FY24 Vibrant Communities Grant Guidelines

If you have questions as you prepare your application, please contact
Tyrone Webb, Rural and Community Programs Manager, at twebb@gaarts.org
***or 404-962-4117**.*

There will be an online webinar training on **Thursday, August 3rd at 1:00 PM**.
To register, go to:
https://fy24-vibrant-communities-grant-workshop.eventbrite.com

Please note: GCA is including virtual offerings on the list of eligible programs for Vibrant Communities Grant funding. Please see page 4 of the guidelines for additional details.

Applicants should thoroughly review the guidelines
before preparing the application. The deadline to submit the application is
August 31, 2023, at 11:59 PM.

Individuals with disabilities requiring assistance with this information (or requiring 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

GCA Mission
The mission of Georgia Council for the Arts is to cultivate the growth of vibrant, thriving Georgia communities through the arts.

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 ongoing impact of COVID on arts programs, GCA is including 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 17, 2023, at: Vibrant Communities Grant | Georgia Council for the Arts (gaarts.org).

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

August 31, 2023	Deadline for application at 11:59 p.m.
Mid-October, 2023	Applicants are notified whether or not they received an award
October 15, 2023	Grantees may begin working on projects
October 27, 2023	Deadline for grantees to return grant contracts and required forms
November 2023-June 2024	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.**
November 2023-June 2024	Final reports are due **30 days** after the completion of the project
May 1, 2024	Deadline to notify GCA if grantees anticipate that not all of the grant funds will be spent
June 1, 2024	All projects must be completed
June 30, 2024	All Final Reports are due for projects completed through June 1, 2024

Training
GCA will offer an online training webinar on the Vibrant Communities guidelines on Thursday, August 3, at 1:00 p.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://fy24-vibrant-communities-grant-workshop.eventbrite.com. A recording of the webinar will be posted on the GCA website.

Eligible Applicants

An eligible applicant must be located in a county in which no organization received an FY24 GCA Project, Bridge or Arts Education Grant. Eligible organizations located within the following counties may apply:

Appling	Crisp	Jenkins	Quitman
Atkinson	Dade	Johnson	Randolph
Bacon	Dawson	Jones	Schley
Baker	Decatur	Lamar	Screven
Banks	Dodge	Lanier	Seminole
Barrow	Dooly	Laurens	Spalding
Bartow	Early	Lee	Stewart
Ben Hill	Echols	Liberty	Sumter
Berrien	Effingham	Lincoln	Talbot
Bleckley	Elbert	Long	Taliaferro
Brantley	Emanuel	Macon	Tattnall
Brooks	Evans	Madison	Taylor
Bryan	Franklin	Marion	Telfair
Burke	Glascock	McDuffie	Terrell
Butts	Gordon	McIntosh	Towns
Calhoun	Grady	Meriwether	Treutlen
Candler	Habersham	Miller	Turner
Catoosa	Hall	Mitchell	Twiggs
Charlton	Hancock	Monroe	Upson
Chattahoochee	Haralson	Montgomery	Walker
Clay	Harris	Murray	Warren
Clayton	Hart	Oglethorpe	Washington
Clinch	Heard	Paulding	Wayne
Coffee	Houston	Peach	Webster
Columbia	Irwin	Pickens	Wheeler
Cook	Jasper	Pierce	Wilcox
Coweta	Jeff Davis	Polk	Wilkinson
Crawford	Jefferson	Pulaski	Worth

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 as 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, 2023 and June 1, 2024. **The grant period may not be extended.** 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, 2024, 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 for the grant request amount 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 31, 2023, at 11:59 p.m.**

Eligible Projects

Eligible projects could include, but are not limited to:

- performances (theatre, dance, music, musical theatre, opera, storytelling, puppetry, and performance art; may be in person or virtual)
- art exhibits (two-dimensional, three-dimensional, photography, and digital)
- media arts presentations (film, video, and audio)
- literary arts readings (poetry, fiction, and creative nonfiction)
- folk & traditional arts performances or exhibitions (music, dance, theatre, storytelling, and crafts) public art (murals and sculpture)
- outdoor performances
- arts festivals
- multidisciplinary arts projects
- education in any of the arts fields referenced above, including workshops, classes, demonstrations, and field trips
- artist residencies (in person or virtual)
- arts integration
- STEAM (arts integration of Science, Technology, Engineering, Arts, and Math)
- in-school (or virtual) programs for students
- transportation and admission for field trips (must be within the applicant's county)
- a classroom residency by an artist (in person or virtual)
- 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
- 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), such as hiring a consultant to address specific organizational needs (creating a strategic plan/development plan; Diversity, Equity and Inclusion initiatives, etc.)

