



**GRANTS FOR
ORGANIZATIONS**

Project Support

**EVENTS, FESTIVALS,
SHORT SERIES**

PURPOSE:

Provide support for a broad range of arts and cultural projects, including events, festivals and short series.

THIS GRANT IS OPEN TO:

Organizations whose primary mission is arts & culture.

Individual artists or groups in collaboration with a Fiscal Sponsor.

AWARD AMOUNT:

Up to \$20,000.

EVALUATION/NEXT STEPS:

Scored grant - rubric out of 20pts.

Committee review;
applicant interviews, as needed.

STAFF CONTACT:

McKenzi Swinehart | 614-221-8746
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DEADLINES:

February 16, 2021

5:00 p.m.

August 16, 2021

5:00 p.m.

Project Support: Events, Festivals, Short Series

Provide support for a broad range of arts and cultural projects, including events, festivals and short series.

Description

Project Support: Events, Festivals, Short Series grants provide assistance for performances, exhibitions, festivals, locally-produced film presentations and community events where the arts are at the core of the project. Projects must be open-to-the-public, include significant participation of professional artists, and have an implementation plan outlined at time of submission.

Who is eligible to apply?

Applicants must fall under one of the two following categories to apply for Project Support: Events, Festivals, Short Series.

- Registered 501(c)(3) nonprofit organizations whose **primary mission is arts and culture**.
 - **Note:** Operating Support grantees are NOT eligible to apply.
- The following applicants are eligible to apply in collaboration with a qualified, local Fiscal Sponsor. See [APPENDIX B](#) for more information about [applying with a Fiscal Sponsor](#).
 - Groups without 501(c)(3) status
 - Individual artists

In addition, projects proposed in the application must meet ALL of the following criteria:

- At least 75% of proposed activities take place within the city of Columbus (check zoning here <http://gis.columbus.gov/zoning/>);
- Demonstrate compensation to professional artists involved in the project; and
- Be open and promoted to the broad public (free or ticketed).

What types of projects or events are ineligible?

- Fundraising events
- Temporary or permanent public art
- Educational programs (including workshops) or youth programs
- Arts therapy programs or projects that use the arts as a tool to raise awareness
- Projects that do not demonstrate a significant benefit to the broad public
- Projects that primarily feature, support, or fund one individual artist

NOTE: If you are unsure if your project meets the eligibility requirements, please contact Grants & Services Manager, McKenzi Swinehart, before starting the application.

What is the maximum amount we can receive?

The maximum award in this grant category is \$20,000. Actual amount received will be based on the project budget and the committee score. It should be noted that no projects will be fully funded and applicants should expect to receive a partial award.

How often can I apply?

Applicants can receive one Project Support award per calendar year.

When are applications due?

As of 2021, Project Support applications will be accepted twice per year.

	ROUND 1	ROUND 2
Draft Review or Guidance Call*	February 2, 2021	August 2, 2021
Application Due	February 16, 2021	August 16, 2021
Introductory Meetings	March 1-5, 2021	August 30 - September 3
Applicants Notified	End of March	End of September
Final Report Due	30 days following Project End Date	

*What is a Draft Review or Guidance Call?

Draft Review: A Grants & Services staff member will review the draft application and provide written feedback and helpful suggestions, giving you a chance to make edits and updates before submitting.

Guidance Call: A Grants & Services staff member will review the draft application and schedule a phone call to offer feedback and helpful suggestions and answer any questions before submitting.

Request for Draft Reviews or Guidance Calls must be submitted by clicking the appropriate button on the bottom of your online application at least two weeks before the application due date.

*Who may request a Draft Review?

Starting in 2020, draft reviews are available only to:

New applicants:

Draft reviews are **required** and must be requested at least two weeks before the due date.

Returning applicants:

Draft reviews are only **available** for:

- Returning applicants who have not received a grant in the past two years.
- Returning applicants who received a score of 15 or under on the previous year's application.

What are the application questions?

Below you will find the current narrative and short-answer questions to assist you in your preparation.

