FY2021 Cultural Facilities Grant Guidelines

The Cultural Facilities Grant will support the construction, renovation or acquisition of a building, or the addition of equipment to support arts programs.

GCA supports all types of 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.

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

BASIC INFORMATION

Applicants should thoroughly review the guidelines before preparing the application.

Deadline: August 31, 2020 at 11:59 PM

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

Grant Request: The maximum request is $75,000 and the minimum request is $10,000

Timeline: **The project for which support is being requested MUST be completed no later than June 30, 2021.**

Requirements:

- IRS 501(c) Letter (required only of some applicants)
- Budget with Breakdowns
- Board of Directors List/Advisory Board List
- Three competitive bids (if project expenses are over $20,000)
- Timeline
- Proof of Match
- Proof of Ownership or Long-Term Lease
- Support Material

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

Delilah Johnson-Brown, Accessibility Coordinator
Georgia Council for the Arts
75 Fifth St. NW, Suite 1200
Atlanta, GA 30308
404-962-4837 dbrown@gaarts.org

INTRODUCTION

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

Introduction to 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 GCA grant:

- Our budget determines how many applicants 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, 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 do not 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 who are not familiar with your community.
- You will be notified when your grant review panel is meeting and how to dial in and listen to the panel discussion.
- Grants are based solely on the application score. An applicant's grant history with GCA, size, location, discipline, etc. will not have an impact on FY20 funding decisions.
- Applicants awarded FY21 Cultural Facilities Grants will receive an award that could range from $10,000-$75,000, though no grantee will receive more than is requested in the application. Applicants 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.

Panel Review Process

GCA works to put together grant panels that are diverse in terms of the panelists' disciplines, where they live in the state, ethnicity, gender, experience, etc.

Once the deadline has passed, GCA staff review submitted applications to ensure that all required material is included. Incomplete applications, applications from ineligible applicants, and/or applications with projects that are not funded by this type of grant are ineligible and will not be forwarded to the grant review panels.

GCA staff members prepare a report on applicants that did not complete the requirements of previous grants. Panelists read the applications and staff reports and submit preliminary scores and comments. An overall preliminary score for each applicant is determined by dropping the highest and lowest scores and averaging the rest. Panelists are then given access to comments from the other panelists as well as preliminary scores.

Panelists convene via conference call for the final evaluation. Panelists discuss each application, and then amend their preliminary scores if they choose. The high and low scores are then dropped, and the remaining scores are averaged to get the applicant's final score.

Once all panels are complete, all applicants are ranked by score. Applicants with the highest scores are funded.

ELIGIBILITY

Grant Description
Cultural Facilities Grants provide support for capital projects for arts facilities in Georgia.

Changes from the FY20 Cultural Facilities Grant application
The FY21 Cultural Facilities Grant guidelines have changed from the FY20 guidelines. This is a summary of the significant changes. Applicants should read the entire guidelines document for complete details on submitting an application.

- FY20 Cultural Facilities grantees are not eligible to apply for FY21 CF funding.
- The list of eligible equipment is limited to air conditioning units, seating, sound equipment, lighting equipment, projection systems, kilns, printing presses, and equipment to make programming accessible to people with disabilities such as assistive listening devices.
- The FY21 CF Grant will not cover the purchase of land.
- The requirement regarding the length of a lease has been changed from 50 years to 20 years.
- The FY21 CF guidelines allow a lease to be with a non-profit organization as long as there are regulations in place that ensure that the building will remain an arts facility.
- Applicants with FY19 actual expenses that are less than $500,000 must have a 50% cash match. Applicants with FY19 actual expenses of $500,000 or more must have a 100% match for the GCA request amount.
- In-kind donations will not count towards the match.
- The FY21 CF guidelines will not accept pledges or donations that have not been received by the applicant as evidence of a match.

