Grants & Services Guidelines 2022

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

SUPPORTING ART. ADVANCING CULTURE.
TABLE OF CONTENTS

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

GRANTS OVERVIEW & PROCESS......................................................................................................... 5

PROJECT SUPPORT: EVENTS, FESTIVALS, SERIES........................................................................... 6

GENERAL SUPPORT............................................................................................................................ 14

THRIVE ................................................................................................................................................ 22

OPERATING SUPPORT .......................................................................................................................... 29

SUPPORT FOR PROFESSIONAL ARTISTS: INDIVIDUALS................................................................. 38

SUPPORT FOR PROFESSIONAL ARTISTS: BAND/ENSEMBLE.......................................................... 45

APPENDIX A: PUBLICITY/DONOR ACKNOWLEDGEMENT ................................................................. 52

APPENDIX B: PARTNERING WITH A FISCAL SPONSOR.................................................................... 54

APPENDIX C: GRANT APPLICATION HELP & DEFINITIONS ............................................................... 55

APPENDIX D: ADDITIONAL ARTS COUNCIL RESOURCES................................................................ 56

APPENDIX E: APPLICANT ACCESSIBILITY AT GCAC ...................................................................... 59

APPENDIX F: DEMOGRAPHIC DATA COLLECTION ............................................................................. 60
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 Greater Columbus Arts Council (Arts Council) Board of Trustees is composed of up to 30 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. To view a current list of the Board of Trustees, please visit our website: https://www.gcac.org/about/board-of-trustees/.

EQUITY STATEMENTS & DEMOGRAPHIC COLLECTION
The Arts Council adopted a Diversity, Equity, and Inclusion (DEI) statement and Racial Equity Statement on October 15, 2020. The Greater Columbus Arts Council’s vision is “a thriving Columbus where the arts matter to all of us.” We recognize to achieve this vision we must actively work to overcome complex inequities in our community including racism, sexism, homophobia, xenophobia, classism, and ableism, among others. We believe that the arts play an essential role in examining the issues of our time, encouraging thoughtful dialogue and prompting change as a pathway to equity. Please visit our website to read the full equity statements: https://www.gcac.org/about/equity-statements/.

Basic demographic information is collected as part of the grant application and/or award process. Individuals have the option to select “I prefer not to answer” on all questions. Organizations are 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. Refer to APPENDIX F for more details.

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 the grant agreement.
CONFLICT OF INTEREST DISCLOSURE

In accordance with Arts Council’s “Duality of Interest” policy, we maintain 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.

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.

WHAT WE DO NOT FUND

The following activities, organizations, or expenditures will NOT be supported through the city of Columbus and Franklin County funded grants program:

- Units of government;
- Organizations that are not tax-exempt under section 501(c)(3) of the Internal Revenue Code (except for the Thrive program, which has different requirements for applicants);
- 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.
PUBLIC FUNDING

The Arts Council receives funding through annual contracts with the city of Columbus and the Franklin County Board of Commissioners for the purposes of expanding cultural services and community enrichment, primarily through grants. 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 (5% Arts & Culture ticket fee), 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

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. The Arts Council also 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, Franklin County President Erica Crawley 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, 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 allocated $2 million to the Arts Council for distribution through its grants programs. The County support continued in 2020 and 2022. 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 years.

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

THE CITY OF COLUMBUS
ANDREW J. GINther, MAYOR

OhioArts 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: Events, Festivals, Series
**Purpose:** Provide support for a broad range of arts and cultural projects, including events, festivals and series.

#### Thrive
**Purpose:** To support arts organizations and art collectives led by and serving people of color through unrestricted funding and resources.

#### General Support
**Support:** Provide a stable source of financial support for established small to mid-sized arts organizations putting on a full season of public activities.

#### Operating Support
**Purpose:** Provide an unrestricted source of financial support to core arts and cultural organizations that are well-managed, firmly established, have significant impact and broad community engagement.

### Grants for Professional Artists

#### Individuals
**Purpose:** Assist artists in making new art, growing artistic skills and marketing to a broader audience.

#### Band/Ensemble
**Purpose:** Assist bands and ensembles creating together on a permanent basis in making new art, growing artistic skills, and marketing to a broader audience.

#### Project Support: Events, Festivals, Series (w/fiscal sponsor)
**Purpose:** Provide support for a broad range of arts and cultural projects, including events, festivals and series.

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
Project Support
EVENTS, FESTIVALS, SERIES

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

THIS GRANT IS OPEN TO:
Organizations whose primary mission is arts & culture.
Individual artists or groups in collaboration with a Fiscal Sponsor.

AWARD AMOUNT:
Up to $20,000.

EVALUATION/NEXT STEPS:
Scored grant - rubric out of 20pts.
Committee review;
applicant interviews, as needed.

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

DEADLINES:
February 15, 2022
5:00 p.m.

August 15, 2022
5:00 p.m.
Project Support: Events, Festivals, Series

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

Description

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

Who is eligible to apply?

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

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

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

- At least 75% of proposed activities take place within the city of Columbus (check zoning here http://gis.columbus.gov/zoning/);
- Demonstrate compensation to professional artists involved in the project; and
- Be open and promoted to the general 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 primarily use the arts as a tool to raise awareness
- Projects that do not demonstrate a significant benefit to the broad public
- Projects that primarily feature, support or fund one individual artist

NOTE: If you are unsure if your project meets the eligibility requirements, please contact Grants & Services Manager, McKenzi Swinehart, before starting the application.
What is the maximum amount we can receive?

The maximum award in this grant category is $20,000. Actual amount received will be based on the project budget and the committee score. No projects will be fully funded and applicants should expect to receive a partial award. Only very large budget projects are eligible for $20,000; most projects in the past have received $3,000-$10,000.

How often can I apply? Can we apply to other organizational grants?

Applicants can receive one Project Support award per calendar year. Qualified organizations may also apply to the Thrive program.

When are applications due?

Project Support applications will be accepted twice per year.

