

I. GENERAL INFORMATION..... Pg. 1
Introduction
Grant Description
Eligible Applicants
Funding Request
Deadline

II. FUNDING REQUIREMENTS..... Pg. 3
Applicants Requirements
Contractual Obligations
First -Time Applicants
Dedicated Arts Units
 Units of Government
 Colleges & Universities

III. APPLICATION INSTRUCTIONS..... Pg. 5
e-GRANT SYSTEM
Required Attachments
 Scope of Services Breakdown
 Budget Breakdowns
 Grant Proposal Narrative
 Supplemental Information
Support Material

IV. APPLICATION CHECKLIST..... Pg. 18

I. GENERAL INFORMATION

Introduction

Georgia Council for the Arts is currently working with grantees 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 process which will be reflected in the FY2014 Guidelines. As a result, we have chosen to make limited changes to the FY2013 grant application. The Continuation cycle for Operating Support applicants will remain for FY13, allowing us the time to make thoughtful, vetted changes to the grant program in subsequent years. Please contact [Tina Lilly](#), GCA Grants Program Manager, by e-mail or by calling (404) 962-4827 with questions.

Grant Description

Operating Support Grants (OS) support the full year's operational budgets of these applicants for the fiscal year:

- 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

OS Year 1 supports an organization's general operating budget for one fiscal year (FY13). If GCA continues the existing Continuation cycle of funding in FY14, then all grantees funded as Year 1 in FY13 will then fill out condensed applications in Years 2 and 3 (FY14 and FY15).

Your organization should apply for OS Year 1 if:

- you did not receive OS funding in both FY11 and FY12 AND
- your FY11 expenses were more than \$125,000

If your organization received OS funding in FY12, or if you received OS funding in FY11 but not in FY12, you should review the OS Year 2/3 guidelines: [OS Continuation Y2 & Y3 Guidelines](#).

If your FY11 expenses were under \$125,000, you should review the [Project Grant Guidelines](#).

Eligible Applicants

OS Grants are available to the following nonprofits:

- *Single-discipline arts organizations*
- *Presenters* that offer art disciplines produced by others
- *Arts service* organizations that provide administrative or artistic assistance to discipline-specific arts organizations

- **Multi-disciplinary, community arts organizations** such as: arts councils, local arts agencies, arts centers, and arts commissions.
- **Dedicated arts units** of governments or colleges and universities. These dedicated arts units must provide arts programming exclusively. They may not be academic departments, must have an Advisory Board with a majority of members from outside the government or educational institution, and, if part of an educational institution, must have a separate revenue source from the parent organization.

All applicants must have an arts-specific mission statement and FY2011 expenses equal to or greater than \$125,000.

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

Funding Request

Applicants may apply for up to 1% of the organization's FY2011 GCA Final Report expenses. If your organization did not receive funding from GCA in FY2011, you may apply for up to 1% of your total FY2011 expenses. The minimum grant request is \$2,700 and the maximum request is \$35,000. The minimum and maximum awards may change if GCA's overall FY13 budget increases or decreases significantly.

First-time applicants are limited to a maximum request of \$2,700.

Deadline

The complete OS Grant application is due January 25, 2012.

- All components of the application package: **e-Grant**, sections I-V and all Required Attachments must be uploaded through the [e- GRANT SYSTEM](#) no later than 4:45 PM on January 25, 2012.
- If you are required to submit an audio/video work sample as Support Material, it must be postmarked by or hand-delivered to the GCA office no later than close-of -business (4:45pm) on January 25, 2012.

II. FUNDING REQUIREMENTS

Applicant Requirements

An eligible applicant must:

- Be a 501(c)(3) non-profit arts organization incorporated in the state of Georgia or a dedicated arts unit of government or of a college/university
- Have FY2011 expenses totaling more than \$125,000

- Have been operational for at least twelve months prior to the deadline
- Have acquired their IRS 501(c)(3) status prior to January 25, 2011
- Be currently registered as a non-profit and have an active status with the office of the Secretary of State
- Match the grant request with a 100% dollar-for-dollar cash match
- Submit a complete application by January 25, 2012 at 4:45 PM

Contractual Obligations

Funded applicants must adhere to all **contractual obligations** stipulated by the state of Georgia including expending all funds during FY2013 (July 1, 2012-June 30, 2013) 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](#).

First -Time Applicants

Any applicant that has not applied previously OR has not received an award since FY2009 is a ***First-Time Applicant***. These applicants are required to submit the following additional requirements:

- 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 (If you are using a public venue or a venue for which GCA already has an ADA Checklist on file, you only have to complete section B-Access to Programming on the Checklist.)