Eligibility
All eligible applicants must be located in Georgia, registered with the Georgia Secretary of State, and must have completed all requirements of any previous GCA or state of Georgia grant awarded prior to FY21. FY20 Cultural Facilities Grant recipients are not eligible to apply.

Eligible applicants must be one of the following:

- a non-profit arts organization registered with the IRS
- a local government entity (i.e. a city, county or local authority)

Who is NOT eligible to apply?

- Individuals
- Organizations with fiscal agents
- Organizations that do not have their own IRS 501(c) status
- Corporations, for-profit businesses, or privately owned buildings
- Schools
- Libraries
- Colleges/universities or foundations that support colleges/universities

- Organizations that are based outside of Georgia
- Organizations that employ a lobbyist (This does not apply to organizations that are members of groups that use lobbyists.)
- FY20 Cultural Facilities Grant recipients

Organizations that have already received an FY21 grant, or that have a Vibrant Communities Grant request pending are eligible to apply for the Cultural Facilities Grant. However, there should not be any overlap in the budget of the previously submitted application and the budget for the FY21 Cultural Facilities Grant application.

Eligible organizations may only submit one FY21 Cultural Facilities Grant application for a single project. Please do not apply for multiple unrelated projects in a single application.

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.

Eligible Applications

Eligible applications must:

- Include an eligible capital project that will be completed prior to June 30, 2021.
- Include a match in the budget. (The match requirements are outlined on page 7.)
- Be submitted through GCA's online grant application system with no missing components by the deadline of August 31, 2020 at 11:59 PM.

Applications that do not meet these criteria will be ruled ineligible and will not be reviewed. Applicants may not submit additional material after the deadline.

Eligible Projects

Applicants may apply for an FY21 Cultural Facilities Grant for the construction, renovation, or acquisition of a building, or the addition of equipment that support arts programming. All facilities for which funding is being requested must be used for arts programs. The project for which support is being requested must start no earlier than November 1, 2020 and be completed no later than June 30, 2021.

If an organization is carrying out a very large capital project that will not be finished in its entirety by June 30, 2021, the applicant may apply for support for a single component or phase of that project.

Examples of eligible projects include:

- Renovating a building to be accessible to people with disabilities

- Carrying out a preservation project on a historic building
- Constructing a new building for use as an arts facility
- Purchasing a building for use as an arts facility
- Building an outdoor stage or amphitheater
- Purchasing and installing equipment. The only types of equipment that can be included in a Cultural Facilities Grant application are: air conditioning units, seating, sound equipment, lighting equipment, projection systems, kilns, printing presses and equipment to make programming accessible to people with disabilities such as assistive listening devices.

Examples of projects that are not eligible for this grant are:

- Paying rent
- Purchasing vacant land
- Renovating the commercial portions of buildings
- Purchasing computers, furniture, or other items that are not on the list of eligible equipment
- Carrying out regular maintenance
- Landscaping projects that are solely for beautification
- Paving a parking lot, or other exterior projects unrelated to the building
- Creating feasibility studies, plans or architectural drawings that are not for a project that will be carried out between November 1, 2020 and June 30, 2021.
- Projects on buildings that are not used for arts programming
- Mobile stages

Eligible Facilities

If the project involves the renovation of a building, the building must be owned by the applicant. The only exception is if an eligible organization has a lease 20 years or more with a government entity, such as a city or county, or a non-profit organization that ensures that the building will remain an arts facility.

Funding Request

Applicants may request no more than $75,000 and no less than $10,000. The grant request may not be more than 50% of total expenses. Grants may be made for a lesser amount than what was requested.

Match

A match for the grant request means that an applicant must raise additional funds and/or donations in addition to the GCA grant request amount to pay for the project.

- Applicants with FY19 actual expenses that are less than $500,000 must have a 50% cash match. This means that the applicant must raise money from other sources that is equal to or greater than 50% of the GCA grant request.

- Applicants with FY19 actual expenses of $500,000 or more must have a 100% match for the GCA request amount. That means that the applicant must raise money from other sources that is equal to or greater than the GCA grant request amount.