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Review or</td>
<td>February 1, 2022</td>
<td>August 1, 2022</td>
</tr>
<tr>
<td>Guidance Call*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Due</td>
<td>February 15, 2022 at 5:00 p.m.</td>
<td>August 15, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Introductory</td>
<td>March 1 - 4,</td>
<td>August 29 - September 1</td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of March</td>
<td>End of September</td>
</tr>
<tr>
<td>Final Report</td>
<td>30 days following Project End Date</td>
<td></td>
</tr>
<tr>
<td>Due</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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. If a Draft Review/Guidance Call is not requested, your application will be automatically declined.

**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 14 or under on the previous year’s application.

**What are the application questions?**

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

**SUMMARY: EVENT, FESTIVAL, SERIES OVERVIEW**

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

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

- **Audience:** Who are you hoping to reach with this project? Tell us everything you know about your current audience and any new audiences you’d like to reach.
- **Community Reach:** How will you promote your project to reach your target audience? Tell us about your marketing plan and any collaborations/partnerships.
- **I.D.E.A.:** Describe specific efforts related to this project that demonstrate your commitment to Inclusion, Diversity, Equity, and Access. How do you engage with, listen to, and lift up voices from historically-marginalized groups?
SECTION 2: ARTISTIC EXCELLENCE & IMPACT

- **Excellence:** How will this project demonstrate artistic excellence? What makes this project special and different from other artistic endeavors? How is innovation demonstrated in this project?

- **Professional Artists:** Talk about the professional artists you are hiring for this project. How were they selected? How is artist compensation determined and demonstrated (please include a payment range)? How do you engage with local artists?

SECTION 3: DEMOGRAPHIC DATA

Basic demographic information is collected as part of the grant application process. Organizations are 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. See APPENDIX F for details.

How do I complete the budget section of the application?

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

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

What are the required Supplemental Materials (uploads)?

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

**Mandatory Supplemental Materials:**

- Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)

- Current board, staff, and/or project committee list, indicate each person’s role in the project

- If applying with a Fiscal Sponsor:
  - Fiscal Sponsor’s most recently submitted 990
  - Fiscal Sponsor contract or agreement
  - Annual events/programs must submit financial bookkeeping records and tax returns. See APPENDIX B for details.

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

- Past fiscal year Profit & Loss statement with budget and year-end totals (also known as: statement of activities, income and expense statement)

- Most recently filed 990

- Marketing plan and/or marketing samples

- Links to current or past media coverage

- Artistic work sample materials

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
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)

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 the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 20 points (applications receiving scores of 10 or under receive no funding):

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

Notification

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

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

Grantee Follow-up Meetings and On-Site Visits

Project Support grantees will have a scheduled meeting with Arts Council staff and trustees, when available, within 3 months of the award date. This meeting is intended to be an open dialogue between grantee and funder. The organization will have the opportunity to update the Arts Council on exciting news, changes in the organizations, and challenges.

Also, organizations should be prepared to make available up to 4 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 and become better advocates for arts in Columbus.

NOTE:
Payments may take up to three weeks to be processed.
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.
PRIORITY:
Provide a stable source of financial support for established small to mid-sized arts organizations putting on a full season of public activities.

THIS GRANT IS OPEN TO:
Small to mid-sized Columbus arts organizations whose primary mission is arts and culture and have an annual operating budget under $500,000.

AWARD AMOUNT:
Award amount received will be based on the organization’s three-year adjusted revenue, committee score, and applied percentages.

EVALUATION/NEXT STEPS:
Scored grant - rubric out of 100 pts.
Committee review;
Applicant interviews, as needed.

STAFF CONTACT:
McKenzi Swinehart | 614-221-8746
General Support - Purpose

Provide a stable source of financial support for established small to mid-sized arts organizations putting on a full season of public activities.

Description

The General Support grants provide unrestricted funding for small to mid-sized 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 General Support.

- Registered 501(c)(3) nonprofit organizations whose primary mission is arts and culture with at least three-years of activity;
- Have an annual operating budget (three-year average) of under $500,000 (no minimum budget requirements);
  - Organization must be able to provide three-years of detailed Profit & Loss statements, the most recently completed Balance Sheet statement, the most recent 990 (if applicable), and complete a calculation sheet provided by the Arts Council.
- Present a full season of art activities for the public featuring paid, professional artists; at least 70% of the operational budget must be dedicated to these activities (this percentage cannot include fundraisers, public art, education/classes, youth programs or social service programs).
- At least 75% of public activities take place within the city of Columbus (check zoning here http://gis.columbus.gov/zoning/);
- Must have previously received at least one Project or Operating support grant from the Arts Council;
- Have a board of directors/trustees with a minimum of (5) members who are not paid staff.

Organizations must pre-qualify and receive approval to apply in the first year. To pre-qualify, send the following documents to grants@gcac.org by 5:00 p.m. March 1, 2022:

- Detailed final Profit & Loss statements (also known as: statement of activities, income and expense statement) for the past three-years (2021, 2020 and 2019).
- Detailed Balance Sheet (also known as: Statement of Financial Position) for 2021. Please include 2021, 2020 and 2019 if available.
- Most recently filed 990
- Funding Calculation Sheet (click link to download)
What types of organizations are ineligible?

- Temporary or permanent public art installations as the focus of the organization
- Educational programs (including workshops) or youth programs as the focus of the organization
- Arts therapy programs as the focus of the organization
- Social service organizations that have arts programming as a part of the organization

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

How are awards calculated?

Award amount received will be based on the organization’s three-year adjusted revenue, committee score, and applied percentages. Award amounts are contingent upon funds available.

How often can we apply? Can we apply to other organizational grants?

Applicants can receive one General Support award per calendar year (qualified organizations may also apply to the Thrive program). Organizations receiving General Support cannot apply for Operating or Project Support.

When are applications due?

General Support applications will be accepted once per calendar year.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Financials Due for</td>
<td>March 1, 2022</td>
</tr>
<tr>
<td>Pre-Qualification</td>
<td></td>
</tr>
<tr>
<td>Draft Review Request</td>
<td>April 18, 2021</td>
</tr>
<tr>
<td>Request Due</td>
<td></td>
</tr>
<tr>
<td>Application Due</td>
<td>May 2, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>End of June</td>
</tr>
<tr>
<td>Fiscal Year (FY)</td>
<td>90 days after organization’s Fiscal Year End</td>
</tr>
<tr>
<td>Report Due</td>
<td></td>
</tr>
<tr>
<td>Final Report Due</td>
<td>August 5, 2023</td>
</tr>
</tbody>
</table>
**What is a Draft Review?**

_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.

