# FY2024 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 questions about the guidelines or the application process,
GCA is available to answer your questions:
Allen Bell, Director of Grants and Research
abell@gaarts.org
404-962-4839

People with disabilities requiring assistance with this information
or information in a different format, please contact:
Karen Hampton, ADA Coordinator
Georgia Council for the Arts
75 Fifth St. NW, Suite 1200
Atlanta, GA 30308
khampton@georgia.org
404-962-4097

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# BASIC INFORMATION

**Applicants should thoroughly review the guidelines before preparing the application.**

**Deadline**:                      **August 31, 2023 at 11:59 PM**

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

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

**The project for which support is being requested <u>MUST be completed no later than June 30, 2024.</u>**

**Requirements:**

- Budget with Breakdowns
- Board of Directors List/Advisory Board List
- History of Arts Programming (from the last three years)
- Competitive bids
- Timeline
- Proof of Match
- Proof of Ownership, Long-Term Lease, or Acquisition (only required of applicants requesting support for renovations or acquisition of a building)
- Support Material
- IRS 501(c)3 Letter (only required of nonprofit organization applicants)

# 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 applications are reviewed and scored by a panel of peers selected for their expertise and experience in the relevant field(s).
- Grant review panelists do not have knowledge of your organization's past applications or history with GCA.
- Grant review panelists are from all areas of the state, so make sure that the application is understandable to people who are not familiar with your community or your organization.
- You will be notified when your grant review panel is meeting and how to listen to the online 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 FY24 funding decisions.
- Applicants awarded FY24 Cultural Facilities Grants will receive an award that could range from $10,000 to $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 application deadline. Applicants also may not change information that has been submitted after the application 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 application deadline has not passed.  You must notify GCA staff in enough time that the application can be reopened, you can make the edits, and then submit the application again before the deadline. **GCA staff members will not be available to provide assistance after 5 PM on the application deadline date.**
- 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.

GCA grants are **reimbursement grants**. This means that the grant recipient organization will expend funds on the budget items proposed in the grant application and then request reimbursement for a percentage of those expenses. If the required match is 50%, then the maximum reimbursement request is 66% of expenses. If the required match is 100%, then the maximum reimbursement request is 50% of expenses.

GCA grants are **matching grants**. This means that the grant recipient must raise income from other sources to pay for a portion of the project expenses proposed in the grant application budget. If the **required match is 50%**, then the organization must raise at least one-third (1/3) of the income from sources other than the grant and must have expenses that are at least 50% more than the grant amount. For example, if an organization receives a grant for $50,000, then the income from other sources must be at least $25,000, and the total expenses must be at least $75,000. If the **required match is 100%**, then the organization must raise at least one-half (1/2) of the income from sources other than the grant and must have expenses that are at least double the grant amount. For example, if an organization receives a grant for $50,000, then the income from other sources must be at least $50,000, and the total expenses must be at least $100,000.

**FY24 Cultural Facilities Grant Program Timeline**

| | |
|---|---|
| *Application Deadline:* | **August 31, 2023, at 11:59 PM** |
| *Panel Review of Applications:* | September-October, 2023 |
| *Grant Notifications:* | mid-October, 2023 |
| *Date funded projects may begin:* | November 1, 2023 |
| *Grant reimbursement payments:* | Payment of up to 90% of the grant amount may be requested after grantee has spent the grant request amount plus the required ratio of additional expenses to meet the minimum match (50% or 100%, depending on applicant budget size) |
| *Date funded projects must be complete:* | June 30, 2024 |
| *Final report deadline:* | 30 days after project completion; for projects completed on June 30, 2024, the final report deadline is July 31, 2024 |

# ELIGIBILITY

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

**Changes from the FY23 Cultural Facilities Grant application**
The FY24 Cultural Facilities Grant guidelines have changed from the FY23 guidelines. Applicants should read the entire guidelines document for complete details on submitting an application.

