If you have any questions as you prepare your application, please contact

Allen Bell, Arts Education Manager, at
abell@gaarts.org or (404) 962-4839.

There will be an online webinar training on
Tuesday, August 4 at 11:00 AM.
To register, go to https://www.eventbrite.com/e/fy21-vibrant-communities-grant-application-online-training-workshop-tickets-113371890376

Applicants should thoroughly review the guidelines before preparing the application. The deadline to submit the application is August 28, 2020 at 11:59 PM.

Please note: Due to the potential impact of COVID-19 on arts programs during FY21, GCA is adding online programs to the list of program types eligible for Vibrant Communities Grant funding. Please see page 4 of the guidelines for additional details.

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

Delilah Johnson-Brown, Grants Administrative Coordinator
Georgia Council for the Arts
Suite 1200, 75 Fifth St. NW
Atlanta, GA 30308
404-962-4837 • dbrown@gaarts.org
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 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. In addition, due to the potential impact of COVID-19 on arts programs during FY21, GCA is adding online programs to the list of program types eligible for Vibrant Communities Grant funding. Please see page 4 of the guidelines for additional details. GCA provides a list of artists that your organization could hire through this grant. The Vibrant Communities Artist List will be posted to the GCA website by July 30, 2020, at https://gaarts.org/what-we-do/grants/vibrant-communities-grant/.

Please note: The Vibrant Communities Grant is a reimbursement grant. This means that if your organization is awarded a grant, you must first spend funds for the approved project, and then request reimbursement. Your organization will not receive grant funds before incurring expenses.

Timeline for Vibrant Communities

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28, 2020</td>
<td>Deadline for application at 11:59 p.m.</td>
</tr>
<tr>
<td>October 14, 2020</td>
<td>Applicants are notified whether or not they received an award</td>
</tr>
<tr>
<td>October 15, 2020</td>
<td>Grantees may begin working on projects</td>
</tr>
<tr>
<td>November 12, 2020</td>
<td>Deadline for grantees to return grant contracts and required forms</td>
</tr>
<tr>
<td>November 2020-May 2021</td>
<td>Grantees may submit a Request for Reimbursement form. 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.</td>
</tr>
<tr>
<td>November 2020-May 2021</td>
<td>Final reports are due 30 days after the completion of the project</td>
</tr>
<tr>
<td>May 1, 2021</td>
<td>Deadline to notify GCA if grantees anticipate that not all of the grant funds will be spent</td>
</tr>
<tr>
<td>June 1, 2021</td>
<td>All projects must be completed</td>
</tr>
<tr>
<td>June 15, 2021</td>
<td>All Final Reports are due for projects completed through June 1</td>
</tr>
</tbody>
</table>

Training
GCA will offer an online training webinar on the Vibrant Communities guidelines on Tuesday, August 4, at 11:00 a.m. 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://www.eventbrite.com/e/fy21-vibrant-communities-grant-application-online-training-workshop-tickets-113371890376. A recording of the webinar will be posted on the GCA website: https://gaarts.org/what-we-do/grants/vibrant-communities-grant/.
Eligible Applicants
An eligible applicant must be located in a county in which no organization received an FY21 GCA Project, Partner or Arts Education Grant. Eligible organizations located within the following counties may apply:

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

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 to apply)
- A public library
- A school, college or university

Eligible Applications
Eligible applications must:

- Propose an arts project that will be completed between October 15, 2020 and June 1, 2021. The grant period cannot be extended in the application. 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, 2021, your grant may 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 28, 2020, at 11:59 p.m.**
Eligible Projects
Eligible projects could include, but are not limited to:

- performances (theatre, dance, or music; may be in person or virtual)
- art exhibits
- workshops/classes (in person or virtual)
- demonstrations (in person or virtual)
- readings (in person or virtual)
- murals
- sculpture
- public art
- residencies (in person or virtual)
- in-school (or virtual) programs for students
- arts festivals
- arts programs with seniors (in person or virtual)
- arts programs with Veterans or military populations (in person or virtual)
- arts programs in hospitals or residential care facilities
- arts programs with incarcerated individuals
- transportation and admission for field trips (must be within the applicant’s county)
- a classroom residency by an artist (in person or virtual)
- professional development related to arts program development or arts management (in person or virtual)
- capacity building for arts programs or arts organizations (in person or virtual)

Due to the potential impact of COVID-19 on arts programs during FY21, GCA has added online programs to the list of program types eligible for Vibrant Communities Grant funding.

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 professional development and 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 or 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 or magicians, petting zoos, rental of inflatable jumpers, war reenactments, face painters, balloon twisters, cooking/culinary events, jugglers, 5K races and other physical education events, parades, and fireworks.

Artists and Arts Organizations
GCA is compiling a list of artists and programs that organizations may present 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. Applicants may find the Vibrant Communities Artist List on the GCA website beginning July 30, 2020: https://gaarts.org/what-we-do/grants/vibrant-communities-grant/.
In addition to using the Vibrant Communities Artist List to find programs, applicants may consider contacting the following groups to see if they have programs to present in their 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 other visual artists
- 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 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 must 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 **11:59 p.m., on August 28, 2020.**

**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. Applications will not be accepted from organizations located outside of Georgia or located in an ineligible Georgia county. Applications also will not be accepted to fund proposals that do not include an eligible arts project. 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 mid-October 2020.

**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](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 need to create an 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.

**FEIN and DUNS Numbers**
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](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 embed 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 the community, city, and county served by your organization.
4. Describe the project for which funding is being requested.
5. Why is your organization undertaking this project? How will the community served by your organization 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 uploaded to the online application.

<table>
<thead>
<tr>
<th>List of Project Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Project Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List of Project Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Vibrant Communities Grant Request Amount |        |
|Total Project Income (this figure must be equal to or greater than Total Expenses) |        |

- **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, sponsorships, other grants, etc. You do not have to have the additional income on hand at the time that you apply for 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 on hand and plan to spend on the project.

- **In-kind contributions cannot count towards the 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 $3,333.
• **The following list of expenses are ineligible and should not be included in your budget:**
  o Capital expenditures/equipment (which are permanent fixtures or equipment that costs more than $5,000)
  o Fundraising event expenses
  o Tuition for college/university study
  o Scholarships, prizes, awards
  o Endowment funds
  o Depreciation
  o Bad debt
  o Entertainment expenses, such as receptions, refreshments, parties, staff awards, flowers, etc.
  o Fees paid to lobbyists
  o Any expenses labeled “miscellaneous”

**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:
• 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 present
• Links to video or audio samples by 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. Public schools, public libraries, units of government, and public 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 upload the budget, support material (optional), and IRS letter (if your organization is a non-profit). You will then click SUBMIT. You will receive a confirmation e-mail acknowledging that your Vibrant Communities Grant application has been submitted.