Requests for Draft Reviews must be submitted by clicking the “Request Draft Review” button at the bottom of your online application at least two weeks before the application due date.

**What are the application questions?**

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

**SUMMARY: ORGANIZATION OVERVIEW**

- Describe your organization’s annual activities. Write as if the person reading the application knows nothing about your organization. Include details on the types of activities and programs, plus any changes you are anticipating in the coming year.

- Upload a schedule of art activities/events for the public featuring paid, professional artists with dates and locations (do not include rehearsals/preparations, educational activities, or fundraisers). For example, most activities will be exhibits, performances, festivals or art events. Tentative plans are acceptable.

- Projected total public attendees for all public activities (do not include participating artists or volunteers).

- 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: ORGANIZATIONAL LEADERSHIP & 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.

- What are your strategies to recruit and retain a qualified and diverse board?

- What are your plans to strengthen and/or sustain your financial position?

- Who manages the accounting at your organization? Please describe any internal controls governing financial operations.
SECTION 2: COMMUNITY ENGAGEMENT & COMMITMENT TO INCLUSION, DIVERSITY, EQUITY AND ACCESS (I.D.E.A.)

- **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 3: ARTISTIC QUALITY & INNOVATION

- **Quality**: 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 artist compensation is determined and demonstrated (please include a payment range)? How do you engage with local artists?

SECTION 4: DEMOGRAPHIC DATA

Basic demographic information is collected as part of the grant application process. Organizations are 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. See APPENDIX F for details.

What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the GoArts system. The financial documents that you provided during the pre-qualification process will also be reviewed and scored as part of the application.

**Mandatory Supplemental Materials:**

- Current board list, with business affiliations
- Current staff list, if applicable

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

- Strategic Plan
- Marketing plan and/or marketing samples
- Links to current or past media coverage
- Artistic work sample materials
- Evaluation tool example and past evaluation/survey results
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.

Evaluation, scoring, and voting

Grants are reviewed, evaluated and scored by the Creative Advancement Committee and later presented to the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 100 points (applications receiving scores of 60 or under receive no funding):

- Organizational Leadership & Financial Management – up to 35 points
- Community Engagement & Commitment to I.D.E.A – up to 35 points
- Artistic Quality & Innovation – up to 30 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.

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

Awarded applicants will receive quarterly payments to take place on the following dates, after the Grant Agreement has been signed:

- June 30, 2022
- September 30, 2022
- December 30, 2022
- March 30, 2023

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

Grantee Follow-up Meetings and On-Site Visits

General Support grantees will have a scheduled meeting with Arts Council staff and trustees, when available, within six months of the award date. This meeting is intended to be an open dialogue between grantee and funder. The organization will have the opportunity to update the Arts Council on exciting news, changes in the organizations and challenges. From time to time, staff and Board members may conduct on-site visits to General 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 and to become better advocates for the arts in Columbus.

Reporting

General 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, “Reports” tab.

1) Fiscal Year (FY) Reports are due 90 days after your 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 button to open the FY Report.

   - Upload your new Profit & Loss Statement (for the recently completed fiscal year)
   - Complete and upload a new Funding Calculation Sheet

2) Final Reports are due August 5, annually.

   - Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant amount.

Extensions may be requested in writing before the report due dates. Overdue or incomplete reports may affect eligibility and impact grant awards in future applications.
General Support Recipient Expectations

The Grants & Services staff monitors General Support recipients and provides notification if the organization’s continued participation appears to be in jeopardy. An organization’s sustainability is deemed vulnerable or at risk due to financial, board or leadership mismanagement or misconduct. 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.
Grants & Services Guidelines

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

PURPOSE

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

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

AWARD AMOUNT:
$25,000 over three years:
Year 1: $10,000 unrestricted
Year 2: $10,000 unrestricted and $5,000 for consultant
Year 3: Option to serve as a mentor and receive $5,000 stipend

EVALUATION/NEXT STEPS:
Competitive – up to three awardees selected annually.
Community panel review.

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

DEADLINE:
October 3, 2022
5:00 p.m.
Thrive - Purpose
To support art organizations and art collectives led by and serving people of color through unrestricted funding and resources.

Description
This program is 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 have historically experienced barriers to capital and resources. In 2022, eligibility is expanded to include art collectives that do not currently have nonprofit status but have experience presenting public events.

Nonprofit Organizations – Who is eligible to apply?
Applicants must meet the following criteria to be eligible:

- Be a registered 501(c)(3) nonprofit organization
- The organization:
  - Have a mission that is focused on arts and culture;
  - Serve the city of Columbus through the majority of events/programs hosted within city limits;
  - Demonstrate at least one year of arts programming open to the general public; and
  - Engage and compensate local professional artists.
- Organizations must be led by and serving BIPOC/ALAANA communities. Both acronyms are inclusive of race and ethnicity.
  - Definitions:
    - BIPOC (Black, Indigenous and People of Color)
    - ALAANA (African, Latinx, Asian, Arab and Native American) is an acronym used nationally by arts sector leaders like Grantmakers in the Arts and Americans for the Arts.

Art Collectives – Who is eligible to apply?

- A community art collective that has experience presenting art events/performances to the broad public. In essence, this collective/group practically operates like a nonprofit but without the IRS designation.
  - Nonprofit status is not a requirement at the time of the application but should be a goal to attain status by the end of the three-year engagement period.
The collective must:

- Have a mission that is focused on arts and culture;
- Serve the city of Columbus through the majority of events/programs hosted within city limits; and
- Engage and compensate local professional artists.

Collectives must be led by and serving BIPOC/ALAANA communities. Both acronyms are inclusive of race and ethnicity.

