



## **FY22 Bridge Grant Guidelines**

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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.**

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## **BASIC INFORMATION**

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

**Deadline:** February 2, 2021 at 11:59 PM

**Link to online application:** <http://gaarts.org/apply>

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

### **Requirements:**

- Narrative
- IRS 501(c) Letter (required of some applicants)
- Financial Form
- Board of Directors List/Advisory Board List
- Online Application

### **Questions**

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

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404-962-4827

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

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## INTRODUCTION

COVID-19 has had a tremendous impact on arts organizations during the past year. GCA recognizes that many organizations have had to lay off staff members, pivot to virtual programs, and raise money without being able to hold in-person events.

Because of these issues, GCA is altering its standard grant structure for FY22 in order to ease the time required for applicants to complete a full Partner Grant application. Instead of a Partner Grant in FY22, GCA will instead offer the FY22 Bridge Grant. Grantees will be able to use the funds for any eligible operating expense, just as Partner Grantees could do, but the application has fewer requirements and should take less time to complete.

Unfortunately, we do not anticipate having funds available to support all eligible, deserving organizations in the state, so we cannot do away with the competitive application process, but we have tried to keep it as simple as possible. In FY23, we will evaluate whether we will return to the standard Partner Grant process or remain with the Bridge Grant.

Arts organizations associated with colleges or universities, or those owned by local city government are not eligible to apply for the FY22 Bridge Grant. These applicants should apply for an FY22 Project Grant.

### **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 Bridge 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 FY22 Bridge Grants 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**

Emergency COVID Grants provide operating support for eligible arts organizations located in Georgia.

### **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
- Non-arts organizations

**Organizations that are not eligible to apply for the Bridge Grant may be eligible to apply for the FY22 Project Grant <https://gaarts.org/what-we-do/grants/projectgrant/>**

**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.

### **Use of Funds**

Funds may be used for any eligible operating expenses within the funding period (July 1, 2021- June 30, 2022). Eligible uses of the grant include salaries, rent, utilities, programming expenses, marketing, insurance, etc. This is a list of ineligible expenses, and the grant funds cannot be used to pay for these items:

- Fundraising event expenses (Fundraisers are events planned to raise money that are not related to the organization's mission.)
- Programming outside of Georgia
- Tuition for college/university study
- Scholarships, prizes, or endowment funds
- Debt and interest associated with capital expenditures
- Depreciation
- Bad debt
- Alcohol, concessions, food or drinks
- Entertainment expenses, such as receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists
- Programs that are not arts-based
- 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.
- Capital expenditures/equipment, which are permanent fixtures or equipment with a useful life of over one year that cost more than \$5,000. This includes:
  - Buildings or real estate
  - Renovations or improvements involving structural changes

- Roads, driveways, parking lots or other projects/repairs
- Permanent or generally immobile equipment

Can you submit BOTH a Bridge Grant application AND...

- a Project Grant application? No
- an Arts Education Program Grant application? Yes, however, the programming and budget in your Arts Education application should not also be included in your Bridge Grant application
- a Vibrant Communities Grant application? Maybe. If your organization is not awarded an FY22 Bridge Grant, check the Vibrant Communities guidelines in July to see if organizations in your county will be eligible to apply for Vibrant Communities.

### Funding Request

The amount you may request is based on your organization’s total expenses from your most recently completed fiscal year.

- Applicants may be awarded a lower amount than what is requested.
- The grant request cannot be more than 50% of the organization’s total annual budget.
- The Bridge Grant requires a one-to-one match from the applicant.

Total Expenses from Most Recently Completed Fiscal Year	Maximum Request (request may not exceed 50% of total budget)
Under \$200,000	\$6,000
\$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 February 2, 2021. 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 February 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 Bridge Grant announcements will be made in July, 2021.

## **APPLICATION INSTRUCTIONS**

All FY22 applications must be submitted through the Foundant online application system. Applicants may access Foundant at <http://gaarts.org/apply>

### **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, which is under the Apply tab in the online system. 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.

- Online application
- Narrative
- IRS letter (if GCA has not funded the organization within the last three years)
- Financial form
- 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 to address your immediate financial obligations?
- What financial and administrative changes will your organization make in the next year to ensure the long-term stability of the organization?
- What programs do you plan to offer during the FY22 funding period (July 1, 2021-June 30, 2022)?
- 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 (only required of some applicants)
- Financial Form
- Board of Directors List

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 FY19 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 FY22 Bridge Grant Financial Form and attach it to the application. The form can be found under the Bridge Grant tab at <https://gaarts.org/what-we-do/grants/> The Financial Form will ask you to enter

- Your organization's actual income and expenses for your most recently completed fiscal year
- Your organization's budget for your current fiscal year
- Your organization's estimated budget for your upcoming fiscal year

Enter the actuals and budgets for your organization's actual fiscal years. You should enter a budget for the upcoming fiscal year even if it is not yet approved by your board.

## **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?
- Does the organization have programs planned for the FY22 funding period (July 1, 2021-June 30, 2022)?
- Has the organization's board had a strong role in addressing current financial challenges and planning for the future?
- Is the organization using what they have learned to come through the COVID-19 crisis stronger?

## **BRIDGE 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

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