SUMMARY: EVENT, FESTIVAL, SHORT SERIES OVERVIEW

- Describe your project in detail. Write as if the person reading the application knows nothing about the activities you are planning.
- Upload a full schedule of project activities/events locations. Tentative plans are acceptable.
- Project Start & End Date
- Projected total public attendees all activities (do not include participating artists or volunteers).
- Is the project free to the public? What is the anticipated ticket price or price range?
- How many tickets will be donated to reach underserved community members?
- Projected number of artists paid through this project
- Out of the artists paid, list number of artists paid residing in Franklin County.
- How many volunteers participate in the planning and execution of your project?
- How many volunteer hours will be donated for this (approximate)?

SECTION 1: COMMUNITY ENGAGEMENT & COMMITMENT TO INCLUSION, DIVERSITY, EQUITY AND ACCESS (I.D.E.A.)

- **Audience:** Who are you hoping to reach with this project? Tell us everything you know about your current audience and any new audiences you'd like to reach.
- **Community Reach:** How will you promote your project to reach your target audience? Tell us about your marketing plan and any collaborations/partnerships.
- **I.D.E.A.:** Describe specific efforts related to this project that demonstrate your commitment to Inclusion, Diversity, Equity, and Access? How do you engage with, listen to, and lift up voices from historically-marginalized groups?

SECTION 2: ARTISTIC EXCELLENCE & IMPACT

- **Excellence:** How will this project demonstrate artistic excellence? What makes this project special and different from other artistic endeavors?
- **Professional Artists:** Talk about the professional artists you are hiring for this project. How were they selected? How is artist compensation determined and demonstrated? How do you engage with local artists?

SECTION 4: DEMOGRAPHIC DATA

Beginning in 2021, basic demographic information will be collected as part of the grant application process. Organizations will be required to report on the demographics of their staff and board of directors. We view data collection as an essential tool to our commitment to diversity, equity, and inclusion. The data collected will serve multiple purposes: to help us understand how we reflect the communities we serve, to utilize data to better serve the needs of our artistic community, and to track progress with our Inclusion, Diversity, Equity and Access (I.D.E.A.) efforts.

How do I complete the budget section of the application?

You must also complete a budget for the project in the GoArts system. You will add individual line items for project revenue (including earned revenue and contributed support), project in-kind support and overall project expenses. There is a column to indicate where the requested Arts Council funding will be applied, if awarded.

There's also a section to note any budget or financial items that need further explanation (optional).

What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the GoArts system.

Mandatory Supplemental Materials:

- Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)
- Current board, staff, and/or project committee list, indicate each person's role in the project
- If applying with a Fiscal Sponsor:
 - Fiscal Sponsor's most recently submitted 990
 - Fiscal Sponsor contract or agreement
 - Annual events/programs must submit financial bookkeeping records and tax returns. See [APPENDIX B](#) for details.

Optional Supplemental Materials (include if available and relevant):

- Past fiscal year Profit & Loss statement with budget and year-end totals (also known as: statement of activities, income and expense statement)
- Most recently filed 990
- Marketing plan and/or marketing samples
- Links to current or past media coverage
- Artistic work sample materials

First-time applicants will also need to submit the following under the “Other Materials” upload section:

- Proof of 501(c)(3) status
- Brief organizational history

AFTER SUBMITTING – NEXT STEPS

Initial Review

Following the deadline, applications and supplemental materials will be reviewed by Grants & Services staff members to make sure the application is complete and meets eligibility. Staff will complete an initial draft score of the application based on the scoring section below.

Introductory Meetings (new applicants only)

Applicants that are new to Project Support or have not received Project Support in the past three years will be required to participate in an in-person or virtual Introductory Meeting with Arts Council staff and a trustee. The Introductory Meeting is intended to be a conversation to learn more about your organization, discuss specifics of the application, and tell you more about the Arts Council and grant process. There is no need to prepare additional materials or a presentation.

Applicant Interviews (previous grantees, as needed)

Starting in 2021, all Project Support grantees will have a scheduled meeting with Arts Council staff and trustees, when available, within eight weeks after the award date. This meeting will replace the need for Applicant Interviews prior to the award announcement for repeat grantees.

Occasionally, repeat applicants will be asked to attend an Applicant Interview before grant approval to clarify the application, discuss organizational changes, or review the financials submitted.

Evaluation, scoring, and voting

After the interview, grants are reviewed, evaluated and scored by the Creative Advancement Committee and later presented to by the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 20 points (applications receiving scores of 10 or under receive no funding.):

- Community Engagement & Commitment to I.D.E.A. – up to 8 points
- Artistic Excellence & Impact – up to 5 points
- Project Management & Budget/Financials – up to 7 points

Notification

Grant approvals are based on evaluations and available funding. Following a vote from the Board of Trustees, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined). Emails are sent to the primary grant contact and the fiscal sponsor, if applicable. You will receive reviewer/committee notes and a score in the notification email.

