

*If you have any questions as you prepare your application, please contact Allen Bell, Arts Education Manager, at [@gaarts.org](mailto:abell@gaarts.org) or (404) 962-483 .*

There will be an online webinar training on  
Thursday, August 8 at 10:00 AM.  
To register, go to <https://fy20vibrantcommunitieswebinar.eventbrite.com>

**Applicants should thoroughly review the guidelines before preparing the application.  
The deadline to submit the applications is August 30, 2019 at 5:00 PM.**

*Individuals with disabilities requiring assistance with this information or information in a different format, please contact  
Delilah Johnson-Brown, Grants Administrative Coordinator  
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Atlanta, GA 30308  
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## GCA Mission

The mission of Georgia Council for the Arts is to cultivate the growth of vibrant, thriving Georgia communities through the arts

## GCA Goals

- ECONOMIC DEVELOPMENT: Use the arts to promote Georgia’s economic growth
- COMMUNITY IMPACT: Support strong connections between artists, arts organizations and the public resulting in community connections and an improved quality of life
- ADVOCACY: Act as a catalyst for increased public awareness of the value of the arts and of Georgia’s rich cultural heritage
- CAPACITY BUILDING: Invest in the sustainability and advancement of Georgia’s creative sector

## Introduction to the Vibrant Communities Grant

The Georgia Legislature allocated funds to GCA specifically to increase the reach of arts grants across the state. These grants are intended to fund arts programs in as many counties as possible. Some examples of projects that could be funded by the Vibrant Communities grant are concerts, theatre productions, class field trips, art exhibits, murals, art festivals, or art classes. GCA provides a list of artists that your organization could hire through this grant. The Vibrant Communities Artist List can be found at <http://gaarts.org/grant-funding/apply-for-a-grant/available-funding>

Please note: The Vibrant Communities grant is a reimbursement grant. This means that if you are awarded the grant, you have to start spending money and then request reimbursement. You will not receive the grant funds before you incur expenses.

## Timeline for Vibrant Communities

August 30, 2019	Deadline for application
October, 2019	Applicants are notified whether or not they received an award
October 1, 2019	Grantees may begin working on projects
Mid-October, 2019	Deadline for grantees to return grant contracts and required forms
Mid-October, 2019-May, 2020	Grantees may submit a Request for Reimbursement form. <b>This form can only be submitted once the grantee has spent money on the project. The grant will then reimburse the organization for the expenses.</b>
May 1, 2020	Deadline to notify GCA if it is projected that all of the grant funds will not be spent.
June 1, 2020	Project must be completed and Final Report is due.

## Training

GCA will offer an online training webinar on the Vibrant Communities guidelines on Thursday, August 8 at 10:00 AM. GCA staff will review the required elements of the application, offer tips on setting up a project, and answer questions from participants. Applicants are not required to participate in the webinar in order to submit an application. To register for the webinar, go to <https://fy20vibrantcommunitieswebinar.eventbrite.com> A recording of the webinar will be posted here <http://gaarts.org/grant-funding/apply-for-a-grant/peer-review-panels>.

## Eligible Applicants

An eligible applicant must be located in a county in which no organization received an FY20 GCA Project, Partner or Arts Education Grant. Eligible organizations located within the following counties may apply:

Appling	Charlton	Evans	Johnson	Oconee	Taylor
Atkinson	Chattahoochee	Fannin	Jones	Oglethorpe	Telfair
Bacon	Clay	Forsyth	Lamar	Paulding	Terrell
Baker	Clinch	Franklin	Lanier	Peach	Thomas
Baldwin	Coffee	Glascok	Laurens	Pickens	Toombs
Banks	Colquitt	Gordon	Lee	Pierce	Towns
Barrow	Columbia	Grady	Liberty	Pike	Treutlen
Bartow	Coweta	Greene	Lincoln	Polk	Turner
Ben Hill	Crawford	Habersham	Long	Pulaski	Twiggs
Berrien	Crisp	Hall	Lumpkin	Putnam	Upson
Bleckley	Dade	Hancock	Macon	Quitman	Walker
Brantley	Dawson	Haralson	Madison	Rabun	Warren
Brooks	Decatur	Harris	Marion	Randolph	Washington
Bryan	Dodge	Hart	McDuffie	Rockdale	Wayne
Bulloch	Dooley	Heard	McIntosh	Schley	Webster
Burke	Dougherty	Houston	Meriwether	Screven	Wheeler
Butts	Douglas	Irwin	Miller	Seminole	White
Calhoun	Early	Jackson	Mitchell	Spalding	Wilcox
Camden	Echols	Jasper	Monroe	Stewart	Wilkes
Candler	Effingham	Jeff Davis	Montgomery	Talbot	Wilkinson
Carroll	Elbert	Jefferson	Murray	Taliaferro	Worth
Catoosa	Emanuel	Jenkins	Newton	Tattnall	

