

GRANTS FOR ARTISTS



PROJECT SUPPORT

- EVENTS
- FESTIVALS
- SERIES

DEADLINES

February 15, 2023

5:00 p.m.

August 15, 2023

5:00 p.m.

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 \$30,000

EVALUATION/NEXT STEPS:

Scored grant - rubric out of 20pts.

Committee review; applicant interviews, as needed.

STAFF CONTACT:

Kimberly Cole | 614-221-8622

kcole@gcac.org

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 following categories to apply for Project Support: Events, Festivals, Series.

- Registered 501(c)(3) nonprofit organizations whose primary mission is **arts and culture**.
 - Organizations operating a comprehensive arts program who have a primary mission outside of arts & culture may be considered; please contact grants@gcac.org before starting application for pre-approval.
 - Organizations receiving General Support or Operating Support are NOT eligible to apply. Thrive grantees ARE eligible to apply.
- Applicants without nonprofit status 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

What types of projects are eligible?

Performances, exhibits and arts events. The primary request must be for an event or series of events that is designed for the benefit of the general public and allows the community to experience the arts.

Additionally, all projects must meet the following criteria:

- At least 50% 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 NOT eligible?

- Fundraising events
- Competitions and/or award shows
- Requests for the creation of art without a public event, performance, or exhibit
- Temporary or permanent public art (see Mural Assistance Grant for mural funding)
- 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 primarily feature, support or fund one individual artist

NOTE: If you are unsure if your project meets the eligibility requirements, please contact Kimberly Cole at kcole@gcac.org, before starting the application.

Cultural Festival Funding

Cultural festivals with an arts focus that represent diverse groups, including BIPOC communities, immigrants, refugees and New Americans may request \$2,500 without going through the formal Project Support application process. Applicants who would like to apply for more than \$2,500 should complete the standard application as described in this grant guidelines.

To request festival funding of \$2,500, please email grants@gcac.org with the following information:

- Festival Name, Date, Location
- Primary Leader Name, Email, Phone
- Website/Facebook page, if available.

NOTE: Approval of cultural festival awards is limited and will be based on available funding. Please contact us at least 30 days prior to the festival date.

What award amount can we receive?

Most projects receive a partial award of \$3,000-\$10,000. No projects will be fully funded and applicants should expect to secure additional funding outside of GCAC. Actual amount received will be based on the project budget and the committee score. Some very large budget projects may receive up to \$30,000.

NOTE: Fully virtual projects will be capped at a maximum award of \$5,000 (before score is applied). In-person or hybrid events are strongly encouraged.

How often can we 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.

	ROUND 1	ROUND 2
Application Opens	January 13, 2023	June 30, 2023
Draft Review or Guidance Call*	February 1	August 1
Application Due	February 15 at 5:00 p.m.	August 15 at 5:00 p.m.
Introductory Meetings	March 1 - 3	August 29 - 31
Applicants Notified	End of March	End of September
Final Report Due	30 days following Project End Date	

*What is a Draft Review or Guidance Call?

Draft Review: A Grants & Community Engagement 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 & Community Engagement 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.
 - Tip: Get specific! Don't say "I want to reach everyone in Central Ohio."
- Community Reach: Tell us about your marketing plan and any collaborations or partnerships.
- I.D.E.A.: Describe specific efforts related to this project that demonstrate your commitment to Inclusion, Diversity, Equity and Access (I.D.E.A.). How do you engage with, listen to and empower voices from historically-marginalized groups?
 - Tip: List measurable goals or reflect on recent accomplishments. No need to include your organization's IDEA statement; instead, tell us how the concepts of I.D.E.A. are accomplished in your project/org.

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 online application 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 GCAC 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 online application 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. See [APPENDIX B](#) for details.

Optional Supplemental Materials (include if available and relevant):

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

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

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

AFTER SUBMITTING – NEXT STEPS

Initial Review

Following the deadline, applications and supplemental materials will be reviewed by Grants & Community Engagement 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 GCAC 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 GCAC and the 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 the online application system 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 GCAC. 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. GCAC 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 grantees should credit GCAC 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

Grantees 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.

NOTE: Payments may take up to three weeks to be processed. Make sure all of these are the same phrase in each section.

Grantee Follow-up Meetings and On-Site Visits

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

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 & Community Engagement department so that staff or trustees can experience your programming live and become better advocates for arts in Columbus.

Final Reports

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

APPENDIX B: PARTNERING WITH A FISCAL SPONSOR

Project Support grants are awarded only to 501(c)(3) organizations. GCAC 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 Fiscal Sponsor does not have to be an arts organization as long as the partnership is authentic and the sponsor can demonstrate financial stability and strong governance.

The requirements aim to minimize risk of GCAC'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 GCAC and the Fiscal Sponsor, NOT the applicant. Both parties should review the contract.
- GCAC is not responsible for disputes between the applicant and Fiscal Sponsor.

Registering and applying through online application system

The lead applicant will register as an individual in the [online application system](#). 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 online application system, they then will be able to see the draft application on their dashboard. If they do not have an account in online application system, they will be invited to register.