In addition, GCA has additional funds available to be granted for FY24 Cultural Facilities Grants from ARP funds regranted by the State of Georgia. In previous years, the total funds available for Cultural Facilities Grants has been $300,000. For FY24, GCA has a total of approximately $1,200,000 available for Cultural Facilities Grants.

**Eligible Applicants**
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 FY24. Previous recipients of the Cultural Facilities Grant are eligible to apply in FY24 due to the additional funds available from ARP funds awarded by the State of Georgia.

Eligible applicants must be one of the following:
• a non-profit arts organization registered with the IRS (to be defined as an arts organization, the entity must include the arts as part of the mission statement and more than 50% of programming must be arts-related)
• a local government entity (i.e. a city, county or local authority) that owns and manages an arts facility

Who is NOT eligible to apply?
• Individuals
• Organizations with fiscal agents
• Organizations that do not have their own IRS 501(c)3 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)
• Non-arts organizations, such as zoos, botanical gardens, aquariums, sports facilities, history museums, science centers, culinary arts schools, martial arts schools, etc.

GCA defines arts organizations as organizations with an arts-based mission and with at least 50% of programming that is arts-based.

Eligible applicants must demonstrate a history of at least three years of arts-based programming.

Arts-based programming may include, but is not limited to:
• Performing arts (dance, music, theatre, musical theatre, opera, storytelling, puppetry, and performance art)
• Visual arts (two-dimensional, three-dimensional, photography, and digital)
• Media arts (film, video, and audio)
• Literary arts (poetry, fiction, and creative nonfiction)
• Folk & traditional arts (music, dance, theatre, storytelling, and crafts)
• Public concerts or performances
• Multidisciplinary arts projects
• Education in any of the arts fields referenced above, including workshops, demonstrations, classes, and field trips
• Artist guilds, communities, and residencies
• Arts service organization programs, including professional development or capacity building
• Artist residencies

The following areas fall outside of GCA's definition of arts-based programming:
• Humanities (history, religion, philosophy, languages)
• Social sciences (sociology, anthropology, economics, political science, geography)
• Sciences (physics, chemistry, biology, zoology, botany)
• Culinary arts
• Fashion
• Martial arts
• Sports or recreation
• Magic shows, circus arts, balloon twisters, parades, fireworks, reenactments
• Body art (face painting, body painting, tattoos)
• Non-arts recreation (inflatable jumpers, petting zoos, 5K races or other athletic events)
• Topiary or landscape art
• Interior design or beautification

Non-arts organizations may not apply for general operating support (i.e., Bridge Grants) or for capital project support (i.e., Cultural Facilities Grants); however, non-arts organizations may apply for a grant to support an eligible arts project (i.e., Project, Arts Education, or Vibrant Communities Grants).

Organizations that have already received an FY24 GCA 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 FY24 Cultural Facilities Grant application.

Eligible organizations may only submit one FY24 Cultural Facilities Grant application for a single project. Please do not apply for multiple unrelated projects in a single application.

Eligible organizations may only submit one Cultural Facilities Grant application for a specific project. For example, if an organization is building a new arts facility, the organization may only submit one Cultural Facilities Grant application for any portion of that facility's construction.

**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.

If you are unsure if your organization is eligible to apply, please contact GCA staff for clarification of eligibility.

**Eligible Applications**
Eligible applications must:
- Include an eligible capital project that will be completed by June 30, 2024
- 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, 2023 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 application deadline.

**Eligible Projects**
Applicants may apply for an FY24 Cultural Facilities Grant for the construction, renovation, or acquisition of a building, or the addition of permanent equipment that supports arts programming in the building. 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, 2023, and be completed no later than June 30, 2024.

If an arts organization is carrying out a very large capital project that will not be finished in its entirety by June 30, 2024, the applicant may apply for support for a single component or phase of that project that will be completed during the eligible timeframe.

