

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 twenty-six (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. Meeting 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 artists and arts organizations. 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;
- Organizations that receive in excess of 10% of their annual adjusted income from the city of Columbus or its departments or divisions;
- 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; or
- 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); and
- 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 6: 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. Any organization seeking Operating Support and Project Support applicants with budgets over \$250,000 are required to participate. See **SECTION 7** and **APPENDIX 4: FREQUENTLY ASKED QUESTIONS: OHIO CULTURAL DATA PROJECT** 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); and
- 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; and
- Ohio Cultural Data Project: GCAC Funder Report (See **SECTION 7** and **APPENDIX 4: FREQUENTLY ASKED QUESTIONS: OHIO CULTURAL DATA PROJECT** for more information).

* 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 eleven 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 twelve to twenty-one 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 – First Monday of March

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 one (1) grant per 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 specific – 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 finances, without prior written approval from GCAC. Failure to properly notify and/or obtain approval could result in the cancellation of the remaining grant.

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 letter of agreement.

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

Audited financial statements are due ninety (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.

Operating Support recipients are required to secure "REVIEW COMPLETE" status for prior fiscal years in the Ohio Cultural Data Project. Failure to do so will affect the evaluation of the application.

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 letter of agreement. The remaining 50% will be paid following receipt of the final report's signed cover page, hard copy materials and review and approval of the final report.

Final reports are due thirty (30) days following the completion of the activity for which funding was granted. A thirty (30) day extension may be requested in writing BEFORE the due date. Failure to submit a final report within ninety (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 thirty (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.