



FY2021 Resiliency Grant Guidelines

GCA supports all types of arts projects and organizations, from small to large, emerging to established, traditional to contemporary, rural to urban, and community-based to professional. Each year, grants go to first-time applicants as well as those that have applied for decades.

GCA encourages all eligible organizations to apply.

The intent of this grant is to help save jobs in the arts sector and keep the doors open to the thousands of organizations that add value to America's economy and the creative life of our communities. We hope that grant funds can serve as an element of support for arts organizations until programming can begin again. Examples of eligible expenses include salaries and benefits for full- and part-time staff, rent, mortgage, utilities, insurance, or accounting fees.

The grant is not intended to support programming. Examples of ineligible expenses include renting or purchasing equipment, hiring performers or designers, marketing, printing, or travel.

BASIC INFORMATION

Applicants should thoroughly review the guidelines before preparing the application. There are additional questions in the online application.

Deadline: May 26, 2020 at 11:59 PM

Link to online application: <https://www.grantinterface.com/Home/Logon?urlkey=gaarts>

Grant Request: The maximum grant request is different depending on the budget size of your organization.

Requirements:

- Online application
- Narrative
- IRS 501(c) Letter (required only of some applicants)
- Financial Form
- Board of Directors List/Advisory Board List
- Current Income Statement and Balance Sheet (for organizations with budgets between \$200,000 and \$500,000)
- Organization's most recent audit (for organization with budgets over \$500,000)

Questions

If you have any questions about the guidelines or the application process, we are available to answer your questions:

Tina Lilly
Grants Program Director
tlilly@gaarts.org
404-962-4827

People with disabilities requiring assistance with this information or information in a different format, please contact:

Delilah Johnson-Brown, Accessibility Coordinator
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INTRODUCTION

Introduction

The Resiliency Grant is funded by *Cares Act* money appropriated to the National Endowment for the Arts for distribution through State Arts Agencies such as GCA to sustain the nonprofit sector. As such, this grant is only open to nonprofit arts organization. GCA will prioritize statewide reach and geographic diversity of the grantee pool. We believe that arts organizations are uniquely positioned to help our communities heal and remember as well as craft a vision for our future. To this end, the Resiliency Grant has been designed to provide an element of support for organizations that have felt the impact of COVID-19 and have begun charting the course forward to emerge stronger.

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

- Catalyze economic development through the arts
- Enrich individual lives through the arts
- Build community vitality
- Tell the story of the impact of the arts in Georgia

Notes on GCA Grants

GCA believes that the arts can transform communities, and our grants support those organizations whose work demonstrates a significant benefit to the people being served.

We ask that you keep the following in mind when applying for a Resiliency Grant:

- Our budget determines how many organizations we are able to fund, so some deserving applicants will not receive grants.
- Because of the large number of applicants, GCA staff members cannot preview your application or check to make sure it is complete.
- Each year, GCA grants are awarded to all types of organizations, from large to small, urban to rural, classical to contemporary, and first-time applicants to those that have applied for many years. We strongly encourage all types of organizations to apply.
- Grant review panelists are not allowed to consider outside information when scoring. They can only score based on information that is included in the application.
- Do not assume that grant review panelists have knowledge of your past applications or your history with GCA.
- Grant review panelists are from all areas of the state, so make sure that your application is understandable to people that are not familiar with your community.
- Panels are organized by applicant budget size so that each applicant is being evaluated against organizations with similar resources.
- All panels are multi-disciplinary, so make sure that your application is understandable to people outside of your artistic discipline.
- Applicants awarded FY21 Resiliency Grantees may receive a grant that is less than the amount requested.
- Applications that are late or are not complete will be ruled ineligible and will not be

reviewed by the panel. Applicants may not submit the missing material after the grant deadline. Applicants also may not change information that has been submitted after the deadline. Double check your application before submitting it to make sure it is complete.

- If you discover that your submitted application is missing required information, or you need to change information, GCA staff members can reopen your application as long as the deadline has not passed. You must notify GCA staff in enough time that the application can be reopened, you can make the edits and submit the application again before the deadline.
- GCA staff members want to do all that we can to assist you with your application. Please do not hesitate to call or e-mail us with questions

ELIGIBILITY

Grant Description

Resiliency Grants provide salary and administrative support for eligible arts organizations located in Georgia that have had to shutdown due to COVID-19.

Eligibility

All eligible applicants must:

- Be 501(c)3 non-profit arts organization, which GCA defines as an organization which has an arts-based mission statement and at least 50% of its programming is arts-based.
- Be located in Georgia.
- Be registered with the Georgia Secretary of State.
- Have completed all requirements of any previous GCA or state of Georgia grant awarded prior to FY20.

Who is NOT eligible to apply?

