



## **FY24 Bridge Grant Renewal Application Guidelines**

This year, GCA created a FY24 Bridge Grant Renewal Application for organizations that received a Bridge Grant in FY23. If your organization DID NOT receive a Bridge Grant in FY23, go to the GCA [Bridge Grant web page](#) and see the FY24 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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## Table of Contents

Basic Information .....	3
Introduction .....	4
Eligibility .....	5
Application Instructions .....	9
Narrative .....	11
Attachments .....	12
Budget Form .....	12
List of Arts Programs for FY24 .....	14
Board of Directors List .....	15
Review Process .....	15
Summary and Checklist .....	16

## **BASIC INFORMATION**

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

**Deadline:** Friday, February 3, 2023, at 11:59 PM

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

**Grant Request:** FY24 Bridge Grant Renewal applicants will receive an amount equal to the FY23 Bridge Grant received, unless the amount of funding available for this grant in GCA's budget increases or decreases dramatically.

### **Requirements for the Online Application:**

- General Information
- Narrative
- Budget Form
- List of Programs for FY24
- Board of Directors List/Advisory Board List
- IRS 501(c) Letter (required of some applicants)

### **Training Webinar**

There will be an online training webinar on Thursday, January 5, 2023, at 4:00 PM. To register, go to: <https://www.eventbrite.com/e/copy-of-gca-fy24-bridge-grant-renewal-application-online-training-workshop-tickets-487807093147>.

A recording of this webinar will be available at <https://gaarts.org/what-we-do/grants/bridge-grant/> after January 5th.

### **Questions**

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

Allen Bell

Director of Grants and Research

[abell@gaarts.org](mailto:abell@gaarts.org) ▪ 404-962-4839

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

Karen Hampton, Accessibility Coordinator

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**IMPORTANT INFORMATION**  
**PLEASE READ THIS INTRODUCTION**

GCA anticipates having funds available to support FY23 Bridge Grant recipients at the same level in FY24, as well as fund any new applicants that are approved by the review panels. Therefore, we have created a new grant application this year – the FY24 Bridge Grant Renewal. The Bridge Grant Renewal is only open to organizations that received an FY23 Bridge Grant. The Renewal application has fewer requirements than a full Bridge Grant application. Please read the guidelines for complete information and details.

Organizations that did not receive an FY23 Bridge Grant are not eligible for the FY24 Bridge Renewal Grant. Please go to GCA [Bridge Grant web page](#) and follow the guidelines for the FY24 Bridge Grant to complete a full application.

**GCA Mission**

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

**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 served.

We ask that you keep the following in mind when applying for a Bridge Grant Renewal:

- Because of the large number of applicants, GCA staff members cannot preview your application or check to make sure it is complete.
- GCA grants are **reimbursement grants**. This means that the grant recipient organization will expend funds on the items proposed in the grant application budget and then request reimbursement for a percentage of those expenses.
- Applications that are late or are not complete will be ruled ineligible and will not be funded. Applicants may not submit 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 edits, and you can 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 email us with questions.

**ELIGIBILITY**

**Grant Description**

Bridge Grant Renewals provide operating support for eligible nonprofit arts organizations located in Georgia.

**Eligible Applicants**

All eligible applicants for the FY24 Bridge Renewal Grant must be FY23 Bridge Grant recipients. All other organizations may apply for an FY24 Bridge Grant or FY24 Project Grant.

Can you submit BOTH a Bridge Grant application AND...			
a Project Grant application? <b>NO</b>	an Arts Education Program Grant application? <b>YES</b>  However, the programming and budget in your Arts Education Program Grant application should not also be included in your Bridge Grant application.	a Vibrant Communities Grant application? <b>MAYBE</b>  If your organization is not awarded a Bridge Grant, check the Vibrant Communities Grant guidelines in July to see if organizations in your county are eligible to apply for Vibrant Communities.	a Cultural Facilities Grant? <b>YES</b>

## Eligible Applications

Eligible applications must:

- Include arts programming that takes place in Georgia between July 1, 2023, and June 30, 2024.
- Include a one-to-one cash match in the budget.
- Include a public component for the programming.
- Not include programming that promotes a specific religious doctrine, political party, or candidate.
- Be submitted through GCA's online grant application system with no missing components by the application deadline of **Friday, February 3, 2023, at 11:59 PM**.

Applications that do not meet these criteria will be ruled ineligible and will not be reviewed.

## Use of Funds

Funds may be used for any eligible operating expenses within the funding period (July 1, 2023-June 30, 2024). Eligible uses of the grant include but are not limited to: salaries, rent, utilities, programming expenses, marketing, insurance, etc.

