Grants & Services Guidelines 2020

Mission: To support and advance the cultural fabric of Columbus.

SUPPORTING ART.
ADVANCING CULTURE.
# TABLE OF CONTENTS

ABOUT US .................................................................................................................. 2

GRANTS OVERVIEW & PROCESS ............................................................................. 4

PROJECT SUPPORT ..................................................................................................... 6

PROJECT SUPPORT: TIER B ...................................................................................... 13

THRIVE ...................................................................................................................... 20

OPERATING SUPPORT ............................................................................................... 25

CAPITAL GRANT ......................................................................................................... 33

INDIVIDUALS – COVID-19 EMERGENCY RELIEF FOR ARTISTS .............................. 36

INDIVIDUALS – SUPPORT FOR PROFESSIONAL ARTISTS .................................. 41

GROUPS – SUPPORT FOR PROFESSIONAL ARTISTS ........................................... 47

BIG IDEAS ................................................................................................................. 53

APPENDIX A: PUBLICITY/DONOR ACKNOWLEDGEMENT ...................................... 59

APPENDIX B: PARTNERING WITH A FISCAL SPONSOR .......................................... 62

APPENDIX C: GRANT APPLICATION HELP & DEFINITIONS ..................................... 63

APPENDIX D: ADDITIONAL ARTS COUNCIL RESOURCES .................................... 65
ABOUT US

MISSION
To support and advance the arts and cultural fabric of Columbus.

VISION
A thriving Columbus where the arts matter to all of us.

OUR BOARD

The Arts Council Board of Trustees is composed of up to 29 members that includes five trustees appointed by elected representatives of the city of Columbus and three appointed by the Franklin County Board of Commissioners. The Board or a committee of the Board evaluates and approves all final funding decisions. The Board meets seven times a year in addition to numerous committee meetings throughout the year. Board meeting minutes are taken and available for public review. To view a current list of the Board of Trustees, please visit our website: https://www.gcac.org/about/board-of-trustees/.

CONFLICT OF INTEREST DISCLOSURE

In accordance with Greater Columbus Arts Council’s Code of Regulation “Duality of Interest” policy, the Arts Council maintains an annual written record of staff and board member’s duality of interest or any possible conflict of interest. A conflict of interest is defined as any artistic, financial or personal relationship that an individual has with an organization or individual that would prevent them from offering an unbiased evaluation, reaching an unbiased decision or any relationship that has a strong likelihood to lead an organization, individual or the public to perceive a conflict of interest.

Staff and Board members who have disclosed a duality of interest or conflict of interest will refrain from participating in grant evaluations, scoring and voting.

PUBLIC FUNDING

The Arts Council receives funding through annual contracts with the city of Columbus and the Franklin County Board of Commissions for the purposes of expanding cultural services and community enrichment, primarily through a competitive grant process. This funding is derived from four primary funding sources:

• City of Columbus Hotel/Motel Excise tax (no less than 75% must be allocated to arts & culture community), since 1978
• City of Columbus Creation, Innovation and Inclusion Fund, since July 2019
• City of Columbus Facility Stabilization Fund (20% of Nationwide Arena’s Arts & Culture Fee receipts), since July 2019
• Franklin County Board of Commissioners, since October 2019

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
In addition to the community funding programs, the Arts Council provides services to and advocates for arts organizations and artists, provides community-wide marketing for the arts and culture scene locally, regionally and nationally, and works closely with policy makers to foster an understanding of the economic and social impact of the arts on communities.

In addition, the Arts Council receives an annual Sustainability grant from the Ohio Arts Council, Ohio’s state arts agency.

OUR THANKS

Many thanks to Mayor Andrew J. Ginther, City Council President Shannon G. Hardin and Columbus City Council Members, Franklin County President Marilyn Brown and the Franklin County Board of Commissioners for their commitment to the Columbus arts and cultural community and the economic impact, education and quality of life that results from that investment.

Over the course of 15+ years Columbus conducted more than 30 studies to assess the impact of the arts on the economy, study peer city funding models, and identify Columbus’ benchmark and determine the needed level of public funds for sustainability. In 2018, we stopped researching and took action. Together with our arts community, we advocated for new funding streams and our city and community leaders responded boldly. Columbus City Council passed legislation in December 2018 to administer a 5 percent arts and cultural admission fee, and in the fall of 2019 the Franklin County Board of Commissioners, for the first time, allocated $2 million to the Arts Council for distribution through its grants programs. We look forward to the impact these new funds will have on families, children, creative sector workers, businesses and residents in Columbus in the coming months and years.

MAJOR FUNDING FOR THE GREATER COLUMBUS ARTS COUNCIL IS PROVIDED BY:

THE CITY OF COLUMBUS
ANDREW J. GINther, MAYor

Ohio Arts COUNCIL

Franklin County BOARD OF COMMISSIONERS

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
Grants Overview & Process

The following grant programs are funded by the city of Columbus and Franklin County. Views expressed by grant recipients and their programs/projects do not necessarily represent those of the city of Columbus, Franklin County or the Greater Columbus Arts Council.

Grants for Organizations

Project Support: Tier A & Tier B
Tier A Purpose: Provide support for a broad range of arts and cultural projects, events and programs.
Tier B Purpose: Provide support for a broad range of grassroots arts and cultural projects, events and programs led by artists or small organizations.

Thrive
Purpose: To support organizations led by and serving communities of color through unrestricted funding and resources.

Operating Support
Purpose: Provide a stable source of financial support for core arts and cultural organizations that are well-managed, firmly established, have significant impact and broad community engagement.

Capital Grants
Purpose: Offer funding for future renovation, expansion or equipping of cultural venues.

Grants for Professional Artists

Individuals
Purpose: Assist artists in making new art and marketing to a broader audience.

Groups
Purpose: Assist groups of artists creating together on a permanent basis in making new art and marketing to a broader audience.

Big Ideas
Purpose: Uplift artist ideas and projects that bring art to the public.

Project Support: Tier B with Fiscal Sponsor
Purpose: Provide support for a broad range of grassroots arts and cultural projects, events and programs led by artists or small organizations.

To access the GoArts online application system, visit: gcac.smartsimple.com
If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
WHAT WE DO NOT FUND

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;
- Independent projects that do not have an eligible Fiscal Sponsor as a collaborative partner;
- Instructional/educational programming, when not part of a larger project;
- Religious programming;
- Fundraisers;
- Elimination or reduction of existing financial deficit;
- Previously completed activities.

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

NON-DISCRIMINATION POLICY

The Greater Columbus Arts Council prohibits discrimination and harassment on the basis of race, color, religion (creed), sex, gender expression or identity, pregnancy, age, national origin (ancestry), disability, genetic information, marital status, sexual orientation, political affiliation, military status, or any other characteristic protected by applicable federal, state or local law in all of its activities or operations.

Any arts and cultural organization or individual artist that receives funding through any of the Arts Council grant programs must ensure that no program participant, employee or applicant for employment is subjected to discrimination or excluded from participation based on any of the attributes listed above.

Failure to comply may result in the termination of this agreement.

APPEALS PROCESS

Applicants who dispute a recommendation on grounds of a procedural error may request a review of that recommendation by the Arts Council Board of Trustees. Procedural errors can include failure of a Board member with a known conflict of interest to abstain from a vote or a misinterpretation of factual data contained in the application. Appeals may not be made on any grounds other than procedural error. Appeals may not be made regarding grant award recommendation or the evaluation of the application.

To file an appeal, the applicant must submit a letter to the President of the Arts Council within 30 days of notification stating the reason(s) for the request for review. Appeals will be reviewed and acted on by the Executive Committee of the Arts Council Board after consultation with Arts Council staff. Such action will be reviewed and voted upon by the Arts Council Board of Trustees whose decision is final.

REVISED: 4.13.2020

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
Project Support TIER A

PURPOSE:
Provide support for a broad range of arts and cultural projects, events and programs.

DEADLINES:
January 15, 2020
5:00 p.m.
May 15, 2020
5:00 p.m.
September 15, 2020
5:00 p.m.

THIS GRANT IS OPEN TO:
Organizations whose primary mission is arts & culture.

AWARD AMOUNT:
Up to $30,000.
Request cannot exceed 30% of project’s cash expense budget.

EVALUATION/NEXT STEPS:
Scored grant - rubric out of 20pts.
In-person interview and committee review.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org
Project Support: Tier A - Purpose

Provide support for a broad range of arts and cultural projects, events and programs

Description

Project Support: Tier A 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, presented at a venue in the city of Columbus, include significant participation of professional artists, and have an implementation plan outlined at time of submission. Applicants presenting seasons, series, or other multiple activity projects spread over a range of dates are encouraged to include the entire body of activities in one application.

Who is eligible to apply?

Applicants must fall under one of the two following categories to apply in Tier A.

- Registered 501(c)(3) nonprofit organizations whose primary mission is arts and culture.
  - Operating Support grantees are NOT eligible to apply.
  - University or college departments are eligible provided that the project focuses its public reach beyond the university/college community AND the project has a minimum of one non-academic partner organization. Project activities cannot result in student credit or be considered part of the required curriculum.

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

- 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.
How much can I apply for in Tier A?

