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I. GENERAL INFORMATION

Who Should Apply

A single-discipline arts organization with a previous year's budget equal to or greater than \$125,000 may apply for a **General Operating Support (GOS) Grant**. Artistic disciplines include dance, literary arts, music, theatre, and visual arts. *Presenter organizations* that present work in one or more of these artistic disciplines may also apply. *Arts Service organizations* that provide administrative, artistic, or information services to discipline-specific organizations may also apply.

Applicants applying for Continuation Funding (Year 2 or Year 3) must have been approved for continuation funding for the previous year (Year 1 or Year 2). In the second and third year of continuation funding, the application process for GOS is shorter. The award amount remains stable from year-to-year. Applicants need only to complete **e-Grant** and submit a **GOS Continuation Application Package** as outlined here.

Note: *Multi-discipline arts organizations* should apply for a Community Arts Programs and Services (CAPS) Grant. Please refer to the [CAPS Application Instructions & Forms](#) for further information. Applicants with previous year's budgets of less than \$125,000 must apply for a [Project Grant](#).

Funding Request

Applicants in the continuation cycle may request no more than the award amount received in the previous year's GOS Continuation Grant (Year 1 or Year 2). Continuation applications receive a Yes or No vote by the GOS Peer Review Panel, and applicants' awards will only go up or go down as the available GCA total budget for operating support grants is increased or decreased.

Organizations are required to match the funding request with a dollar-for-dollar cash match. Only eligible expenses may be included in the Annual Budget and as a result, the budget submitted to GCA will not be equal to the organization's annual operating expenses.

Application Process

GCA's new [e-GRANT SYSTEM](#) provides the data entry point for e-Grant, as well as the uploading of the other parts of the **Grant Proposal Package**, specifically the **Forms** and **Required Attachments**.

A complete **Grant Proposal Package** will contain the following:

- *e-Grant*, sections I-IV
- ***GOS Continuation Y2 or Y3 Grant Form***
- Two-Year SOS Comparison
- Budget Breakdowns for Expenses, Income and In-Kind Support
- Three Year Financial Comparison Explanation
- Required Attachments (see pg. 11)
- ***GOS Continuation Y2 or Y3 Grant Application Checklist***

For line-by-line instructions on how to fill out *e-Grant*, step-by-step instructions for submission through the new **e-GRANT SYSTEM** and Frequently Asked Questions, visit the *e-Grant* section of the GCA Website.

Deadline

The complete GOS application is due January 26, 2009.

All components of the Grant Proposal Package: *e-Grant*, sections I-IV, ***Continuation Y2 or Y3 Grant Form***, SOS Comparison Chart, Budget Breakdowns, Three Year Financial Comparison Explanation & all Required Attachments must be uploaded through the **e-GRANT SYSTEM** no later than 4:45 PM on January 26th

II. FUNDING REQUIREMENTS

All Applicants

Organizations that are funded for GOS Continuation Year 2 or Year 3 are held to the same requirements as in Continuation Year 1, when organizations first enter the three-year continuation cycle.

Applicants must:

- Have received in FY2009 a GOS Grant, Continuation Year 1 or Year 2
- Request no more than the grant award amount received in the previous year's GOS Continuation Grant (Year 1 or Year 2)
- Not include *ineligible expenses* in the applicant organization's GOS Annual Budget
- Match the grant request with a 100% dollar-for-dollar cash match
- Not include services or expenses that are included on any other grant request for GCA funding (including GAP & LEGG)
- Submit all components of the ***Grant Proposal Package*** electronically no later than 4:45 PM on January 26th (see section entitled Application Process for details)

NOTE ABOUT SCOPE OF SERVICES: GCA uses the categories and definitions for SOS provided by the National Endowment for the Arts. These definitions are used by the Peer Review Panel when reviewing applications. Please reference the SOS definitions to ensure correct accounting of all services offered, and if funded, be sure to maintain accurate audience counts as that total will be required to complete the GCA Economic Calculator when filing Final Reports. Definitions of SOS items are provided in *e-Grant* and in the [FY2010 Application Glossary](#).

PLEASE ALSO NOTE: If funded, the applicant must adhere to all **contractual obligations** stipulated by the state of Georgia and fulfill the proposed Scope of Services for FY2010 as presented in the applicant's FY2010 GOS application.