- Individuals
- Organizations with fiscal agents
- Organizations that do not have their own IRS 501(c) status
- Corporations or for-profit businesses
- Schools
- Libraries
- Colleges or universities, nonprofits associated with colleges or universities, or arts entities that are a part of colleges or universities
- Organizations that are based outside of Georgia
- Local government entities and arts institutions that are a part of local government

Please note: GCA will accept applications from parent organizations, but not fiscal agents. GCA defines a parent organization as one with which an applicant has a long-term, legal relationship, and the parent organization has the ultimate fiduciary responsibility for the organization. A fiscal agent is an organization which allows an applicant to apply for funding using the fiscal agent's non-profit status, but which does not have a legal, binding, long-term relationship with the applicant nor does it have fiduciary responsibility.

GCA FY20 grantees and FY21 grant applicants may apply for this grant.

Organizations that are applying directly to the National Endowment for the Arts for CARES Act funds may also apply for this grant; however, organizations that receive an NEA CARES Act grant will not also receive a GCA Resiliency Grant.

Use of Funds

Applicants may request GCA Resiliency Grant funds for any or all of the following:

- Salary support, full or partial, for one or more positions that are critical to an organization’s artistic mission.
- Facilities costs, which can include items such as rent, mortgage payments, utilities, or insurance.

GCA Resiliency Grant funds:

- Can only be used for expenses that will be incurred after June 1, 2020.
- Cannot be requested to fund the same expense in the same time period as expenses requested from any other CARES Act funding application (for example, PPP, EIDL, SBA Bridge Loan, Georgia Humanities, IMLS, National Endowment for the Arts, National Endowment for the Humanities, etc.

Funding Request

The amount you may request is based on your organization’s total expenses from your most recently completed fiscal year. Organizations that applied for FY21 GCA grants would have entered this amount on the budget form in the Three Year Financial Comparison chart.

Applicants may be awarded a lower amount than what is requested.

The grant request cannot be more than 10% of the organization’s total annual budget.

The Resiliency Grant does not require a match from the applicant.

Total Expenses from Most Recently Completed Fiscal Year	Maximum Request (request may not exceed 10% of total budget)
Under \$200,000	\$5,000
\$200,000-\$500,000	\$10,000
\$500,001-\$2 million	\$15,000
Over \$2 million	\$20,000

Deadline

The deadline is 11:59 PM on May 26, 2020. The application with all required components must be completely uploaded into Foundant, GCA’s online grant application system, by the deadline. GCA strongly encourages applicants to submit the application well ahead of the deadline so that there is time to upload all attachments and resolve any unexpected issues. No changes to the application may be made nor will additional material be accepted after the deadline.

GCA staff will not be available to assist with questions or to resolve technical issues after 5:00 PM on the day of the application deadline. If an applicant wants to amend an application that has been submitted, the applicant must contact a GCA staff member prior to 5:00 PM on the day of the grant deadline. GCA staff members can reopen an application, but the grantee must

make the changes and resubmit the application before the deadline.

GCA will not accept applications after the deadline for any reason, including technical issues with the applicant's computer system or problems with the online application system that occur after the GCA office closes at 5:00 PM on June 2.

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 guidelines will be ruled ineligible 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.

Accessibility

Any program funded by a GCA grant must take place at a location that is physically accessible to all Georgia citizens. For information and guidance on making your programs accessible to people with disabilities, review the *Accessibility Planning and Resource Guide for Cultural Administrators* on the website of the National Endowment of the Arts.

<http://arts.gov/accessibility/accessibility-resources/publications-checklists/accessibility-planning-and-resource>

Timeline

GCA Resiliency Grant announcements will be made in July, 2020.

APPLICATION INSTRUCTIONS

All FY21 applications must be submitted through the Foundant online application system.

Applicants may access Foundant at

<https://www.grantinterface.com/Home/Logon?urlkey=gaarts>

If you have already set up an account in Foundant

On the login page, enter your e-mail address and password and click **Log On**. If you forgot your password, click **Forgot your Password?** and the password will be sent to the e-mail address for the organization's contact person. If this does not work, or the contact person is no longer at your organization, please submit a Change of Information Form:

<https://www.cognitofrms.com/GDECD1/GCAChangeOfInformationForm>. GCA will verify the new contact person and e-mail the new login information. Please note, this may take up to a week.

If you have not set up an account in Foundant

On the login page, 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.

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. 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 11111111 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.

When you complete these steps, you will land on 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.

Once in the application:

- Once you have completed the form, you may click the **Application Packet** button to download a copy of the questions and your responses.
- If you would like a PDF copy of the application, click the **Question List** button.
- 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

The following pages will outline the specifics of each requirement. Do not submit any additional material other than what is requested as it will not be evaluated by the Panel.

