



***I. GENERAL INFORMATION..... Pg. 1***  
Introduction  
Changes to Guidelines  
Grant Description  
Eligible Applicants  
Funding Request  
Deadline

***II. FUNDING REQUIREMENTS..... Pg. 3***  
Applicants Requirements  
Contractual Obligations

***III. FUNDING CRITERIA..... Pg. 3***

***IV. APPLICATION INSTRUCTIONS..... Pg. 5***  
**e-GRANT SYSTEM**  
Required Attachments  
Scope of Services List  
Budget Breakdowns  
Grant Proposal Narrative  
Bonus Arts Education Question  
Supplemental Information

***V. APPLICATION CHECKLIST..... Pg. 12***

## I. GENERAL INFORMATION

### Introduction

GCA is currently working with arts organizations and the general public to solicit input on a new five-year strategic plan for the organization. We anticipate that the new plan will have a significant impact on our grant making which will be reflected in the FY14 Guidelines. As a result, we have chosen to make limited changes to the FY13 grant application. Operating Support applicants will remain in their current Continuation Cycle Year in FY2013, allowing us the time to make thoughtful, vetted changes to the grant program in subsequent years. However, a short narrative has been added to the Continuation Year 2/3 application to allow organizations to update the panel on significant changes and accomplishments over the past few years. Please contact [Tina Lilly](#), GCA Grants Program Manager with any questions.

### Changes to Guidelines

Following are changes that have been made to the FY13 OS Year 2/3 guidelines:

- Applicants may request no more than 1% of their FY11 Final Report actual expenses
- Grant awards will be calculated based on an applicant's budget and score, not on previous grants
- Criteria include an evaluation of service to community and underserved audiences
- Applicants are not required to submit a Two Year Scope of Services Comparison and instead must submit only a Scope of Services breakdown for FY13 programming
- Income in the budget breakdowns is not required to be listed as pending or confirmed
- A short narrative has been added to the required elements
- Applicants are not required to submit a Board of Directors list

**Please note: Applicants are required to read all of the guidelines and should not rely on this list as a complete list of requirement.**

### Grant Description

Operating Support (OS) Grants support FY13 annual operating expenses for:

- Single-discipline arts organizations, including presenting organizations and nonprofit art service organizations
- Multi-disciplinary community arts organizations
- Dedicated arts units of a government or college/university

### Eligible Applicants

Applicants applying for OS Year 2/3 in FY 2013 must have received OS funding in FY12. If you did not receive OS funding in FY12 and your

FY11 expenses were greater than \$125,000, review the [OS Single Year & Year 1 Guidelines](#). All other applicants must apply for a [Project Grant](#).

Applicants may submit only one OS or PG grant application in a fiscal year.

**Funding Request**

Applicants in Year 2/3 may request no more than 1% of their FY11 Final Report actual expenses. Applicants in Year 2/3 who were funded for the first time in FY12 may request no more than 1% of their FY11 actual expenses. The minimum request is \$2,700 and the maximum is \$30,000. **NOTE:** FY13 awards will be based on an applicant's budget and score, not on previous award amounts. Minimum and maximum awards may be adjusted if GCA's FY13 overall budget increases or decreases significantly.

Organizations are required to match the funding request with a dollar-for-dollar cash match.

**Deadline**

The complete application is due January 25, 2012.

- All components of the application package must be uploaded through the [e-GRANT SYSTEM](#) no later than 4:45 PM on January 25, 2012.

## II. FUNDING REQUIREMENTS

**Applicant Requirements**

All OS Y2 and Y3 eligible applicants must:

- Be currently registered as a non-profit and have an active status with the office of the Secretary of State
- Have received Operating Support funding in FY2012

**Contractual Obligations**

Funded applicants must adhere to all **contractual obligations** stipulated by the state of Georgia including expending all funds during FY2013 and fulfilling the proposed Scope of Services as presented in the applicant's FY2013 OS application. Failure to do so will result in penalties and jeopardize future funding. For additional information on GCA's contractual obligations, see *General Guidelines*.

