

## GUIDELINES FOR GRASSROOTS ARTS PROGRAM SUBGRANTS

Since 1977, the N. C. Arts Council's Grassroots Arts Program has provided North Carolina citizens access to quality arts experiences. The program distributes funds for the arts in all 100 counties of the state primarily through partnerships with local arts councils. The Sampson Arts Council serves as the N. C. Arts Council's partner in awarding subgrants to local organizations for arts programs in Sampson County.

### Eligibility for Application

All organizations must have been in operation for at least one year. While nonprofit 501(C)(3) status is preferred, organizations that are nonprofit in nature may also apply.

All organizations must reside and carry out projects within Sampson County.

Organizations that receive general support funds through the N. C. Arts Council are not eligible for Grassroots funds.

Individuals are not eligible to apply for Grassroots Arts funds.

Applications and support materials must be completed and received by the due date of December 3, 2010.

Application forms may be downloaded at [www.sampsonarts.org](http://www.sampsonarts.org). All projects must take place between July 1, 2010 and May 31, 2011. The Sampson Arts Council must receive all applications by December 3, 2010. Applications must be mailed or hand delivered to 709 College Street, Clinton, NC 28328.

Grassroots Arts Program funds may be used for expenditures to conduct quality arts programs, or operate an arts organization. Typical uses of Grassroots money include:

Program expenses such as artists' fees and travel, space rental, advertising, marketing and publicity, website and electronic media, scripts, costumes, sets, props, music and equipment rental or purchase

Operating expenses such as salaries, telephone, office supplies, printing, postage, rent, utilities, insurance and equipment rental or purchase

### Priorities for Funding

The first priority of the Grassroots Arts sub-grant program is to provide operating or program support to qualified arts organizations including theaters, symphonies, galleries, art guilds, choral societies, dance companies, folk arts societies, writers groups and arts festivals, among others. Grassroots funds are not generally awarded to arts organizations that receive funding through the N. C. Arts Council's General Support Program.

The second priority of the Grassroots Arts sub-grant program is to support arts learning and arts in education programs conducted by qualified artists. These can be artist residencies in schools, after school summer camps or adult arts learning classes.

The third priority of Grassroots Arts subgrants is to support community organizations that provide quality art experiences for the greater community. Qualified artists must conduct these programs.

## Funding Policies

Tribal organizations that receive grassroots funds must represent state or federally recognized tribes.

Colleges, universities and libraries may receive grants for arts programs that are community-based or generate regional arts involvement. Grants may not support their internal programs, administration or operation expenses (library books, band boosters, equipment purchases).

Subgrants may not be awarded to individuals or to organizations for prizes, including scholarships and financial awards.

Religious organizations or churches may not receive grassroots funds unless the programs are presented outside regular church services, engage the larger community, and do not contain religious content.

Grassroots funds may not be used for activities associated with a school's internal arts programs such as in-school student performances, the purchase of art supplies, or student arts competitions and publications.

Grassroots Arts Program money may not be used for the following kind of expenditures:

- Art, music and dance therapists
- Capital expenditures
- Contingency funds
- Deficit reduction
- Food or beverages for hospitality or entertainment functions
- Fundraising events
- High School band activities or equipment
- Interest on loans, fines or litigation costs
- Lobbying expenses
- Oral history and history projects
- Tuition for academic study

## Grassroots Arts Program Subgrant Requirements

### Matching Requirement

All sub-grantees are required to match their grant amounts dollar for dollar. The funds must come from other public or private sources. Other N. C. Arts Council funds cannot be used as a match. (DCP Name) may be willing to work with an applicant on alternatives to the matching requirement. Contact (name, title, phone and e-mail here) with questions.

### North Carolina Arts Council Recognition

Sub grantees must acknowledge the N. C. Arts Council's support of their event or projects by including the N. C. Arts Council's logo, and funding credit line in all print and promotional materials related to the grant. The N. C. Arts Council's Web site offers information and downloadable logos, at [www.ncarts.org](http://www.ncarts.org).