Maximum grant amounts and percentages have been increased in 2020. You may request up to $30,000. The request may not exceed 30% of the project cash expense budget. In-kind expenses will not be included in the project expenses total. However, demonstrating significant in-kind support can impact the evaluation score favorably.

How often can I apply?

Applicants can receive one Project Support award per calendar year (Tier A or Tier B).

When are applications due?

Project Support applications are accepted over 3 rounds. Projects that span multiple months must fall within the Project Activity Dates for each deadline.

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Review</td>
<td>January 2, 2020</td>
<td>May 1, 2020</td>
<td>September 1, 2020</td>
</tr>
<tr>
<td>Application Due</td>
<td>January 15, 2020</td>
<td>May 15, 2020</td>
<td>September 15, 2020</td>
</tr>
<tr>
<td>Applicant Interviews</td>
<td>February 6-20, 2020</td>
<td>June 8-26, 2020</td>
<td>October 6-23, 2020</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of March</td>
<td>End of July</td>
<td>End of November</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>30 days after your Project End Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

To access the GoArts online application system, visit: [gcac.smartsimple.com](http://gcac.smartsimple.com)

If you have any questions or concerns, contact the Grants & Services staff at [grants@gcac.org](mailto:grants@gcac.org)
What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation. There are additional data-based and short-answer questions included in the application in GoArts which are not listed here.

SECTION 1: COMMUNITY ENGAGEMENT

- Who will this project reach? Describe your primary audience for the project and/or the community you serve.
- How will you promote and market your project? Describe strategies in place designed to reach and engage new audiences.
- What are the potential barriers for community attendance? How will you reduce those barriers to make this project inclusive for everyone?
- Discuss collaborations with other organizations, business partners, or social service agencies to create, produce, or promote the project.

SECTION 2: ARTISTIC IMPACT

- What is the artistic vision or goal for this project?
- How does this project meet the artistic needs of the community you serve?
- Talk about the key professional artists hired for this project. How were they selected? How is artist compensation determined and demonstrated?
- What is new and innovative about your project that sets it apart from other local artistic endeavors?

SECTION 3: PROJECT MANAGEMENT & MEASUREMENT

- Briefly outline the planning process steps. Who is responsible for the planning and execution of the project?
- How will you evaluate success of the project? Give examples of the tools you will use to measure impact.
- What lessons from past projects have you used to improve this project?

How do I complete the budget section of the application?

The first part of this section contains a small number of data-based and narrative questions. You also have the opportunity to add notes regarding the budget.

- What percentage of your board/committee is making a personal, financial contribution to the organization or this project?
- Note any budget or financial items that need further explanation.
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.

Arts Council funding requests may be applied to any expense line item in the project budget directly related to the arts and cultural activities. Priority funding areas include: payment to artists or artistic salaries (related to project), marketing/promotion for the project activities, exhibit/production supplies or materials and venue expense. Applicants must demonstrate efforts to use Franklin County artists and service providers, when possible.

What are the required Supplemental Materials (uploads)?

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

**Mandatory Supplemental Materials:**

- Current year organization financial documents with budget and year-to-date (called: profit and loss, statement of activities, income and expense statement)
- Past year organization financial document (called: profit and loss, statement of activities, income and expense statement)
- Most recently filed 990
- Resumes/bios of the project's key leader(s) and primary artist(s)
- Current board or project committee list, with business affiliations
- Evaluation tool example and past evaluation results, if available

**Optional Supplemental Materials (include if available and relevant):**

- Full project budget detail
- Current staff list, if applicable
- Marketing plan and/or marketing examples
- 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 Project Support rubric at the end of this section.

Applicant Interview

Applicants are required to participate in an in-person interview with Arts Council staff and a trustee. Organizations may bring up to three people to the meeting (staff, board or committee members, key volunteers, etc.); applications submitted using a Fiscal Sponsor must have a representative of the sponsor organization in attendance. The interview is intended to be a conversation to learn more about the project and discuss specifics of the application. There is no need to prepare additional materials or a presentation. Evaluation scores may be impacted based on the results of the interview.

Evaluation, scoring, and voting

After the interview, grants are reviewed, evaluated and scored using the Project Support rubric by the Creative Advancement Committee and later presented to by the Board of Trustees for approval.

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 that determines grant award amount 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. 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.

**Assessment and On-Site Visits**

The Arts Council makes its most informed funding decisions using documentation of an organization’s activities, including planning and evaluation documents, progress updates, and final reports. 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.

**NOTE:**
Checks may take up to four weeks to be processed and mailed.
Project Support
TIER B

PURPOSE:
Provide support for a broad range of grassroots arts and cultural projects, events and programs led by artists or small organizations.

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 $7,500.
Request cannot exceed 50% of project cash expense budget.

EVALUATION/NEXT STEPS:
Scored grant - rubric out of 20pts.
In-person interview and committee review.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org

DEADLINES:
January 15, 2020
5:00 p.m.
May 15, 2020
5:00 p.m.
September 15, 2020
5:00 p.m.
Project Support: Tier B - Purpose

Provide support for a broad range of grassroots arts and cultural projects, events and programs led by artists or small organizations

Description

Project Support: Tier B 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, presented at a venue in the city of Columbus, include significant participation of professional artists, and have an implementation plan outlined at time of submission. Applicants presenting seasons, series, or other multiple activity projects spread over a range of dates are encouraged to include the entire body of activities in one application.

Who is eligible to apply?

Applicants must fall under one of the two following categories to apply in Tier B.

- Registered 501(c)(3) nonprofit organizations whose primary mission is arts and culture and have an annual budget of under $50,000.

- The following applicants are eligible to apply in Tier B if they are in a collaboration with a qualified, local 501(c)(3) nonprofit organization who will serve as the Fiscal Sponsor for the duration of the grant. 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:

- 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.
How much can I apply for in Tier B?

You may request up to $7,500 in 2020; this is an increase from 2019. The request may not exceed 50% of the project cash expense budget. In-kind expenses will not be included in the project expenses total. However, demonstrating significant in-kind support can impact the evaluation score favorably.

How often can I apply?

Applicants can receive one Project Support award per calendar year (Tier A or Tier B).

When are applications due?

Project Grants applications are accepted over three rounds. Projects that span multiple months must fall within the Project Activity Dates for each deadline.

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Review</td>
<td>January 2, 2020</td>
<td>May 1, 2020</td>
<td>September 1, 2020</td>
</tr>
<tr>
<td>Application Due</td>
<td>January 15, 2020</td>
<td>May 15, 2020</td>
<td>September 15, 2020</td>
</tr>
<tr>
<td>Applicant Interviews</td>
<td>February 6-20, 2020</td>
<td>June 8-26, 2020</td>
<td>October 6-23, 2020</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of March</td>
<td>End of July</td>
<td>End of November</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>30 days after your Project End Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 questions to assist you in your grant preparation. There are additional data-based and short-answer questions included in the application in GoArts which are not listed here.

SECTION 1: COMMUNITY ENGAGEMENT

• Who are you hoping to reach with this project? How will your project impact the community?

• How will you promote and market your project? Describe strategies in place designed to engage new and underserved audiences.

• Discuss collaborations with other organizations, business partners, or social service agencies to create, produce, finance or promote the project.

SECTION 2: ARTISTIC IMPACT

• Talk about the key artists hired for this project. How were they selected? How is artist compensation determined and demonstrated?

• What is new and innovative about your project that sets it apart from other local artistic endeavors?

SECTION 3: PROJECT MANAGEMENT & MEASUREMENT

• Briefly outline the planning process steps. Who is responsible for the planning and execution of the project?

• Upon completion, how will you know your project has been successful?

How do I complete the budget section of the application?

The first part of this section contains a small number of data-based and narrative questions. You also have the opportunity to add notes regarding the budget.

• What percentage of your board/committee is making a personal, financial contribution to the organization or this project?

• Note any budget or financial items that need further explanation.

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.

Arts Council funding requests in Tier B may only be applied to the following line item expenses: payment to artists, marketing/promotion for the project activities, exhibit/production supplies or materials and venue expense. Applicants must demonstrate efforts to use Franklin County artists and service providers, when possible.
What are the required Supplemental Materials (uploads)?

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

Mandatory Supplemental Materials:

- Current year organization financial documents with budget and year-to-date (called: profit and loss, statement of activities, income and expense statement)
- Resumes/bios of the project's key leader(s) and primary artist(s)
- If applying with a Fiscal Sponsor:
  - Fiscal Sponsor 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):

- Additional financial records to demonstrate long-term planning
- Full project budget detail
- Current staff list, if applicable
- Marketing Plan and/or Marketing Samples
- Links to current or past media coverage
- Artistic work sample materials
- Other materials to support application

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 Project Support rubric at the end of this section.

Applicant Interview
Applicants are required to participate in an in-person interview with Arts Council staff and a trustee. Organizations may bring up to three people to the meeting (staff, board or committee members, key volunteers, etc.); applications submitted using a Fiscal Sponsor must have a representative of the sponsor organization in attendance. The interview is intended to be a conversation to learn more about the project and discuss specifics of the application. There is no need to prepare additional materials or a presentation. Evaluation scores may be impacted based on the results of the interview.