If an arts organization is at the beginning of a multi-year capital campaign to support the major renovation or construction of an arts facility, the applicant should apply for the Cultural Facilities Grant to support the phase when construction will be completed, rather than during the beginning or middle of the capital campaign or construction phase.

Examples of **eligible projects** include:

- Renovating an arts facility. Examples include:
    - Making a building accessible to people with disabilities by adding an elevator or ramps
    - Installing a new roof
    - Updating the building façade, including exterior signage
    - Replacing HVAC systems
    - Adding HEPA filtration equipment
    - Installing an integrated fire protection system
    - Replacing permanent seating in a theater space
    - Renovating a lobby and/or concession area
    - Renovating dressing rooms
- Carrying out a preservation project on a historic building that is utilized as an arts facility
- Constructing a new building for use as an arts facility
- Purchasing a building for use as an arts facility (purchase of the building must be outright, not through a mortgage, bridge loan, or lease-to-own arrangement)
- Building an outdoor stage or amphitheater
- Purchasing and installing permanent equipment. The only types of equipment that may be included in a Cultural Facilities Grant application are included below.
    - Permanent equipment that requires building ownership or a long-term lease:
        - HVAC systems
        - HEPA air filtration equipment
        - Integrated fire projection system
        - Permanent seating in an arts facility
    - Permanent equipment that does not require building ownership or a long-term lease:
        - Sound equipment
        - Lighting equipment
        - Projection systems
        - Stage equipment (such as curtains and screens)
        - Kilns
        - Printing presses
        - Permanent exhibition equipment, such as art gallery hanging systems or lighting
        - Art collection storage and management equipment
        - Video equipment for recording or livestreaming arts programs
        - Equipment to make programming accessible to people with disabilities, such as assistive listening devices.

Examples of projects that are **not eligible** for the Cultural Facilities Grant include:
• Paying rent
• Purchasing vacant land
• Renovating the commercial portions of buildings
• Renovation or the acquisition of equipment for any facility being used as a personal residence
• Purchasing computers, furniture, or other items that are not on the list of eligible equipment
• Carrying out regular maintenance (painting, basic building repairs, etc.)
• Supplies that are not essential for the function of new equipment included in the grant proposal (for example: specialty bulbs for new stage lighting purchased as part of the grant-funded project would be allowed, regular light bulbs for non-stage areas would not)
• Landscaping projects that are solely for beautification
• Paving a parking lot, or other exterior projects unrelated to the arts facility
• Creating feasibility studies, plans, or architectural drawings that are not for a project that will be carried out between November 1, 2023, and June 30, 2024
• Projects for buildings that are not used for arts programming
• Mobile stages or portable equipment

**Eligible Facilities**
If the project involves the **renovation of a building**, the building must be one of the following:
• The building must be owned by the eligible applicant.
• The eligible applicant must have a lease for <u>5 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</u>. Regardless of the length of the lease, at least 5 years must remain on the lease for the project to be eligible. Leases of 5 years or more that are renewable in perpetuity are eligible. If less than 5 years remain on the lease, to be eligible the applicant must obtain an extension to the existing lease or obtain a letter from the building owner ensuring that the applicant will be able to remain in the space for at least the next 5 years.

In addition, the facility must function as an arts facility by the end date of the grant period, June 30, 2024. If the applicant is seeking support for construction or renovation of an arts facility that will take place over multiple years, then the applicant should apply for Cultural Facilities Grant support during the fiscal year in which the project will be completed and the facility will become operational.

**Funding Request**
Applicants must request at least $10,000 and no more than $75,000. Grants may be awarded for an amount less than what was requested.

**Required Matching Income for Project**

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 FY23 actual operating expenses that are less than $500,000 must provide 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. The grant request amount may not be more than 67% of total expenses.
- Applicants with FY23 actual operating expenses of $500,000 or more must provide 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 grant request amount may not be more than 50% of total expenses.

