



Metropolitan Atlanta Arts Fund Instructions for Applying for a Grant Letter of Intent to Apply Form

Completing the Letter of Intent to Apply

The completed Letter of Intent to Apply form must be emailed to artsfund@cfgreateratlanta.org by 5:00 p.m. on Friday, July 24, 2009.

- **Saving the Form:** Before beginning filling out the form be sure to download and save the form to your computer. As the Arts Fund will be receiving many of these applications, please include your organization's name in the file name and in the subject line of your emailed application.
- **Navigating the Form:** With your mouse, left click the grey boxes to activate the drop-down menus or to type in or paste in your answers. Use the Tab key or use your mouse to go to the next box or section.
- **The Best Choice:** If asked to choose options from a drop-down menu, choose the best answer.
- **Formatting:** Use Times New Roman 11-point font. Allow the text to wrap automatically within the box. Do not use the Enter key to change lines or use bullets in text boxes. Complete your answers to all questions in a total of TWO pages. If the whole Letter of Intent form exceeds TWO pages (excluding the Signature sections and Instructions), please review and edit your answers. Do not recreate or alter the form or its questions.
- **Character Counts:** All character counts include spaces as characters.
- **DO NOT LEAVE ANY FIELDS BLANK.**

Guidance on Specific Questions in the Letter of Intent to Apply Form

- **Tax ID:** Your 9-digit tax ID number is located on your 501(c)(3) letter from the Internal Revenue Service and on your 990 tax form.
- **DUNS #:** This is a 9-digit number provided by Dun & Bradstreet. If the organization does not have a DUNS number, one may be obtained for free by phone or online. Details instructions are on the Arts Fund website: http://www.metroatlantaartsfund.org/grants/faqs_duns.html
- **Applicant pays one full-time salaried employee:** Applicant organizations must have at least one person on staff who is paid full-time at the federally-designated minimum wage and has been on staff for at least one year. This person should be salaried and paid with a W2. A full-time person is defined as an employee that works at least 2,080 hours a year and makes at least \$15,080 (minimum wage). The Arts Fund may request support documentation later in the process. Please note that as of 7/24/09 minimum wage is \$7.25/hour.
- **Is your organization involved in advocacy activities?:** Does the organization do anything to educate elected officials, staff or government employees about the issues and strategies associated with the organization's mission? The purpose of this question is to understand how many organizations are engaging in advocacy at any level (e.g. if you ask your board to write letters to elected officials or meet with elected officials, choose "yes").
- **Registration with the Georgia Secretary of State:** All nonprofits in Georgia are required to be registered with the Secretary of State.
- **Does your organization have a current written strategic or business plan?:** Does the organization have a strategic plan that is written-down, updated and adopted by the board? If the organization is selected to submit a Final Application, this plan will be an attachment. If the organization is currently revising its plan and will be done by the Final Application deadline, that plan would count as current.