AFTER YOU ARE AWARDED

Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in GoArts under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No major changes in the project can then occur, either in activities, key leadership, or finances, without prior written approval from the Arts Council. Failure to properly notify and/or obtain approval could result in the cancellation of the remaining grant.

Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. The Arts Council requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders.

Project Support awardees should credit the Arts Council for all events associated with the project activities detailed in the application utilizing website pages, social media posts and events, print materials, curtain speeches, e-newsletters and on-site signage. Refer to [APPENDIX A](#) for details of the contractual publicity requirements.

Payments

Awarded applicants will receive 50% of their grant award following the receipt of a digitally signed Grant Agreement. The remaining 50% will be paid following receipt and approval of the final report. As of 2021, all payments will be issued through ACH Direct Deposit.

NOTE:
Payments may take up to three weeks to be processed.

Grantee Follow-up Meetings

Starting in 2021, all Project Support grantees will have a scheduled meeting with Arts Council staff and trustees, when available, within eight weeks of the award date. This meeting will replace the need for Applicant Interviews prior to the award announcement for repeat grantees, while encouraging open dialogue between the grantee and the Arts Council.

Also, organizations should be prepared to make available up to four complimentary tickets for all performances, exhibits, or events funded at the request of the Grants & Services department so that staff or trustees can experience your programming live.

Final Reports

Final Reports are due 30 days following completion of the grant period as indicated in your Grant Agreement. To complete your Final Report, login to GoArts, scroll down to “Requires Attention” and click on the “Reports” tab. Extensions may be requested in writing before the final report due date. Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant disbursement. Overdue or failure to submit final complete reports may affect eligibility and impact grant awards in future applications.

APPENDIX B: PARTNERING WITH A FISCAL SPONSOR

Project Support grants are awarded only to 501(c)(3) organizations. The Arts Council allows groups and individual artists to engage a locally-based Fiscal Sponsor to submit for Project Support: Events, Festivals, Short Series grants.

Requirements

- Fiscal Sponsor organizations must have a budget of over \$50,000, as demonstrated by a recent 990 (within three years).
- Fiscal Sponsor organizations must have been established at least one year prior to the application and have completed at least one 990 to the IRS.
- The Fiscal Sponsor may not employ any of the applicant's employees or Board members or any other related party.
- Fiscal Sponsors are required to be involved as a collaborator as opposed to merely a transactional relationship. The expectation is that the Fiscal Sponsor is engaged in a meaningful manner and committed to the financial and artistic success throughout the duration of the project.
- The Fiscal Sponsor does not have to be an arts organization as long as the partnership is authentic and the sponsor can demonstrate financial stability and strong governance.

The requirements aim to minimize risk of the Arts Council's investment and to improve project outcomes by setting standards for the types of organizations that can become Fiscal Sponsors, as well as asking that the sponsor be engaged and lend its organizational experience to the project.

Important considerations

- If the fiscally sponsored event, series, festival, program or season is on-going or annually produced, the group or individual applying must provide full bookkeeping records and bank statements for the project. Depending on the size of the project budget, tax records may also be requested.
- Both parties should agree to and confirm in writing the details of responsibilities.
- The Fiscal Sponsor may require a service fee to cover administrative costs. The applicant should include the expense within the project budget of the application. This is a qualified expense that may be covered by the award.
- The application and final report should be completed jointly.
- If the applicant is awarded a grant, the grant agreement is made between the Arts Council and the Fiscal Sponsor, NOT the applicant. Both parties should review the contract.
- The Arts Council is not responsible for disputes between the applicant and Fiscal Sponsor.

Registering and applying through GoArts

The lead applicant will register as an individual in [GoArts](#). After beginning an application, click on the "Invite Grant Writer or Fiscal Sponsor" button at the bottom of the application. Add the Fiscal Sponsor's employee contact information. The Fiscal Sponsor will receive an email inviting them to the application – they must click on the link and press the "accept" button. If the Fiscal Sponsor currently has an account in GoArts, they then will be able to see the draft application on their dashboard. If they do not have an account in GoArts, they will be invited to register.