

This document serves to provide clients with a quick reference point for significant changes made to the FY2010 applications and guidelines. Please note, however, that other changes may exist. Applicants are responsible for reading the Application Instructions for each grant type for which an application will be submitted.

e-Grant

GCA's new [e-GRANT SYSTEM](#) creates a paperless process; providing the data entry point for e-Grant, as well as the uploading of the complete **Grants Proposal Package**. Through this new initiative all parts of the application are submitted electronically, except the Support Materials. Furthermore, the total system (Application, Panel Review, and Final Report) allows all stakeholders (Applicants, Peer Review Panelists, and GCA Staff) to electronically review all components of an application, reducing copying and mailing costs for our clients and the agency, as well as reducing panel meeting costs.

Project Grant – Arts Programs

Eligibility is limited to a single arts project. The program or project may have multiple components and/or performances; however applying for support for a full season is not eligible.

Project Grant – Capacity Building

In FY2010 Project Grants for Capacity Building are available to nonprofit single and multidiscipline arts organizations only.

Project Grant – Round 2

Due to statewide budget cuts, GCA is not anticipating a second deadline for Project Grants in FY2010.

Community Partners Planning Grant

Beginning in FY2010, the Community Partners grant program no longer offers a Community Partners Planning Grant. Organizations who wish to apply for a grant to support development of a sound plan for the implementation of a collaborative community arts program should apply for a [Project Grant - Capacity Building](#).

GOS & CAPS Continuation Grants, Year 2 or Year 3

- Beginning in FY2010 Support Materials will no longer be accepted from applicants seeking Continuation Year 2 or Continuation Year 3 funding
- All applicants for GOS & CAPS Continuation Year 2 or Continuation Year 3 must submit a Three-Year Financial Comparison Report. Explanations are required for any difference of more than 10% between Total Expenses and Total Income over the last three years.

Traditional Arts Apprenticeship Grant

As of FY2010, all funded TAA Grants are required to involve a Public Component. The Public Component must be at least one event involving the Apprentice to which the general public is invited. Applicants should consider what type of public program is most appropriate. Examples of Public Components include: master blues guitarist and apprentice perform at a local music venue, master weaver and apprentice display the work at a local museum or festival, or a master potter's apprentice conducts a demonstration of the traditional art form at a local arts organization or civic center.

TAA & TRAR

Starting in FY2010, all applicants are required to fill out e-Grant. If applicants are not able to use e-Grant, contact Brandy Klopp, Traditional Arts Manager at 404-685-2794.

AE Budget Form

All FY2010 applicants for AE grant support must fill out and submit the *AE Budget Form* with the *Grant Proposal Package*.

Artists Rosters & Banks

Beginning in FY2010 a Final Report consisting of an updated Profile Form is required each year an artist is on TAR, TRAR, AECEB, TPL-Bank, or AE TAB.

Georgia Certificate of Incorporation Annual Registration

Only one copy of the Georgia Secretary of State Annual Registration is required each year. If the applicant is making more than one submission, provide this copy with the application that has the earliest submission date.

Support Materials – All Grants

- All Support Materials must be postmarked by or hand-delivered to GCA office no later than close-of-business (4:45pm) on the given grant application deadline
- All Support Material (documents, photographs, and electronic media) submitted with the Application and Final Report becomes part of the official record of the contract with the State of Georgia. GCA will use these as promotional collateral, crediting the organization when used. Support Materials should be submitted in the media that best represents the discipline, such as audio format for music, video format for presenters, and craft/visual arts through photographs or images on a CD. If the applicant does not want its Support Material so used, it must provide a self-addressed, stamped envelope for return of the materials.

Definition of Diversity

GCA has provided applicants with the following, clarified definition of diversity. Please consider this definition when responding to narrative questions.

***Diversity:** The active and conscious practice of understanding, valuing and incorporating the characteristics, experiences and heritage of a wide range of constituents. These include but are not limited to age, ethnicity, gender, physical abilities, race, geographical location, and religion*

Budget – GCA Request

Beginning in FY2010 if the GCA Request line on the Annual or Project Budget is left blank, an applicant will automatically be deemed ineligible.

Contract Compliance – Penalties

Failure to Follow NEA/GCA Credit Requirements: GCA and NEA logo and credit requirements are mandated. Failure to meet these requirements by the end of the fiscal year as evidenced in the Final Report will result in:

- Cancellation of remaining balance
- Peer Review Panels will be provided the details of this Administrative Noncompliance, and will consider this information when determining scores for the applicant's management capabilities

Late Return of the State of Georgia Contract and Correction/Stipulation Requirements: GCA provides thirty (30) days for the signing and return of the contract. FY2010 contracts not signed and returned by the specified deadline will result in:

- Cancellation of the contract
- Peer Review Panels will be provided the details of this Administrative Noncompliance and will consider this information when determining scores for the applicant's management capabilities

Late Submission of the Final Report: Two months are provided from the end of the fiscal year (June 30) to the required deadline for Final Reports for all grantees on August 31. All FY2010 Final Reports received late (hand-delivered after 4:45 PM on August 31 or postmarked after August 31) will result in:

- Cancellation of the contract balance
- Peer Review Panels will be provided the details of the late submission and will consider this information when determining scores for the applicant's management capabilities

Unused Awards

Failure to Respond to Letter of Unused Award Funds: Failure to respond by March 01 will result in:

- Cancellation of contract balance
- Peer Review Panels adjudicating an application will be provided with the details of this Administrative Noncompliance

Failure to Release and Return Unused Award Funds before April 30: Should a contractor notify GCA of unused funds with the return of the UAF, but fail to release (via a written statement) and return the

unused funds before April 30 in the fiscal year awarded, the organization will lose eligibility for one complete year in all grant categories.

Failure to Release and Return Unused Award Funds before June 15: Should changes occur between the return of the UAF Letter and the close of the fiscal year which impact a contractor's award, GCA must be notified immediately. Contractors are required to notify GCA and release the funds no later than June 01. If money is to be returned to GCA, it must be received no later than June 15. Funds returned with the Final Report in August are directed to the Treasury of the state of Georgia, making them no longer available to support the arts. Failure to notify GCA and return funds before June 30 will render the organization ineligible for one complete year in all grant categories

NOTE: For GAP Partners: These re-granting agencies distribute funds through the end of the fiscal year and cannot confirm that all of the award will not be distributed. Therefore, only failure to return the funds on the deadline date of the Final Report will result in non-compliance.

Failure to Meet Scope of Services (failure to render services within 10% of approved SOS):

If the grantee fails to meet the approved Scope of Services by the end of the fiscal year in either quantity or type of service (whether the original or the revised as approved by GCA), these policies apply:

- a. Adjustment of any balance remaining on the contract may be made by GCA. Balances will be pro-rated for the reduction in services rendered.
- b. If necessary, both the contract balance and the balances on any other awards may be cancelled to account for the reduction in services rendered.
- c. If cancellation of all existing balances is not sufficient to account for the reduction in contracted services, the grantee will be invoiced for the amount to be returned to the state of Georgia and will remain ineligible for future funding until the balance due is paid in full. Additional action may be taken by the state of Georgia to secure any remaining balance owed.
- d. Peer Review Panels will be provided the details of this Administrative Noncompliance, and will consider this information when determining scores for the applicant's management capabilities.