### Reporting Requirements

Each sub-grantee is required to submit a final report providing a detailed description of the funded project, participation statistics and demographics, sample marketing and program materials using the NC Arts Council credit line and logo, and copies of their legislative letters. The Subgrant Report form can be downloaded from the Sampson Arts Council Web site at [www.sampsonarts.org](http://www.sampsonarts.org).

Final reports must be mailed or hand delivered to the Sampson Arts Council by May 31, 2011.

**Legislative Letters-**

Applicants may be required to write their state representatives to thank them for appropriating Grassroots funds. If required, the letter should provide information about how Grassroots funds were used to support your program or project, and the community impact of the event. A copy of all letters to legislators must be included in the sub-grantee's final report.

**State Auditor Report-**

Non-government sub-grantee organizations must also submit a state auditor's report to The Sampson Arts Council no later than six months after the end of their fiscal year. For more information, visit [www.ncauditor.net/NonProfitSite/forms.aspx](http://www.ncauditor.net/NonProfitSite/forms.aspx).

**How Subgrant Applications are evaluated:**

A diverse panel of community members including artists, county and public officials and board members of The Sampson Arts Council review Subgrant applications. The panel evaluates each application based on the sub-grant guidelines and the following criteria:

- Artistic quality of proposed project or programs
- Community impact of project or programs
- Ability to plan and implement project
- Stability and fiscal responsibility of the organization

Panelists discuss and score the grant using an established rating system. The sub-grant panel's funding decisions are then presented as recommendations to The Sampson Arts Council board of directors. The board of directors votes and gives final approval to the sub-grant panel's recommendations. Awards will be announced on December 15, 2010.

# Grassroots Arts Program Subgrant Application Form FY 2010-2011



Please Type or Print Clearly

## Applicant Organization Information

Name of Applicant Organization \_\_\_\_\_  
Contact Person's Name \_\_\_\_\_  
Contact Person's Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_  
Fax Number ( ) \_\_\_\_\_  
Fiscal Year End Date \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Web Site Address www. \_\_\_\_\_

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

Last Year Actual FY _____	Current Year FY _____	Next Year FY _____
Actual Income \$ _____	Income \$ _____	Projected Income \$ _____
Actual Expenses \$ _____	Expenses \$ _____	Projected Expenses \$ _____



# Grassroots Arts Program Subgrant Application Form FY 2010-2011



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## Project Description

Grant Amount Requested: \$ \_\_\_\_\_

Project Start Date: \_\_\_\_\_ (no earlier than July 1, 2010)

Project End Date: \_\_\_\_\_ (no later than May 31, 2011)

Please attach a narrative providing the information requested below for the project you propose. Please be concise and as specific as possible.

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, including estimated numbers and racial and cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of the artists to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services. (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project



# Grassroots Arts Program Subgrant Application Form FY 2010-2011



## Financial Information

Please provide a projected budget for your proposed project utilizing the format below.

<b>Project Expenses</b>	Cash Expenses	=	Grant Amount Requested	+	Applicant Cash Match
<b>A Personnel</b>					
Administrative staff	_____		_____		_____
Artistic staff	_____		_____		_____
Technical/Production staff	_____		_____		_____
<b>B Outside Fees and Services</b>					
Artistic contracts	_____		_____		_____
Other contracts: _____	_____		_____		_____
<b>C Space Rental</b>	_____		_____		_____
<b>D Travel</b>	_____		_____		_____
<b>E Marketing</b>	_____		_____		_____
<b>F Remaining Project Expenses</b>	_____		_____		_____
<b>G Total Cash Expenses</b>	_____	=	_____	+	_____

<b>Project Income</b>	Cash Income
<b>A Admissions</b>	_____
<b>B Contracted Services Revenue</b>	_____
<b>C Other Revenue</b>	_____
<b>D Private Support</b>	
Corporate support	_____
Foundation support	_____
Other private support	_____
<b>E Government Support</b>	
Federal	_____
State/regional (not including this request)	_____
Local	_____
<b>F Applicant Cash</b>	_____
<b>G Grant Amount Requested in this application</b>	_____
<b>H Total Cash Income</b> (must at least equal Total Cash Expenses, Item G above)	_____

# Grassroots Arts Program Subgrant Application Form FY 2010-2011



## Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