Requirements if budget is under \$200,000

- Online application
- IRS letter (if GCA has not funded the organization within the last three years)
- Financial form
- Board of Directors list

Requirements if budget is \$200,000- \$500,000

- Online application
- IRS letter (if GCA has not funded the organization within the last three years)
- Financial form
- Current Income Statement and Balance Sheet
- Board of Directors list

Requirements if budget is over \$500,000

- Online application
- IRS letter (if GCA has not funded the org within the last three years)
- Financial form
- Organization's most recent audit. (If the organization has not done an audit within the last three years, then submit a current Income Statement and Balance Sheet.)
- Board of Directors list

NARRATIVE

You must answer the following questions within the online application. Do not embed links to outside sources in your narrative. Panelists are not required to follow these links.

There is a 3,000-character limit to the answer for each question unless otherwise indicated.

- What is the organization's mission? Provide a brief description of your organization and how programming benefits the community you serve? (2,000 character limit)
- What programmatic and financial adjustments has your organization made since Georgia's shelter-in-place order was issued to address the organization's immediate financial obligations?
- What financial, administrative and programmatic changes will your organization make in the next year to ensure the long-term stability of the organization?
- What role has your board played in addressing current financial challenges and planning for the future? (1,500 character limit)
- How has your organization changed and innovated during the COVID-19 response and what lessons learned will serve to make your organization stronger in the future?

ATTACHMENTS

The following items must be attached to your online application:

- IRS 501(c) Letter (required of some applicants)
- Financial Form
- Board of Directors List
- Current Income Statement and Balance Sheet (for organizations with budgets between \$200,000 and \$500,000)
- Organization's most recent audit (for organization with budgets over \$500,000) The file size limit for this requirement is 25MB. If the audit is too large a file to upload, you may provide a link to the document online.

Please keep the following in mind when attaching documents:

- File upload fields will only accept one file per field.
- Upload fields have size limits. If you attempt to upload a file that is larger than the set MB limit, you will receive an error message that the file is too large and the file **will not** be saved.

- GCA will only accept Word, Excel or PDF files to ensure that panelists are able to open all attachments. If you attempt to upload a file type in an unaccepted file type you will receive a warning and you will not be able to upload the file.
- Once a file has been uploaded, it may be deleted by clicking the red X next to the file name and then a new file can be uploaded.
- Put the organization's name in a header or footer on each document in case panelists print out your material
- If you scan material, make sure that it does not appear blurry, sideways or upside down on screen.

501(c) IRS LETTER (only required of some applicants)

A non-profit applicant that has never received a GCA grant or has not received a grant from GCA since FY18 should include a copy of the organization's IRS 501(c) letter. A letter from the state indicating that the applicant has non-profit status cannot be submitted in place of the IRS 501(c) letter. A non-profit organization that does not have 501(c) status by the grant deadline date is not eligible to apply.

FINANCIAL FORM

Complete the FY21 Resiliency Grant Financial Form and attach it to the application. The form can be found under the Resiliency Grant tab <https://gaarts.org/what-we-do/grants/> The Financial Form will ask you to enter

- Your organization's original FY20 total operating budget
- The year-to-date actuals for FY20
- The revised FY20 total budget with any COVID-19 related adjustments
- Your anticipated FY21 total budget

BOARD OF DIRECTORS

List the following for each Board member:

- Name
- Position on board (if applicable)
- Corporate, business or community affiliation
- Number of years on the board
- Board term end date
- City/County of residence

Submitting the Application

When all of the fields are complete, submit the application by clicking the Submit button on the last page of the application. If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the application to be submitted. An error message will appear listing the fields that need to be completed or edited. These fields are outlined in red so they are easy to identify.

CRITERIA

Panelists use this scoring matrix:

Maximum available points	POOR	WEAK	AVERAGE	GOOD	EXCELLENT
30	1-6	7-12	13-18	19-24	25-30
70	1-14	15-28	29-42	43-56	57-70

Panelists will evaluate the applications based on the following criteria:

Community Impact (30 points)

- Does the organization benefit its community?

Stability and Resilience (70 points)

- Has the organization made programmatic and financial adjustments to address its immediate financial obligations?
- Is the organization making appropriate changes to ensure the long-term stability of the organization?
- Is the organization using what they have learned to come through the COVID-19 crisis stronger?

RESILIENCY GRANT CHECKLIST

Be sure to complete all of the questions in the online application and attach all required components. Incomplete applications will not be reviewed. Applicants cannot submit additional information or material after the deadline.

FOUNDANT ONLINE APPLICATION

- Narrative

ATTACHMENTS

- IRS 501(c)3 Letter (required only of some applicants)
- Financial Form
- Board of Directors List/Advisory Board List
- Current Income Statement and Balance Sheet (for organizations with budgets between \$200,000 and \$500,000)
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at tlilly@qaarts.org or (404) 962-4827*