The following are examples of eligible sources for a cash match:

- Donations from individuals or businesses that have already been received by the applicant
- Grants that have been awarded or that have been confirmed through an award letter
- Cash on hand
- SPLOST (if the measure has passed)

The following cannot be used as a match:

- Revenue from bond issues that have not been passed by the application deadline
- Revenue from grants that have not been awarded
- Funds that have already been used to pay for previously completed capital projects
- Donations for elements of the project outside of this grant request
- Building or land value
- Loans
- Equity
- In-kind donations
- Funds from the state of Georgia

Applicants must have the cash match confirmed when submitting the application. The application must include proof of the match.

Deadline

The deadline is 11:59 PM on August 31, 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. GCA strongly encourages applicants to submit the application well in advance of the 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.

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.

These are the most common reasons that applications are deemed ineligible for review:

- The application is missing required information.
- The budget shows more expenses than income.
- The budget does not show a match for the grant request.
- The project will not be completed by the end of the grant period, which is June 30, 2021.
- The applicant is not eligible to apply for GCA funding.
- The application is submitted 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
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

Deadline	August 31, 2020
Panel Meetings	September-October, 2020
Grant Announcements	mid-October, 2020
Date funded projects can begin	November 1, 2020
Grant reimbursement payments	Payment will be made of up to 90% of the grant after grantee has spent twice the amount requested on expenses.
Date funded projects must be complete	June 30, 2021
Final report deadline	July 30, 2021

Reimbursements
The Cultural Facilities Grant is a reimbursement grant, which means that grantees must spend money on the project expenses before being reimbursed by GCA. Grantees may receive up to 90% of the total grant prior to submitting the final report when the project is completed.

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.cognitoforms.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.

In order to register, you will need your organization's FEIN number as well as your DUNS numbers. If your organization does not have a DUNS number, go to https://www.dnb.com/duns-number.html to apply. Obtaining a DUNS number is free.

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:

- 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.
- 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 items are required as part of the application:

You will complete this information online:

- Online Application
- Narrative

You will create/complete these items offline and then upload them to your online application as a Word, Excel or PDF document:

- IRS 501(c) Letter (required only of some applicants)
- Budget with Breakdowns
- Board of Directors List/Advisory Board List
- Three Competitive Bids
- Timeline
- Proof of Match
- Proof of Ownership or Long-Term Lease
- Support Material

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.

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 1,000-character limit to the answer for each question unless otherwise indicated.

Overview

- What is the organization's mission? *(500-character limit)*
- Briefly discuss the organization and its history and give a short overview of the type of services/programming the organization offers, including the number of people served annually. If the organization is not yet presenting programming, provide the estimated date the facility will be open and the types of programs the organization plans to present.

Project (35 points)

- Fully describe the project for which funding is being requested. If the project involves renovation of an existing building or the acquisition of a building, include a description of the building, including its age, its location in the community and its historical significance, if applicable. *(2,500-character limit)*

- Why is this project important for your organization at this time?
- If the project for which you are requesting funding is a component of a larger project, provide a summary of work that has already been completed and work that will be done in the future.
- Name the architects, engineers, construction company, consultants, historic preservationists and/or other experts who will be collaborating on the project. What are the qualifications of these people/businesses?
- Who is overseeing the project for your organization? What are the qualifications/experience of this person/people to lead this project?
- How will you ensure the overall quality of the project?
- How will you ensure that the project is completed successfully and on time?
- If the building you plan to renovate is more than 50 years old, how will you ensure that the renovation will preserve the existing form, integrity and materials of the historic property? If the project will alter the historic building, explain the decision to make changes that will alter the historic nature of the building.

Community Impact (40 points)

- Describe the community the organization serves. This community could be defined by geography, age, physical ability, gender, ethnicity, etc., or any combination of these or other traits.
- How does the work of your organization benefit the community you identified in the previous question?
- How will this project allow the organization to better serve the community?
- How will the project contribute to local economic vitality?