Dedicated Arts Units

For governments, in addition to all requirements listed above, a **Citizens Advisory Committee** must be established that provides oversight to the organization and has:

- At least 60% of the committee's members are from the organization's community (not government officials or staff)
- Up to 40% of the members may be government officials or staff

For colleges/universities, in addition to the requirements above, a **Community Advisory Board** that provides oversight to the organization and has:

- At least 60% of the committee's members from the community (not students, faculty, or staff of the educational institution)
- At least 20% of its revenues is derived from sources other than the parent institution
- NOTE: Programming that predominantly presents the works of students, faculty, or staff and where the audience does not represent the entire community in which the institution resides is not eligible

III. APPLICATION INSTRUCTIONS

e-Grant

A complete application requires the electronic submission of the following through GCA's e-GRANT SYSTEM which is accessible via GCA's website.

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

Required Attachments

FORMAT REQUIREMENTS

Attachments will only be accepted in the following formats: Microsoft Word, Microsoft Excel, Rich Text, or PDF.

Follow these instructions for completing each requirement:

- 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 BREAKDOWN

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 on as many pages as necessary.
- Provide the breakdown in a table with two columns. Label the left-hand column *Scope of Services* and label the right-hand column *FY13*.
 - List the line item (title of service) in the left-hand column under *Scope of Services*
 - 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 *FY13 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 Comparison 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</i> (5 performances)

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:

- Provide the breakdowns on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded into e-GRANT SYSTEM
- Do not include *ineligible expenses* (see the list below)
- 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 FY2012, delineating the item being donated, donor source, and *fair market value* assigned to 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

Due to prohibitions in the Georgia Constitution, by other regulations of the state, or by policy, 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
According to the IRS, capital expenditures are permanent fixtures and equipment that generally have a useful life of over one year. This includes the purchase of:
 - Buildings or real estate
 - Renovations or improvements involving structural changes
 - Roads, driveways, parking lots or other 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
Everything that is purchased for use in a fundraising event is an ineligible expense. Entertainment, gifts, printing expenses, awards, refreshments, and all other expenses purchased for the fundraising event are all ineligible.

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.

GRANT PROPOSAL NARRATIVE

To complete the narrative correctly, follow these instructions:

- The application narrative must not exceed eight pages, and these must be uploaded to the e-GRANT SYSTEM
- 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
- Avoid technical terminology or abbreviations that a reader may not be familiar with unless a definition is provided
- Be certain to answer each FY13 narrative question; applications that neglect to answer all of the narrative questions will be deemed ineligible

Narrative Questions: Panelists will evaluate and score all eligible FY13 applications based on responses to the following questions. The first two are not scored, but provide the context for the panelists' evaluation.

1. Mission Statement

Present the organization's mission statement.

2. Environmental Scan

- a. Briefly discuss the organization's history and objectives. Describe what makes the organization unique in your community.
- b. Describe the community the organization serves. Include whatever demographics are pertinent to the area, such as: age groups, geographic location, economic makeup, rural-urban-suburban character, educational achievement, and cultural-ethnic mix. (Demographic data may be cited and is available in the [GCA Georgia County Demographic Chart](#), which will be available to the panelists.)

3. Organizational Capacity (40 Points)

- a. **Governance:** (10 points) Describe the management structure of the organization, including the working relationship between the board and staff and formalized systems for communication and decision-making. Describe the board's recruitment plan, selection criteria, and rotation policy.
- b. **Fiscal Management:** (12 points) Discuss the organization's overall fiscal health, including the impact of the recession on the organization and its response. Include the following in your answer:

- If the organization has any debt or shows a deficit on lines 32 or 33 of the Three Year Financial Comparison in Section IV of *e-Grant*, **clearly explain the plans to eliminate it.** The plan should contain specific goals associated with each fundraising effort.
- Describe efforts to diversify the organization's income sources
- Provide evidence that the organization is financially secure and will be able to carry out the proposed Scope of Services.

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.

- c. **Personnel and Leadership:** (10 points) Describe the organization's goals and specific progress it has made in ensuring diversity and participation from all segments of the community on the organization's board and among its staff and volunteers. Briefly describe the credentials and experience of those individuals making administrative and artistic decisions for the organization.
- d. **Evaluation:** (8 points) Detail how the organization evaluates its artistic programs, administrative programs, staff, and board. Include evidence that past evaluations have resulted in change.

4. Artistic Excellence (35 Points)

- a. **Program Quality:** (18 points) Describe the artistic and professional quality of the arts programming. Address the following in the response:
 - How does the organization define artistic quality?
 - How are artistic programs chosen?
 - How does the organization ensure quality and high professional standards?
 - Give an example of a recent artistic achievement
- b. **Meaningful Experiences:** (17 points) Explain how the artistic programs provide meaningful experiences for audiences, volunteers and/or Georgia artists.

