



Date: revised May 22, 2010

To: Non-Profit Arts Organizations

From: Greater Augusta Arts Council

Re: Application for Disbursement of Augusta – Richmond County Re-granted Funds

On behalf of the Greater Augusta Arts Council, it is my pleasure to announce that the Augusta Commission has appropriated funds in the amount of \$75,000 to be re-granted to our area arts organizations in fiscal year 2010. We feel fortunate that our local government continues to support the arts, recognizing your economic and cultural contributions to this community.

These funds are available to any performing, visual or literary arts organizations that meet the following general description and criteria:

1. Must operate as a non-profit 501(c) 3 organization that is tax-exempt by the Internal Revenue Service and has operated as such in the Greater Augusta area (Richmond County) during the last 2 years.
2. Must function as an independent organization not under the shelter of any other organization such as a government college.
3. May apply grant to programs or unrestricted operation funds.
4. Must offer performances or services that are fully accessible to the general public.
5. Must be located in and providing programming services in the City of Augusta
6. Must demonstrate Fiscal Responsibility.

If your organization meets these criteria, we invite you to apply.

Grants are awarded on a competitive basis, with primary consideration given to the quality of artistic activities, management of fiscal responsibilities, demonstrated financial need, and the degree to which the organization benefits the entire Augusta-Richmond County community. All funding by the Arts Council is on a year-to-year basis. The request may not exceed 50% of the total operating budget. Maximum allocation will be \$8,500 per organization.

Enclosed are the application for funding and the procedures for applying. Please note the deadline for application delivery is 4PM on July 30, 2010 . No exceptions will be made. Notification of funding awards will be made after the GAAC Board Ratification process has taken place; expected no later than September 30, 2009.

Shortly after the July 30, 2010 deadline date, a staff member from the Greater Augusta Arts Council will call applicants to schedule presentation times. Applicant presentations will be held in August (date TBD), conducted in the board room of the Sacred Heart Cultural Center. If you have any questions, please call the Arts Council at (706)-826-4702. We look forward to reviewing your applications.

Sincerely,

Brenda Durant
Executive Director

**GREATER AUGUSTA ARTS COUNCIL
ADMINISTRATIVE POLICIES AND PROCEDURES
FOR AUGUSTA-RICHMOND COUNTY REGRANTED FUNDS**

(All application forms shall be returned to the Greater Augusta Arts Council no later than 4 PM July 30, 2010)

1. Each organization must have its own non-profit, tax-exempt status and cannot apply under the umbrella of another tax-exempt organization.
2. The Greater Augusta Arts Council shall notify all organizations of funding awards by September 30, 2010.
3. All organizations will receive fund allocations after returning a signed contract.
4. **POLICY ON FUNDING:** All fund allocations are to be made in a fair, impartial, and business-like manner. Fiscal responsibility, demonstrated financial need, excellence in programming and the degree to which the organization benefits the entire Augusta-Richmond County community, (consistent with the City of Augusta and the Greater Augusta Area), will be the fundamental guiding principles. The Re-granting Committee of the Greater Augusta Arts Council is responsible, with Board approval, for fund allocation and is given discretion to allocate all available funds.

APPLICATION FOR FUNDS APPROPRIATED BY
City of Augusta Commission

Submit to
Greater Augusta Arts Council
P.O. Box 1776
Augusta, GA 30903

Check one:

- New Applicant Returning Applicant

APPLICANT/ORGANIZATION _____

ADDRESS _____ Phone _____

FISCAL YEAR ENDS ON _____

CONTACT PERSON _____ TITLE _____

ADDRESS _____

PHONE (____) _____ E-MAIL _____

BOARD PRESIDENT/CHAIR _____

PHONE (____) _____ E-MAIL _____

GRANT AMOUNT REQUESTED \$ _____

REQUEST MAY NOT EXCEED 50% OF THE APPLICANT'S TOTAL BUDGET. Allocations will not exceed \$8,500 per organization.

DOCUMENTATION / ATTACHMENTS TO INCLUDE WITH THIS DOCUMENT: Applications must include all appropriate documentation to be considered

ALL APPLICANTS

1. Mission Statement
2. Copy of IRS letter of tax-exempt status

3. PERSONNEL DATA: Total number of individual artists (paid and volunteer) participating in FY10 events

Paid _____ Volunteer _____

Number of paid staff:

Artistic _____ full-time _____ part-time _____

Administrative/Other _____ full-time _____ part time _____

Number of volunteers:

Artistic _____ full-time _____ part-time _____

Administrative/Other _____ full-time _____ part-time _____

Comments/Explanation regarding personnel:

4. Résumés of Key Personnel
5. Board List (include addresses and employer)
6. Current by-laws (This applies to returning applicants **only** if bylaws have been amended since previous application. If so, please highlight revisions.)
7. One page description of how funds will be used; whether for general operating support, or for a special project.
8. Proposed activities for FY11, not to exceed one page
 - a. Are these proposed activities physically accessible to individuals who are disabled?
 YES NO
 - b. c. Are these proposed activities accessible to diverse populations?
 YES NO
9. Organization's Budget Figures

	FY09 ACTUAL	FY10 ACTUAL	FY11 PROPOSED
OPERATING EXPENSES			
OPERATING INCOME			
OPERATING SURPLUS DEFICIT			

TOTAL OPERATING BUDGET FOR 2010-2011 FISCAL YEAR \$ _____
 (Include a copy of the full budget for Fiscal Year 2011.)