Fiscal Stability (20 points)

- What is the source of the funds you will use to match this grant request? Has your organization already received those funds or are they confirmed?
- If this project is a component of a larger project, provide the estimated cost of the total project, the amount of money that has already been raised/committed for the total project, the sources of those funds, and the plan to raise the additional funds.

NOTE: The remaining five points will be awarded to applicants in Tier 1 and Tier 2 counties as designated by the Georgia Department of Community Affairs (DCA) for 2020. A copy of the DCA county designations is included on page 19.

ATTACHMENTS

The following items must be attached to your online application:

- IRS 501(c) Letter (required only of some applicants)
- Budget with Breakdowns
- Board of Directors List/Advisory Board List
- Three Competitive Bids

- Timeline
- Proof of Match
- Proof of Ownership or Long-Term Lease
- Support Material

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 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. *This requirement does not apply to government entities or organizations that have been funded by GCA since FY18.*

BUDGET

Use the following template to create a budget for the project or the phase of the project for which you are requesting funding. For each expense line, include a breakdown of the costs that are included in the total for that line. For each income line, note the source of the income.

In-Kind Donations

In line 17 of your budget, list any in-kind that has been committed to the project. In-kind is defined as any donations of material or services for which the organization would normally have to pay. In-kind does not count towards your required match.

Keep these things in mind when you are creating your budget:

- Do not include in-kind in the cash income or cash expense parts of the budget.
- Your grant request may not be more than 50% of total expenses.

- The income and expenses do not have to be equal; however, the total expenses should not be more than total income. Budgets that show more expenses than income will not be eligible for review.
- The cash match may not be from other state of Georgia agencies or the National Endowment for the Arts.
- The budget should only show expenses which are directly related to the proposal and will be incurred and paid within the grant period of November 1, 2020 to June 30, 2021.
- Following the budget template is a list of ineligible expenses that should not be included in your budget.

Budget Template

Cash Expenses

1. Professional Fees _____
2. Cost of Materials/Supplies _____
3. Cost of Labor _____
4. Other _____
5. TOTAL CASH EXPENSES _____

Income

6. Earned Income (i.e. fundraisers, admissions, etc.) _____
7. Corporate Support _____
8. Foundation Support _____
9. Individual Donations _____
10. City Support _____
11. County Support _____
12. Federal Support _____
13. Applicant Cash _____
14. GCA Grant Request _____
15. TOTAL CASH INCOME _____
16. In-Kind Donations _____
17. TOTAL CASH INCOME + IN-KIND _____

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, and these expenses should not be included in the budget.

The following are ineligible expenses:

- Expenditures made before the grant period
- Costs incurred or obligated outside of the grant period

- Expenditures for work not included in the project description in the original application and approved by the panel
- Expenses for a commercial component of a property owned by a non-profit organization
- General operating expenses (Administrative costs for running the organization, including but not limited to salaries, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc.)
- Any expenses that were already included in an FY21 GCA grant application
- Fundraising event expenses (Fundraisers are events planned to raise money that are not related to the organization's mission.)
- Any arts programming expenses
- Endowment funds
- Depreciation
- Bad debt
- Alcohol or concessions
- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Fees paid to lobbyists
- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (see http://www.gsa.gov/portal/category/100120 for a breakdown of travel rates)
- Any expenses labeled as miscellaneous, other, additional expenses, discretionary expenses, slush fund, etc.

BOARD OF DIRECTORS/COMMUNITY ADVISORY COMMITTEE LIST

Choose the following category for your organization and follow the instructions for listing your board/community advisory committee. At the end of the list, briefly describe the total contributions (monetary and/or in-kind) made by board members.