5. Community Impact (25 Points)

- a. **Partnerships:** (10 points) Give recent examples of partnerships and/or collaborations with other organizations and detail the benefits of these for all of the partners as well as for the community.
- b. **Access:** (15 points) Describe how the organization ensures *diversity* and participation by *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. Clearly identify what underserved communities your serve and why you would define them as underserved. In your description, include the fee structure for admission, including any discounted or free ticket programs.

NARRATIVE QUESTIONS FOR SERVICE ORGANIZATIONS

1. Mission Statement

Present the organization's mission statement.

2. Environmental Scan

- a. Briefly discuss the organization's history and objectives. Describe what makes the organization unique to the community that is served.
- b. Describe the community the organization serves, including the service area and the types and number of clients. Include whatever demographics are pertinent such as: geographic location, economic makeup, rural-urban-suburban character and cultural-ethnic mix. (Demographic data may be cited and is available in the GCA Georgia County Demographic Chart, which will be available to the panelists.)

3. Organizational Capacity (70 Points)

- a. **Governance:** (13 points) Describe the management structure of the organization, including the working relationship between the board and staff and formalized systems for communication and decision-making. Describe the board's recruitment plan, selection criteria, and rotation policy.
- c. **Fiscal Management:** (18 points) Discuss the organization's overall fiscal health, including the impact of

the recession on the organization and its response. Included in your answer:

- If the organization has any debt or shows a deficit on lines 32 or 33 of the Three Year Financial Comparison in Section IV of *e-Grant*, **clearly explain the plans to eliminate it**
- Describe efforts to diversify the organization's income sources
- Provide evidence that the organization is financially secure and will be able to carry out the proposed Scope of Services.

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.

- Personnel and Leadership:** (13 points) Describe the organization's goals and specific progress it has made in ensuring diversity and participation from all segments of the community on the organization's board and among its staff and volunteers. Briefly describe the credentials and experience of those individuals making decisions for the organization.
- Delivery:** (13 points) Describe the organization's technical and administrative capacity to deliver its services. If a website, listserv or other electronic medium is involved, how does it support the service(s) and how is it maintained?
- Evaluation:** (13 points) Detail how the organization evaluates its programs, staff, and board. Include evidence that past evaluations have resulted in change.

4. Community Impact (30 Points)

- Georgia Artists:** (15 points) How does the organization support Georgia artists and the state's arts infrastructure?
- Partnerships:** (15 points) Give recent examples of partnerships and/or collaborations with other organizations and detail the benefits of these for all of the partners as well as for the community.

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 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

In addition to the Budget Breakdown and Grant Narrative, the following items must be uploaded into the e-GRANT SYSTEM:

Condensed Biographies:

Provide a condensed biography for individuals in key leadership positions, including applicant's chief administrative and artistic staff members, whether full or 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 page.** 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/Community Advisory Committee List:

Non-Profit Organizations: For each member of the organization's governing board, provide the name; corporate, business, or community affiliation and title; and ethnic demographic. Also provide official board titles for board members, such as Chairman.

Units of Government: A **Citizens Advisory Committee** must be established that provides oversight to the organization and at least 60% of the committee's members are from the organization's community (not government officials or staff). Please define the committee, stating its purpose and responsibilities. For each member provide the name; corporate, business, or community affiliation and title; and ethnic demographic. Indicate those members who are not elected officials or staff of the government unit.

Colleges/Universities: A **Community Advisory Board** must be established that provides oversight to the organization and at least 60% of the committee's members must be from the community (not students, faculty, or staff of the educational institution). Please define the committee, stating its purpose and responsibilities. For each member provide the name; corporate, business, or community affiliation and title; and ethnic demographic. Indicate those members who are not faculty, students, or staff of the educational institution.

ADA Checklist: Applicants must complete the ADA Checklist portion of the application if there is not a current ADA Checklist on file at GCA. A current ADA Checklist is any Checklist submitted in or since FY2008. The checklist should be completed for the venue in which the exhibit, performance, class, etc. will take place. If the project venue is a public facility, or if the venue belongs to an organization that has received GCA support since 2008, section A of the checklist is not required. 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 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.

**Supplemental & Support
Material**

**SUPPLEMENTAL INFORMATION (FIRST-TIME
APPLICANTS)**

First-Time Applicants: Submit along with a complete application

- 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
- ADA Checklist (If you are using a public venue, or if GCA has a Checklist on file for the venue you are using, you only need to submit section B of the Checklist.)