**Applicants must have the cash match in hand or confirmed when submitting the application. The application must include proof of the match.**

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
- Applicant 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
- Lines of credit from a bank or other financial institution
- Equity
- In-kind donations
- Funds from the State of Georgia
- Any funds which have not already been received by or committed to the applicant

**Please note:** Donations of cash from landlords to help fund a renovation or building improvement project will count as an eligible match. Contributions of work completed by landlords qualify as in-kind contributions and will not count toward the required cash match for the project.

**Application Deadline**

The application deadline is **<u>11:59 PM on August 31, 2023</u>**. The application with all required components must be completely uploaded into 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 application 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 application does not include proof of the cash match for the grant request.
- The application includes types of equipment which are not supported by this grant.
- The project will not be completed by the end of the grant period, which is June 30, 2024.
- 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: <u>http://arts.gov/accessibility/accessibility-resources/publications-checklists/accessibility-planning-and-resource.</u>

**Reimbursements**

The Cultural Facilities Grant is a reimbursement grant, which means that grantees must spend funds on the project expenses before being reimbursed by GCA.  Grantees may request up to 90% of the total grant prior to submitting the final report when the project is completed. The amount requested must not be more than 67% of total expenses to date for applicants required to provide a 50% match, and must not be more than 50% of total expenses to date for applicants required to provide a 100% match. All reimbursement requests for Cultural Facilities Grants must include receipts to support the reimbursement request and the total expenses to date.

**Questions**

If you have questions about whether your organization is an eligible applicant or if your project is eligible, please contact the Cultural Facilities Grant program manager, Allen Bell, Director of Grants and Research, at abell@gaarts.org or 404-962-4839.

# APPLICATION INSTRUCTIONS

All FY24 applications must be submitted through the GCA online grant application system. Applicants may access GCA's online grant application system at: http://gaarts.org/apply.

**If you have already set up an account in the GCA online grant application system**
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 reset instructions 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 one of the application options under the Apply tab. GCA will verify the new contact person and e-mail the new login information. NOTE: This may take up to a week.

**If you have not set up an account in the GCA online grant application system**
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 complete the registration process.

In order to register, you will need your organization's FEIN number as well as your SAM UEI (Unique Entity Identifier). If your organization does not have a SAM UEI, go to http://SAM.gov and register your organization. Obtaining a SAM UEI is free.

When you complete these steps, you will land on the Apply Page. This page will display all 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.
• All 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:
• General Information
• Authorized Officials
• Narrative

You will create/complete the required Attachments offline and then upload them to your online application as a Word, Excel or PDF document:
• Budget with Breakdowns
• Board of Directors List/Advisory Board List
• History of Arts Programming (at least three years)
• Competitive Bids
• Timeline
• Proof of Match
• Proof of Ownership, Long-Term Lease, or Acquisition
• Support Material
• IRS 501(c)3 Letter (required only of some applicants)

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 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 1,500-character limit to the answer for each question unless otherwise indicated.

**Overview**
• What is the organization's mission? If the organization's mission includes elements outside of the arts, explain the arts portion of the organization's mission in more detail. *(500-character limit)*
• Briefly discuss the organization and its history and provide a short overview of the arts services/programming the organization offers, including the number of people served annually.

**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 the organization at this time? How is this project central to helping the organization fulfill its mission?
- If the project for which you are requesting funding is a component of a larger project, provide a summary and timeline for the work that has already been completed and for the work that will be completed in the future.
- Name the architects, engineers, construction company, consultants, historic preservationists, and/or other experts who will collaborate 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 the person/people selected 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? Please provide a specific plan for how and when the project will be completed by June 30, 2024.
- 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 area where the organization is located and the community the organization serves/will serve. This community could be defined by geography, age, physical ability, gender, ethnicity, etc., or any combination of these 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 (5) points will be awarded to applicants in Tier 1 and Tier 2 counties as designated by the Georgia Department of Community Affairs (DCA) for 2023. A copy of the DCA county designations is included on page 20.**

**ATTACHMENTS**
The following items must be attached to your online application:
- Budget with Breakdowns
- Board of Directors List/Advisory Board List
- History of Arts Programming (at least three years)
- Competitive Bids
- Timeline
- Proof of Match
- Proof of Ownership, Long-Term Lease, or Acquisition
- Support Material
- IRS 501(c)3 Letter (required only of some applicants)

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.