Units of Government

In addition to the requirements outlined above, units of government must establish a **Citizens Advisory Committee** that provides oversight responsibilities and:

- At least 60% of the membership of the Citizen Advisory Committee should be community members (not elected officials or government staff)
- Up to 40% of the membership of the Citizen Advisory Committee may be elected officials or government staff

Colleges & Universities

In addition to the requirements outlined above, an applying college or university must establish a **Community Advisory Committee** that provides oversight responsibilities and:

- At least 60% of the membership of this Committee should be representative of members in the community (not students, faculty, or staff members of the institution)
- At least 20% of the project budget should be derived from sources other than the parent institution
- Provide programming that does not predominantly present the work of students or faculty, and the target audience must be the entire community in which the college/university resides or a specific population that is beyond the students, faculty, or staff of the institution

III. FUNDING CRITERIA

The GOS Panel will evaluate proposals in budget order, from smallest to largest (FY2008 actual expenses determine budget size). Proposals will be evaluated based on the criteria below. Continuation applications will be Approved, Approved with Stipulations, or Not Approved.

1. **Budget:** Are there any decreases in the three-year budget comparison greater than 10% from one year to the next, or over the entire three-year period? Are the explanations provided for the decrease(s) clear and satisfactory?
2. **Scope of Services:** Are there any decreases in the Scope of Services between FY2009 and FY2010? Are the explanations provided for the decrease(s) clear and satisfactory?

IV. APPLICATION INSTRUCTIONS

A complete **Grant Proposal Package** requires the electronic submission of all of the following through GCA's new **e-GRANT SYSTEM**:

- **e-Grant**
- **GOS Continuation Y2 or Y3 Grant Form**
- Two-Year SOS Comparison
- Budget Breakdowns for Expenses, Income and In-Kind Support
- Three Year Financial Comparison Explanation
- Required Attachments (see pg. 11)
- **GOS Continuation Y2 or Y3 Grant Application Checklist**

Instructions for completing each item of the **Grant Proposal Package** are explained in detail below. Please be sure to read and complete each section as instructed. Remember, applicants must complete and submit the **Forms** found at the end of this document. Step by step instructions for submission through the new **e-GRANT SYSTEM** and Frequently Asked Questions can be located in the **e-Grant** section of the GCA Website.

e-Grant

GOS Continuation Y2 or Y3 Grant applicants are required to complete sections I-IV in **e-Grant**. For line-by-line instructions on how to fill out **e-Grant**, visit the **e-Grant** section of the GCA website.

**Two-Year SOS
Comparison**

Along with completing the Scope of Services Chart in e-Grant, applicants are required to provide a Two-Year Comparison of Scope of Services (SOS) for FY2009 and FY2010. This is a detailed breakdown comparing services of the present fiscal year (FY2009) with the projected fiscal year (FY2010). For each service that the applicant proposes on the FY2010 Scope of Services Chart in *e-Grant*, a brief description is required in this comparison.

To complete the Two-Year Comparison of Scope of Services, refer to the numbers entered in the Scope of Service Chart in *e-Grant*, Section III and follow these instructions:

- Provide the breakdowns as a Microsoft Word/ Rich text table on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded to the new e-GRANT SYSTEM
- Title each sheet of paper, in the upper right-hand corner, *GOS Continuation Y2 (or Y3) SOS Comparison Chart*, followed by *Applicant Name*
- Use a font that is no smaller than 12-point type that is easy to read; do not use an italic font
- Provide the comparison in a table with three columns. Label the left-hand column *Scope of Services*, label the middle column *FY2009*, and label the right-hand column *FY2010*.
 - List the line item (title of service) in the left-hand column under *Scope of Services*
 - For each service listed in the table, indicate the quantity of that service that is committed for each fiscal year (FY2009 & FY2010)
 - For FY2010 only: Provide a brief description of each service.
- Count only services produced, presented, or coordinated by the applicant. Therefore, the following restrictions apply:
 - GAP Agencies cannot count GAP funded programs
 - Re-granting entities cannot count funded programs
 - Organizations that rent out their facility cannot count performances, lectures, classes, etc. presented by another organization renting its venue
- Be sure that there are no inconsistencies in the quantity or type of services listed between the FY2010 Scope of Services Chart in *e-Grant* and the detailed description in the Two-Year Comparison of Scope of Services. For example, if the applicant lists two Catalogues in the FY2010 Scope of Services Chart in *e-Grant*, provide a description of the two catalogues in this comparison
- Do not include any services that are included on any other FY2010 GCA application

- Organizations that present services that are not arts-based should count only their arts services. For instance, a museum that presents both art and history exhibits should count the art exhibits, but not the history exhibits.
- Definitions of SOS items are provided in *e-Grant* and in *FY2010 Application Glossary*.