## III. FUNDING CRITERIA

The Grant Review Panel will evaluate applications in budget order, from smallest to largest. Applications will be evaluated on evidence of overall

stability and community impact and ranked on a scale of 5 to 1 based on the criteria below:

Score	Criteria
5	<p>Evidence of overall stability. There are no concerns about finances or ability to deliver the proposed Scope of Service.</p> <ul style="list-style-type: none"> <li>• Financially stable</li> <li>• Diverse income sources</li> <li>• No debt or deficits</li> <li>• No stipulations</li> <li>• SOS and budget are stable</li> <li>• Programming serves community and strongly engages underserved audiences</li> </ul>
4	<p>Evidence of overall stability, however minor concerns exist about finances and ability to deliver the proposed Scope of Service</p> <ul style="list-style-type: none"> <li>• Financially stable</li> <li>• Diverse income sources</li> <li>• Some debt/deficit but a strong plan to eliminate it</li> <li>• Minor stipulations</li> <li>• SOS and budget are relatively stable</li> <li>• Programming serves community and engages underserved audiences</li> </ul>
3	<p>Stability is questionable. Multiple concerns exist about finances and the ability to deliver the proposed Scope of Service</p> <ul style="list-style-type: none"> <li>• Financial stability is questionable</li> <li>• Moderately diverse income sources</li> <li>• Moderate amount of debt/deficit and a questionable or unclear plan to eliminate it</li> <li>• Multiple stipulations</li> <li>• SOS and/or budget are decreasing</li> <li>• Programming serves the community somewhat and does not fully engage underserved audiences</li> </ul>
2	<p>No clear evidence of stability. Numerous concerns exist about finances and the ability to deliver the proposed Scope of Service</p> <ul style="list-style-type: none"> <li>• Financially unstable</li> <li>• No diverse income sources</li> <li>• Moderate to significant debt/deficit and a weak/incomplete plan to eliminate it</li> <li>• Multiple stipulations</li> <li>• SOS and/or budget are decreasing</li> <li>• Programming serves the community in a weak way and</li> </ul>

	does not engage underserved audiences
<b>1</b>	<p>No evidence of stability. Significant concerns exist about finances and the ability to deliver the proposed Scope of Service</p> <ul style="list-style-type: none"> <li>• Financially unstable</li> <li>• No diverse income sources</li> <li>• Significant debt/deficit and no plan to eliminate it</li> <li>• Significant stipulations</li> <li>• SOS and/or budget are significantly decreasing</li> <li>• Programming does not serve the community or engage underserved audiences</li> </ul>

#### IV. APPLICATION INSTRUCTIONS

##### e-Grant

A complete application requires the electronic submission of the following through GCA's eGRANT SYSTEM available at [www.gca.georgia.gov](http://www.gca.georgia.gov):

- *e-Grant*, Section I-V
- Scope of Services Breakdown
- Budget Breakdowns
- Narrative
- Bonus Arts Education Question Response and Support Material (optional)
- Supplemental Information

##### Required Attachments

##### FORMAT REQUIREMENTS

Attachments will only be accepted in Microsoft Word and/or Excel, Rich Text, or PDF formatting. Follow these instructions:

- Put the organization's name and a page number on each page in a header or footer
- Use an easy-to-read, non-italic, **black** font that is 12 points or larger
- Margins must be a minimum of 1 inch.

##### SCOPE OF SERVICES LIST (formerly Two Year Scope of Services Comparison)

For each service that the applicant proposes on the FY13 Scope of Services Chart in *e-Grant*, a brief description is required. To complete this section correctly, follow these instructions:

- Provide the breakdowns as a table with two columns as shown below.
- List the line item (title of service) in the left-hand column. For each service listed in the table, provide a brief description.

- Count only services produced, presented, or coordinated by the applicant. Therefore, the following restrictions apply:
  - Re-granting entities may not count re-granted programs
  - Art councils and/or art service organizations may not count programs produced by their members
  - Organizations that rent out their facility may not count performances, lectures, classes, etc. presented by another organization renting its venue
- Organizations that present services that are not arts-based must count only their arts programming. 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 *FY2013 Application Glossary*.