**BUDGET**
Use the FY24 Cultural Facilities Grant Budget Form to document the 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 identified income line, provide a breakdown of the income sources.


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

Keep these things in mind when creating the budget:
- Do not include in-kind in the cash income or cash expense parts of the budget.
- 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 that are directly related to the proposal and will be incurred and paid within the grant period of November 1, 2023 to June 30, 2024.
- Following the budget template below is a list of ineligible expenses that should not be included in the budget.

**Budget with Breakdowns**
Applicants must include specific breakdowns for each expense line and identified income lines in the Budget Breakdown Form. Budgets submitted without breakdowns for each expense and required income lines will be ruled ineligible and will not be moved forward for panel review.

Income listed in the project section of the budget should be for the proposed project only. Applicants should not list the organization's entire income. Applications that list the organization's entire income for the project income will be ruled ineligible and will not be moved forward for panel review.

Please use the Budget Breakdown Form provided by GCA, which can be found on the GCA website: https://gaarts.org/grants/cultural-facilities-grant/. If you have difficulty with completing the Budget Breakdown Form, do not recreate the form or submit an incomplete form. Reach out to GCA grants staff for assistance. A summary of the content of the Budget Breakdown Form is below, with sections requiring a breakdown identified.

*Cash Expenses*
1. Professional Fees (*professionals contracted for a service*)        _____ (*breakdown required*)
2. Cost of Materials/Supplies        _____ (*breakdown required*)
3. Cost of Labor (*hourly labor hired to complete a specific job*)        _____ (*breakdown required*)
4. Other Expenses        _____ (*breakdown required*)
5. TOTAL CASH EXPENSES        _____

*Cash Income*
6. Earned Income (*i.e. fundraisers, admissions, etc.*)        _____ (*breakdown required*)
7. Corporate Support        _____ (*breakdown required*)
8. Foundation Support        _____ (*breakdown required*)
9. Individual Donations        _____ (*breakdown required*)
10. City Support        _____
11. County Support        _____
12. Federal Support        _____
13. Applicant Cash        _____
14. Other Income        _____ (*breakdown required*)
15. GCA Grant Request        _____
16. TOTAL CASH INCOME        _____

17. In-Kind Donations        _____

**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 or management of the proposed project by organization staff, including but not limited to salaries, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc. are not eligible expenses. If an applicant hires a specific staff person or contractor to oversee the project, and that person's salary was not included in the general operating support grant application budget, then their salary may be included in the Cultural Facilities Grant application budget.*)
- Any expenses that were already included in a FY24 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, concessions, or any food or beverages
- 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)

**HISTORY OF ARTS PROGRAMMING**
GCA requires eligible applicants to be nonprofit arts organizations or local government entities that own and operate an arts facility. To demonstrate that the organization is an arts organization or that the building is operated by local government as an arts facility, GCA requires documentation of arts programming for at least the last three years. The documentation may include digital copies of performing arts presentation or production season announcements or advertisements, art exhibition schedules, arts class or workshop schedules, artist residency schedules, or copies of other documentation of programming from the last three years. Arts organizations that have extensive annual programming may submit a sample of relevant arts programming from the last three years.

**COMPETITIVE BIDS**
The applicant must submit copies of three bids to carry out the work. The bids should be combined into a single document and uploaded to the application. At least one bid is required for the application to be considered eligible. If fewer than three bids are submitted, then the applicant must also include an explanation for why fewer than three bids are included with the application. If the applicant knows which bid will be used for the project, then the applicant should clearly identify the bid that will be used. The bids should be included with a cover page that identifies and summarizes the competing bids, including the total dollar amount for each bid and, if appropriate, breakdowns for each bid.

