

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 and culture 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 \$10,000, 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 \$5 million whose primary focus is arts and culture* are eligible to apply to this program.

NOTE: Operating Support recipients with annual expenses under \$5 million 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 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.