

SECTION 3 PROJECT SUPPORT

PURPOSE

Using funds provided by the city of Columbus to support a broad array of programs provided by professional artists and arts and cultural organizations, 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, 2012
- April 15: Projects between July 1 and December 31, 2012
- July 15: Projects between October 1, 2012 and March 30, 2013
- October 15: Projects between January 1 and June 30, 2013

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 arts and 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 8: 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 SPONSORS** for more information.

University or college departments may apply for project support so long as the activity meets the eligibility requirements (for example, obtain a fiscal agent, public component reaches beyond the college community, etc.) and does not result in student credit or is considered part of the required curriculum.

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

*See **GLOSSARY** for more information.

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; and
- 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 financial statement*;
- Form 990 or most recent annual audit (depending on budget size);
- Ohio Cultural Data Project: GCAC Funder Report (Organizations with budgets over \$250,000);

- 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; and
- 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; and
 - Organizational history.

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; and
- 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.

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

* See **GLOSSARY** for more information

PAYMENT/FINAL REPORT

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 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.