Below is a list of ineligible expenses. GCA grant funds cannot be used to pay for these items:

- Fundraising event expenses (fundraising events are planned to raise money and are not related to the organization's mission)
- Programming outside of Georgia
- Programs that are not arts-based
- Tuition for college/university study
- Scholarships or prizes
- Debt and interest associated with capital expenditures
- Endowment funds
- 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
- 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 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

- Goods for resale, including concessions, promotional merchandise, clothing, or other items purchased for sale
- 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 costs 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

### **Funding Request Amount**

The amount you may request is the same amount your organization received for the FY23 Bridge Grant. If GCA's budget for FY24 decreases dramatically, then award amounts may be adjusted.

GCA grants are **matching grants**. This means that the grant recipient must raise income from other sources to pay for a portion of the organization operating expenses proposed in the grant application budget. The required match for Bridge Grants is 100%. This means that the organization must raise at least one-half (1/2) of their 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 \$12,000, then the income from other sources must be at least \$12,000, and the total expenses must be at least \$24,000.

### **Deadline**

The deadline to submit a FY24 Bridge Grant application is **11:59 PM on Friday, February 3, 2023**. The application with all required components must be completely uploaded into the application in the GCA online grant system, by the deadline. GCA strongly encourages applicants to submit the application well in advance 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 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 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 Friday, February 3, 2023**.

Applicants may submit their applications any time leading up to the deadline. In order to be fair to all applicants, the deadline cannot be flexible and GCA cannot allow applicants to amend their applications after the deadline has passed.

### **Ineligible Applications**

Applications that are submitted after the deadline, that do not contain all of the required information will be ruled ineligible and will not be funded. Additional application 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 applicant does not use the budget and budget breakdown form provided by GCA.
- The budget form is blank.
- The budget shows more expenses than income.
- The budget does not show a cash match for the grant request.
- Programming takes place outside of the grant period (July 1, 2023-June 30, 2024).
- The applicant uploads incorrect or incomplete files for the budget, budget breakdown, or Board list.
- The organization's programming is not arts programming.
- 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, at GCA's sole discretion.

### **Accessibility**

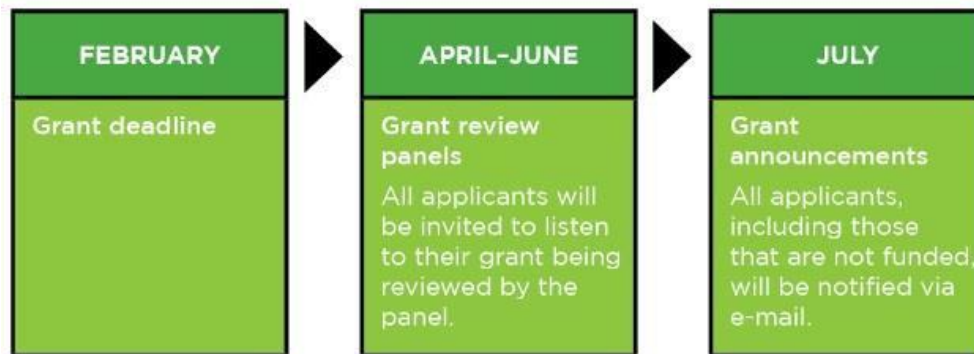
Any program funded by a GCA grant, in whole or in part, must take place at a location that is physically accessible to all Georgia citizens. For information and guidance on making your programs accessible to people with disabilities, review the *Accessibility Planning and Resource Guide for Cultural Administrators* on the website of National Endowment of the Arts:

<http://arts.gov/accessibility/accessibility-resources/publications-checklists/accessibility-planning-and-resource>.



## Bridge Grant Timeline and Notifications

FY24 Bridge Grant notifications will be sent in early July 2023.



## APPLICATION INSTRUCTIONS

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

### **If you have already set up an account in the GCA online grant 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 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 the GCA online grant system**

On the login page, click **Create New Account** and enter the required registration information. To create an account, you will need your organization's Federal Employment Identification Number (FEIN). 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.

### **Completing the Online Application**

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 application 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.
- All fields with an asterisk (\*) are required fields.
- The system will auto-save every 100 characters entered or each time you click out of the field in which you are working.
- 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.
- The Collaborate feature allows multiple individuals to work together on a single application. With this feature, applicants may also add a new user for their organization's account in GCA's online grant system. The Collaborate feature helps address several common scenarios, including:
  - Multiple applicants from an organization need to work together on a request.
  - An applicant needs someone else to upload a document, fill out certain questions, or sign off on their request (e.g. a fiscal sponsor, executive director).
  - An applicant needs an efficient way for someone else to view and (in some cases) submit their request.
  - An organization works with a grant writer.
  - An organization has a new staff member who would like to submit a request.