Non-Profit Organizations: 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

Units of Government: A **Community Advisory Committee** must be established that provides oversight to the organization and at least 60% of the committee's members must be from the organization's community, not government officials or staff. List the following for each Committee member:

- Name
- Position on committee (if applicable)
- Corporate, business or community affiliation

- Number of years on the committee
- Affiliation (government official, staff of organization, or community member)

THREE BIDS
The applicant must submit copies of three bids to carry out the work. These should be scanned into a single document and attached to the application.

TIMELINE
Submit a **detailed** timeline for the scope of work outlined in this application. Remember that the project must be completed by June 30, 2021. If this project is part of a larger project, include deadlines for each major component of the larger project, even if they are outside of the FY21 funding period.

PROOF OF MATCH
To show proof that your cash and/or in-kind grant match is confirmed, you may submit copies of:

- bank statements
- award letters
- contracts

See page 7 for complete information on eligible sources for the match income.

PROOF OF OWNERSHIP (if the applicant owns the building)

- To show proof that you own the building, you may submit a copy of a deed, title or property tax statement.
- To show proof that you have a lease for at least 20 years, you may submit a copy of the signed lease.

ACQUISITION DOCUMENTATION (if the application is for the acquisition of property)

- A copy of an executed option of purchase agreement
- A copy of the complete appraisal prepared by a Georgia State Certified General Real Estate Appraiser
- A copy of a title search
- A copy of the certified land survey

SUPPORT MATERIAL
Support Material refers to material submitted by an applicant that is in addition to the other required material detailed elsewhere in the guidelines. Each applicant has the freedom to include in Support Material items that will help the panel better understand the organization, the project, or the community.

Support Material is limited to a total of 20 pages. There will be two places in the online application to upload Support Material to use if you are unable to combine all of the Support

Material into a single document. All material must be combined into a maximum of two Word or PDF documents. The size limit for each of the Support Material files is 10 MB.

Items that you should consider submitting include:

- Photos of the area of the building to be renovated
- Photos of the building to be purchased
- Any pre-planning documents, such as a feasibility study
- Architectural drawings or renderings
- Letters of support (no more than two will be accepted)
- Resumes of any people key to the project

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
40	1-8	9-16	17-24	25-32	33-40
35	1-7	8-14	15-21	22-28	29-35
20	1-4	5-8	9-12	13-16	17-20

Panelists will evaluate the applications based on the following criteria:

Project (35 points)

- Did the applicant provide a full description of the project?
- Is this an important project for the organization to undertake at this time?
- Are the people working on the project qualified?
- Are the people overseeing the project for the organization qualified?
- Will the applicant be able to ensure the overall quality of the project?
- Will the project be able to be completed successfully and on time?
- Is the timeline detailed and realistic?
- If this project is a component in a larger project, will the applicant be able to successfully complete the larger project?

Community Impact (40 points)

- Does the work of the organization benefit the community identified in the application?
- Will the project allow the organization to better serve the community?
- Will the project contribute to local economic vitality?

Financial (20 points)

- Does the applicant have a secure, confirmed match?
- If this project is a component of a larger project, has the applicant shown a strong plan to raise any additional funds needed?

NOTE: The remaining five points will be awarded to applicants in Tier 1 and Tier 2 counties as designated by the Georgia Department of Community Affairs (DCA) for 2020. A copy of the DCA county designations is included on page 19.

Tier 1	71 Counties
Tier 2	35 Counties
Tier 3	35 Counties
Tier 4	18 Counties

For more information on Tax Credits:
https://dca.ga.gov/community-economic-development/incentives/job-tax-credits

Georgia Department of Community Affairs

CULTURAL FACILITIES 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) Letter (required only of some applicants)
- Budget with Breakdowns
- Board of Directors List/Advisory Board List
- Three competitive bids
- Timeline
- Proof of Match
- Proof of Ownership or Long-Term Lease
- Support Material

If you have any questions, please contact Tina Lilly, Grants Program Director, at ***tlilly@gaarts.org*** *or* ***(404) 962-4827****.*