

TABLE OF CONTENTS

I. GENERAL INFORMATION

**Grant Description
Who Should Apply
Funding Request
Application Process
Deadline**

II. FUNDING REQUIREMENTS

**All Applicants
First -Time Applicants
Units of Government
Colleges & Universities**

III. FUNDING CRITERIA

IV. APPLICATION INSTRUCTIONS

**e-Grant
Budget Breakdowns
Grant Proposal Narrative
Grant Forms & Required Attachments
Support Materials**

V. APPLICATION FORMS

**Project Grant-Touring Grant Form
Project Grant-Touring Grant Application Checklist**

I. GENERAL INFORMATION

Grant Description **Project Grant-Touring Grants** support projects that use artists from Georgia Council for the Art's [Touring Artists Roster \(TAR\)](#) or [Traditional Artists Roster \(TRAR\)](#). To be eligible for funding, all touring must include a public component.

NOTE: There are two other Project Grants available: [Project Grant-Arts Programs](#) and [Project Grant- Capacity Building](#). If your project does not fit the descriptions above, check the guidelines for these other grants.

Who Should Apply Project Grants for Arts Programs are available to nonprofit organizations, units of government, schools, colleges, and universities with a demonstrated history and commitment to arts programming.

Funding Request Eligible organizations that do not apply for a General Operating Support (GOS) or Community Arts Programs and Services (CAPS) award in FY2010 may apply for up to a maximum annual award of \$5,000.

Awards will be funded at the applicant's full request as long as it does not exceed the maximum annual award. Applicants may submit multiple Project Grant requests as long as the total requested in all applications combined does not exceed \$5,000.

Application Process GCA's new [e-GRANT SYSTEM](#) provides the data entry point for *e-Grant*, as well as the uploading of 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.

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

- *e-Grant*, sections I-III & V
- **Project Grant-Touring Grant Form**
- Budget Breakdowns for Expenses, Income and In-Kind Support
- Grant Narrative and other Required Attachments (see pg. 11)
- **Project Grant-Touring Application Checklist**
- Support Materials

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 Project Grant application is due January 26, 2009.

- All components of the Application Package: *e-Grant*, sections I-III & V, *Project Grant- Touring Grant Form*, Budget Breakdowns, Grant Narrative, & all Required Attachments must be uploaded through the **e-GRANT SYSTEM** no later than 4:45 PM on January 26th
- Support Materials must be postmarked by or hand-delivered to GCA office no later than close-of -business (4:45pm) on January 26th

II. FUNDING REQUIREMENTS

All Applicants

All eligible applicants, defined as nonprofit organizations or a unit of government, incorporated in the state of Georgia must:

- Be a 501(c) 3 organization, an educational institution of higher learning, or a unit of government.
- If a nonprofit, an organization must have been operational and incorporated for at least twelve months prior to the deadline
- Request no more than \$5,000 maximum grant award
- Not include *ineligible expenses* in the applicant organization's Project Budget
- Complete the project and expend all grant funds within FY2010 (July 1, 2009-June 30, 2010)
- Match the grant request with a 50% dollar-for-dollar cash match if grant request is less than \$1,000 OR with a 100% dollar-for-dollar cash match if grant request is \$1,000 or more
- Do 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 by 4:45 PM on January 26th (see section entitled Application Process for details)
- Submit Support Materials postmarked by or hand-delivered to GCA office no later than close-of -business (4:45pm) on January 26th

NOTE ABOUT SCOPE OF SERVICES (SOS): 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 Project Grant-Touring application.

First -Time Applicants

Any applicant who has not applied to GCA previously or has not received an award within the past three years, is a *First-time Applicant*. First time applicants must upload, along with the complete **Grant Proposal Package**, the following:

- A copy of the organization's by-laws
- A copy of the organization's Internal Revenue Services letter indicating 501 (c) 3 Federal Tax Exempt Status
- ADA Checklist

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

Panelists will use the funding criteria to evaluate and score all eligible FY2010 applications. The following FY2010 criteria will be judged according to information provided in the Project Grant-Touring application, including but not limited to: Scope of Services, Budget, Grant Narrative, Condensed Biographies, and Support Materials. The panel will evaluate proposals in budget order, from smallest to largest (FY2008 actual expenses will determine budget size).