- Definitions:
  - BIPOC (Black, Indigenous and People of Color)
  - ALAANA (African, Latinx, Asian, Arab and Native American) is an acronym used nationally by arts sector leaders like Grantmakers in the Arts and Americans for the Arts.

Who is NOT eligible to apply?

- Organizations who receive Operating Support from the Arts Council. (General Support and Project Support recipients ARE eligible to apply.)
- Organizations/Collectives with the majority of programming and budget is dedicated to:
  - Arts education or youth programs
  - Therapeutic arts programs
  - Using arts as a tool for raising awareness about other issues
- Band/ensemble or individual artists.

NOTE: If you are unsure if your organization/collective meets the eligibility requirements, please contact Grants & Services Director, Alison Barret, before starting the application.

How much is the award?

Up to three organizations will be selected annually to be part of a three-year engagement program. Grantees are awarded an unrestricted $25,000, payable over three years.

Year One:

- Grantees are awarded an unrestricted grant of $10,000.
- Grantees are connected to helpful business resources and subject matter experts in the community and at the Arts Council.
- Grantees will gather as a group for peer exchanges.
Year Two:

- Grantees are awarded a second disbursement of $10,000 following the submission of a progress report.
- Grantees are given an opportunity to work with a consultant paid by the Arts Council (up to $5,000 value) on an assessment, strategy or specific plan, as identified by their board.

Year Three

- Each organization has the option to serve as a mentor to a new group awarded Thrive and will receive a $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>October 3, 2022 at 5:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants Notified</td>
<td>End of November</td>
</tr>
<tr>
<td>Year 1 Progress Report Due</td>
<td>October 1, 2023</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>October 1, 2024</td>
</tr>
</tbody>
</table>

What assistance is available for completing an online application?

If you do not have access to a reliable computer, a computer lab is available for filling out applications. To reserve a computer, email Grants Associate, Dayvon Nichols at dnichols@gcac.org.

For more information about additional accommodations, refer to APPENDIX C.

What are the application questions?

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

SECTION 1: ORGANIZATIONAL QUESTIONS

- Briefly describe your organization’s annual activities. Which programs are most successful?
- What are your organizational goals for the next three years? Define at least three specific, measurable goals with timeline for completion of each goal.
• What resources do you need to accomplish these stated goals?
• Other than funding, resources, mentors and tools could be helpful to you in creating or executing a long-term plan for organizational sustainability and growth?

SECTION 2: DEMOGRAPHIC DATA
Basic demographic information is collected as part of the grant application process. Organizations are 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. See APPENDIX F for details.

What are the required Supplemental Materials (uploads)?
• Most recently filed 990
• Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)
  o If you are not yet a registered 501(c)3 nonprofit and you are not in the practice of managing P&L statements or budgets/actuals documents, please submit financial documents that you do have.
• Past fiscal year Profit & Loss statement with budget and year-end totals (also known as: statement of activities, income and expense statement)
  o If you are not yet a registered 501(c)3 nonprofit and you are not in the practice of managing P&L statements or budgets/actuals documents, please submit financial documents that you do have.
• Board of directors, staff, and key volunteers list (submit what is applicable)

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 include an Arts Council Trustee 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 strongest applications (up to three) 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.

Thrive awardees should credit the Arts Council broadly for ALL of the activities of the organization on an on-going basis, where feasible. 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. Where possible, please include the following phrase “<Your Organization Name> is a proud recipient of the Greater Columbus Arts Council’s Thrive grant. The Thrive program is intended to address disparities in inequitable funding and provides unrestricted funding and resources to arts organizations led by and serving people of color.” Refer to APPENDIX A for more details of the contractual publicity requirements.

Payments

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

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely.

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 Thrive recipients to better assess the impact of the grant awards.

Also, organizations/collectives 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

NOTE:
Payments may take up to three weeks to be processed.
that staff or trustees can experience your programming live and to become better advocates for the arts in Columbus.

**Required Reporting**

A Progress Report is due 10 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.
Operating Support

PURPOSE
Provide a stable 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:
Invitation only for previously approved organizations, due to budget constraints. Recipients are established arts and culture organizations with an average three-year adjusted audited revenue of at least $500,000.

AWARD AMOUNT:
Calculated using three-year average adjusted revenue, scores and applied percentages. Award amounts are contingent upon funds available.

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

DEADLINE:
May 2, 2022
5:00 p.m.
Operating Support - Purpose

Provide an unrestricted 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?

No new applicants will be accepted in 2022 unless previously approved due to budget constraints.

Applicants must be independent, historically financially-sound arts and cultural organizations that demonstrate the following attributes to be eligible to apply or maintain eligibility.

Financial Eligibility Requirements

- Minimum of $500,000 three-year average adjusted audited revenue* (see following pages for calculation details);
- Are able to submit the most recent three years of audited financial statements as part of the reporting 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 financial 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.
- Present a diverse revenue and support stream;
- Demonstrate a dollar-for-dollar cash match; and
- Have received at least one Project or Operating Support grant from the Arts Council previously.

Artistic Eligibility Requirements

- Primary focus and actual operations are artistic or cultural in nature;
- Demonstrate annual 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- or part-time staff member;
• Have a minimum of five members of the board of trustees; 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.

**Inclusion, Diversity, Equity and Access (I.D.E.A.) Requirements**

• Have a demonstrated commitment to inclusion, diversity, equity and access;
• Commit to a better understanding of systemic racism, implicit bias and barriers to access; and
• Demonstrate planning toward more diverse representation on board, staff, artists, vendor list and diversity, equity and accessibility in programming, outreach and marketing.

**When are applications due?**

After adjusting the Operating Support processes in 2020 and 2021 in response to the pandemic, we are returning this year to a traditional process with **only one application phase** and reinstitution of a scoring process. Operating Support applications are available for submission once per calendar year.

<table>
<thead>
<tr>
<th>Application Due</th>
<th>May 2, 2022 at 5:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Interviews</td>
<td>May 2022</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>Late June 2022</td>
</tr>
</tbody>
</table>

**REPORTING**

| Audit and FY Report Due | 105 days after organization’s Fiscal Year End |
| Final Report Due | August 5, 2023 |

**Ticket Fee Requirement**

Recipients of **Operating Support** are required to apply the city of Columbus’ 5% arts and culture fee to all live 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/).
How are awards calculated?
Awards are calculated using three-year average adjusted revenue, score and applied percentages. Award amounts are contingent upon funds available.