Evaluation, scoring, and voting
After the interview, grants are reviewed, evaluated and scored using the Project Support rubric by the Creative Advancement Committee and later presented to by the Board of Trustees for approval.

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 that determines grant award amount 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. Refer to APPENDIX A for details of the contractual publicity requirements.

To access the GoArts online application system, visit: gcac.smartsimple.com
If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
**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.

**Assessment and On-Site Visits**

The Arts Council makes its most informed funding decisions using documentation of an organization’s activities, including planning and evaluation documents, progress updates, and final reports. 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.

**NOTE:**

Checks may take up to four weeks to be processed and mailed.
PURPOSE
To support organizations led by and serving people of color through unrestricted funding and resources.

THIS GRANT IS OPEN TO:
Arts and culture organizations that are led by and serving people of color.

AWARD AMOUNT:
$10,000 unrestricted award.

EVALUATION/NEXT STEPS:
Competitive - three organizations selected.
Community panel review.

STAFF CONTACT
McKenzi Swinehart | 614-221-8746
mswinehart@gcac.org

DEADLINE:
August 3, 2020
5:00 p.m.
Thrive - Purpose

To support organizations led by and serving people of color through unrestricted funding and resources.

Description

This program intended to address disparities in inequitable funding in the arts and its impact on arts and cultural organizations led by and serving people of color. Thrive will provide unrestricted funding and resources to organizations of color that historically have experienced barriers to capital and resources.

Who is eligible to apply?

Applicants must meet ALL of the following criteria to be eligible:

- Registered 501(c)(3) nonprofit organizations who:
  - Have a mission that is focused on arts and culture
  - Serve the city of Columbus through the majority of events/programs within city limits
  - Demonstrate at least one year of arts programming open to the general public
  - Engage and compensate local professional artists

- Organizations led by and serving people of color/ALAANA communities
  - ALAANA (African, Latinx, Asian, Arab and Native American) is an acronym used nationally by arts sector leaders such as Grantmakers in the Arts and Americans for the Arts. It is intended to be inclusive of any arts organization from a historically underfunded racial or ethnic identity group.

Who is NOT eligible to apply?

- Organizations who receive Operating Support from the Arts Council
- Organizations with the majority of programming dedicated to:
  - Arts education or youth programs
  - Therapeutic arts programs
  - Using arts as a tool for raising awareness about other issues

NOTE: If you are unsure if your organization meets the eligibility requirements, please contact Grants & Services Manager, McKenzi Swinehart, before starting the application.
How much is the award?

Three organizations will be selected annually to be part of a three-year engagement program.

Year One:
- Organizations are awarded an unrestricted grant of $10,000
- Organizations are given an opportunity to work with a consultant paid by the Arts Council (up to $7,000 value) and connected to helpful business resources, including one-on-one or group meetings with Arts Council staff.

Year Two:
- Organizations are eligible for a second $10,000 unrestricted grant based on progress report. No additional application is required.

Year Three
- Each organization has the option to serve as a mentor to a new group awarded Thrive and will receive $5,000 stipend for their time.

How often can I apply?

Awarded organizations will only be selected for the multi-year program once. Organizations who apply and are not selected may reapply each year.

When are applications due?

<table>
<thead>
<tr>
<th>Application Due</th>
<th>August 3, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants Notified</td>
<td>End of September</td>
</tr>
<tr>
<td>Year 1 Progress Report Due</td>
<td>September 1, 2021</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>September 1, 2022</td>
</tr>
</tbody>
</table>

What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation. There are data-based and short-answer questions included in the application in GoArts which are not listed here.

- Briefly describe your organization’s annual activities. Which programs are most successful?
- What are the current challenges your organization faces?
- What are your organizational goals for the next three years? Define at least 3 specific goals.
- What do you need to accomplish your 3 goals? What would prevent you from reaching the goals?
What are the required Supplemental Materials (uploads)?

- Most recently filed 990
- Current year organization financial documents with budget and year-to-date (called: profit and loss, statement of activities, income and expense statement)
- Past year organization financial document (called: profit and loss, statement of activities, income and expense statement)
- Board of directors, staff, and key volunteers list

AFTER SUBMITTING – NEXT STEPS

Review, evaluation, and selection

Following the deadline, applications and supplemental materials will be reviewed by Grants & Services staff members for completeness and eligibility. Applications are evaluated on organizational leadership, community engagement, progress to date, vision/goals and sustainability of the organization. Grants are reviewed and ranked by the Thrive Committee, which includes Arts Council Trustees and community leaders of color. Additional materials or application clarification may be requested by staff or committee members to assist in the evaluation process. The three strongest applications will be recommended to the Board of Trustees for approval.

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 authorizing official, as listed in the GoArts organizational profile.

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 grant can then occur, either in activities, key leadership, or finances, without prior written approval from the Arts Council.

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. Refer to APPENDIX A for details of the contractual publicity requirements.

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
Payments

Awarded applicants will receive 100% of their Year One grant award following the receipt of a digitally signed Grant Agreement. A Year Two grant award will be awarded and disbursed in full after the completion of a satisfactory Progress Report.

Assessment and On-Site Visits

The Arts Council makes its most informed funding decisions using documentation of an organization’s activities, including planning and evaluation documents, progress updates, and final reports. 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.

Required Reporting

A Progress Report is due 11 months after the initial award date; a Final Report is due 12 months after the Progress Report. To complete your reports, 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 report within 90 days of the due date may result in the cancellation in participation in the program. Overdue or failure to submit final complete reports may affect eligibility and impact grant awards in future applications.

NOTE:
Checks may take up to four weeks to be processed and mailed.
Operating Support

PURPOSE
To the best of our ability, provide a source of financial support for core arts and cultural organizations that are well-managed, firmly established, and have significant impact and broad community engagement.

THIS GRANT IS OPEN TO:
Established arts and culture organizations with an average three-year adjusted audited revenue of at least $150,000; only available to organizations previously receiving Operating Support.

AWARD AMOUNT:
Calculated based on three-year average adjusted audited revenue and score. Award amounts are contingent upon funds available.

STAFF CONTACT
Alison Barret | 614-221-8406
abarret@gcac.org

COVID-19 Revised
DEADLINES:
Phase 1: May 1
Phase 2: Sept 1
Phase 3: Dec 1
Operating Support - Purpose

Provide a stable source of financial support for core arts and cultural organizations that are well-managed, firmly established, have significant impact and broad community engagement.

Description

The Operating Support program provides unrestricted funding as an investment in the general operations, administration and programs of eligible arts and cultural organizations in all disciplines.

Who is eligible to apply?

Due to limited funding, this grant is open only to organizations that have received a 2019 Operating Support grant. Applicants must be independent, financially-sound arts and cultural organizations that demonstrate the following attributes to be eligible to apply or maintain eligibility.

Financial Eligibility Requirements

- Minimum of $150,000 three-year average adjusted audited revenue* (see following pages for calculation details) and traditionally (pre pandemic) present a diverse revenue and support stream and dollar-for-dollar cash match; and
- Are able to submit the most recent three years of audited financial statements as part of the application process;
  - Applicants should have an independent audit that includes a statement of functional expenses. If the applying organization is a subsidiary of a parent company that already has audited financial statements, the parent company audit must be submitted along with reviewed financials statements of the applying organization.
  - Organizations that are headquartered in Columbus but with satellite sites outside of the city of Columbus must be prepared to submit Columbus-specific audit documentation for programming/operations only within the city of Columbus.

Artistic Eligibility Requirements

- Primary focus and actual operations are artistic or cultural in nature and have had artistic programming for at least three consecutive years; demonstrate exemplary artistic achievement; and engage and compensate professional artists.

City of Columbus & Nonprofit Eligibility Requirements

- Have held their own 501(c)(3) status for at least three consecutive years; based in and primarily serving the city of Columbus; and demonstrate a wide-ranging impact on the city’s economy and tourism.

Board Governance & Staff Eligibility Requirements

- Operate with professional management and artistic staff; have at least one paid full-time or part-time staff member; and 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.
### When are applications due?

Operating Support applications are available for submission once per calendar year. In response to the impact of the global pandemic, the 2020 OS application process and timelines have been revised to implement a three-phase process and slightly revised quarterly payment schedule.

| PHASE ONE | May 1 | Upload available financial/planning documents |
| PHASE ONE | May 14-26 | In-depth interviews via videoconference |
| PHASE ONE | June 18 | Q1 award notification, grant agreement signed |
| PHASE ONE | June 30 | Q1 award payment processed via ACH |
| PHASE TWO | Sept 1 | Application due in portal |
| PHASE TWO | Sept 7-11 | Interviews, if required |
| PHASE TWO | Oct 15 | Q2 award notification, grant agreement signed |
| PHASE TWO | Oct 30 | Q2 payment via ACH (aligns w/ receipt of public funds) |
| PHASE THREE | Dec 1 | Upload financials/planning documents |
| PHASE THREE | Dec 14 | Q3 & Q4 combined grant agreement signed |
| PHASE THREE | Dec 16 | Q3 payment via ACH |
| PHASE THREE | March 30 | Q4 payment via ACH |

**Audit and FY Report Due:** 105 days after organization’s Fiscal Year End

**Final Report Due:** August 5, 2021 (extended to collect 1 year ticket fee data)

### Ticket Fee Requirement

Recipients of Operating Support are required to apply the city of Columbus’ 5% arts and culture fee to all admission tickets. For details, [https://www.gcac.org/impact-of-the-arts/columbus-ticket-fee/](https://www.gcac.org/impact-of-the-arts/columbus-ticket-fee/). The final report for 2019 grantees has a deadline of August 5 and will collect ticket fee totals from the first year.

