focuses on organizational benefit.

Artistic and Project Quality	
<p>Describe the artistic goals of this project, and how GCAC funding would further those goals. How many artists will this project serve and how will they be selected? Other than this specific project, in what way(s) does your organization engage with artists?</p>	
Criteria	Evidence
<ul style="list-style-type: none"> ▪ Project goals are clearly stated ▪ Quality of the artists, productions, exhibits, works of art and other project 	<ul style="list-style-type: none"> ▪ Grant narrative ▪ Printed materials (programs, catalogs and newsletters)

<ul style="list-style-type: none"> activities ▪ Qualified people are involved in making programming decisions ▪ Quality design is evident in graphic and printed materials 	<ul style="list-style-type: none"> ▪ Press clippings ▪ Resumes or bios of artists, jurors and consultants ▪ Artistic documentation
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Excellent

- Project goals are clearly explained and realistic.
- Artist(s) are of the highest artistic quality as demonstrated by bio(s)/resume(s).
- Project is an excellent example of a strong artistic/cultural program, may show examples of collaboration between disciplines.
- Program management is strongly qualified to lead this arts/cultural project.

Satisfactory

- Project goals are explained and somewhat realistic.
- Artist(s) are identified and a mix of experience as demonstrated by bio(s)/resume(s).
- Program is clearly artistic or cultural in nature.
- Program management identified and qualified to lead this arts/cultural project.

Fair

- Project goals are poorly defined.
- Artist(s) are chosen but not secured or quality is difficult to discern.
- Program is loosely or poorly portrayed as artistic or cultural.
- Program management is identified, but not qualified to lead this arts/cultural project as demonstrated by their bio(s)/resume(s).

Unsatisfactory

- Project goals are missing from narrative.
- Artists are not chosen.
- Program is not artistic or cultural in nature.
- Program management is not identified or qualifications are difficult to discern.

Organizational Goals & Project Implementation

Describe the purpose of the applicant organization and explain how this project strengthens that purpose. Discuss the planning process for this project and how past evaluations of previously completed projects have contributed to this process. How will this project be evaluated? If GCAC cannot award the total request, activities outlined in this application may require prioritizing; describe the effect of partial funding. Discuss any budgetary items, or elements of the financial statements, that require further explanation. Provide the total board of trustees' contribution for this project, as well as the percentage of trustees that have contributed.

Criteria	Evidence
<ul style="list-style-type: none"> ▪ Project fits well within organization's mission and purpose ▪ Evaluation measures are thoughtful and fit the organization's overall goals ▪ Organization demonstrates ability to plan effectively 	<ul style="list-style-type: none"> ▪ Grant narrative ▪ Organizational budget for project year ▪ Job descriptions/resumes of key personnel ▪ Final report (on file) from the most

<ul style="list-style-type: none"> ▪ Appropriate staff, board and committee members are involved 	<p>recent project funded by GCAC</p>
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Excellent

- Project is a good fit with the organization’s mission and purpose.
- Evaluation measures are clearly defined. Methods used are thoughtful, and fit well within the context of the project. Methods to implement into future planning are evident.
- Narrative demonstrates the organization’s history of executing successful projects.
- Qualified and proven people are involved in appropriate roles and duties.
- Board support is clearly outlined and participated in fully.

Satisfactory

- Project is an appropriate fit with the organization’s mission and purpose.
- Evaluation measures are explained and utilized.
- Narrative demonstrates the organization’s ability to plan effectively.
- Staff, board and committee members are identified and most are suited to roles/duties.
- Board support is outlined clearly and participation by most members is evident.

Fair

- Project’s relationship to mission is explained, but not apparent as to fit with the organization’s mission and purpose
- Evaluation measures are explained, yet are not appropriate to activity. Future implementation is unclear
- Board support is unclear and not fully supported

Unsatisfactory

- Project’s relationship to mission unclear
- Evaluation measures are not identified
- Ability to plan is not demonstrated
- Staff, board, and committee members are not identified
- Board support does not exist

Marketing & Audience	
<p>What is the marketing strategy for this project? What audience has been targeted and why? What is the project’s plan for Columbus community participation? What evidence exists of community support for previous activities? In what specific ways will this project include underserved audiences? How many audience members will this project serve, and upon what information is this estimate based?</p>	
Criteria	Evidence
<ul style="list-style-type: none"> ▪ Marketing goals and results are clearly explained and documented ▪ The project audience has been identified and makes sense within context of the organization’s mission ▪ A realistic promotional/marketing plan is outlined ▪ Public component will primarily serve residents 	<ul style="list-style-type: none"> ▪ Grant narrative ▪ Printed materials detailing the range of performance times, accessibility logos

<p>of Columbus</p> <ul style="list-style-type: none"> ▪ Organization's programming and facilities comply with federal ADA requirements ▪ Programs and activities are scheduled at times and locations to assure greatest public participation ▪ Educational programs are open to the public 	
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Excellent -Promotional/marketing plan is creative and will strongly impact success of the project.
 -Audience clearly defined and efforts are focused. Rationale is a natural fit with the organization's mission.
 -Public component is diverse, well defined and meaningful.