Below are the basics on how this feature works:

- One applicant must go through registration as usual. Once they open the first form in the process, they will see the option to invite collaborators to the request in the top right corner of the page.
- After the applicant clicks Collaborate, they will see a pop-up that prompts them to enter the email address of the person they're inviting to collaborate, type a message, and select the permission level (view, edit, or submit) for the collaborator.
- Within the collaborator pop-up, the applicant can also manage existing collaborators. They can resend an invitation, change permission levels, or remove a collaborator from their request.

## **Requirements**

The following pages will outline the specifics of each requirement. Do not submit material other than what is requested, as it will not be reviewed by GCA Staff.

- General information
- Narrative
- Budget Form
- List of Arts Programs for FY24
- 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. There is a 3,000-character limit to the answer for each individual question, unless otherwise indicated.

### **Overview of Organization**

- Provide a description of how your organization will fulfill its mission in FY24, July 1, 2023-June 30, 2024. (Please be clear and specific in this answer. If the applicant is funded, the response to this question will become part of the grant contract and the grantee will report on progress made toward achieving these goals in the final report.)

### **Community Impact**

- How will the work of your organization in FY24 benefit the community served by your organization, including underserved audiences and audiences with disabilities?

### **Qualities of the Arts Experience**

- Describe examples of the arts programs that your organization plans to offer during the FY24 funding period, July 1, 2023-June 30, 2024. Include details that demonstrate how the programs represent meaningful arts experiences for the community served.
- How will your organization ensure that the artists and/or arts instructors engaged in delivering programs this year create meaningful arts experiences for the community? Include information about the artistic backgrounds of the individuals and/or groups involved in the planning and artistic processes.

### **Fiscal and Organizational Stability**

- What financial and administrative changes has your organization made in the past year or will your organization make in the next year to ensure the long-term stability of the organization in response to the impact of COVID?
- If your organization's FY24 budget and/or programs will be reduced by more than 20% from FY23, please explain the anticipated decrease in budget and/or programs.

## **ATTACHMENTS**

The following items must be attached to your online application:

- Budget Form
- List of Arts Programs for FY24
- 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 (.doc or .docx), Excel (.xls or .xlsx), or PDF (.pdf) files to ensure that GCA staff will be 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.
- If you scan material, make sure that it does not appear blurry, sideways or upside down on screen.

## **BUDGET FORM**

**NOTE:** In an attempt to decrease the number of applicant errors within the budget section of the application, GCA is using a budget form, which combines both the budget and budget breakdowns and automatically transfers the totals from the breakdowns to the budget. Applicants who have applied in previous years should review the Budget guidelines carefully for complete details on the new form, and contact GCA with any questions.

Complete the FY24 Bridge Grant Budget Form and attach it to the application. The form can be found at <https://gaarts.org/what-we-do/grants/bridge-grant/>. In the budget form, you will complete a short three-year organizational budget form and a more extensive budget form for FY24. The lines highlighted on the budget form require a breakdown. There are eight subsequent worksheets which correspond to the eight budget lines requiring breakdowns. The breakdowns should list the components that make up the total for that budget line. The ninth additional worksheet is for any in-kind donations.

Applicants **should NOT recreate the Budget Breakdown Form**. If applicants are unable to figure out how to complete the form, then they should contact GCA Grants Staff for assistance.

**The budget submitted with this application must be for funds that will be spent during GCA's FY24 fiscal year, which is July 1, 2023-June 30, 2024.**

- Do not include in-kind in the income or expense parts of the budget. In-kind will be listed in a separate tab on the budget form.

- Include the entire budget for the organization, not just the portion that you hope to pay for through the grant.
- Your grant request may not be more than 50% of total expenses. Your budget must show eligible expenses that are at least double the amount of your request.
- The total 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.**
- Provide an explanation for anything in the budget that may be confusing for GCA staff, such as an unusual expense. You may include this explanation on the Notes tab in the budget form.
- The budget **MUST** show at least a one-to-one cash match for your grant request. In-kind does not count towards the match. **If a budget does not show a cash match, the application will be ineligible for review.**
- The cash match may not be from other State of Georgia agencies or the National Endowment for the Arts.
- The amount you may request is the same amount your organization received for the FY23 Bridge Grant.

Under expenses, the budget includes five categories:

- **Personnel – Administrative:** This is the budget for employees in an administrative role who will receive a W2.
- **Personnel – Artistic:** This is the budget for employees in an artistic role who will receive a W2.
- **Outside Fees:** This is the budget for contractors in any role, including artists, who will receive a 1099.
- **Marketing:** This is the budget for all marketing expenses, including print (printed programs and guides, brochures, postcards, mailers, etc.), broadcast (television and radio), and digital (website, email marketing, social media ads, web-based ads, etc.).
- **Remaining Expenses:** This is the budget for all other expenses, such as rent or mortgage, utilities, insurance, travel, supplies, equipment, maintenance, professional services, etc.