What are the application questions?
The application questions are focused on five key categories: 1) financial planning, 2) leadership capacity, 3) board engagement, 4) strategic and tactical planning and 5) Inclusion, Diversity, Equity and Access.

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

SECTION 1: ORGANIZATION LEADERSHIP AND FINANCIAL MANAGEMENT

• Summarize your short- and long-term plans to stabilize/strengthen your financial position. Please note changes in operations, people resources or programming in the past 12 months.

• List up to three objectives/goals for the upcoming 12 months or fiscal year.

• Note any major leadership changes (staff or board) as well as your strategy to recruit and train a diverse, engaged fiscally-responsible board and future staff.

SECTION 2: COMMUNITY ENGAGEMENT & COMMITMENT TO INCLUSION, DIVERSITY, EQUITY AND ACCESS (I.D.E.A.)

• What specific efforts demonstrate your commitment to I.D.E.A., internally and externally? How is an equity lens being applied?

• Explain ways you have reduced perceived barriers (physical, geographic, economic, racial, cultural, social and artistic) to make your programming relatable, inclusive and accessible to the broadest community? Describe specific partnerships with and/or outreach efforts to historically-marginalized and/or under-resourced communities.

• We recognize the pandemic will have reduced your impact, but please share any examples of your organization’s effect on economic vibrancy, tourism or national perception of Columbus.

SECTION 3: ARTISTIC QUALITY AND INNOVATION

• Detail innovative approaches to artistic programming and/or operations (past or planned for future). Indicate lessons learned and success of risks taken.

• Discuss partnerships with new or emerging artists and/or arts and cultural organizations. How does this align with your long-term strategy and how will you determine return on investment?

• Note any measurement tools employed. Give an example when evaluation results impacted programming or operations decisions.

What data-based questions will be asked in the application?

• Number of total full-time, part-time, and contract employees as of January 1, 2021
• Number of total full-time, part-time, and contract employees as of April 1, 2022
• Total federal funds received to date from:
  o Cares Act
  o Shuttered Venue Operating Grants
  o American Rescue Plan
  o PPP Loan Forgiveness recognized as revenue

**What demographic questions will be asked in the application?**

Basic demographic information is collected as part of the grant application process. Organizations are 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. See APPENDIX F for details.

**What are the required Supplemental Materials (uploads)?**

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

**Mandatory Supplemental Materials:**

• Current fiscal year Profit & Loss statement with budget and year-to-date actuals (also known as: statement of activities, income and expense statement)
• Current Balance Sheet (also known as: Statement of Financial Position)
• Financial forecasts for the next 12 months
• Current board of trustees list, with business affiliations
• Staff list
• Strategic plan

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

• I.D.E.A. strategy or outlined plan
• Marketing plan and/or marketing samples
• Links to current or past media coverage
• Link to or upload of current or upcoming season
• Evaluation tool example and past evaluation/survey results
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.

Applicant Interview

Applicants are required to participate in a virtual or in-person interview with Arts Council staff and board of trustee(s). Organizations may bring up to three people to the meeting (staff, board or committee members, key volunteers, etc.). The interview is intended to be a conversation to learn more about the organization’s challenges and successes and discuss specifics of the application. There is no need to prepare additional materials or a presentation.

Evaluation, scoring, and voting

Grants are reviewed, evaluated and scored by the Creative Advancement Committee and later presented to the Board of Trustees for approval. Applications will be assessed in three categories for a maximum of 100 points (applications receiving scores of 60 or under receive no funding):

- Organizational Leadership & Financial Management – up to 35 points
- Community Engagement & Commitment to I.D.E.A. – up to 35 points
- Artistic Quality & Innovation – up to 30 points

Notification

Grant approvals are based on evaluations, interviews 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). The organization is responsible for keeping the organization’s contact information up-to-date. You will receive special reviewer/committee notes (if applicable), scores and grant amounts 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 organization 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.

NOTE: Failure to meet requirements as outlined in the Grant Agreement may result in nullification of award and cancellation of remaining payments.
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.

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(s), specific exhibitions or projects within a given year. Refer to [APPENDIX A](#) for more details of the contractual publicity requirements.

Payments

Awarded applicants will receive quarterly payments to take place on the following dates, after the Grant Agreement has been signed:

- June 30, 2022
- September 30, 2022
- December 30, 2022
- March 30, 2023

As always, all grant payments from the Arts Council are contingent upon available funds, including receipt of funding from the city of Columbus and Franklin County.

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 and to become better advocates for the arts in Columbus.

Required Reporting

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, “Reports” tab.

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

A. Upload the newly completed Audit in the “Supplemental Materials” tab.
1. Must include Statement of Functional Expenses.
2. 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 “Supplemental Materials” tab, find the financial spreadsheet under Comparative Financial Statement.
   2. Download the spreadsheet and then update the FY21 Actuals and FY22 Budget. Add comments on variances of 20%. Save it to your computer. The numbers in the audit and the updated Comparative Financial spreadsheet MUST match. This is critical.
   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), complete 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.

4) **FINAL REPORT** is due August 5 annually.
   • A (30) day extension may be requested in writing before the due date.
   • Failure to submit a final report within 90 days of the due date may result in the cancellation of the remaining grant amount.
   • Note that this date is based on ticket fee collection and allows for reporting of 12 months of ticket fee each year.

**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.

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

• 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 $500,000; or
• The organization’s sustainability is deemed vulnerable or at risk due to financial, board or leadership mismanagement or misconduct.

The following measure has been PAUSED due to COVID for 2022, but may be reinstated in the future:

• Demonstrates a 10% or greater deficit for two consecutive fiscal years.

