



**GRANTS FOR
ORGANIZATIONS**

Project Support

ANNUAL SEASONS

PURPOSE:

Provide unrestricted financial support for arts organizations presenting a full season of public activities.

DEADLINES:

February 16, 2021

5:00 p.m.

August 16, 2021

5:00 p.m.

THIS GRANT IS OPEN TO:

Organizations whose primary mission is arts & culture and are active at least 6 months out of the year.

AWARD AMOUNT:

Up to \$25,000.

EVALUATION/NEXT STEPS:

Scored grant - rubric out of 20pts.
Committee review; applicant interviews, as needed.

STAFF CONTACT:

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Project Support: Annual Seasons - Purpose

Provide unrestricted financial support for arts organizations putting on a full season of public activities.

Description

Project Support: Annual Seasons grants provide unrestricted funding to arts organizations that produce and/or present full seasons of performances, exhibitions, and arts events. The majority of activities 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.

Who is eligible to apply?

Applicants must meet ALL of the following criteria to apply for Project Support: Annual Seasons.

- Registered 501(c)(3) nonprofit organizations whose **primary mission is arts and culture**;
 - **Note:** Operating Support grantees are NOT eligible to apply.
- Be active and presenting arts programming for the public **at least 6 months out of the year**;
- At least 75% of annual activities take place within the city of Columbus (check zoning here <http://gis.columbus.gov/zoning/>);
- Demonstrate compensation to professional artists involved in the project; and
- Be open and promoted to the broad public (free or ticketed).

What types of organizations or activities are ineligible?

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

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

What is the maximum amount we can receive?

The maximum award is \$25,000. Actual amount received will be based on the organization's past financials and a committee score. It should be noted that most organizations will not receive more than 20-25% of their annual operating expenses.

How often can we apply?

Applicants can receive one Project Support award per calendar year.

When are applications due?

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

	ROUND 1	ROUND 2
Draft Review or Guidance Call *	February 2, 2021	August 2, 2021
Application Due	February 16, 2021	August 16, 2021
Introductory Meetings	March 1-5, 2021	August 30 - September 3
Applicants Notified	End of March	End of September
Final Report Due	January 31, 2022	July 31, 2022

*What is a Draft Review or Guidance Call?

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

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

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

*Who may request a Draft Review or Guidance Call?

New applicants:

Draft Reviews/Guidance Calls are **required** for new Project Support applicants and must be requested at least two weeks before the due date.

Returning applicants:

Draft Reviews/Guidance Calls are only **available** for:

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

What are the application questions?

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

SUMMARY: SEASON OVERVIEW

- Describe your annual season in detail. Write as if the person reading the application knows nothing about your organization or past activities. Include details on the types of activities and programs, plus any changes you are anticipating in the coming year.
- Upload a schedule of anticipated activities/programs with dates and locations. Tentative plans are acceptable.
- Projected total public attendees all activities (do not include participating artists or volunteers).
- What is the anticipated ticket price or price range for each activity/program? Are any activities/programs offered free to charge? Are tickets donated to the community?
- Projected number of artists employed (full-time, part-time, contract, stipend).
- Out of the artists paid, list number of artists paid residing in Franklin County.
- How many volunteers participate in the planning and execution of the season?
- How many volunteer hours will be donated (approximate)?

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

- **Audience:** Who does your organization serve with your season? Tell us everything you know about your current audience and any new audiences you'd like to reach in the next year.
- **I.D.E.A.:** What specific efforts demonstrate your commitment to Inclusion, Diversity, Equity, and Access? How do you engage with, listen to, and lift up voices from historically-marginalized groups?
- **Community Engagement:** How else do you engage with the broad community? Talk about your partnerships and collaborations, outreach to neighborhoods, community activism, etc.

SECTION 2: ARTISTIC EXCELLENCE & IMPACT

- **Excellence:** How do you define artistic excellence in your organization? What does your organization do differently from other similar arts groups? What makes you special?
- **Innovation:** What artistic risks are you taking this year? How are you innovating your activities and programs? What's new since last year?
- **Professional Artists:** Talk about the professional artists you hire throughout the season. How were they selected? How is artist compensation determined and demonstrated? How do you engage with local artists?

SECTION 3: ORGANIZATIONAL CAPACITY & FINANCIAL MANAGEMENT

- Size of Board of Directors/Trustees
- How often does your board meet?
- Do you have term limits for your directors/trustees? If so, describe the policy.
- How are the directors/trustees involved in planning and execution of the season?
- Who manages the accounting at your organization? Please describe any internal controls governing financial operations.

SECTION 4: DEMOGRAPHIC DATA

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

What are the required Supplemental Materials (uploads)?

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

Mandatory Supplemental Materials:

- Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)
- Past fiscal year Profit & Loss statement with budget and year-end totals (also known as: statement of activities, income and expense statement)
- Current Balance Sheet (also known as: Statement of Financial Position)
- Most recently filed 990
- Current board list, with business affiliations
- Evaluation tool example (mandatory) and past evaluation/survey results (if available)

Optional Supplemental Materials (include if available and relevant):

- Current staff list, if applicable
- Marketing plan and/or marketing samples
- Links to current or past media coverage
- Artistic work sample materials

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

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

AFTER SUBMITTING – NEXT STEPS

Initial Review

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

Introductory Meetings (new applicants only)

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

Applicant Interviews (previous grantees, as needed)

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

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

Evaluation, scoring, and voting

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

- Community Engagement & Commitment to I.D.E.A. – up to 8 points
- Artistic Excellence & Impact – up to 5 points
- Organizational Capacity & Financial Management – up to 7 points

Notification

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

AFTER YOU ARE AWARDED

Grant Agreement

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

Publicity/Donor Acknowledgement

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

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

Payments

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

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

Grantee Follow-up Meetings

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

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

Final Reports

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