### How are awards calculated?

The Arts Council uses a three-year average of the recipient’s adjusted audited revenue* to establish the recipient’s peer group. This three-year adjusted revenue average, the revised 2020 applicant budget peer group and the 2019 application score will determine an annual grant amount.

A separate agreement will be issued for each phase with award amount, which will be dependent on the Arts Council’s available funds and reviews of applicant’s finances and planning. The intention is to distribute quarterly payments in equal amounts, but this is wholly dependent on public funds received.

* **NOTE:** Adjusted audited revenue is defined as: audited revenue less 1) in-kind support, 2) capital contributions, 3) Arts Council grant awards, 4) other funding provided by the city of Columbus and/or Franklin County and 5) related party funds (related party funds are defined as funds provided by an entity controlling, controlled by or under common control with the applicant). This definition has been expanded for the 2020 Guidelines.

---

**To access the GoArts online application system, visit:** [gcac.smartsimple.com](http://gcac.smartsimple.com)

If you have any questions or concerns, contact the Grants & Services staff at [grants@gcac.org](mailto:grants@gcac.org)
2020 OPERATING SUPPORT PROCESS

PHASE ONE: Q1

There is no application for Phase One: Q1. The formal application deadline is moved to September 1 to allow organizations time to prepare response and recovery related to the pandemic. For Phase One, we will lean heavily on the interview process to assess status of organizations. A list of possible questions will be shared prior to the interviews; questions will vary from organization to organization.

May 1: Upload deadline. Organizations will upload available financials (six month forecast/cash flow) and any planning documents to the online application. Planning documents might include steps you have taken to date (staff reductions, loans, etc.) & future scenarios. No special format is required. It is assumed that organizations will already have or are working on such documents. There is NO scoring.

May 14-26: Interviews. The Arts Council staff and board representatives will host in-depth videoconference conversations to understand each organization’s immediate response measures, planning and leadership, including board engagement.

June 18: Award notifications and Q1 Grant Agreements sent. OS awards are voted on by the Arts Council board. By the time recommendations reach the full board, they have been vetted by the Operating Support subcommittee and the board’s Executive Committee.

June 30: Q1 award disbursement via ACH direct deposit.

PHASE TWO: Q2

July 1: Applications are open in GoArts

Sept 1: Deadline for online application/financials. Questions will be relevant to current environment.

Sept 7-11: Applicant interviews, as needed, for clarity or to discuss concerns. There is NO scoring.

Oct 15: Q2 award notification and grant agreement sent. Awards are voted on by the Arts Council board

Oct 30: Q2 award disbursement via ACH. (Payment moved to align with receipt of public funding)

PHASE THREE: Q3 & Q4

Dec 1: Upload deadline for updated financials and planning documents

Dec 7-11: Applicant interviews, as needed, for clarity or to discuss concerns

Dec 14: Q3 and Q4 award notifications combined in one grant agreement. Awards are voted on by the Arts Council board

Dec 16: Q3 award distribution via ACH

March 30: Q4 award distribution via ACH

FY REPORT: The organization’s audit and comparative financial spreadsheet must be submitted as part of the FY Report 105 days after the organization’s fiscal year end. These documents do not need to be uploaded at the time of the application submission.
**FINAL REPORT:** Final Report submission deadlines will be August 5 annually. This enables 12 month reporting on ticket fee receipts.

**AFTER YOU ARE AWARDED**

**Grant Agreement**

In three phases, 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.

**Award Disbursement**

Grant approvals are based on evaluations and available funding. Following a vote from the Board of Trustees/Operating Support Committee, 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 authorizing official (as listed in the GoArts organizational profile).

Please note that all Arts Council grant payments are fully dependent upon funding from the City of Columbus and Franklin County Board of Commissioners. This award does not imply continued or equivalent support from the Arts Council.

With GCAC experiencing several months of zero bed tax or ticket fee revenue, we have made considerable revisions to our 2020 budget to support our OS organizations the best we can. However, we cannot pledge an annual award with the uncertainty of our financial future. Instead, will move to a three-phase financial review and contracts versus an annual contract. In short, our aim is to disburse four equal payments, but this will be contingent on our available funds.

**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. Refer to **APPENDIX A** for details of the contractual publicity requirements.

**Assessment and On-Site Visits**

The Arts Council makes its most informed funding decisions using documentation of an organization’s activities, including planning and evaluation documents, progress updates, and final reports. From time to time, staff and Board members may conduct on-site visits to Operating Support recipients to better assess the impact of the grant awards. 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.

**Required Reporting**

To access the GoArts online application system, visit: [gcac.smartsimple.com](http://gcac.smartsimple.com)

If you have any questions or concerns, contact the Grants & Services staff at [grants@gcac.org](mailto:grants@gcac.org)
Operating Support recipients have a multi-step standard reporting process driven by the organization’s fiscal year and the term of the Arts Council grant agreement. All reporting is submitted through the GoArts portal, under the Requires Attention section, reporting tab.

1) **Fiscal Year (FY) REPORT and Audited Financial Statements** are due **105 days** after an organization’s fiscal year end. You will find this in GoArts application system. Log in, scroll to the bottom to Requires Attention section, in the Reports tab there is a link called FY Report.

   A. Upload the newly completed Audit in the Supplementals tab
      1. Must include Statement of Functional Expenses
      2. Must include management letter or other documentation provided by auditors, if applicable
   B. Use the information from your audit to complete the Comparative Financial Statement
      1. In the Supplementals tab, find the financial spreadsheet under *Comparative Financial Statement*
      2. Download the spreadsheet and then update the FY19 Actuals and FY20 Budget plus comments on variances. Save it to your computer.
      3. Upload the revised/new spreadsheet to the section titled: *Comparative Financial Statement UPDATED*
      4. Using the data in your financial spreadsheet (pulled from your audit), compete the rest of your FY Report and submit by the due date indicated in the system.

**NOTE:** Failure to upload audited financial statements and the comparative financials spreadsheet and complete the FY Report on the due date will result in a reduction of the grant award in the amount of **$500 per day overdue**; the reduction will be applied to the next disbursement. An extension may be granted by the Grants & Services department as long as the extension is requested in writing BEFORE the due date. Arts Council staff has the authority to deny an extension if there is a history of unsupported extension requests.

2) **FINAL REPORT** is due August 5 annually.

   • 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.

**Removal from Operating Support**

The Grants & Services staff monitors the eligibility status of Operating Support recipients and provides notification if the organization’s continued participation in Operating Support appears to be in jeopardy.

In 2020, the series of document reviews and conversations is designed to continuously monitor the viability of an organization in the face of pandemic impact.

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

To access the GoArts online application system, visit: [gcac.smartsimple.com](http://gcac.smartsimple.com)

If you have any questions or concerns, contact the Grants & Services staff at [grants@gcac.org](mailto:grants@gcac.org)
• Demonstrates a 10% or greater deficit for two consecutive fiscal years; or
• Receives a note of going concern in their audited financial statements; or
• Does not meet the minimum three-year average adjusted annual audited revenue of $150,000; or
• The organization’s sustainability is deemed vulnerable or at risk due to financial, board or leadership mismanagement or misconduct.

The above reasons are considered just cause to designate an organization ineligible for the Operating Support program. However, with the recommendation of the Creative Advancement Committee, the Arts Council Board reserves the authority to terminate or extend an organization’s participation at any time.

Once a recipient organization has received notice of concern from the Arts Council, the notice must be distributed to all members of the recipient’s Board of Trustees. Organizations will be required to submit their Board-approved solution, as well as provide additional monthly or quarterly programming or financial reporting. Additional restrictions and requirements may accompany any grant.

An organization’s failure to take corrective action and demonstrate annual progress and stabilization will make it ineligible for Operating Support. An organization cannot receive Operating Support without meeting all eligibility requirements for three consecutive years. The Arts Council and its Board of Trustees may rely on external evaluations to assess the organization’s eligibility.
Capital Grant

PURPOSE
To offer funding for future renovation, expansion or equipping of cultural venues.

THIS GRANT IS OPEN TO:
Arts & culture organizations with facilities and professional sports venues and an annual adjusted revenue over $5M.

AWARD AMOUNT:
Maximum request is yet to be determined and will be based on available funding.

EVALUATION/NEXT STEPS:
Competitive; based on Letter of Intent, the strongest applicants will be invited to submit a full application. Committee review.

STAFF CONTACT
Alison Barret | 614-221-8406
abarret@gcac.org

DEADLINE:
Details of this program will be released mid-year 2020.
Notice

Due to the uncertainty of the funding that will be generated from the Nationwide Arena’s ticket fee, the details, deadlines, and application requirements of this grant program will be announced mid-year in 2020.

Capital Grant - Purpose

To ensure effective and sustainable cultural arts organizations and sports venues and to support public art in the city of Columbus.