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 may be asked to submit their Board-approved solution and/or provide additional monthly/quarterly organizational and programming reports. 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 staff and trustees may rely on external evaluations to assess the organization’s eligibility.
PURPOSE
Provide a stable 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 501c3 arts and culture organizations; first-time applicants must be approved before starting application (more detail in following pages)

AWARD AMOUNT:
Calculated based on three-year average adjusted audited revenue and score

EVALUATION/NEXT STEPS:
Scored grant; rubric out of 100pts
In-person interview and committee review

DEADLINE:
April 6, 2020 5:00 p.m.

PURPOSE
Assist artists with making new art, growing artistic skills and marketing to a broader audience.

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

AWARD AMOUNT:
Up to $1,200.

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

STAFF CONTACT
Dayvon Nichols | 614-221-8569
dnichols@gcac.org

DEADLINES:
February 1, 2022 5:00 p.m.
June 1, 2022 5:00 p.m.
October 3, 2022 5:00 p.m.
Individuals - Purpose

Assist artists with making new art, growing artistic skills 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, professional development or learning opportunities (no travel) 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. Artists should be focused on realizing their own creative or aesthetic ideas, rather than on documentation or journalism. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.
- Live in Franklin County for at least one year prior to application; OR
- Live in a county bordering Franklin County for at least one year prior to application AND primarily exhibit, perform, produce or present artistic work in the city of Columbus; (you will be required to upload proof of residency after you are awarded before any funds are dispersed.)
- Are NOT enrolled as degree-seeking undergraduate students.

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

How much can I apply for?

You may request up to $1,200. You may receive a partial award based on the recommendations of the committee, funds available, and/or documentation provided.

Note: Awarded applicants will also receive a 1099 for awards $600 and over.

How often can I receive funds?

Once per calendar year. If you apply and are not awarded, you may reapply at the next deadline.

Artists participating in an Individual application are ineligible to apply for the Band/Ensemble grants in the same 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, to attend a professional development or learning opportunity (no travel expenses) and/or for expenses that assist with the marketing or promotion of you as an artist or your artwork.

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
- Purchase or rental of software/hardware directly related to your art form
- 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
- Classes, workshops, or one-on-one instruction related to artistic discipline or the business of art
- Conference registration fees related to artistic discipline or business of art
- 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):

- Travel or touring costs
- Computers, tablets, smart phones, televisions
- Camera equipment for non-photographer/videographers will be limited to a max of $500
- Furniture or home upgrades
- Previously purchased services, products, materials or resources (no reimbursements)
- Event, exhibition or performance expenses
- Your own artist fees outside of marketing, creation, or growth of artistic practice
- 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 Associate, Dayvon Nichols (dnichols@gcac.org) before starting your application.

### When are applications due?

<table>
<thead>
<tr>
<th>Draft Review</th>
<th>January 18, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>February 1, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By March 15, 2022</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Draft Review</th>
<th>May 18, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>June 1, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By July 15, 2022</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Draft Review</th>
<th>September 19, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>October 3, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By November 16, 2022</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

NOTE: Depending on the number of applications, the grant programs may close after any round and without advance notice.

### 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 CLICK SUBMIT.** Allow at least one week for a response.

### What assistance is available for completing an online application?

If you are interested in a live or recorded walkthrough of the application process, please visit our Workshop page here: [GCAC Workshops](#).

If you do not have access to a reliable computer, a computer lab is available for filling out applications. To reserve a computer, email Grants Associate, Dayvon Nichols at dnichols@gcac.org.

For more information about additional accommodations, refer to [APPENDIX C](#).
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, grow your artistic skills, 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:** You will be required to provide receipts for all expenses at the time of your final report. Missing receipts may disqualify you from future funding.

What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the GoArts system. Please include as much detail as possible so that our staff can verify your qualifications easily.

Required supplemental materials:

- Artist resume and/or artist bio must demonstrate that you qualify as a professional, working artist with an independent body of work by listing:
  - past exhibitions
  - performances
  - film screenings
  - publications
  - readings

- Up to 5 Artistic work samples (images, videos, or audio) OR a link to a website showing artistic work samples

**NOTE:** Your website or work samples must include an independent body of work created by you that is your own artistic expression. Strictly commercial artistic work, such as portrait/event photography, graphic design for businesses, film/music production for businesses/other artists DO NOT qualify.
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). You are responsible for keeping your contact information up-to-date.

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. You will be required to provide proof of residency in order to receive funding. 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 a 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.

Support for Professional Artists (Individuals & Bands) awardees should use the channels available to them, such as social media, newsletters and press releases to recognize support from the Arts Council. Refer to APPENDIX A for more 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.

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit unless otherwise requested. To set up, banking information is collected (or updated with changes) as part of the grant agreement and is stored securely. You have up to a year to spend the funds.

NOTE:
Make sure to keep all of your receipts.

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
Final Reports & Receipts

When completing your Final Report, you will need to submit your receipts as proof of correct expenditure. 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 any past 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.
SUPPORT FOR PROFESSIONAL ARTISTS

Band/Ensemble

PURPOSE
Assist bands and ensembles creating together on a permanent basis in making new art, growing artistic skills, and marketing to a broader audience.

THIS GRANT IS OPEN TO:
Professional bands or ensembles creating artwork together permanently under one group name.

AWARD AMOUNT:
Up to $2,000

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

STAFF CONTACT
Dayvon Nichols | 614-221-8569
dnichols@gcac.org

DEADLINES:
February 1, 2022 5:00 p.m.
June 1, 2022 5:00 p.m.
October 3, 2022 5:00 p.m.
Band/Ensemble – Purpose

Assist bands and ensembles creating together on a permanent basis in making new art, growing artistic skills, and marketing to a broader audience.

Who is eligible to apply?

Any band/ensemble that has at least two consistent members and a history of creating together under the same 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 Band/Ensemble application. All members of the group must also meet the following requirements:

• Are professional, working artists (age 18 and older);
  o 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 artists should be focused on realizing their own creative or aesthetic ideas, rather than on documentation or journalism. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.

• Live in Franklin County for at least one year prior to application; OR

• Live in a county bordering Franklin County for at least one year prior to application AND primarily exhibit, perform, produce or present artistic work in the city of Columbus (you will be required to upload proof of residency after you are awarded before any funds are dispersed);

• Are NOT enrolled as degree-seeking undergraduate students.