SUPPORT MATERIAL (ALL APPLICANTS)

Support Material is required of all OS Year 1 applicants. Applications submitted without the required Support Material will be deemed ineligible for review. All Support Material must be mailed or hand delivered to GCA offices by 4:45 on January 26, 2011.

In addition to the Support Material submitted by the applicant, the Review Panel will look at each applicant's website as part of their review.

NOTE: All Support Material 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 Material should be submitted in the media that best represents the discipline. Support Material will not be returned to the applicant.

INSTRUCTIONS FOR SUBMISSION:

To submit Support Material correctly as part of the application, follow these instructions:

- Read the required Support Material section for the appropriate artistic discipline below
- If you answered the Arts Education Bonus Question, you must also submit Arts Ed Support Material in addition to OS Support Material.
- Label each piece of Support Material with the applicant's name.
- DVDs or CDs 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. You may submit no more than two DVDs or CDs.
- Include a **Support Material List** document on a CD listing each piece of Support Material. Include on this sheet the organization's

web address as well as the preferred best sampling of work to review for audio/visual materials.

- Do not send hard-copy material such as flyers, brochures or reviews, as they will not be reviewed by the panel.

ARTS EDUCATION (if applicable)

If you answered the Arts Education Bonus Question, submit Arts Education Support Material such as selections from lesson/unit plans, study guides and/or evaluation instruments. Photos of artists working with students may also be submitted. This material may not total more than 10 pages and must be submitted on a CD. On the Support Material List, number and clearly identify each item. **Hard copy items will not be accepted. Any material submitted in excess of 10 pages will not be considered by the Panel.**

DANCE

Submit a performance DVD of up to three selections from productions performed within the last two years. The selections should feature the company and its solo artists, not guest artists. If possible, provide a variety of performance clips from each of the three productions. On the Support Material List, provide the name of each production, date and location of performance, the name of the choreographer, and a brief description of each production.

LITERARY ARTS

On a CD, submit a representative sample of work from the most recent publication, not to exceed five (5) pages.

Additionally, include on the CD:

- **Magazines** must submit a one-page statement outlining editorial policy, payment to writer policy, print runs, and circulation figures detailing paid and unpaid subscriptions and single copy sales
- **Presses** must submit a one-page statement outlining editorial policy, author payments, print runs, and expected sales figured for proposed work. For anthologies, include a one-page sample table of contents

MUSIC

Submit no more than 2 CDs or DVDs of selections from up to three performances from the last two years. Recordings of orchestras should feature the orchestra, not choral groups or soloists. Opera companies should submit a DVD including a segment featuring the chorus. On the Support Material List, provide the name, date and location of the performance. List the three specific tracks that the panelists should hear.

Then for each track, provide the name of each piece performed and the name of the composer.

THEATRE

Submit a total of ten digital images from at least three performances within the last two years. These should be submitted on a CD, not in hard copy. Video of a production will not be accepted due to copyright restrictions. On the Support Material List, provide the name of the production, playwright, and the date and location for each image.

VISUAL ARTS

Submit a total of ten images on CD. Five images should show installation views of exhibitions in the applicant's museum or gallery produced by the applicant within the last two years. Five images should show works by the artist(s) who will be exhibited in the proposed project. On the Support Material List, provide the exhibition title, date and location, name of curator, name of artist, and title and media of artwork for each image.

PRESENTER ORGANIZATIONS

Submit no more than 2 CDs or DVDs of the artist(s) for which the organization is seeking support. On the Support Material List, label the three specific tracks that the panelists should watch or hear. Also provide the name of each performing group, the date and location of performance, and a brief description.

COMMUNITY ARTS ORGANIZATIONS

Submit Support Material using the discipline specific guidelines above that best represents the scope of the applicant's programs and are reflective of the organization's mission statement.

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

DO NOT submit this Checklist to GCA.

- 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 SOS 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)
- Condensed Biographies
- Board of Directors List OR Community/Citizen Advisory Committee List
- Support Material- (*if discipline-specific instructions require attaching Support Material in e-Grant*)
- Support Material List (*if applicable*)

Attachment C: All Compliance Documents combined

- ADA Checklist** (*if applicable*)
- Letter from Parent Organization authorizing applicant's use of parent organization's 501(c)3 Status (*if applicable*)
- Copy of IRS 501(c)(3) letter (*first-time applicants only*)
- Copy of By-Laws (*first-time applicants only*)

- Mail or hand-deliver the following to Georgia Council for the Arts, 75 Fifth St. NW, Suite 1200, Atlanta, GA 30308**
 - DVD or CD with Support Material (*if discipline-specific instructions require the submission of an audio or video sample*)