**NOTE:** GCA uses the categories and definitions for *SOS* provided by the National Endowment for the Arts. The Peer Review Panel uses these definitions when reviewing the applications. Please refer to the *SOS* definitions to categorize proposed programming correctly. Classifying programming incorrectly may cause confusion on the Panel, which may lead to a lower score.

**Scope of Services Breakdown Chart Example**

Scope of Services	FY2013
b. Catalogues	2 (all produced by applicant) <i>-Monica Castillo: Sculpture and Performance</i> <i>-New Works by Six Georgia Artists</i>
e. Exhibitions	2 (all produced by applicant) <i>-Monica Castillo: Sculpture and Performance</i> <i>-New Works by Six Georgia Artists</i>
i. Dance Productions	1 (presented) <i>-Urban Bush Women (5 performances)</i>

**NOTE: You no longer have to list two years of services as in past years- only list your FY13 services.**

**BUDGET BREAKDOWNS**

Budget breakdowns are required for the following budget lines in e-Grant: Expense Lines 1-5 & 9 and Income Lines 14-20, 23 and 27.

To complete the Budget Breakdowns correctly follow these instructions:

- Breakdowns must be uploaded to e-GRANT
- Do not include *ineligible expenses*
- Use the budget line number and line description that is in e-Grant, such as *1. Personnel-Administrative*
- 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*
- If you are using Excel, use a single worksheet and format the information so that it runs vertically on the page.

**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
Two Board Donors @ \$1,000	<u>\$2,000</u>
	\$11,000

**In-Kind Support**

Provide line items for each source of In-Kind Support anticipated in FY2013, delineating the item being donated, donor source, and *fair market value* for each donation. For each line item, provide a breakdown that illustrates how the fair market value was established. Include in-kind only in line 27, not in the expense or income side of the budget.

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)	\$500 <i>confirmed</i>

### **Ineligible Expenses**

There are expenses that GCA does not fund. These should **NOT** be included in the budget that you submit to GCA even if you do not plan to use GCA funds for these items. You may list these expenses at the end of your breakdown under the heading Ineligible Expenses in order to communicate the scope of your project to the grant review panel, but you are not required to do so.

These are GCA Ineligible Expenses:

- Capital Expenditures/ Equipment-  
Capital expenditures are permanent fixtures and equipment that generally have a useful life of over two years. This includes the purchase of:
  - Buildings or real estate
  - Renovations or improvements involving structural changes
  - Roads, driveways, parking lots or other such projects/repairs
  - Permanent or generally immobile equipment such as grid systems, sound systems, lighting equipment, central air conditioning, etc.
  - Office equipment such as computers, printers, or upgrades such as software
  - Musical instruments
- Fundraising Event Expenses

**NOTE:** All fundraising income included in the budget must be reported as net dollars.

- Programming provided by the applicant outside of Georgia
- Tuition for college/university study
- Scholarships, prizes, or endowment funds
- Debt and interest associated with capital expenditures  
*Note:* Operating debt and associated interest are allowable
- Depreciation
- Bad debt
- Entertainment expenses, such as 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 the GCA staff for current rates)
- Miscellaneous expenses

*If you have any questions about whether or not a specific expense is ineligible, contact the GCA staff.*

### **NARRATIVE**

A response to the following questions must be uploaded in e-Grant. The response is limited to 4 pages.

#### **Organizational Stability**

- State the mission of the organization
- Discuss the overall fiscal health of the organization, including any debt or deficits. This includes **ALL** debt, capital as well as operating. If you have debt or a deficit, attach up to two additional pages (for a total of 6 pages) with a plan for eliminating shortfall. The plan must include:
  - Total amount of debt and/or deficits (These figures should correlate with the figures shown in the Three Year Financial Comparison in e-Grant)
  - Specific expenses that have been or will be cut
  - Specific plans to increase income with a clear goal attached to each step

**PLEASE NOTE:** If an applicant does not provide accurate figures regarding debt in the application, any grant award that is made based on incomplete or false information may be canceled at any time during FY13.