Description

Columbus’ Facility Stabilization Fund is designated to fund capital projects for Columbus’ cultural arts and sports venues and to support public art within the city of Columbus. For the purposes of this application, capital projects may include an addition, upgrade, restoration or renovation of an existing permanent structure that will either enhance the property's overall value or increase its useful life.

The Capital Grant Program funds:

- Future renovations, improvements, expansion of existing facilities that extend the useful life of the building
- Accessibility improvements such as elevators, lifts, assistive listening devices, ramps and bathrooms
- Improvements to HVAC system, electrical system, plumbing, and elevators
- Stage/Production improvements such as curtains, lighting, rigging and sound that are a part of a renovation or expansion and required as part of City permit or certificate of occupancy
- Major structural repairs to foundations, roofs, windows, etc.

Process

The Capital Grant program deadlines will be announced mid-year 2020.

- **Step 1:** Letter of Intent (LOI) – short online application
  - Deadline TBD
- **Step 2:** Based on the LOI, the strongest applicants will be invited to complete a full application
  - Deadline TBD, two months following the LOI deadline

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
COVID-19 Emergency Relief for Artists

PURPOSE:
Emergency relief for artists to address the needs and financial impacts of COVID-19.

THIS GRANT IS OPEN TO:
Professional, working artists who have had a loss of income due to COVID-19.

AWARD AMOUNT:
Up to $850.

EVALUATION/NEXT STEPS:
Non-competitive; applications reviewed every Wednesday until funds are exhausted; grant checks disbursed weekly.

DEADLINES:
Applications accepted on a rolling basis until funds have been exhausted

STAFF CONTACT
grants@gcac.org
All Grants & Services staff will be answering questions related to emergency funding.

As of March 16, 2020, and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.
COVID-19 Emergency Relief for Artists

Emergency relief for artists to address the needs and financial impacts of COVID-19.

NOTE: GCAC is temporarily redirecting its Support for Professional Artists funding to this emergency relief program.

As of March 16, 2020 and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.

In addition, we have set up a way for our community to donate to the COVID-19 Emergency Relief for Artists fund to help us to continue to support local artists.

Description

This grant is designed to assist artists of all disciplines with loss of income from COVID-19 as described:

- Recouping financial loss due to cancelled events, including performances, paid speaking gigs, readings, exhibitions, and festival/fairs.
- Offsetting loss of income for teaching artists who are not able to teach during this time due to cancelled lessons/classes and school closures.

IMPORTANT: Funds cannot be requested based on loss of projected advertising revenue on social media/video sites, events/gigs not yet scheduled or booked, or anticipated loss of sales.

Who is eligible to apply?

This grant program is for individual artists across disciplines who are struggling to have their BASIC NEEDS met (shelter, food, and medical) due to loss of artistic income from COVID-19. If you have alternate sources of income, a financial safety net, or are able to meet your most basic needs, we ask that you refrain from applying so that we may serve those who are most vulnerable.

Additionally, you must meet the following criteria to apply:

- Are professional, working artists (age 18 and older);
  - Definition: individuals who devote a significant portion of their time to the creation of personal artwork. The professional artist is likely paid for performances, sells their artwork, or shares their independent body of work with the public on a regular basis. Individuals working in a creative industry primarily producing commercial work are not eligible. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.
- Live in Franklin County;
- Have had residency in Franklin County for at least one year prior to the date of application;
- Are NOT enrolled as a high school or degree-seeking undergraduate student.

NOTE: Members of groups must apply as INDIVIDUALS as each person’s financial situation will vary.
How much can I apply for?
You may request **up to $850**.

**NOTE:** It is likely, based on the demand and available funds, that **you may receive a partial award**. Please ask for only what you need so that we can provide necessarily support to as many artists as possible.

How often can I apply?
Only one application will be reviewed and only one award will be provided per artist.

What kind of expenses qualify for this grant?
**Funds will be UNRESTRICTED** and may be used for any of your most pressing needs. Examples include: rent, food and basic supplies, medical expenses, etc. Again, we ask that artists who are able to meet their basic needs refrain from applying.

When are applications due?
Applications are open and accepted on a rolling basis through mid-June. Applications received by the deadlines below will be processed that same week; grant check mailing may take up to two weeks. This timeline is change from the previous grant cycles.

<table>
<thead>
<tr>
<th>Applications Due</th>
<th>June 9, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants Notified</td>
<td>June 11, 2020</td>
</tr>
<tr>
<td>Checks Mailed</td>
<td>June 15, 2020</td>
</tr>
</tbody>
</table>

**NOTE:** All awards are **PENDING AVAILABLE FUNDS**. We are hoping to serve as many artists as possible during this difficult time, but funding is limited.

What are the application questions and requirements?

- **Narrative Question (short paragraph answer):** *List the lost income source(s) – include the type of lost income (performance, paid speaking gig, readings, exhibitions, festival/fair, and/or teaching artist wages).* You **MUST** include:
  - The specific location/venue of the event(s) cancelled
  - The date(s) of event cancelled
  - The amount of income projected from each cancelled event

- **UPLOAD in PDF or Word:**
  - Screenshot of cancellation from website or social media
Copy of email or cancellation notice from venue/booker/hiring organization

- INITIAL the following statement: “Due to loss of income sources from the COVID-19 response, I need assistance covering basic needs, such as rent/housing, food/supplies, and/or medical expenses.”

- Fill in the Blank: Approximately what percentage of your monthly income comes from your work as an artist?

- Fill in the Blank: How many years have you been working as a PAID freelance, part-time, or full-time artist?

- Narrative Question (short paragraph answer): Describe your most pressing financial needs for the next 2-3 months.

- UPLOAD in PDF or Word:
  - Artist resume and/or artist bio
    - Resume/Bio that demonstrates that you qualify as a professional, working artist with an independent body of work. Please include as much detail as possible so that our staff can verify your qualifications quickly.
  - Artistic work samples (images, videos, or audio) OR a link to a website showing artistic work samples
    - Work samples should demonstrate an independent body of work. Artists that solely produce commercial/contract work are not eligible.

AFTER SUBMITTING – NEXT STEPS

Review, evaluation, and selection

Emergency Relief for Artists grants are reviewed and approved by Grants & Services staff members. They are non-competitive and are not scored. The applications are evaluated to determine artist eligibility, financial need, and reviewed for accuracy and completeness.

Notification

Grant approvals are based on reviews and available funding. Applicants who apply by Tuesdays at 11:59 p.m. will be notified by email of the application award status (approved with award amount or declined) on Thursday of that week. Those who submit after Tuesday at 11:59 p.m. will be notified on the Thursday of the following week.

AFTER YOU ARE AWARDED

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
**Complete your online profile**

We will mail your grant check to the address on file in your Personal Profile – **YOU ARE RESPONSIBLE FOR UPDATING YOUR MAILING ADDRESS**. This is a very important step. The profile can be found in the drop down menu in the upper right corner where your name is listed. Enter all mandatory information and click “Save” before exiting.

**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. **CHECKS CANNOT BE MAILED UNTIL YOU SIGN THE GRANT AGREEMENT!**

**Payments and Checks**

Awarded applicants will receive 100% of the amount granted following the receipt of a digitally signed Grant Agreement. Please cash the check promptly on receipt. We will attempt to mail checks on the day after Grant Agreements are signed – please note that there may be unexpected delays.

**Taxable Income**

Grants and awards from GCAC are considered taxable income; a form 1099 will be mailed to you for each calendar year you received $600 or more from GCAC. We recommend that you consult with your tax advisor to discuss possible tax implications related to grants provided by GCAC.

**Final Reports**

No final report will be required from grantees receiving Emergency Relief for Artist funds.
SUPPORT FOR PROFESSIONAL ARTISTS

Individuals

PURPOSE
Assist artists in making new art and marketing to a broader audience.

THIS GRANT IS OPEN TO:
Professional individual artists with an independent body of work.

AWARD AMOUNT:
Up to $1,750.

EVALUATION/NEXT STEPS:
Non-competitive; applicant and request eligibility and completeness evaluated.
Committee review.
Notifications 35-45 days after deadline.

STAFF CONTACT
Stevi Knighton | 614-221-8569
sknighton@gcac.org

DEADLINES:
As of March 16, 2020, and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.
Individuals - Purpose

Assist artists in making new art and marketing to a broader audience.

Description

This grant is designed to assist artists with the cost of materials, supplies and resources used to create new work and/or marketing or promotional expenses.

Who is eligible to apply?

This grant program is for individuals across disciplines who meet the following criteria:

- Are professional, working artists (age 18 and older);
  - **Definition**: individuals who devote a significant portion of their time to the creation of personal artwork. The professional artist is likely paid for performances, sells their artwork, or shares their independent body of work with the public on a regular basis. Individuals working in a creative industry primarily producing commercial work are not eligible. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.

- Live in Franklin County OR live in a county bordering Franklin County AND primarily exhibit, perform, produce or present artistic work in the city of Columbus;

- Have had residency in Franklin County or a county bordering Franklin County for at least one year prior to the date of application;

- Are NOT enrolled as degree-seeking undergraduate students.

**NOTE**: Award recipients must remain residents of Central Ohio for the entire grant period (1 year).

How much can I apply for?