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

Who should submit the application on behalf of the group?

Anyone who is a permanent member of the band/ensemble may submit. The applying member will ultimately be responsible for signing the application, and if awarded, the Grant Agreement. The applying member or the band/ensemble LLC will also receive a 1099 for awards $600 and over, if awarded. 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 submitted.

How much can we apply for?

You may request up to $2,000. You may receive a partial award based on the recommendations of the committee, funds available, and/or documentation provided.
How often can I receive funds?

Once per calendar year. If you apply and are not awarded, you may reapply at the next deadline.

Artists participating in a Band/Ensemble application are ineligible to apply for the Individual grants on their own in the same 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, to attend a professional development or learning opportunity and/or for expenses that assist with the marketing or promotion of your artistic group or your artwork.

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
- Purchase or rental of software/hardware directly related to your art form
- 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
- Classes, workshops, or one-on-one instruction related to artistic discipline or business of art
- Conference registration fees related to artistic discipline or business of art
- 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):

- Travel or touring costs
- Computers, tablets, smart phones, televisions
- Camera equipment for non-photographer/videographers will be limited to a max of $500
- Furniture or home upgrades
2022 Grants & Services Guidelines

- Previously purchased services, products, materials or resources (no reimbursements)
- Event, exhibition or performance expenses
- Your own artist fees outside of marketing, creation, or growth of artistic practice
- 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 Associate, Dayvon Nichols (dnichols@gcac.org) before starting your application.

When are applications due?

<table>
<thead>
<tr>
<th>Draft Review</th>
<th>January 18, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>February 1, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By March 15, 2022</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Draft Review</th>
<th>May 18, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>June 1, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By July 15, 2022</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Draft Review</th>
<th>September 19, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due</td>
<td>October 3, 2022 at 5:00 p.m.</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>By November 16, 2022</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>One year after award date</td>
</tr>
</tbody>
</table>

NOTE: Depending on the number of applications, the grant programs may close after any round and without advance notice.

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 CLICK SUBMIT. Allow at least one week for a response.
What assistance is available for completing an online application?

If you are interested in a live or recorded walkthrough of the application process, please visit our Workshop page here: GCAC Workshops.

If you do not have access to a reliable computer, a computer lab is available for filling out applications. To reserve a computer, email Grants Associate, Dayvon Nichols at dnichols@gcac.org.

For more information about additional accommodations, refer to APPENDIX C.

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.
- Describe the history of your band/ensemble. How will the funds help you create your new work, grow your artistic skills, or market your art to a broader audience?
- Describe how you regularly share your band/ensemble’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:** You will be required to provide receipts for all expenses at the time of your final report. Missing receipts may disqualify you from future funding.

What are the required Supplemental Materials (uploads)?

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

- Group bio must demonstrate that you qualify as a professional, working artist with an independent body of work by listing:
  - performances
  - publications
  - sales
  - events
- Please include as much detail as possible so that our staff can verify your qualifications easily.
- Artistic work samples (images, videos, or audio) OR a link to a website showing artistic work samples
**Note:** Your website or work samples must include an independent body of work created by you that is your own artistic expression. Strictly commercial artistic work, such as portrait/event photography, graphic design for businesses, film/music production for businesses/other artists DO NOT qualify.

**AFTER SUBMITTING – NEXT STEPS**

**Review, evaluation, and selection**

Band/Ensemble 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). The member who applied on behalf of the band/ensemble is responsible for keeping contact information up-to-date.

**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. You will be required to provide proof of residency in order to receive funding. 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.

Support for Professional Artists (Individuals & Groups) awardees should use the channels available to them, such as social media, newsletters and press releases to recognize support from the Arts Council. Refer to APPENDIX A for more 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.

For faster and dependable delivery, all payments will be issued through ACH Direct Deposit unless otherwise requested. To set up,

**NOTE:**
Make sure to keep all of your receipts.

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
banking information is collected (or updated with changes) as part of the grant agreement and is stored securely. You have up to a year to spend the funds.

**Final Reports & Receipts**

When completing your Final Report, you will need to submit your receipts as proof of correct expenditure. 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 any past 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.
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.

SAY OUR NAME

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

SAY THANK YOU

Social Media

When your grant is approved, say “thanks” on social media! 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.

Thank Public Funders

Thanking public officials for their support is important for the future vitality of arts and culture in Columbus. Send letters/emails to Columbus Mayor, Columbus City Council Members 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. Save copies of these letters/emails to include with your final report.

Mailing Addresses:

 Mayor and Columbus City Council: City Hall, 90 W. Broad St, Columbus OH 43215
 Franklin County Commissioners: 373 S. High St., 26th Floor, Columbus OH 43215

SHARE THE NEWS

Event Calendar

Listing your event via the Ohio Event Finder is a grant requirement for organizations and optional for individual artists. Register your organization 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." If you are an individual presenting an event, contact your venue to list the event through Ohio Event Finder. If your venue is not registered or you have any other questions please contact Nick Dekker at ndekker@gcac.org. Facebook events posted by organizations and individuals should also contain recognition of the Arts Council award.
Public Relations

When publicizing your grant please thank the Greater Columbus Arts Council, the city of Columbus and Franklin County. Acknowledge grant support in press releases and mention the Greater Columbus Arts Council in newspaper interviews, media/promotional appearances and event/performance announcements and curtain speeches.

SHOW US THE LOVE

Donor 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/](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 Support, General Support and Project Support Grantees

Operating Support, General Support 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 and General Support are required to provide a full-page ad; Project Support grantees are required to provide a half-page ad.

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/](http://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.

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: Events, Festivals, Series grants.