NOTE: GCA uses the categories and definitions for SOS provided by the National Endowment for the Arts. These definitions are used by the Peer Review Panel when reviewing applications. Please refer to the SOS definitions so that your programs are categorized correctly.

2 Year Scope of Services Comparison Chart Example

Scope of Services	FY2009	FY2010
a. Catalogues	1	2 (all produced by applicant) <i>-Monica Castillo: Sculpture and Performance</i> <i>-New Works by Six Georgia Artists</i>
d. Exhibitions	2	2 (all produced by applicant) <i>-Monica Castillo: Sculpture and Performance</i> <i>-New Works by Six Georgia Artists</i>
h. Dance Productions	0	1 (presented) <i>-Urban Bush Women (5 performances)</i>

Budget Breakdowns

Budget breakdowns are required for each applicable line item listed in the Annual Budget Expenses, Annual Budget Income, and In-Kind Revenue listed in *e-Grant*. Budget breakdowns are required for the following lines in *e-Grant*: Expense Lines 1-5 & 9; Income Lines 14-20, 23 and 27

To complete the Budget Breakdowns correctly, refer to the Annual Budget Expenses and Income Chart that the applicant completed in *e-Grant* and follow these instructions:

- Provide the breakdowns as a Microsoft Excel document on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded to the new e-GRANT SYSTEM
- Title each sheet of paper, in the upper right-hand corner, *GOS Continuation Y2 (or Y3) Budget Breakdown*, followed by *Applicant Name*

- Use a font that is no smaller than 12-point type that is easy to read; do not use an italic font
- Do not include *ineligible expenses*
- If applying for more than one GCA grant, salary support for any given individual may be pro-rated between the applications, but and the total may not exceed 100%
- Do not include any income or expenses that are included in any other FY2010 GCA application
- Show evidence of a 100% match (each item marked as *pending* or *confirmed*) in Annual Budget under Income
- Be sure that there are no mathematical errors; the total amount of each line item in the breakdown must equal the amount listed for that line item in *e-Grant*

Expense Breakdown Example:

01. Personnel – Administrative	
Program Director	\$35,000
Administrative Assistant	<u>\$20,000</u>
Total:	\$55,000

Income Breakdown Example:

14. Revenue – Services, Other	
Rental of Facility	<u>\$10,000</u>
Total	\$10,000
17. Board & Other Private Donors	
Three Private Donors @ \$3,000	\$9,000 pending*
Two Board Donors @ \$1,000	<u>\$2,000</u> confirmed
	\$11,000

**Any income not confirmed at time of application should be marked pending*

In-Kind Support

Begin the breakdown by listing the line item (number and title). Provide line items for each source of In-Kind Support, delineating the item being donated, donor source, status, and *fair market value* (FMV) assigned to each donation. For each line item, provide a breakdown that illustrates how the fair market value was established.

27. In -Kind Support:	
Rehearsal space, DeKalb Center (\$300/hour to rent Ahaj Center x 8 hours = \$2400)	\$2,400 <i>confirmed</i>
Costume Prep, Willie May Robinson (Professional seamstress at \$25/hour x 20 hours)	\$500 <i>confirmed</i>

NOTE: Salary Breakdown

It is acceptable for an applicant to divide a staff salary between multiple GCA grants, provided that each budget clearly states the title, dollar amount, and percentage of the salary. The total allocation among all grants may not be greater than 100%.

For example, if an applicant were applying for both a Community Partners and a GOS grant, it is permissible to claim a percentage of staff salary on each grant proportional to the staff time allocated to each grant. The CP and GOS Grant Budget Breakdowns might each show:

Executive Director	\$35,000 (50% of salary)
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Ineligible Expenses

Due to prohibitions in the Georgia Constitution, by other regulations of the state, or by policy, GCA does not fund:

- **Capital Expenditures/ Equipment**
According to the IRS, capital expenditures are permanent fixtures and equipment that generally have a useful life of over two years. The IRS classifies such expenditures the term depreciation, indicating that their cost is written off over the “life of the item” or that number of years for which it is deemed useful. The longest useful life classification by the IRS is for real estate (buildings), forty years. Thus, office equipment, office furniture, and even upgrades to these (such as a new computer chip or different lens for a camera, or re-paving of the parking lot) are not eligible for GCA grant awards and should not be included in the budget presented to GCA. NOTE: Office supplies are eligible.
The following are also deemed ineligible:
 - Purchase of buildings or real estate
 - Renovations or improvements involving structural changes
 - Expenses for roads, driveways, parking lots or other projects/repairs
 - Purchases of permanent or generally immobile equipment such as grid systems, sound systems, central air conditioning and all other capital expenditures
- **Fundraising Event Expenses**
Everything that is purchased for use in a fundraising event is an ineligible expense for a GCA grant application budget. This holds true for an auction or art sale fundraiser; the cost of artworks purchased are not eligible expenses. Entertainment,

gifts, printing expenses, awards, refreshments, and all other expenses purchased for the fundraising event are all ineligible.

NOTE: All eligible fundraising income included in the application's Annual Budget must be reported as net dollars.

- Programming provided by the applicant outside of Georgia and the USA
- Tuition for college/university study, whether in the USA or abroad
- Scholarships, prizes, or endowment funds
- Deficits or campaigns to reduce deficits
- Depreciation
- Entertainment expenses, whether receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (contact your Program Manager for the latest details)
- Items labeled "Miscellaneous" are not eligible and will be deducted by GCA Staff from the Expense Line if the application is approved for funding, the applicant may be required to provide a corrected application budget prior to full execution of the contract (see *Corrections & Stipulations Memo* for details and deadline information)

Three-Year Financial Comparison Report

Explanations are now required for any difference of more than 10% between Total Expenses and Total Income over the last three years. To complete the Three-Year Financial Comparison Report correctly, refer to the three-year Financial Comparison Chart in *e-Grant* and follow these instructions:

- Provide responses as a Microsoft Excel document on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded to the new e-GRANT SYSTEM with Budget Breakdowns
- Title each sheet of paper, in the upper right-hand corner, *GOS Continuation Y2 (or Y3) 3-Year Financial Comparison Report*, followed by *Applicant Name*
- Use a font that is no smaller than 12-point type that is easy to read; do not use an italic font

- **For Lines 30 & 31:** provide a written explanation for any differences of 10% or greater between Total Expenses and Total Income for Last FY, Present FY, or Next FY.
- **For Lines 32 & 33:** provide a written explanation for any Operating Surplus or Deficit or Accumulated Surplus or Deficit that appear in lines 32 and 33. If a deficit is shown, clearly explain all of the steps that the organization is taking to eliminate it.

**Grant Forms &
Required Attachments**

In addition to filling in the required data fields in *e-Grant*, providing Budget Breakdowns and the Grant Narrative, applicants are required to fill out the two *Forms* at the end of this document and provide the items detailed below. These documents must be uploaded to the new **e-GRANT SYSTEM**.

FORMS:

- *GOS Continuation Y2 or Y3 Grant Form*
- *GOS Continuation Y2 or Y3 Application Checklist*

REQUIRED ATTACHMENTS:

Title each sheet of paper, in the lower left hand corner: *GOS Continuation Y2 (or Y3) Required Attachments*, followed by *Applicant Name* and the page number. All elements of the Grant Proposal Package are to be grouped and uploaded as outlined on the GOS CY2 or CY3 Checklist.

Consensus Statement Response: Attachment A

Respond to the Concerns from the FY2009 Consensus Statement prepared by the Peer Review Panel. A response to each concern is required. For every item of concern on the Consensus Statement, restate the concern for clarity, followed by a response describing the action or plans taken by the organization to address the concern. (The FY2009 Consensus Statement was included in the organization's FY2009 Grant Contract Package.) If the organization did not apply for funding in FY2009 or if the applicant was in Continuation Year 2 in FY2009, this requirement is not applicable.

Condensed Biographies: Attachment A

Provide a condensed biography for any new personnel in key leadership positions, including applicant's chief Administrative and Artistic staff members, full and part-time. Provide additional biographies for any individuals who are contracted employees and whose biographies

demonstrate the artistic excellence and organizational competence of the organization. Each biography should not exceed one side of one sheet of 8.5x11 paper. Each biography must include the person's current affiliation with the applicant organization, and educational and professional credentials that are relevant to the person's current position.

Board of Directors List: Attachment A

For each member of the organization's governing board, provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Also provide official board titles for board members, such as Chairman.