Satisfactory -Promotional/marketing plan is reasonable and appears within the organization's capacity.
 -Audience is somewhat defined. Rationale fits with organization's mission.
 -Public component is outlined and appropriate to the audience.

Fair -Promotional/marketing plan exists but is not clearly defined nor explained.
 -Audience is too broad and not clear about who the project is intended to reach.
 -Public component exists but is not clearly defined or explained.

Unsatisfactory -Promotional/marketing plan was not defined or explained.
 -Narrative did not address target audience questions.
 -Public component does not take place in Columbus or does not exist.

Budgets	
Criteria	Evidence
<ul style="list-style-type: none"> ▪ Budget is accurate and realistic for the project ▪ Budget shows a minimum 1:1 cash match ▪ Organization has the ability to craft reasonable annual budgets and meet financial goals 	<ul style="list-style-type: none"> ▪ Project Budget (Income/Expense worksheets) ▪ Internal Financial Statements

Excellent - Cash match is from a broad range of sources including private donations.
 - Project budget is balanced and/or indicates a profit.
 - Internal financial statements are clear and demonstrate strong financial management.

Satisfactory - Cash match is from a small number of sources.
 - Project budget is balanced and/or indicates a small profit.
 - Internal financial statements are clear and demonstrate financial competency.

Fair - Cash match is from one source.
 - Project budget is balanced, but leaves little room for shortfall management.
 - Internal financial statements are unclear and demonstrate the need

for better accounting practices.

- Unsatisfactory**
- Cash match is from an unclear source, high level of pending income shown on the worksheet or is missing.
 - Project budget is unbalanced and/or indicates a loss.
 - Internal financial statements are missing.

Awards

The Grants Committee will determine grant allocations based upon three criteria - the application evaluation/rating, one-on-one meetings and the amount of funds available - by applying a percentage to the request based upon these three factors. These recommendations are presented to the GCAC Board for consideration and approval.

GLOSSARY

501(c)3 Status

A tax exempt status granted by the Internal Revenue Service.

Adjusted Expenses

For Operating Support applications, GCAC reduces Audited Annual Operating Expenses by excluding "Depreciation" and "Contributed or In-kind Services." This figure is used to place organizations in budget peer groups for the purpose of funding allocations.

Arts and Culture

The "arts" is a broad subdivision of culture, composed of many creative endeavors and disciplines. Culture a broader term than "art," which as a description of a field usually means only the arts. The "arts" encompasses many disciplines such as visual arts, literature and the performing arts - music, drama, dance and film, among others.

Audited Financial Statements

Generally known as "the audit," this document contains an organization's fiscal-year financial transactions. Certified public accountants review the transaction for compliance with Generally Accepted Accounting Principles (GAAP). Audited financial statements ensure credibility of the financial records and are tools for making sound financial decisions.

Capital Expenditures

For GCAC grants, capital expenditures are assets with a useful life over three years and a fair market value exceeding \$1,000. Maintenance and repairs that increase the life of an asset will not be recognized for the purpose of determining the grant.

Comparative Financial Statement (Operating Support)

Organizations applying for City of Columbus Operating Support grants are required to submit a document that provides in three columns - last year's actual expense/income figures, this year's budget expense/income figures and next year's budget expense/income figures.

Comparative Financial Statement (Project Support)

Organizations applying for City of Columbus grants are required to submit a document that provides in three columns - last year's actual expense/income figures, this year's budgeted expense/income figures and this year's year to date actual expense/income figures.

Data Profile

The Data Profile is a single fiscal year of data submitted into the OCDP which contains historical data entered after a fiscal year is completed and a board-approved audit/review (or financial statement) is available.

Deficit

Financial deficit is the amount that an organization's annual expenses exceed their annual income.

Fiscal Agent (See Appendix 2 for more information)

A nonprofit organization that holds the tax-exempt status known by the tax code 501(c) (3) and that agrees to submit applications on behalf of an individual or organization that does not yet have tax exemption.

Funder Report

Report that OCDP users generate from the OCDP website and provide to the participating funder, either in hard-copy or electronically, as one part of the application process to that funder. The report presents financial and programmatic information from the users' CDP Data Profile(s) and is designed by the participating funder. The Funder Report is a requirement for Operating Support applicants. While not currently required for other grant applicants, we strongly encourage participation by all arts and cultural organizations.

Matching Funds

Operating and Project Support grants require recipients to match GCAC funding dollar for dollar. This match can include cash on hand, admissions, concession sales, grants and board/individual contributions. In-kind donations and services cannot be used towards the match.

Professional Artist

For GCAC, an individual who generally devotes a large portion of time to the development of one or more art forms, and who has achieved recognition within the community for artistic accomplishments. The professional artist is frequently paid for performances or the creation of art.

Units of Government

For GCAC, this is defined as department(s) or operation(s) at the direction of the City of Columbus, Franklin County or the State of Ohio.