

ABOUT THE GRANT APPLICATION PROCESS

Grants are competitive applications for funding. More applications are received than funds are available to award. Each application adjudicated by a Peer Review Panel receives a score. The highest scoring applications are granted contracts with the state of Georgia. Therefore, it is incumbent upon the applicant to carefully review and provide all requirements in the application instructions; incomplete material, inconsistent documents, and confusing statements in the narrative result in lower scores.

GCA's new **e-GRANT SYSTEM** provides the data entry point for e-Grant, as well as the mechanism to upload the Grant Proposal Package, which includes the Application Forms and Required Attachments. The last part of this package, the Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline. Each application, even when multiple applications are made by the same organization, must complete both parts of the application process for every application.

Since the publication of the 2006 Guidelines, GCA has worked to make the grant application process **transparent**. This means that all regulations, requirements, and the funding philosophy are documented for applicants to review. There are no politically influenced awards, and GCA staff strives to eliminate all situational decision-making. The agency's staff will respond to all questions regarding eligibility, grant requirements, and award decisions based on this document and detailed in **Application and Contract Compliance**. Therefore, GCA encourages its applicants to review these documents, referring to them for guidance. GCA also strongly encourages applicants to not make assumptions, but contact the appropriate Program Manager with specific questions.

HOW TO APPLY

First-time Applicants

First-time applicants are advised to contact the appropriate Program Manager at GCA for counsel on the grant category that best meets the needs of an organization and on eligibility requirements. First-time applicants are also strongly encouraged to review the MS PowerPoint versions of the GCA Grant Workshops. These instructional documents can be found on the [GCA website](#). (Please see the [Glossary](#) for the GCA-specific definition of a First-time applicant)

e-GRANT SYSTEM

All applicants must submit **e-Grant** and upload the **Grant Proposal Package**, which includes the Application Forms and Required Attachments, through the new e-GRANT SYSTEM no later than the close of business (4:45 PM) on the required deadline date. 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](#) page of the GCA Website. The Application Instructions and Forms for each grant can be found on the respective program area pages of the GCA website: [arts services](#), [community arts](#), [arts education](#) and [traditional arts](#).