An eligible applicant organization must be physically located in one of the Georgia counties listed above and must be one of the following:

- A non-profit organization that has been designated a 501(c)3 organization by the IRS and is registered with the Georgia Secretary of State
- A local government entity (state and federal government entities are not eligible)
- A public library
- A school, college or university

## Eligible Applications

Eligible applications must:

- Propose an arts project that will be completed between October 15, 2019 and June 1, 2020. **(The grant period cannot be extended.** If your application lists project dates that are outside of this period, the application will be ineligible for review. If you receive an award and then your project is not completed by June 1, 2020, your grant will be cancelled.)
- Propose an arts project that will take place within the county in which the applicant is located
- Include a 50% cash match in the budget
- Not include programming that promotes a specific religious doctrine or political party or candidate
- Be the only application from an eligible organization. (Multiple applications from the same applicant will not be considered for funding.)
- Be submitted with no missing components by the deadline of August 30, 2019.

## **Eligible Projects**

Eligible projects could include, but are not limited to:

- performances (theatre, dance, or music)
- art exhibits
- workshops/classes
- demonstrations
- readings
- murals
- sculpture
- residencies
- in-school programs for students
- arts festivals
- transportation and admission for field trips
- a classroom residency by an artist

Projects may involve professional artists and/or local community members. For instance, a community could present an exhibit of work by professional artists or a showcase of work by local non-professionals.

Eligible projects may also include capacity-building projects, such as attendance at an arts conference, the engagement of a consultant to complete a strategic plan, etc.

While this grant will support in-school programs for students under age 18, it will not support programs exclusively for college/university students.

This grant will not support programs that are not arts-based. Examples of ineligible programs include, but are not limited to: history or science-based exhibits or lectures, magic shows, petting zoos, rental of inflatable jumpers, war reenactments, face painters, balloon twisters, cooking/culinary events, jugglers, 5K races and other physical education events, and fireworks.

## **Artists and Arts Organizations**

GCA has compiled a list of artists and programs that your organization could hire with a Vibrant Communities grant. Applicants are not required to use an artist on this list. GCA is providing the list as a reference for organizations that are looking for projects for their communities. You may find the Vibrant Communities Artist List here: <http://gaarts.org/grant-funding/apply-for-a-grant/available-funding>

In addition to using the Vibrant Communities Artist List to find programs, you could contact the following groups to see if they have programs to present in your community:

- Regional arts organizations (organizations that serve multiple counties with arts programming)
- Theatres, dance companies, or other performing arts organizations
- Bands, choral groups or orchestras
- Museums
- Sculptors, painters, photographers, or any other visual artist
- Artist guilds

If you have questions about programs or if you need contact information for arts organizations that serve your area, contact Allen Bell at [abell@gaarts.org](mailto:abell@gaarts.org) or 404-962-4839.

### **Funding Request**

Vibrant Communities Grant applicants may request no more than \$5,000 and no less than \$1,000. The budget must show a 50% cash match for the request amount. This means that the applicant has to raise 50% of the amount that is being requested from GCA from other sources. For instance, if an applicant is requesting \$5,000 from the Vibrant Communities grant, that applicant must raise at least \$2,500 from other sources. The total income would be at least \$7,500. The amount being requested also cannot exceed 2/3 of total expenses.

### **Deadline**

The application and all required components must be submitted no later than **5:00 PM on August 30, 2019**.

### **Ineligible Applications**

Applications that are submitted after the deadline, that do not contain all of the required information or are submitted by applicants that do not meet the eligibility requirements will be ruled ineligible for review and will not be reviewed by the panel. Additional information will not be accepted after the deadline.

### **False Information**

Any grant award made based on false information in the application may be canceled by GCA at any time.

### **Timeline**

Grant announcements will be made via e-mail in late September/early October, 2019.

### **Application**

All applications must be submitted via GCA's online grant application system. To submit an application, go to <https://www.grantinterface.com/Home/Logon?urlkey=gaarts> .

- If your organization submitted an FY18 final report or an FY19 or FY20 grant application, then you already have an account in the new system. Use that account information to log in.
- If your organization did not submit an FY18 final report or an FY19 or FY20 grant application, then you will have to create a new account. To do that, click Create New Account and enter the required registration information. Once you have entered the information, click Create Account. You will be taken to the Email Confirmation page to confirm that you are receiving emails from the system. Follow the onscreen instructions and click the Continue button to finish the registration process.

Once you have logged in or set up an account, go to the Apply Page. This page will show you any open grants to which you may apply. To start a request, click on the blue Apply button under the grant for which you would like to apply.