Please note: Not including three bids for the proposed work may result in questions from the panel and may impact the panel score. Panelists will take into consideration explanations provided for why the applicant included fewer than three bids.

**TIMELINE**
Submit a **detailed** timeline for the scope of work outlined in this application.  Remember that the project must be completed by June 30, 2024. 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 FY24 funding period, and clearly identify the timeline for the portion of the project to be supported by the grant.

**PROOF OF MATCH**
To show proof that your cash and/or in-kind grant match is confirmed, you may submit copies of:
• bank account statements from the bank (account numbers should be redacted)
• award letters from the foundation or corporation awarding the grant
• contracts from the foundation or corporation awarding the grant
• if funded by SPLOST, a copy of the SPLOST measure and budget that was passed, including the exact amount committed to the specific project described in the grant proposal

Spreadsheets and statements from internal accounting software will not be accepted as valid documentation to prove that matching funds are in hand.

See pages 10-11 for complete information on eligible sources for the match income.

**PROOF OF OWNERSHIP** (if the applicant owns the building)
• To show proof that your organization owns the building, you may submit a copy of a deed, title, or property tax statement.

**PROOF OF LONG-TERM LEASE** (if the applicant leases the building)
• To show proof that your organization has a lease for at least 5 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

**EXPLANATION OF OWNERSHIP, LONG-TERM LEASE, OR ACQUISITION**
Please explain the acquisition, ownership, or long-term lease status of the facility for which the acquisition, renovation, or addition of permanent equipment is proposed. In addition, please explain in detail the documentation provided to support the acquisition, ownership, or long-term lease.

For applicants proposing the purchase and installation of permanent equipment, although proof of ownership or a long-term lease is not required, please explain the current ownership or lease arrangement for your organization's facility.

**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 within their 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

**501(c)3 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)3 letter. A letter from the state indicating that the applicant has non-profit status cannot be submitted in place of the IRS 501(c)3 letter. A non-profit organization that does not have 501(c)3 status by the grant deadline date is not eligible to apply. *This requirement does not apply to government entities or nonprofit organizations that have been funded by GCA since FY19.*

**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.

# PANEL REVIEW PROCESS, SCORING, AND CRITERIA

**Panel Review Process**

GCA works to assemble 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 calculate the applicant's final score.