You may request up to $1,750.

**NOTE**: You may receive a partial award based on the recommendations of the committee, funds available, and/or documentation provided.

How often can I apply?

Once per calendar year.
What kind of expenses or opportunities qualify for this grant?

Funds may be requested for the cost of supplies, materials and resources to help you create new work and/or expenses that assist with the marketing or promotion of you as an artist or your artwork. You are required to use Franklin County based vendors or suppliers or demonstrate a compelling need to use non-local services.

Examples of eligible expenses:

- Materials or supplies that are a part of the final art pieces
- Purchase or rental of tools for the creation of art (including software)
- Location rental for creation of art
- Post-production to finalize new pieces of art
- PR consultant and/or cost to develop strategic marketing & social media plans
- Print or digital advertisement design and/or fees
- Headshots and/or promo videos
- Website or logo design
- Business cards or other print materials
- Submission fees, if related to specific opportunities that help promote your artwork

What types of expenses do not qualify?

Not every request or financial need may qualify for the grant. The most common reason an application is not funded is because the request does not fit the grant program or is for an ineligible expense.

Ineligible expenses (list is not comprehensive, see note below):

- Travel or touring costs
- Computers, tablets, smart phones, televisions
- Previously purchased services, products, materials or resources (no reimbursements)
- Event, exhibition or performance expenses
- Your own artist fees
- Marketing or promotion for a business/organization other than your personal art business
- Marketing or promotion for events eligible for Project Support

NOTE: If you are unsure if your expenses qualify, please contact Grants & Services Coordinator, Stevi Knighton, before starting your application.
When are applications due?

ALL INDIVIDUAL AND GROUP GRANT APPLICATIONS ARE CURRENTLY ON HOLD. As of March 16, 2020, and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.

Future grant cycles will be added and announced as funding is available.

What are draft reviews?

Upon request, Grants & Services staff will review applications and provide comments up to two weeks before the application deadline. To request a draft review, click “Request Draft Review” at the bottom of the application in the GoArts system. DO NOT SUBMIT. Allow at least one week for a response.

What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation.

- List the items or services you are requesting as a part of this grant.
- How will the funds help you create your new work or market your art to a broader audience?
- Describe how you regularly share or plan to share your artwork with the public (performances, exhibitions, sales, publishing, events, etc).

How do I complete the expense section of the application?

There is a section in the online application where you will add individual line items for each expense (up to eight). You may consolidate expenses, if you are purchasing many items.

NOTE: Each expense requested must include documentation in the Supplement Materials (upload) section that lists the item and cost.

What are the required Supplemental Materials (uploads)?

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

- Artist resume and/or artist bio
- Artistic work samples (images, videos, or audio) OR a link to a website showing artistic work samples
• Estimated cost documentation for each item requested, such as:
  o Screenshot of expense online
  o List of item(s) with costs from catalog or vendor
  o Invoice or email with details of item(s) and cost
  o Invoice or detailed email from vendor, consultant, or designer

• If hiring a vendor/consultant, provide a website, bio, and/or work samples demonstrating expertise

AFTER SUBMITTING – NEXT STEPS

Review, evaluation, and selection

Individual Artist grants are reviewed and approved by the Creative Advancement Committee and accepted by the Board of Trustees. They are non-competitive and are not scored. The applications are evaluated to determine artist and expense eligibility and reviewed for accuracy and completeness.

Notification

Grant approvals are based on reviews and available funding. Following a vote from the Creative Advancement Committee, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined).

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 changes in the proposed expenses can occur without prior written approval from the Arts Council – send an email to grants@gcac.org if you need to request of change in spending or activities.

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. Refer to APPENDIX A for details of the contractual publicity requirements.
Payments & Spending the Funds

Awarded applicants will receive 100% of their grant following the receipt of a digitally signed Grant Agreement. Please cash the check promptly on receipt. Note that you have up to a year to spend the funds and don’t forget to KEEP YOUR RECEIPTS.

Final Reports & Receipts

Final Reports, including receipts for all funds spent, are due one year following your grant approval date. To complete your Final Report, login to GoArts, scroll down to “Requires Attention” and click on the “Reports” tab. You will not be eligible to apply for a new grant until you complete the previous final report. Extensions may be requested in writing before the final report due date. Overdue reports may affect eligibility and impact grant awards for future applications.

NOTE:
Checks may take up to four weeks to be processed and mailed.
SUPPORT FOR PROFESSIONAL ARTISTS

GROUPS

PURPOSE
Assist groups of artists creating together on a permanent basis in making new art and marketing to a broader audience.

THIS GRANT IS OPEN TO:
Professional artists creating artwork together consistently under one group name.

AWARD AMOUNT:
Up to $2,750.

EVALUATION/NEXT STEPS:
Non-scored; applicant and request eligibility and completeness evaluated.
Committee review.
Notifications 35-45 days after deadline.

STAFF CONTACT
Stevi Knighton | 614-221-8569
sknighton@gcac.org

DEADLINES:
As of March 16, 2020, and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.
Groups – Purpose

Assist groups of artists creating together on a permanent basis in making new art and marketing to a broader audience.

Who is eligible to apply?

Any artistic group that has at least two consistent members and a history of creating together under the group name for at least one year prior to the application is considered a permanent group. 501(c)(3) organizations are NOT eligible. Individual artists working on collaborative projects are NOT eligible for the Group application. All members of the group must also meet the following requirements:

- Are professional, working artists (age 18 and older);
  - Definition: individuals who devote a significant portion of their time to the creation of personal artwork. The professional artist is likely paid for performances, sells their artwork, or shares their independent body of work with the public on a regular basis. Individuals working in a creative industry primarily producing commercial work are not eligible. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.

- Live in Franklin County OR live in a county bordering Franklin County AND primarily exhibit, perform, produce or present artistic work in the city of Columbus;

- Have had residency in Franklin County or a county bordering Franklin County for at least one year prior to the date of application;

- Are NOT enrolled as degree-seeking undergraduate students.

NOTE: Award recipients must remain residents of Central Ohio for the entire grant period (1 year).

Who should submit the application on behalf of the group?

Anyone who is a permanent member of the group may submit. The applying member will ultimately be responsible for signing the application, and if awarded, the Grant Agreement. The applying member will also receive a 1099 for awards $600 and over. All permanent members of the group will be added to the application and will receive an email asking them to “accept” or “decline” an invitation to join the application. Each member must accept before the application can be approved. Individuals participating in a Group application are ineligible to apply for additional grants on their own in the same calendar year.

How much can I apply for?

You may request up to $2,750. NOTE: You may receive a partial award based on the recommendations of the committee, funds available, and/or documentation provided.

How often can I apply?

Once per calendar year.
What kind of expenses or opportunities qualify for this grant?

Funds may be requested for the cost of supplies, materials and resources to help you create new work and/or expenses that assist with the marketing or promotion of your group or artwork. You are required to use Franklin County based vendors or suppliers or demonstrate a compelling need to use non-local services.

Examples of eligible expenses:

- Materials or supplies that are a part of the final art pieces
- Purchase or rental of tools for the creation of art (including software)
- Location rental for creation of art
- Post-production to finalize new pieces of art
- PR consultant and/or cost to develop strategic marketing & social media plans
- Print or digital advertisement design and/or fees
- Headshots and/or promo videos
- Website or logo design
- Business cards or other print materials
- Submission fees, if related to specific opportunities that help promote your artwork

What types of expenses do not qualify?

Not every request or financial need may qualify for the grant. The most common reason an application is not funded is because the request does not fit the grant program or is for an ineligible expense.

Ineligible expenses (list is not comprehensive, see note below):

- Travel or touring costs
- Computers, tablets, smart phones, televisions
- Previously purchased services, products, materials or resources (no reimbursements)
- Event, exhibition or performance expenses
- Your own group’s artist fees or payment to temporary band/ensemble members
- Marketing or promotion for a business/organization other than your group’s
- Events or projects that are eligible for Project Support

NOTE: If you are unsure if your expenses qualify, please contact Grants & Services Coordinator, Stevi Knighton, before starting your application.
When are applications due?

ALL INDIVIDUAL AND GROUP GRANT APPLICATIONS ARE CURRENTLY ON HOLD. As of March 16, 2020, and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.

Future grant cycles will be added and announced as funding is available.

What are draft reviews?

Upon request, Grants & Services staff will review applications and provide comments up to two weeks before the application deadline. To request a draft review, click “Request Draft Review” at the bottom of the application in the GoArts system. DO NOT SUBMIT. Allow at least one week for a response.

What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation.

- List the items or services are you requesting as a part of this grant.
- Describe the history of your group. How will the funds help you create your new work or market your art to a broader audience?
- Describe how you regularly share your group’s artwork with the public (performances, exhibitions, sales, publishing, events, etc).

How do I complete the expense section of the application?

There is a section in the online application where you will add individual line items for each expense (up to eight). You may consolidate expenses, if you are purchasing many items.

NOTE: Each expense requested must include documentation in the Supplement Materials (upload) section that lists the item and cost.

What are the required Supplemental Materials (uploads)?