Organizational Capacity (60 points)

1. Planning: (15 Points) Has the organization provided evidence of a well-planned project with a clear timeline?
2. Management: (15 Points) Is there evidence that the organization is utilizing appropriate and qualified staff and artists to ensure a well-administered project?
3. Marketing Plan: (15 Points) Is there evidence of an effective marketing plan? Has the organization clearly identified a target audience and a plan to reach that audience?
4. Evaluation: (15 Points) Does the project have a sound evaluation plan, allowing for input from the governing board, participating artists, audience and staff? Does the project have clear goals and tools to evaluate the success of each goal?

Community Impact (40 points)

1. Participation: (20 Points) Has a target audience been clearly defined? Are members of the target audience involved in the planning, implementation and evaluation of the project?
2. Public Value: (20 Points) Is the project beneficial to the community? Does it reach underserved communities?

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**
- **Project Grant-Touring Grant Form**
- Budget Breakdowns for Expenses, Income and In-Kind Support
- Grant Narrative
- Required Attachments (see page 11)
- **Project Grant- Touring Application Checklist**

The last part of this package, the Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

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

Project Grant-Touring applicants are required to complete sections I-III and V in *e-Grant*. For line-by-line instructions on how to fill out *e-Grant*, visit the *e-Grant* section of the GCA Website.

Budget Breakdowns

Budget breakdowns are required for each applicable line item listed in the Project Budget Expenses, 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 and Income Lines 14-20, 23 and 27.

To complete the Budget Breakdowns correctly, refer to the Project 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 page in the upper right-hand corner, *Project Grant-Touring 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, and the total may not exceed 100%
- Show evidence of a 50% cash match for requests under \$1,000 and a 100% cash match for requests over \$1,000. Please note: In Kind Support may not be used as a match.
- Do not include any income or expenses that are included in any other FY2010 GCA application
- 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:	<u>\$55,000</u>

Income Breakdown Example:

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

**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 = \$2,400)	\$2,400 <i>confirmed</i>
Costume Prep, Willie May Robinson (Professional seamstress at \$25/hour x 20 hours)	<i>\$500 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 applied for both a Project Grant and a Community Partners Grant, it is permissible to claim a percentage of staff salary on each grant proportional to the staff time allocated to each grant. The Project Grant and Community Partners Grant Budget Breakdowns might each show:

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

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)

Grant Proposal Narrative

The Grant Proposal Narrative provides an excellent opportunity for the applicant to demonstrate the applicant’s organizational strengths and programming excellence to the Peer Review Panel.

There are five topics to be discussed in the Grant Proposal Package: Mission, Project Description, Organizational Capacity, Quality of Project, and Community Impact. Some topics have multiple sub-questions; all questions must be answered. To complete the narrative correctly, follow these instructions:

- The application narrative must not exceed six sheets of 8.5 x 11 paper, and these must be uploaded to the new e-GRANT SYSTEM
- All narratives must be typed. Use a font that is no smaller than 12-point type and easy to read; do not use an italic font
- The footer for each sheet of paper must read: *Project Grant-Touring Narrative*, followed by *Applicant Name* and the page number
- Answer each question in the order it appears in the application
- Clearly label each narrative question with its number and corresponding topic for clarity, followed by the answer
- Provide, clear and concise answers to the FY2010 narrative questions below
- Avoid technical terminology or abbreviations that a reader may not be familiar with unless a definition is provided
- Be certain to answer every FY2010 narrative question below; applications that have neglected to answer all of the narrative questions will be deemed ineligible

FY2010 PROJECT GRANT -TOURING GRANT NARRATIVE QUESTIONS

1. Mission Statement

Provide the organization’s mission statement and a brief history of the organization.

2. Project Description

Describe the proposed project. Include the following in the description:

- GCA Touring Artist name and other artists involved
- Dates and locations
- Components of the project (i.e. performances, master classes, residencies, etc.)
- How the project fits into the overall goals of the organizations
- Timeline for the project with deadlines for marketing, booking artists, renting facilities, etc.