### **DUNS**

To create an account, you will need your organization's Federal Employment Identification Number (FEIN) and a DUNS number. A DUNS number is a unique nine-character number used to identify your organization. National organizations use DUNS numbers to track arts spending. To look up your organization's DUNS number, or to request a DUNS number, go to <https://www.dnb.com/duns-number.html> . If you will not receive your DUNS number prior to the grant deadline, you may proceed with registration by entering 111111111 as your DUNS number. However, if you receive a grant, you must submit your organization's actual DUNS number before GCA can issue a grant contract.

Once in the application:

- If you would like a copy of the application, click the Question List button.
- Once you have completed the form, you may click the Application Packet button to download a copy of the questions and your responses.
- Note that any fields with an asterisk are required fields.
- The system will auto-save every 100 characters typed or every time you click out of a field.
- Some fields have character limits. Responses that are longer than the set limit will be saved, **but** an error message will appear informing you that the limit has been exceeded. You will not be allowed to submit the form until the length of the response has been decreased.
- If you save and exit the system, you will access the draft of your application from your Dashboard the next time you log in. Pick up where you left off by clicking the pencil icon to the right of the request.

### Requirements

These are the elements of the Vibrant Communities application:

- Narrative (required)
- Budget (required)
- Support Material (optional)
- IRS 501(c)3 Letter (required if the applicant is a non-profit organization)

### Narrative

You must answer the following questions within the online application. Do not imbed links to outside sources in your narrative. Panelists are not required to follow these links. If you would like to direct the panel to a website, include that link in the Support Material.

There is a 2,000-character limit to the answer for each question.

1. State the organization's mission statement or purpose.
2. Briefly describe your organization.
3. Briefly describe your community, city, and county.
4. Describe the project for which funding is being requested.
5. Why are you undertaking this project? How will your community benefit from this project?

### Budget

Use the following template to create your budget for the project. You may create the budget in Word or Excel. The budget will be attached to the online application.

- **Your budget must show a 50% cash match for the request amount.** This means that the income side of your budget must show that you plan to raise at least half of the amount of your Vibrant Communities request from other sources. For instance, if you are requesting \$2,000, then your budget must show at least an additional \$1,000 in cash under other income for the project. Other income can come from donations, admissions, membership, other grants, etc. You do not have to have the additional income on hand at the time that you apply to Vibrant Communities. For instance, if you plan to sell tickets to a performance, you may include the ticket sales in your income for the project. Income also includes money that you already have and plan to spend on the project.
- **In-kind cannot count towards your match.** In-kind refers to materials or services that are donated to the project. In-kind should **NOT** be included in your budget as either expenses or income.
- **The Total Income in the budget must be equal to or greater than Total Expenses.** For instance, if the expenses for the project add up to \$5,000, the budget must show at least \$5,000 in income. Income and expense do not have to be equal, but expenses cannot be more than income.

- **You may include expenses in addition to the cost of the artist.** For example, if you are bringing in a theatre company for a performance, your budget should include your costs for items such as advertising, venue rental, programs, box office staff, utilities, insurance, or anything else that is a necessary expense for the event.
- **Your grant request amount cannot be more than 2/3 of total expenses.** For instance, if your total expenses are \$5,000, you may request a maximum grant of \$3,300.
- **The following list of expenses are ineligible and should not be included in your budget:**
  - Capital expenditures/equipment, which are permanent fixtures or equipment that cost more than \$5,000.
  - Fundraising event expenses
  - Tuition for college/university study
  - Scholarships, prizes, awards
  - Endowment funds
  - Depreciation
  - Bad debt
  - Entertainment expenses, such as receptions, refreshments, parties, staff awards, flowers, etc.
  - Fees paid to lobbyists
  - Any expenses labeled “miscellaneous”

Budget Template

List of Expenses	Cost
<b>Total Expenses</b>	
List of Income	Amount
<b>Vibrant Communities Grant Request</b>	
<b>Total Income</b> (this figure must be equal to or greater than Total Expenses)	

**Support Material (optional)**

You may enter up to two documents which contain additional information about your project, your organization, your community or the artist(s) involved with your project. You may include links to websites by listing the website on a Word document and uploading that document.

Examples of information you may want to include are:

- A link to your organization's website
- A link to the artist's website
- Newspaper articles or reviews of the artist or your organization
- Photos of projects your organization has completed
- Photos of work by the artist you would like to hire
- Links to video or audio samples of the artist
- Drawings/designs of the project

**IRS 501(c)3 Letter**

If the applicant organization is a non-profit organization, then attach a copy of the organization's IRS 501(c)3 letter. You may not substitute any other type of document for the IRS letter. The IRS letter must belong to the applicant organization as GCA does not allow fiscal agents. Schools, libraries, units of government and colleges/universities are not required to submit an IRS 501(c)3 letter.

**Submitting the Application**

Once you have completed the questions in the online application, you will attach the budget, support material (optional) and IRS letter (if your organization is a non-profit). You will then hit SUBMIT. You will receive a confirmation e-mail.