

GRASSROOTS ARTS PROGRAM (GAP) GRANT APPLICATION

Return to The Arts Council PO Box 726 Franklin, NC 28744

*Before you start, read and follow instructions on back, answering all questions in the space provided.
Applications are not considered without required attachments, listed on back.*

1. YOUR ORGANIZATION

Organization name			
Mailing address			
Contact person / title			
Phone / email		Fed. ID #	
Last year's total income \$		Last year's total expense \$	Amount of this request \$

Organization's mission statement:

2. YOUR PROJECT

Project title			
Start date	End date	How many Maconians will this project serve?	

Narrative – Follow instructions on back; write your answer in this space.

3. PROJECT BUDGET *Grassroots request cannot exceed 50% of actual (not in-kind) expenses.*

INCOME	\$ Amt.	EXPENSE	\$ Amt.	IN-KIND GIFT/SOURCE	\$ Amt.
Grassroots request		Artists' fees			
Other grants		Facility costs			
Admissions		Production/materials			
Donations		Promotion			
Applicant cash		Travel/lodging			
Other income*		Other expense*			
TOTAL INCOME		TOTAL EXPENSE		TOTAL IN-KIND	

*Describe "other" if more than 10% of total:

Applicant's signature / title / date: _____

Questions? Contact The Arts Council, 524-ARTS (524-2787) or arts4all@dnet.net.

Grassroots Arts Program (GAP) Grant Application Instructions

First-time applicants must meet with Council staff to discuss the project and application/reporting requirements.

Eligibility: Any Macon County non-profit group undertaking a community arts project may apply. GAP grants provide **start-up or step-up money for participatory arts projects** such as a community chorus or amateur theater production, or to launch or expand one-time events as a concert or a workshop.

Award criteria: Artistic merit, cost effectiveness/financial need, community need, outreach to new or under-served populations, and participation level.

Amount / restrictions: Grants typically range from \$200 to \$500, must be spent in the July 1-June 30 fiscal year of the award, and are disbursed on receipt of the final report. Funds can't be used for staff positions, capital expenditures, equipment purchases, or deficit spending.

Grantee requirements:

- ✓ **EQUAL-OR-MORE MATCH:** GAP grants can cover no more than 50% of actual (not in-kind) project costs.
- ✓ **ACCOUNTABILITY:** Spend the grant as described in the application and be prepared to document all expenses.
- ✓ **ACKNOWLEDGMENT:** At the event, post a sign supplied by the Arts Council announcing Grassroots support, and use the following credit line, with the NC Arts Council logo, on promotional materials (printed programs, flyers, etc.):
 *"Supported by the Arts Council of Macon County and the North Carolina Arts Council,
 a division of the Department of Natural and Cultural Resources."*
- ✓ **FINAL REPORT:** At the project's end, submit a report on a form we provide, with samples of printed materials carrying the GAP credit line and logo. We disburse your grant on receipt of this report.

Deadline: The Arts Council Board of Directors awards grants on a first-come, funds-available basis, so apply as early as possible. In all cases, submit your application to allow time for a Board decision before starting your promotion campaign. (Board meets monthly on the first Tuesday. August is your first opportunity for grant consideration.)

Completing the form: Type or print neatly, entering all information in the space provided. To request a form online, contact the Council (see footer below).

SECTION 1. This information relates to your organization as a whole, not to your project.

Project title: Short phrase stating how you intend to spend the grant, such as, "Establish a countywide children's choir."

Start / end dates: When the project will take place; if a one-time event such as a concert, dates may be the same.

SECTION 2. Describe what will be done, by whom, where, how it will be promoted, who will participate / benefit, how you'll measure outcome, etc. **If the project is already established**, describe how the requested grant will expand or improve it.

SECTION 3. List main categories of anticipated income and expense for this project. Production costs may include materials such as sheet music and costumes, set construction, royalties, etc. You may rename categories to fit your project. Show your total operating budget here only if you're requesting general operating support. While "in kind" (donated goods or services that you would otherwise have to pay for) can't be used to match a grant, it strengthens your application by showing your efforts to control costs and extend participation.

Required attachments: (If any is not available, consult Council staff.)

- Copy of organization's IRS tax-exempt letter if we don't already have it.
- Board roster of organization's governing body, and names / titles of paid staff.
- Organization's operating budget for current fiscal year.
- Last completed fiscal year's income and expense statement, or IRS 990 report, pages 1-4.
- Project income and expense statement for last year if requesting funding for an established project.

Refer questions to the Arts Council, 524-ARTS (2787) or arts4all@dnnet.net.