3. Organizational Capacity

- a. **Management:** Describe the professional experiences and credentials of the project's leadership including staff, contracted artists and/or others.
- b. **Marketing Plan:** Discuss the project's marketing plan. Include a description of the project's target audience(s), reasons why each specific audience group is being targeted, and efforts to reach that audience.
- c. **Evaluation Plan:** Discuss how the project will be evaluated. Include the specific goals for the project and describe the tools that will be used to measure the success of each goal. Describe how board members, staff members, participating artists, and audiences will participate in the evaluation.

4. Community Impact

Discuss the benefits of this project to your community, especially as it relates to underserved audiences.

Grant Forms & Required Attachments

In addition to completing 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:

- *Project Grant-Touring Form*
- *Project Grant-Touring Application Checklist*

REQUIRED ATTACHMENTS:

Title each sheet of paper, in the lower left hand corner: *Project Grant-Touring 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 PG-Touring Checklist.

Condensed Biographies: Attachment A

Provide a condensed biography for individuals 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 (if applicable):
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.

GA 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.

First-Time Applicants: Attachment D

Submit along with a complete *Grant Proposal Package*, a copy of the organization's Internal Revenue Services letter indicating 501 (c) 3 Federal Tax Exempt Status, a copy of the organization's bylaws and the *ADA Checklist*.

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 required of all Project Grant-Touring applicants. A *Grant Proposal Package* submitted without the required Support Materials will be deemed ineligible for review. Support Materials are an essential component of the application, and are taken seriously by the Peer Review Panel as a demonstration of the applicant's artistic excellence and/or organizational capacity.

Acceptable support material content includes still images, videos, music, promotional materials, programs and/or published reviews. All Support Materials must be submitted to GCA, mailed or hand delivered by the stated deadline.

Letters of support or testimonials are not acceptable as support materials and should not be included. The review panel will be instructed to disregard them.

NOTE: 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.

INSTRUCTIONS FOR SUBMISSION:

To submit Support Materials correctly as part of the *Grant Proposal Package*, follow these instructions:

- Panelists have 5 minutes to review Support Materials; do not send more material than can be reasonably reviewed during this time limit
- Read the required Support Materials section for the project's primary artistic discipline below
- Label each piece of Support Material submitted with the grant category and applicant name
- Attach all Support Material together, either in a separate envelope or held together with a bracket clip or rubber band
- If submitting a DVD, CD or VHS, the material should be of good production quality and may be of any length; however, the Peer Review Panel is provided a maximum of **five minutes to view or listen** to all A/V materials.
- Cue all materials as appropriate
- Include a cover sheet listing each piece of Support Material. Include on this sheet recommendations for the best sampling of work to review for audio/visual materials.
- If the applicant would like the materials returned, please make a note of this on the cover sheet and include a self-addressed stamped envelope with adequate postage to cover the cost of mailing materials back to applicants (GCA will not fund this expense)

REQUIRED SUPPORT MATERIALS

- Submit a **representative sampling** of programs, brochures, newsletters, press clippings and/or other printed materials
- If submitting A/V material, submit specific instructions for review; **panelists have only 5 minutes to review this material**
- Label each piece of support material submitted

WORK SAMPLES

Because a GCA Peer Review Panel has already adjudicated the artist, , there is no need to submit a work sample from these artists.

!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 V

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

- Project Grant-Touring Grant Form**
- Grant Narrative
- 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
- Project Grant-Touring Application Checklist**

Attachment B: Microsoft Excel

- Budget Breakdowns for Expenses, Income, and In-Kind Support

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.
 - Copy of Applicant's By-Laws (first-time applicants only)
 - 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)
- Mail the following to GCA, 260 14th Street, Atlanta, GA 30309**
- Copy of Applicant's Internal Revenue Services Letter authorizing 501(c) 3 Federal Tax Exempt Status (first-time applicants only)
 - One set of required Support Materials with a one-page listing of all Support Materials enclosed
 - A self-addressed stamped envelope with proper postage, if applicant would like the Support Materials returned