Percent (%) of increase/decrease over previous year _____

NOTE: If there are significant variations (i.e. an increase or decrease of more than 15%) in the actual figures for the three fiscal years reported, please attach a note of explanation.

Please provide a copy of the most current audit or financial statement or a statement prepared and signed by a Certified Public Accountant. For organizations with budgets under \$100,000, an un-audited entity-wide financial statement for the most recent fiscal year is acceptable. The board president or person responsible for financial statements must submit a signed letter stating the origination and validity of the submitted financial statements and should further include the following statement:

"The organization named in the above profit and loss statement or CPA accounting analysis has listed all details regarding any outstanding debt, all outstanding balances due, and/or any additional bank/personal loans created for operational funds or event funding. The organization has disclosed all remaining or carry-over balances from previous year's debts and accounts payable that are currently unresolved."

10. CULTURAL DATABASE INFORMATION

The following information is being collected to establish a database for tracking participation in and support of the arts in our area. Information will be available to all arts groups for use in your grant-writing and advocacy efforts. The information will also be given to organizations such as the Conventions and Visitors Bureau, Chamber of Commerce, Regional Development Centers, etc., to be used as a tool in their efforts to attract business and tourism to our region.

ATTENDANCE AT / PARTICIPATION IN 2009-2010 PROGRAMMING

Please list totals for the year including all performances / programs / exhibitions / workshops.

PERFORMANCES	Audience Numbers	% of Total Attendance	Notes
In-school Performances			
Bus-in school shows			
Community Outreach, i.e. nursing homes, retirement centers			
Paid Attendance			
Free Attendance			
Total number of audience for all above performances			
% of audience members from Richmond County			

EXHIBITS /TOURS	Audience Numbers	% of Total Attendance	Notes
Students			
Adults			
Total Attendees			
% of all attendees from Richmond County			

WORKSHOPS / MASTERCLASSES	Audience Numbers	% of Total Attendance	Notes
In-school activities			
After-school activities			
Adult			
Total participants			
% of participants from Richmond County			

Do you broadcast your performances on television or radio? yes no
(Complete the following only if checked "yes" above)

BROADCAST MEDIA	Type of performance broadcast	Audience # if available

11. Record of Hotel Nights Generated, if applicable.

- a. Do you keep a record of hotel nights booked by attendees and performers? If yes, give numbers.
- b. How much of your audience/participation is from outside of the Augusta area?

12. Please list all funds received from Augusta – Richmond County government: Year Type of Funds Amount

	Type of funds	Amount
20101 Expected		
2010		
2009		

13. Purpose of Funds: (Please check appropriate box)

- General Operating Project Support

14. Please state how your organization and programming positively impacts Augusta – Richmond County. Please include one paragraph that can be used in press releases and commission presentations that describes how government funding for your organization or program will impact the residents of Richmond County.

15. What does your organization add to the Quality of Life and Economic Development in Augusta-Richmond County? Include information as to how well is your organization meeting the needs of the diverse population of this community.

CERTIFICATION

I hereby certify that the information contained herein is true and correct:

Name of Authorizing Official (Please print): _____

Title: _____

Signature: _____ / _____

Date:

Name of Board President (Please print): _____

Signature: _____ / _____

Date

Checklist of required attachments/documentation:

(Any application received without required documentation will be considered incomplete.)

ALL APPLICANTS

____ 10 Sets of completed applications (1 original and 9copies)

____ 1 copy of support materials (Note: make sure original copies are "scan-able", flat and clipped)

____ *Description of use of funds/program (per page 2; policy on funding) not to exceed one page (#7)

____ *Mission Statement (#1)

____ Copy of IRS Tax-exempt status (#2)

____ *Résumés of Key Personnel (#4)

____ *Board List FY11 (#5)

____ *FY11 Proposed Activities not to exceed one page (#8). Should include verification/explanation of program accessibility for the disabled where applicable.

____ Organization's Budget Figures (#9)

____ Copy of most recent audited statement or CPA prepared statement or financial statement

____ Copy of FY11 budget & statement of fiscal accountability signed by person responsible for financial statements

____ *Cultural Database Information (#10)

____ *Accounting of all hotel nights (#11)

____ *List of all funds received from City of Augusta (#12)

____ *Statement of your organization's impact on the City of Augusta (#14)

____ *Statement of your organization's impact on the quality of life in the CSRA. (#15)

NEW APPLICANTS - all of the above, as well as the following:

____ Copy of Certificate of Incorporation for State of Georgia

____ Copy of Current Bylaws (#6)

____ History of Organization

* In addition to mailing / delivering hard copies of the above items, please email these documents to arts@augustaarts.com.

This will facilitate the delivery of all pertinent documentation to those GAAC panelists who are charged with evaluating the re-granting applications.