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:
- humanities (history, religion, philosophy, languages)
- social sciences (sociology, anthropology, economics, political science, geography) ☐ sciences (physics, chemistry, biology, zoology, botany) ☐ culinary arts
- fashion
- martial arts
- non-arts entertainment, such as magic shows, circus arts, balloon twisters, parades, fireworks, or reenactments
- body art, such as face painting, body painting, or tattoos
- non-arts recreation, such as inflatable jumpers, petting zoos, 5K races or other athletic events
- topiary or landscape art
- interior design or beautification projects
- renovations that are not specific to the implementation of an arts project
- equipment or furniture that is not specific to the implementation of an arts project
- signage that is not specific to the implementation of an arts project

Vibrant Communities Artist List
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 17, 2023: Vibrant Communities Grant Artist List .

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, mural artists, or other visual artists
- artist guilds

If you have questions about potential programs, or if you need contact information for arts organizations that serve your area, contact Tyrone Webb, Rural and Community Programs Manager, at twebb@gaarts.org or 404-962-4117.

Funding Request

Vibrant Communities Grant applicants may request no more than $5,000 and no less than $1,000.

The budget must show cash match of at least 50% for the requested grant amount. This means that the applicant must raise from other sources at least 50% of the amount that is being requested from GCA. 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. In this example, the total income would be at least $7,500.

The amount being requested also cannot exceed 2/3 of total expenses for the proposed project. For instance, if an applicant's proposed budget shows total expenses of $6,000, then that applicant may not request more than $4,000 for the grant amount.

Application Deadline

The application and all required components must be submitted no later than **11:59 p.m., on Thursday, August 31, 2023.**

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 application information will not be accepted after the deadline.

False Information

Any grant award made based on false information in the application may be cancelled by GCA at any time.

Grant Announcements

Grant announcements will be made via e-mail mid-October.

Registration in GCA's Online Grant System

All applications must be submitted via GCA's online grant application system. To submit an application go to:
http://gaarts.org/apply.

- If you are unsure if you already have an account in GCA's online grant system, please contact Tyrone Webb, Rural and Community Programs Manager (twebb@gaarts.org).
- If you need to create a new account: click Create New Account and enter the required registration information. Once you have entered the information, click Create Account. You will be taken to the

Email Confirmation page to confirm that you are receiving emails from the system. Follow the onscreen instructions and click the Continue button to finish the registration process.

In order to register, you will need your organization's FEIN number, as well as your **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. Receiving a SAM UEI may take several weeks, so please do not delay submitting your request for a SAM UEI.

Completing the Application
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 begin completing an application, click on the blue **Apply** button under the FY24 Vibrant Communities Grant section.

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
These are the elements of the Vibrant Communities application:
- **Narrative** (required)
- **Budget** (required)
- **Support Material** (required)
- **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 imbed links to outside sources in your narrative. Panelists are not required to follow these links. If you would like to direct the panel to a website, include that link in the *Support Material*.

There is a 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

You may use the table format below as the model to create your budget for the proposed project. You may create the budget in Word or Excel. Or you may use the budget form provided by GCA, which is available to download on the website: https://gaarts.org/grants/vibrant-communities-grant. The budget should be uploaded to the online application.

EXPENSES	AMOUNT ($)
TOTAL EXPENSES	
INCOME (*MUST INCLUDE GRANT REQUEST AMOUNT*)	**AMOUNT ($)**
VIBRANT COMMUNITIES GRANT REQUEST **(this figure must be between $1,000 and $5,000)**	
TOTAL INCOME	

- **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, applicant cash, etc. It is acceptable if you do not have the additional income on hand at the time that you apply for the Vibrant Communities Grant. For instance, if you plan to sell tickets to a performance, you may include the income from anticipated ticket sales in your project budget. Income also may include funds 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 expenses 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, such as artist fees and technical support.

- **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 <u>not</u> be included in your budget:**
  - Capital expenditures/equipment (which are permanent fixtures or equipment that costs more than $5,000), including:
    - Buildings or real estate
    - Renovations or improvements involving structural changes
    - Roads, driveways, parking lots or other projects/repairs
    - Permanent or generally immobile equipment
  - Programming outside of Georgia
  - Programs that are not arts-based
  - Fundraising event expenses
  - Tuition for college/university study
  - Scholarships, prizes, or awards
  - Endowment funds
  - Depreciation
  - Bad debt
  - Alcohol, concessions, food/drinks
  - Entertainment expenses, such as receptions, refreshments, parties, staff awards, flowers, etc.
  - Late registration fees for conferences
  - Fees paid to lobbyists
  - Goods for resale, including concessions, promotional merchandise, clothing, or other items purchased for sale
  - Any expenses labeled "miscellaneous"
  - Any air travel not on a U.S. flag air carrier or a foreign air carrier under an air transport agreement with the United States when these services are available
  - Prohibited telecommunications and video surveillance services and equipment produced by Huawei Technologies Company or ZTE Corporation or any subsidiary or affiliate of such entities

Support Material

Applicants may submit various support materials, combined into one file, up to a maximum of ten pages. Support materials should provide 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
- Artist resumes or short biographies
- Newspaper articles or reviews of the artist or your organization
- Marketing materials specific to the proposed project
- 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, 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. Remember, the FY24 Vibrant Communities Grant application deadline is **Thursday, August 31, 2023, at 11:59 p.m.**