- **What is the date range of the plan (DD/MM/YY)?** Please indicate the dates for which this plan is effective. Give the date the plan was adopted originally and the date on which it will expire. If extended through an official update by the organization’s board, use the extended date.
- **Date of last update:** When did the staff and board together last review and make updates to keep the plan relevant and current? If the board has not done this or the plan is new, enter the date it was originally adopted.
- **Organization has three years of financial statements (audit/review/internal) as appropriate to its budget level?:** Full details on which financial statements are required as attachments to the Final Application are detailed in the Guidelines in the “Financial Statements – Submission requirements” section on page five. Organization invited to submit Final Applications must have and submit either audits, statements of review or internal financials depending on the size of its annual operating budget.
- **Counties served by your organization:** From drop-down menus provided, select up to three counties where the people served by the organization live. Select the county serving the largest number (Primary); the next larger number (Secondary) and the third larger number (Other Counties)
- **Total Revenue, Total Expenses, Surplus (Deficit) and Net Assets/Fund Balance:** Provide these four amounts for each of the organization’s last three completed fiscal years and year-to-date figure for the current fiscal year. These figures can be found on your Statement of Financial Position (Balance Sheet) in your audit or 990. When reporting Total Expenses, use the total amount AFTER depreciation
 - **Total Revenue:**
 - Earned Revenue: Revenue or income that an organization receives in exchange for a service or product. Payments can be made by the direct beneficiary or recipient (for example, tuition or performance ticket) or by a third party (for example, performance-based government contracts).
 - Contributed Revenue: Revenue or income received from individual, foundation, corporate or government donations. The donor may make contributions on an unrestricted basis or may impose restrictions for use of the contribution under specific purposes.
 - **Total Expenses:** A measure of the total costs associated with managing and operating your nonprofit. These costs consist primarily of management fees, salaries, legal fees, operational expenses.
 - **Surplus (Deficit):** The amount that the organization is over or under the total amount budgeted for that fiscal year. Refer to your statement of activities to determine your year to date surplus or deficit.
 - **Net Assets/Fund Balance:** This number can be found at the bottom of the first page of the organization’s IRS Form 990. It can also be found on the organization’s balance sheet or statement of financial position in an audit or review. You do not need to provide this for the current year-to-date.
- **Current Fiscal Year To Date:** This is the fiscal year the organization is currently in, even if it is only a month old. Use the most current amounts available. Usually, for this application deadline, this would be month-end for May or June, 2009.
- **Is the organization carrying any debt?:** Does the organization have any loans, employed lines of credit, personal credit card debt used on behalf of the organization, mortgage(s), accounts payables greater than 120 days, etc.? The Arts Fund understands that this economic climate has been financially stressful for many organizations.
- **What is the total amount of debt carried?:** Please total all debt sources and provide a close estimate as to the amount. If selected to submit a Final Application, you will be required to provide detailed financials that contain this total. If you do not have any debt, enter “\$0”
- **Date on which fiscal year ENDS:** What time of year does the organization’s fiscal year end? Is it a 6/30 year end, a 12/31 year end, or another time? Do not leave this blank.
- **Amount Requested:** Organization can request up to a maximum of \$75,000 or 10% of the organization’s current operating budget (expenses). To determine amount, use the most recent version of this year’s annual operating budget total as approved by your organization’s board of directors. If your board has approved a recent adjustment of your annual operating budget use this most recent amount.

- **Describe the mission and summarize the history of the organization:** In describing your mission also describe how you are currently implementing it through programs. You do not need to give an exhaustive history of the organization, just enough to provide context for how the organization got to where it is now.
- **Summary schedule of all programming (artistic, education, events, etc.) for 2009/2010:** In a separate document (preferably MS Word) please list dates, locations and brief descriptions of your programming as planned for **July 1, 2009 to June 30, 2010**. You do not need to list every specific date – ranges are fine. If your organization has not announced programming for whole period, give the best sense of what is planned or indicate when you will announce your programming. Please keep this to one page so it may be easily distributed to reviewers who may wish to attend a program.
- **Authorizing Signatures:** Typing the names of the organization’s staff and board leaders here indicate that both the staff and board support this request and have read and understood the guidelines and policies in this document.

Submitting a Letter of Intent to Apply to the Arts Fund.

- **Form:** Applicants must use the form provided on the Arts Fund website. A letter on letterhead is not acceptable.
- **Attachment:** Only one attachment is required for the Letter of Intent: A summary schedule of all programming (artistic, education, events, etc.) for 2009/2010 (7/1/09 to 6/30/10) in a separate, one-page document in Microsoft Word or as a PDF.
- **By Email:** Letters of Intent to Apply should be completed in MS Word, saved, attached to an email and sent to artsfund@cfgreateratlanta.org. Please also attach the summary schedule of all programming. Note the name of the applicant organization and the phrase “Letter of Intent to Apply” in the subject line of the email.
- **Deadline:** 5:00 p.m. on Friday, July 24, 2009.

Questions?

You are strongly encouraged to attend an orientation session. The orientation schedule is available on the Arts Fund website: www.MetroAtlantaArtsFund.org. If you still have questions after attending an orientation session, you may contact Arts Fund staff to answer questions:

Josh Phillipson
 Program Associate
jphillipson@cfgreateratlanta.org
 404-688-5525

Lisa Cremin
 Director
lcremin@cfgreateratlanta.org
 404-688-5525