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

- Group bio including an overview of past performances/exhibits/events
  - Artistic resume/bio for each permanent member of the group

To access the GoArts online application system, visit: gcac.smartsimple.com

If you have any questions or concerns, contact the Grants & Services staff at grants@gcac.org
• Artistic work samples (images, videos, or audio) OR a link to a website showing artistic work
• Estimated cost documentation for each item requested, such as:
  o Screenshot of expense online
  o List of item(s) with costs from catalog or vendor
  o Invoice or email with details of item(s) and cost
  o Invoice or detailed email from vendor, consultant, or designer
• If hiring a vendor/consultant, provide a website, bio, and/or work samples demonstrating expertise

AFTER SUBMITTING – NEXT STEPS

Review, evaluation, and selection

Individual Artist grants are reviewed and approved by the Creative Advancement Committee and accepted by the Board of Trustees. They are non-competitive and are not scored. The applications are evaluated to determine artist and expense eligibility and reviewed for accuracy and completeness.

Notification

Grant approvals are based on evaluations and available funding. Following a vote from the Creative Advancement Committee, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined) approximately 30-35 days after the deadlines.

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 changes in the proposed expenses can occur without prior written approval from the Arts Council – send an email to grants@gcac.org if you need to request of change in spending or activities.

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. Refer to APPENDIX A for details of the contractual publicity requirements.
Payments & Spending the Funds

Awarded applicants will receive 100% of their grant following the receipt of a digitally signed Grant Agreement. Please cash the check promptly on receipt. Note that you have up to a year to spend the funds and don’t forget to KEEP YOUR RECEIPTS.

Final Reports & Receipts

Final reports, including receipts for all funds spent, are due one year following your grant approval date. To complete your Final Report, login to GoArts, scroll down to “Requires Attention” and click on the “Reports” tab. You will not be eligible to apply for a new grant until you complete the previous final report. Extensions may be requested in writing before the final report due date. Overdue reports may affect eligibility and impact grant awards for future applications.

NOTE:
Checks may take up to four weeks to be processed and mailed.
PURPOSE
Uplift artist ideas and projects that bring art to the public.

INITIAL PITCH DEADLINE:
February 5, 2020
5:00 p.m.
June 5, 2020
5:00 p.m.
October 5, 2020
5:00 p.m.

THIS GRANT IS OPEN TO:
Professional individual artists.
Groups of professional artists.

AWARD AMOUNT:
Up to $3,500.

EVALUATION/NEXT STEPS:
Scored grant - three levels of funding.
After the initial pitch, selected finalists will participate in a project discussion and final application.

STAFF CONTACT
Stevi Knighton | 614-221-8569
sknighton@gcac.org
Big Ideas - Purpose

Uplift artist ideas and projects that bring all art forms out into the community

Who is eligible to apply?

This grant program is for individuals across disciplines who meet the following criteria:

- Are professional, working artists (age 18 and older);
  - Definition: individuals who devote a significant portion of their time to the creation of personal artwork. The professional artist is likely paid for performances, sells their artwork, or shares their independent body of work with the public on a regular basis. Individuals working in a creative industry primarily producing commercial work are not eligible. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.
- Live in Franklin County OR live in a county bordering Franklin County AND primarily exhibit, perform, produce or present artistic work in the city of Columbus;
- Have had residency in Franklin County or a county bordering Franklin County for at least one year prior to the date of application;
- Are NOT enrolled as degree-seeking undergraduate students.

NOTE: Award recipients must remain residents of Central Ohio for the entire grant period (1 year).

What types of projects or events are eligible?

- Performances, exhibits/exhibitions, film screenings, festivals, and arts events led by artists that:
  - Take place within the city of Columbus
  - Demonstrate payment to professional artists involved; and
  - Are open and promoted to the public (free or ticketed).

What types of projects or events are NOT eligible?

- Previously completed activities (no reimbursements)
- 501(c)(3) nonprofit led projects (artists cannot submit on behalf of a nonprofit)
- 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
- Requests that overlap with Project or Operating Support grants
- Requests that overlap with Individual Artist or Group grants

NOTE: If you are unsure if your project meets the eligibility requirements, please contact Grants & Services Coordinator, Stevi Knighton, before starting the application.
How much can I apply for?
Up to $3,500.

How often can I apply?
Applicants can receive one Big Ideas grant each year. If you submit an initial pitch and are not selected, you may reapply in another round.

When are applications due?
Big Ideas applications are accepted over three rounds.

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Pitch Due</td>
<td>February 5, 2020</td>
<td>June 5, 2020</td>
<td>October 5, 2020</td>
</tr>
<tr>
<td>Finalists Selected</td>
<td>February 7, 2020</td>
<td>June 10, 2020</td>
<td>October 9, 2020</td>
</tr>
<tr>
<td>for Next Round</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Discussion</td>
<td>February 11-14, 2020</td>
<td>June 15-18, 2020</td>
<td>October 13-16, 2020</td>
</tr>
<tr>
<td>with Finalists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Due</td>
<td>February 21, 2020</td>
<td>June 25, 2020</td>
<td>October 23, 2020</td>
</tr>
<tr>
<td>from Finalists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of March</td>
<td>End of July</td>
<td>End of November</td>
</tr>
<tr>
<td>Final Report Due</td>
<td></td>
<td></td>
<td>30 days after your Project End Date</td>
</tr>
</tbody>
</table>

What is the application process?

- **Step 1:** Initial Pitch – very short online application
- **Step 2:** Based on the Initial Pitch, the strongest applicants will be invited to complete a full online application and scheduled for a short Project Discussion.
- **Step 3:** Project Discussions are scheduled for 20-30 minutes; applicants may attend in person or call into the meeting.
- **Step 4:** Complete the full application based on recommendations from the Project Discussion.
What are the application questions?

INITIAL PITCH

- Title of project
- Estimated total project cost
- Grant request amount
- Approximate number of artists paid
- Give a short description of the project, including a rough timeline, venue/location ideas, and artists who may be involved.

FULL APPLICATION (invited finalists only)

- Tell us more about your project. What makes you excited about this project? What is innovative about your idea?
- What experience do you have leading this type of project? How will you involve other artists or collaborators?
- How do you plan to promote the project? How many people do you expect to attend?
- If approved for a partial award or less than requested, how would the project be impacted?
- UPLOAD in Word or PDF
  - Your artistic resume or bio

How do I complete the budget section of the full application?

Click on the “Add/View Budget” button. Think about all of your costs related to your project from start to finish (venue, marketing, print materials, contractors, insurance, supplies, artist fees), add a line by clicking the plus (+) button for each expense you will have. Estimate the costs based on your research. If your project will generate income (ticket or merchandise sales, sponsorships, donations, etc.), enter a line for each income source. It is not required that you have an income source outside of grant funds.
AFTER SUBMITTING THE INITIAL PITCH – NEXT STEPS

Initial Review
Following the deadline, the Initial Pitch will be reviewed and the strongest pitches (up to 6) will be notified that they have made it to the next step and are considered finalists. A strong pitch consists of a compelling idea with potential to be brought to fruition based on the following:

- Originality- This idea is innovative, new or different from similar ideas.
- Artist impact- This is a new project for the artist(s) involved or elevates the artists’ current work; this will allow the artist(s) to reach a broader audience.
- Community impact- This will be available or open to the public; this project will reach a historically marginalized and/or otherwise underserved community.

Project Discussion
Finalists will be asked to sign-up for a Project Discussion with Arts Council staff and a trustee. The discussion will include going over the full application questions, budgeting process, and details of the project plan. The Arts Council will connect finalists to resources and provide guidance, as appropriate.

Full Application
Following the Project Discussion, finalists will have a week to complete a full application in the online system based on the meeting. The application will be sent to the Creative Advancement Committee.

Evaluation, scoring, and voting
The Initial Pitch and Full Application are reviewed, evaluated and scored by the Creative Advancement Committee and later approved by the Board of Trustees.

- Score A - $3500 award
- Score B - $3,000 award
- Score C - $2,500 award
- No Award

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). You will receive reviewer/committee notes and a score that determines grant award amount 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, 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. Refer to APPENDIX A for details of the contractual publicity requirements.

Payments

Awarded applicants will receive 90% of their grant award following the receipt of a digitally signed Grant Agreement. The remaining 10% will be paid following receipt and approval of the Final Report. Don’t forget to KEEP YOUR RECEIPTS.

Invitation & Tickets

The Arts Council makes an effort to engage with as many grantees as possible by attending events and activities funded through the grants program. Please add grants@gcac.org to your email list for the project and make available two tickets for any events that are part of the project at the request of the Grants & Services department.

Final Reports & Receipts

Final Reports, including receipts/paid invoices for all funds spent, 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.

NOTE:
Checks may take up to four weeks to be processed and mailed.
APPENDIX A: PUBLICITY/DONOR ACKNOWLEDGEMENT

The Arts Council requires that all arts and cultural organizations and individual artists receiving funding demonstrate the public value of the arts by acknowledging support from the Greater Columbus Arts Council. Failure to credit the Arts Council for grant awards may jeopardize future funding.

General Guidelines

On first reference in text, please refer to us as the “Greater Columbus Arts Council.” On second reference, Arts Council is acceptable. Do NOT use the acronym, GCAC.