- What changes have you made to adjust to the recession to ensure the stability of the organization? (reduced staff, eliminated services, reduced benefits, etc.)
- What significant programmatic changes have you made in the past four years? Describe the basis for the changes (i.e. strategic plan, community impact, evaluation results, etc.)
- How does your FY13 programming serve your community and reach underserved audiences? (Underserved audiences are those whose access to the arts is limited due to geography, economic conditions, ethnic background, disability, age or other perceived or actual barrier.)

#### **BONUS ARTS EDUCATION QUESTION (OPTIONAL)**

*All OS applicants have the opportunity to respond to this bonus question. This segment of the narrative is not mandatory. Respondents will be competing for an additional 5 points (1 being the lowest, 5 being the highest) for bonus grant funds to support their Arts Education programs.*

To be considered for these additional funds, respond to the question below and follow these instructions:

- Only programs serving K-12 students are eligible; however, programming does not have to take place at a school or during school hours.
- The Arts Education narrative must not exceed two pages.
- Applicants who answer the Arts Education Bonus Question must submit Support Material related to their Arts Education program. The Support Material section of the guidelines on page 11 outlines the specific requirements.

**Arts Education Program Questions:** (5 points)

1. Provide the total annual budget for arts education programming as both a dollar amount and a percentage of the organization's total annual budget. This amount may include prorated administrative expenses and salaries.
2. Delineate (by type and number) the education programming offered. Describe the programs, citing, for example how they follow sequential and comprehensive arts learning or adhere to state or national arts standards. Include in your description information about any underserved communities that your arts education programming reaches. Also provide the average/estimated number of student participants in each type.

**SUPPLEMENTAL INFORMATION**

The following items must be uploaded to the **e-GRANT SYSTEM**.

**ADA Checklist:** Applicants must complete the ADA Checklist portion of the application if they are using a new venue for programming for which GCA does not have a Checklist on file. This section will not be scored, but must demonstrate compliance with ADA requirements in order for the application to be deemed eligible for review.

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

Applicants using a parent organization's 501(c)(3) (*umbrella* status) must 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.

**Arts Education Support  
Material**

Support Material is required if you answered the Arts Education Bonus Question. Valid Support Material includes, but is not limited to:

- selections from lesson/unit plans
- study guides
- evaluation instruments
- photos of artists working with students

This material may not total more than 10 pages and must be attached in e-Grant.

NOTE: All Support Material becomes part of the official record of the contract with the State of Georgia. GCA may use images submitted on promotional collateral, crediting the organization when used. Support Material will not be returned.

Be sure to accomplish each item on this Checklist by the deadline. Consult the appropriate section of the Guidelines for detailed instructions on content.

- Review *FY2013 Application and Contract Compliance Guidelines*
- Complete the following in *e-Grant*, but do not submit until the complete application is ready for electronic submission
  - Section I-III
  - Budget Sections IV & V

**Combine the following elements into the three (3) documents outlined below.** Each attachment field in **e-Grant** will only accept one (1) document; be certain to combine items as instructed below. Each of the three (3) documents (one per field) must be uploaded to the e-GRANT SYSTEM prior to submission. Required Attachments and Supplemental Information documents may only be uploaded in MS Word, Rich Text, MS Excel, or PDF formats. If the Budget Breakdowns and/or the Scope of Services Breakdown were created in Word/Rich Text or PDF, then combine them with the documents listed in Attachment B and leave Attachment A blank.

**Attachment A: All Microsoft Excel Documents combined, such as**

- Budget Breakdowns
- Scope of Services Breakdown

**Attachment B: All Microsoft Word/Rich Text or PDF Documents combined, such as**

- Grant Narrative
- Bonus Arts Education Question Response (optional)
- Arts Education Support Material (required if submitting a Bonus Arts Education Question response)

**Attachment C: Compliance Documents**

- ADA Checklist (if applicable)***

- CD/DVD Support Material (if applicable)  
Mail or hand deliver the CD/DVD by 4:45 on January 25, 2012 to:  
Georgia Council for the Arts  
75 Fifth St. NW #1200  
Atlanta, GA 30308