Requirements

- Fiscal Sponsor organizations must have a budget of over $50,000, as demonstrated by a recent 990 (within three years).
- Fiscal Sponsor organizations must have been established at least one year prior to the application and have completed at least one 990 to the IRS.
- The Fiscal Sponsor may not employ any of the applicant’s employees or Board members or any other related party.
- Fiscal Sponsors are required to be involved as a collaborator as opposed to merely a transactional relationship. The expectation is that the Fiscal Sponsor is engaged in a meaningful manner and committed to the financial and artistic success throughout the duration of the project.
- The Fiscal Sponsor does not have to be an arts organization as long as the partnership is authentic and the sponsor can demonstrate 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 is a qualified expense that may be covered by the award.
- The application and final report should be completed jointly.
- If the applicant is awarded a grant, the grant agreement is made between the Arts Council and the Fiscal Sponsor, NOT the applicant. Both parties should review the contract.
- The Arts Council is not responsible for disputes between the applicant and Fiscal Sponsor.

Registering and applying through GoArts

The lead applicant will register as an individual in GoArts. After beginning an application, click on the “Invite Grant Writer or Fiscal Sponsor” button at the bottom of the application. Add the Fiscal Sponsor’s employee contact information. The Fiscal Sponsor will receive an email inviting them to the application – they must click on the link and press the “accept” button. If the Fiscal Sponsor currently has an account in GoArts, they then will be able to see the draft application on their dashboard. If they do not have an account in GoArts, they will be invited to register.
APPENDIX C: APPLICANT ACCESSIBILITY AT GCAC

Accessibility is of great importance to the Greater Columbus Arts Council. We recognize that each person is an individual and that each individual benefits from accommodations uniquely suited for their needs. We welcome you to contact us so that we can provide the best access possible to our facility and programs - please describe any accommodation that helps your application process. To request an accessibility accommodation or if you have any questions, please refer to the guidance below or email Sue Jones at sjones@gcac.org with your request at least two weeks in advance.

Services for Language Transparency

Located in the upper right corner of our homepage, you can select from ten languages (English, Arabic, Amharic, Chinese, French, Hindi, Japanese, Portuguese, Russian, Somali, Spanish) prevalent in Columbus to translate our site. The translator does not translate graphics or PDFs, only text in HTML. Translation and interpretation services are available. Please send requests to grants@gcac.org.

Services de traductores están disponibles. Por favor solicítelo en grants@gcac.org.

如若你可提供翻译服务，请将请求发送至 grants@gcac.org。翻译サービスは利用できます。要請を grants@gcac.org に送信してください。

Computer Lab & Application Assistance

We have computers open to the public for applications if needed. Please call Grants Associate, Dayvon Nichols at 614.221.8569 or email at grants@gcac.org in order to reserve time for use at least 48 hours in advance.

Applicants with visual impairment

- Materials for all GCAC programs are available upon request in large print or digital formats.
- GCAC is pleased to provide Audio Description services for select programming.

Applicants who are deaf or hard of hearing

- American Sign Language Interpreters can be made available, upon request.

Applicants with mobility disabilities

- The entrance to the GCAC office located at 182 East Long Street is wheelchair accessible. Please come to the front door and ring the buzzer to gain entrance.
- GCAC staff are happy to provide curbside assistance navigating the front door for anyone who would like some support. We ask that you let us know the day before you are visiting if you would like assistance entering our building.

To view our complete list of accessibility accommodations please visit: (Linked PDF)
APPENDIX D: 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/.

To view past workshops, you can access our YouTube page by clicking this link here: https://www.youtube.com/c/Columbusarts/playlists.

Once you have accessed our playlists, select the GCAC workshops playlist to view all recorded Workshops.

Drop-in Hours – coming later this year!

When safe to do so, 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 donated 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 information. An independent certified public accountant should be hired by the organization’s Board to perform an annual audit in accordance 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 years and a fair market value exceeding $3,000. 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.

I.D.E.A.

Acronym for Inclusion, Diversity, Equity and Access.

Independent Body of Work

Strictly commercial artistic work, such as portrait/event photography, graphic design for businesses, film/music production for businesses/other artists DO NOT qualify.

Historically Marginalized

Communities or groups who have been historically and currently denied full participation in mainstream cultural, social, political, and economic activities. Marginalized communities can include people of color, women, LGBTQ+, low-income individuals, prisoners, the disabled, senior citizens and many more.

Matching Funds

Operating Support and Project Support: Annual Season grants 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 E: 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/.

Artist Directory

Columbus-based artists can create a free profile that includes examples of their work, the type of work they can be hired for, links to their site and contact information. The directory feeds into ColumbusMakesArt.com creating a robust resource for anyone looking to hire artists.

To sign up or log in go to: https://www.ohioeventfinder.com/artists/sign_up.

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.

Guidelines for 2022 Fellowships will be available before January 31st, we will post online. Stay tuned! https://www.gcac.org/grants-services/individual-artist-fellowships/.

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.
APPENDIX F: Demographic Data Collection

Basic demographic information will be collected from all applicants/grantees as part of the grant application process. 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 our arts community’s progress with Inclusion, Diversity, Equity and Access (I.D.E.A.) efforts.

To read our full Diversity, Equity, and Inclusion statement and the Racial Equity statement visit https://www.gcac.org/about/equity-statements/.

Organizations – Operating, General, Project Support & Thrive

Organizations will be required to report on the demographics of their staff and board of directors at the time of the application due date. We are modeling our demographic collection on examples provided by GuideStar/Candid and CHANGE Philanthropy.

When collecting data from staff and board follow these steps and principles:

• **Plan ahead** to get complete data – it may take time to get complete surveys from all board/staff.

• **Survey your staff/board in writing:** don't guess, always ask.

• When surveying board/staff, make all parts voluntary by including a "prefer not to answer" or "decline to state" option for each question.

• Tell your staff/board how you will store and use demographic information and respect confidentiality.

To assist you with the collection of board and staff demographics, please reference the following tools:

• GuideStar: How to collect and Share DEI data (includes a Sample Survey that you can copy)

• D5 Coalition: So You Want to Collect Demographic Data: Getting Started

**NOTE:** If you are an individual artist applying for Project Support with a Fiscal Sponsor, you will not be required to provide board/staff demographics. Simply fill in 0 (zero) for each question.

Individual Artists – Support for Professional Artists & Fellowships/Residencies

Demographic information is collected as part of the award process after receiving your grant agreement. You may opt-out of any question by selecting "Prefer not to answer" to some or all questions. Your demographic information will be kept confidential and your answers will NOT impact current or future funding.