Operating Support recipients should credit the Arts Council broadly for ALL of the activities of the organization on an on-going basis. This includes acknowledgement utilizing all channels available, such as: website, social media, press releases, print materials, curtain speeches, special events, e-newsletters, on-location signage, and on specific exhibitions or projects within a given year.

Project Support and Big Ideas recipients 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.

Individual Artists (including Groups) should use the channels available to them, such as social media, newsletters and press releases to recognize support from the Arts Council.

Social Media

All grantees should acknowledge their grant via social media channels at the time of award notification. Like and tag the Greater Columbus Arts Council and Columbus Makes Art pages on Facebook, use @GCAC_Cbus on Twitter and/or include hashtags #gcacgrants and #artmakescbus on Instagram. Facebook events should also contain recognition of the award.

Event Listings

Listing your event via the Ohio Event Finder is a grant requirement for organizations and optional for individual artists. Register at Ohio Event Finder (www.ohioeventfinder.com) and list your events so they are posted on both ColumbusMakesArt.com and ArtsinOhio.com. Make sure to select the event attribute: "Funded by the Greater Columbus Arts Council." Events indicated as such are regularly shared with Arts Council board members. If you are an individual presenting an event, contact your venue to list the event through Ohio Event Finder.
Visual Acknowledgement

On signage, please use our complete logo wherever possible. The logo includes the graphic representation of GCAC AND the words “Greater Columbus Arts Council.” Both elements are required anywhere the logo is included. At minimum, include a text reference to “Greater Columbus Arts Council” on signage.

- Download logos online at https://www.gcac.org/about/gcac-logos/.
- Include the Arts Council logo and link to the Arts Council website (www.gcac.org) on your website or event page.
- Include the Arts Council logo in all print and digital media that you produce for internal and external audiences. Examples of promotional materials include newsletters, eblasts, brochures, playbills, postcards, advertisements, educational materials, exhibit signage.
- List the Greater Columbus Arts Council as a supporter of your organization or project in donor lists at the donor recognition level most appropriate to the grant size.

Program Ads – Operating & Project Support Grantees

Operating and Project Support grantees must provide the Arts Council with a complimentary ad in playbills, programs or other publications where other donors are formally recognized. When you receive notification of your grant, please contact ads@gcac.org with contact information, specs and deadlines for publication. Operating Support are required to provide a full-page ad; Project Support grantees are required to provide a half-page ad.

Public Relations

- Acknowledge grant support in press releases and mention the Greater Columbus Arts Council in newspaper interviews, promotional appearances and event/performance announcements.
- When publicizing your grant please thank the Greater Columbus Arts Council, the city of Columbus and Franklin County.
- Contact local media about the grant or include mention of the grant in a news release.

Art Makes Columbus/Columbus Makes Art Campaign

- When there is space available, include the campaign logo in print and digital marketing materials. Find the logo and other resources www.columbusmakesart.com/toolkit/.
- Use #artmakescbus when promoting events on social channels and in print where possible.
- Follow @artmakescbus on Twitter/Instagram and “like” Art Makes Columbus on Facebook.
Thank Public Officials

Thanking public officials for their support is important for the future vitality of arts and culture in Columbus. Send letters/emails to city of Columbus officials and Franklin County Commissioners thanking them for their support of the arts in Columbus, the Greater Columbus Arts Council and for the grant you received. Consider including a story about the impact of this support on you, the organization and/or the community. Include copies of these letters/emails with your final report.

Mail for the Mayor and Columbus City Council members can be sent to: City Hall, 90 W. Broad St, Columbus OH 43215.

- Mayor Andrew J. Ginther
- Councilmember Shannon G. Hardin, President
- Councilmember Elizabeth Brown, President Pro Tempore
- Councilmember Mitchell J. Brown
- Councilmember Rob Dorans
- Councilmember Shayla Favor
- Councilmember Emmanuel V. Remy
- Councilmember Priscilla R. Tyson

Mail for the Franklin County Commissioners can be sent to: 373 S. High St., 26th Floor, Columbus OH 43215.

- Commissioner Marilyn L. Brown, President
- Commissioner Kevin Boyce
- Commissioner John O’Grady

Questions?

If you have questions about any of these requirements, logo usage or have trouble downloading our logo, contact Jami Goldstein, VP of Marketing, Communications and Events (614-221-8492, jgoldstein@gcac.org).
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: Tier B 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 financially 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 expense qualifies for all or partial coverage through the awarded grant.
- 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. However, we do request that both parties review the contract.
- The Arts Council is not responsible for disputes between the applicant and Fiscal Sponsor.

Registering and applying through GoArts

The lead artist or organizer 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 – the Fiscal Sponsor 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.
APPENDIX C: GRANT APPLICATION HELP & DEFINITIONS

GoArts – Online Application Portal

All applications are processed through GoArts, the Arts Council’s online application system. To access the GoArts online application system, visit https://gcac.smartsimple.com.

Grant Workshops

Free grant workshops are available throughout the year to assist applicants with determining eligibility, creating strong applications, and navigating the GoArts online portal. To view current grant workshop dates and sign-up to attend, visit: https://www.gcac.org/workshops-and-resources/workshops/.

Drop-in Hours

Starting in April 2020, the Arts Council will offer two drop-in days per month where you can get assistance with your application, supplemental materials, have access to a computer/scanner/printer, and ask questions. Some evening hours will be available. Stay tuned for more details!

DEFINITIONS

501(c)(3) Status

A non-profit organization that has been approved by the Internal Revenue Service as a tax-exempt, charitable organization.

Adjusted Audited Revenue

For Operating Support applications, the Arts Council reduces Audited Annual Revenue by excluding in-kind or contributed services/items, capital campaign contributions, Greater Columbus Arts Council grants, related party funds and funding received from city of Columbus and Franklin County. This figure is used to place organizations in budget peer groups for the purpose of determining preliminary funding allocations.

Arts and Culture

The “arts” is a broad subdivision of culture, composed of many creative endeavors and disciplines. Culture is a broader term than "art," which as a description of a field usually meaning only the arts. The “arts” encompasses many disciplines such as visual arts, literature, music, dance, theatre, film, fashion, and 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) or Governmental Accounting Standards Board (GASB). Audited
financial statements ensure credibility of the financial records and are tools for making sound financial decisions.

**Capital Expenditures**

For Arts Council grants, capital expenditures are assets with a useful life over three (3) 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.

**Deficit**

Financial deficit is the amount that an organization’s annual adjusted expenses exceed their adjusted annual revenue. Adjusted expenses are defined as audited annual expenses less depreciation and/or amortization and contributed or in-kind services.

**Fiscal Sponsor**

A non-profit organization that holds the tax-exempt status as granted by the Internal Revenue Service under code 501(c)(3) and that agrees to act on behalf of an individual or organization that does not yet have tax exemption for the purposes of this grant process.

**Matching Funds**

Operating Support and Project Support require recipients to match funding from the Arts Council dollar for dollar (1:1). This cash 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**

The Arts Council views professional artists as individuals who devote a significant portion of their time to the creation of art. The professional artist is likely paid for performances, sells their artwork, or shares their independent body of work with the public. The term “artist” applies broadly across disciplines, including performing, visual, literary, and multi-disciplinary creatives.

**Units of Government**

The Arts Council defines a unit of government as agencies, committees, department(s) or operation(s) at the direction of a city, county, state, or federal agency.
APPENDIX D: ADDITIONAL ARTS COUNCIL RESOURCES

OPPArt Newsletter

The Arts Council aims to connect individual artists and arts organizations to opportunities and to each other through a bi-monthly newsletter. This newsletter features grants, funding, workshop and event announcements, calls to artists and more.

To sign up for the OPPArt newsletters, visit https://www.gcac.org/sign-up-for-our-newsletters/.

Available Spaces

The Arts Council maintains a list of Available Spaces for rent submitted by community organizations.

To view available spaces or submit a space, visit: https://www.gcac.org/workshops-and-resources/available-spaces/

Calls for Artists & Job Opportunities

In addition, the Workshops & Resources section of the Arts Council website lists calls for artists, events, outside grants available and job opportunities.

To view opportunities, visit: https://www.gcac.org/workshops-and-resources/opportunities-for-artists/.

Community & Street Performer Program

The Community & Street Performer Program, in partnership with other community organizations, program pays performers to appear on the streets during events and in various venues. Tapping into the amazing talent of our city’s artists, this program shines a spotlight on the creative energy of Columbus.

To learn more, visit: https://performers.gcac.org/users/sign_up.

Fellowships & Residencies

Since the Arts Council’s Individual Artist Fellowship program was established in 1986, hundreds of fellowships have been awarded in a variety of disciplines.

In 2020, GCAC will redesign its Fellowship program. The goal of the Arts Council’s new program is to recognize a broad range of local artists in all disciplines who are working at the highest levels of artistic achievement and innovation, along with those who connect with our community in authentic ways. Additionally, Arts Council sponsored Residencies may be established.


Artist Exchange to Dresden Germany – by invitation only

The Arts Council has partnered with the State of Saxony (Kulturstiftung des Freistaates Sachsen) in Germany to facilitate an annual artist exchange since 1994. Columbus hosts two artists from Germany and sends two Columbus artists to Dresden each year.