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

**Scoring Matrix**

Panelists will 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 |

**Application Review Criteria and Points**

Panelists will evaluate and score 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?
- Has the applicant provided acceptable documentation of the 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 2023. A copy of the DCA county designations is included on page 24.**
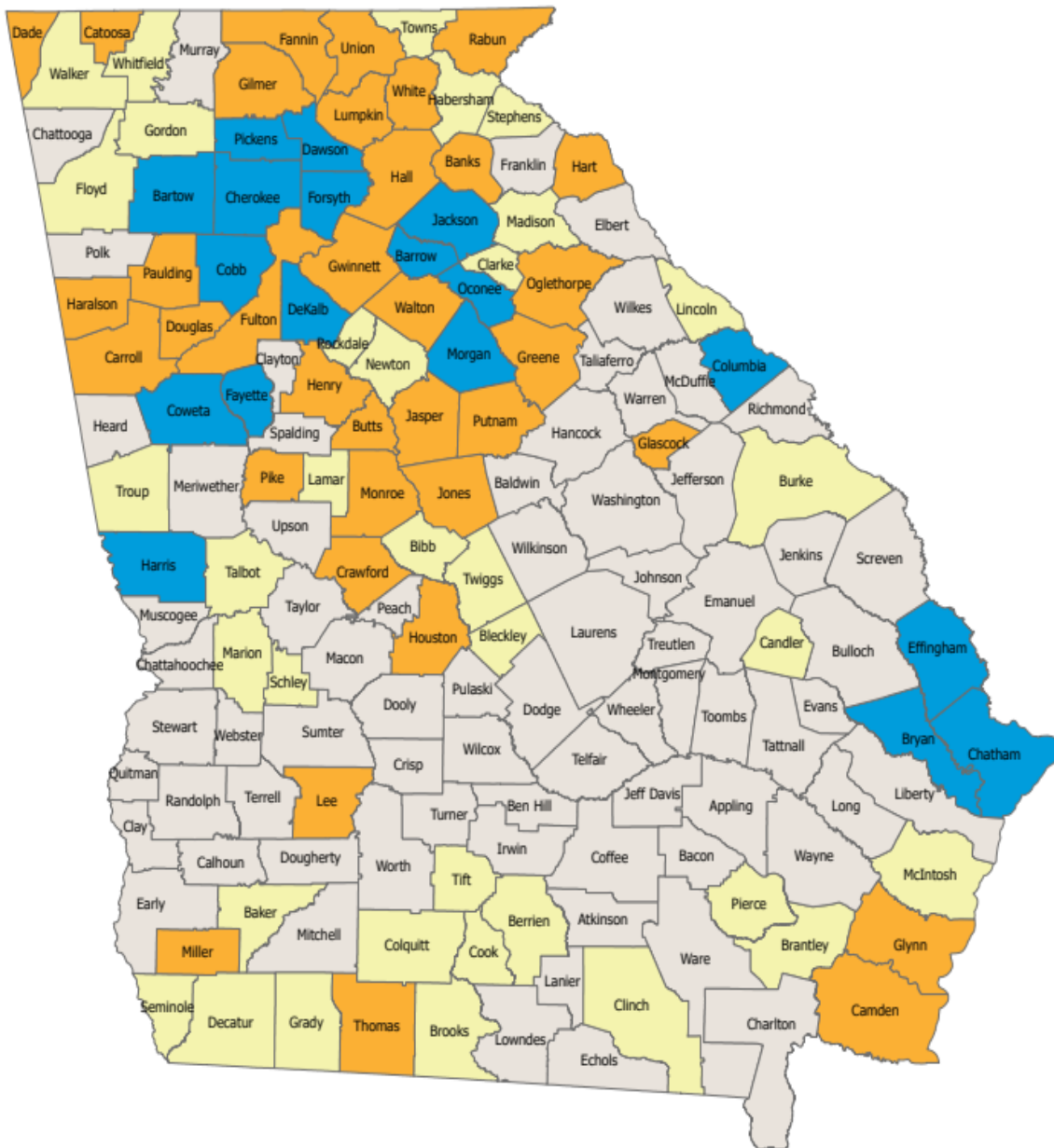
| | Tier 1 | 71 Counties |
| --- | --- | --- |
| | Tier 2 | 35 Counties |
| | Tier 3 | 35 Counties |
| | Tier 4 | 18 Counties |

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 APPLICATION 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.**

**GCA ONLINE APPLICATION**
• General Information
• Authorized Officials
• Narrative

**ATTACHMENTS**
• Budget with Breakdowns
• Board of Directors List/Advisory Board List
• History of Arts Programming (at least three years)
• Competitive bids
• Timeline
• Proof of Match
• Proof of Ownership, Long-Term Lease, or Acquisition (only required of applicants requesting support for renovations or acquisition of a building)
• Support Material
• IRS 501(c)3 Letter (only required of nonprofit organization applicants)

**APPLICATION DEADLINE: <u>August 31, 2023, at 11:59 PM</u>**

**ONLINE GRANT SYSTEM APPLICATION: <u>http://gaarts.org/apply</u>**

*If you have questions, please contact Allen Bell, Director of Grants and Research, at **<u>abell@gaarts.org</u>** or **(404) 962-4839**.*