Community/Citizen Advisory Committee List: Attachment A

A Community/Citizen Advisory Committee list is required of all colleges, universities, or units of government. At least 60% of the membership of this Committee must be representative of members in the community not students, faculty, or staff members of the institution. Please define the committee, stating its purpose and responsibilities. For each member provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Indicate those members who are not elected officials or staff of the government unit or faculty, students, or staff of the educational institution.

Georgia Certificate of Incorporation Annual Registration:

Attachment C

Include a copy of the organization's current GA Certificate of Incorporation Annual Registration. To download proof of the most recent registration, go to the [Secretary of State website](#). This is the only acceptable proof of registration status.

ADA Checklist: Attachment D

Applicants must complete the **ADA Checklist** portion of the application if there is not a current ADA Checklist for the venue on file at GCA. A current ADA Checklist is any Checklist submitted within the last two-years (FY2008 or FY2009). First-Time applicants must submit this Form. This section will not be scored, but must demonstrate compliance with ADA requirements in order for the application to be deemed eligible for review. Also, submit this form for each new venue for programming proposed in the FY2010 application. If the project venue is a public facility, this checklist is not required.

Applicants using a Parent Organization's 501(c) 3 Status:
Attachment D

Along with the items detailed above, applicants using a parent organization's 501(c) 3 *umbrella* status must also include a letter from the parent organization's Board Chair stating that the applicant organization is authorized to use the 501(c) 3 status of the parent organization.

Support Materials

Support Materials are not required of GOS Continuation Year 2 and Continuation 3 applicants and should not be submitted. They will not be reviewed by the panel.

!Click [here](#) for a MSWord version of this form!

Applicant Organization

Organization Name *legal*:

Organization Name *DBA*:

Applicant Contact Person

Name:

E-mail:

Phone:

Legal Assurances

This application requires two different signatures by the organization's leadership in blue ink. The individuals signing this application must receive mail at different addresses. With their signatures, each affirms:

"I certify that the information in this application is true and correct to the best of my knowledge. I understand that the application and all budget breakdowns, salary listings, and all other required application attachments are public record and open to public inspection."

Highest Ranking Executive Staff or Highest Ranking Corporate Official

Name:

Title:

E-mail:

Phone:

Mailing Address:

City:

Zip:

Signature*:

Board President or Chairman

Name:

Title:

E-mail:

Phone:

Mailing Address:

City:

Zip:

Signature*:

* GCA will accept either an electronic signature, or type a back slash (\) followed by Legal Name

Be sure to accomplish each item on this Checklist by the deadline.

- Review [FY2010 Application and Contract Compliance Guidelines](#)
- Complete the following in e-Grant, but do not submit until the entire **Grant Proposal Package** is ready for electronic submission
 - Section I-III
 - Budget Section IV

Group the following elements, in the order presented, into the four (4) documents outlined below. Each of the four (4) documents must be uploaded to the new e-GRANT SYSTEM prior to submission. All documents must be in MS Word, Rich Text or MS Excel format.

Attachment A: Microsoft Word/Rich Text Documents

- GOS Continuation Y2 or Y3 Grant Form**
- Two-Year Scope of Services Comparison for FY2009 and FY2010
- Consensus Statement Response (if applicable)
- Condensed Biographies
- Board of Directors List with name, corporate/business/community affiliation and title, mailing address, workday telephone, and ethnic demographic
- Community/Citizen Advisory Committee List (if applicable) with name, corporate/business/community affiliation and title, mailing address, workday telephone, and ethnic demographic
- GOS Continuation Y2 or Y3 Application Checklist**

Attachment B: Microsoft Excel Documents

- Budget Breakdowns for Expenses, Income, and In-Kind Support
- Three-Year Financial Comparison Explanation

Attachment C: Annual Registration, attach from **Secretary of State website**

- Copy of Georgia Certificate of Incorporation Annual Registration

Attachment D: Compliance Documents

- ADA Checklist** (submit one ADA Checklist for each different venue used)
Note: Returning applicants that submitted an *ADA Checklist(s)* in FY08 or FY09 do not need to resubmit unless there are any changes in their policies, practices, and programs OR they are adding new venues.
- Letter from Parent Organization's Board Chair authorizing applicant's use of parent organization's 501(c)3 Federal Tax Exempt Status (only applicants using parent organization's 501(c)3 status)