Under income, the budget includes several categories, some of which require breakdowns and some that do not. For the categories that include breakdowns, it is helpful for GCA staff to know if income line items are confirmed, estimated, or proposed. Notes in the budget breakdown might look like this:

- |            |                  |   |
|------------|------------------|---|
| • \$10,000 | XYZ Foundation   | Confirmed by a letter from the foundation |
| • \$20,000 | ABC Foundation   | Estimated based on previous contributions |
| • \$15,000 | LMNOP Foundation | Proposed – first-time request submitted   |

**The following budget-related issues will cause an application to be ruled ineligible:**

- The budget is missing either expenses or income.
- Expenses are more than income.
- The budget does not include a cash match for the grant request.
- The budget is missing breakdowns.
- The budget breakdowns differ significantly from the budget itself.
- The budget is missing both the three-year budget comparison and the previous year's budget breakdown.

**LIST OF ARTS PROGRAMS FOR FY24**

Please upload a list of your organization's arts programs planned for FY24 (July 1, 2023-June 30, 2024). Programs may include exhibits, performances, classes, publications, conferences, residencies, readings, workshops, public art, etc. The list should include the names of the program, the name of the artists or groups, the name of the location or venue, dates of engagements, and estimated number of participants. For applicant organizations with a large number of programs, please limit your list of programs to three (3) pages.

- Your organization may list programs individually or group them together. For example, you could list a Warhol exhibit and a Picasso exhibit separately or you could group them together under the title Art Exhibits.
- The programming must take place between July 1, 2023, and June 30, 2024.
- List only programs produced, presented, or coordinated by the applicant organization.
- Re-granting entities should not list programs presented by the organizations receiving grants.
- Applicants should not list programs produced by their members.
- Organizations should not list programs presented by another organization renting the applicant organization's venue or facility.
- Organizations that present programs that are not arts-based should list only arts programs.
- Do not list fundraisers or marketing material such as brochures, flyers, postcards, posters, ads, class schedules, etc.
- If your organization produces extensive programming, you do not have to list each program, but you should list enough so that GCA staff gets a sense of the breadth and depth of the programs you will provide in FY24.
- For programs that are not yet confirmed, list tentative or proposed programs and the details that you know at this time, or describe the type of program your organization is considering.

## Example List of Programs

Name of Program	Name and Short Description of Artists/Groups/ Instructors	Estimated Number of Participants
Guitar classes	Jane Doe, the high school music teacher	22
Classical music series	Concerts by: John Doe Claudette Zeldin Bill Smith Jane Johanssen Robert Borowski Clive Johnson	320 per concert
Art classes	Sarah Gilead, local acrylic painter and art professor	25

## **BOARD OF DIRECTORS**

Upload a list that includes the following information 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 and 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.

## **REVIEW PROCESS**

GCA staff will review the applications to ensure that all narrative questions have been answered and all attachments have been uploaded to the application. Complete applications will be funded at the request amount, which should be the same amount the organization received for the FY23 Bridge Grant.

If your organization's FY24 programs and/or budget reflect an anticipated decrease of more than 20% from FY23, then GCA may elect to decrease the amount of funding awarded for the Bridge Grant to your organization.

Incomplete applications and applications submitted after the deadline will be ruled ineligible and **will not be funded**. Applicants will be notified if the application will not be funded.

## **BRIDGE GRANT RENEWAL SUMMARY AND 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 GRANT SYSTEM**

The FY24 Bridge Grant Renewal application will be completed online. The application is available here: <http://gaarts.org/apply>.

### **ONLINE APPLICATION**

Applicants must complete the online application, which is comprised of the following components:

- General Information
- Narrative

### **ATTACHMENTS**

Applicants also must upload the following attachments to the online application:

- Budget Form
- List of Arts Programs for FY24
- Board of Directors List/Advisory Board List

### **APPLICATION DEADLINE**

The FY24 Bridge Grant Renewal application deadline is **Friday, February 3, 2023, at 11:59 p.m.**

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### **GRANT PANELIST NOMINATIONS**

GCA Grants are reviewed by panelists. GCA is seeking qualified individuals interested in serving on grant panels in April and May 2023 to review FY24 Bridge, Project, and Arts Education Program Grants. We seek to develop panels which are diverse based on geography, artistic discipline, and type of organization, among other factors. We especially have a need for panelists who live outside of the metro Atlanta area. Not everyone who volunteers to serve will be appointed to a panel, but if we are in need of someone with your background and experience, we will be in touch.

If you are interested in serving as a panelist, or if you would like to nominate someone to serve as a panelist, please send a short bio or resume to Allen Bell, Director of Grants and Research, at [abell@gaarts.org](mailto:abell@gaarts.org) or 404-962-4839.

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*Questions? Contact:*

**Allen Bell, Director of Grants and Research, [abell@gaarts.org](mailto:abell@gaarts.org), 404-962-4839**