



METROPOLITAN ATLANTA ARTS FUND Spring 2010 GRANT GUIDELINES

Letter of Intent to Apply due January 22, 2010, Noon

2010 FUND OPERATION AND PHILOSOPHY

The Arts Fund was created to support independent small and medium-sized arts organizations located throughout the 23-county metropolitan Atlanta region. The Arts Fund provides general operating support grants to strengthen arts organizations with annual operating budgets under \$2 million.

Through its grantmaking, the Arts Fund responds to organizations that demonstrate artistic vibrancy and proposals which show serious self-assessment, recognize the importance of evolving institutional planning and strong financial management for artistic and operational objectives, and illustrate a long-term commitment.

Successful applications to the Arts Fund will be reflective of active and committed board members, administrators, artists, and volunteers. They will also reveal community participation in programs and audiences that demonstrate an interest in the artistic work of the applicant organization. In short: arts organizations self-confident about who they are, what they do, who they serve and who have a clear vision of where they need to go.

The Metropolitan Atlanta Arts Fund is a program of The Community Foundation for Greater Atlanta and the Metro Atlanta Chamber of Commerce undertaken with private and public funders. The 23-counties served by the Arts Fund include: Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Hall, Morgan, Newton, Paulding, Pickens, Rockdale, Spalding and Walton. The Arts Fund is committed to funding *throughout* this 23-county region.

The Arts Fund is overseen by an Advisory Board that makes recommendations regarding policies, programs and grants of the Arts Fund. The Board of Directors of The Community Foundation for Greater Atlanta reviews these recommendations and makes the final approval of grants.

The Metropolitan Atlanta Arts Fund's endowment was created with contributions from over 250 foundations, corporations, government entities and individuals and it seeks to grow to serve the arts in the region.

Interested parties are encouraged to read these guidelines and visit www.MetroAtlantaArtsFund.org. For further information about the Metropolitan Atlanta Arts Fund, please contact:

Lisa Cremin, Director, at 404-588-3200 or lcremin@cfgreateratlanta.org or
Josh Phillipson, Program Associate, at 404-588-3216 or jphillipson@cfgreateratlanta.org

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INFORMATION FOR GRANT APPLICANTS

All eligible arts organizations that wish to apply to the Metropolitan Atlanta Arts Fund must submit a **Letter of Intent to Apply** form. This is a mandatory form, which may be found at www.MetroAtlantaArtsFund.org. **Letters of Intent to Apply** will be reviewed by staff and a committee of the Advisory Board of the Metropolitan Atlanta Arts Fund.

After review of Letters of Intent to Apply, a select group of applicants will be invited to participate in a more intense level of evaluation by submitting a Finalist Application. Those not invited to submit a Finalist Application will receive a declination letter. Finalist applications will be reviewed by staff and a committee of the Advisory Board. A select group of finalists will receive a site visit. **Please note that not all finalists will receive a site visit.**

Grant recipients will be determined in April of 2010. The 2010 grant program will be very competitive. There will be a second 2010 grant cycle with a deadline of July 9.

Application to, or receipt of support from, other Arts Fund programs, including the Arts Toolbox award or the Arts Loan Fund has no bearing on eligibility for an Arts Fund grant. Eligible organizations may apply to any combination of the three programs at the same time or different times.

Please reference the instructions document and the FAQ (Frequently Asked Questions) section of the website (www.MetroAtlantaArtsFund.org) for definitions of terms or additional information about the Arts Fund's programs. Organizations are encouraged to attend one of the orientation sessions as the programs have been substantially revised. Thereafter you may contact the Arts Fund staff for questions or clarification.

ELIGIBLE ORGANIZATIONS

Organizations that meet the following requirements are eligible to apply for a grant from the Arts Fund:

1. Must have a primary focus on presenting, producing, or providing arts programming for the public;
2. Must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170 (c)(2) and the I.R.S. determination must be current;
3. Must have a minimum two-year operating history after the date of receipt of 501(c)(3) classification;
4. Must be registered with the Georgia Secretary of State as a nonprofit;
5. Must have a Dun & Bradstreet DUNS number (http://www.metroatlantaartsfund.org/grants/faqs_duns.html);
6. Must have an annual operating budget less than \$2 million as reflected in the expense line on the most recently filed I.R.S. Form 990;
7. Must be in the 23-county metropolitan Atlanta region served by The Community Foundation for Greater Atlanta and primarily serve populations in the same 23-county area;
8. Must have at least one full-time paid (at least minimum wage: 2080 hours and \$15,080/year) employee, staffed for a minimum of one year. Please note that as of 7/24/09 minimum wage is \$7.25/hour);
9. Must pay artists and performers associated with cultural programming;
10. Must have an artistic emphasis which falls into one or more of the following art forms: dance, design, folk arts, literature, media arts, music, opera, performance arts, theatre or visual arts; and
11. If an Arts Fund grant recipient in 2008 or earlier, must have received all dollars from previous grant and filed the final report as specified in the grant contract prior to reapplying. Spring 2009 grant recipients are eligible for January 2010 deadline; Fall 2009 recipients are not eligible until the July 2010 deadline.

2010 ELIGIBLE REQUESTS & FUNDING GUIDELINES

1. For 2010, the Arts Fund is providing funds for general operating expenses to organizations that have strong, current business plans and serve the community in a robust, vital way.
2. Applicants may apply for funding for one year/12 months, not multi-year funding as in the past.
3. Except for organizations that are still receiving grant dollars and have not filed a final report, all previous Arts Fund grant recipients from 2008 or earlier are eligible to apply for funding in 2010. Organizations that received an Arts Fund grant in June of 2009 are eligible to apply for the January 2010 deadline; organizations that received a grant in October of 2009 are not eligible until the July 2010 Arts Fund deadline. 2010 grant recipients will be eligible to apply for funding in 2011.
4. Applicants may request up to a maximum of \$75,000 for one year. Total grant amount may not exceed 10% of the organization's current annual operating budget (expenses). For example, an organization with a \$350,000 operating budget may request up to \$35,000 for 2010.
5. Highest priority will be given to proposals that will help maintain **financial stability** for the recipient organization and **vibrant programs** for audiences served.
6. The Arts Fund will also give priority to organizations that:
 - Submit applications reflecting organization-wide planning and decision-making;
 - Have a clear and articulated vision for implementation and success;
 - Demonstrate a high value for diversity in all forms;
 - Exhibit strong financial management;
 - Demonstrate active use of a current strategic or business plan;
 - Are continually updating plans and programs to reflect the current economy;
 - Have engaged boards that contribute financially;
 - Have audiences that demonstrate interest in artistic programs;
 - Are involved in advocating for public support of arts and culture;
 - Budget, evaluate and have stated goals for each of its programs; and
 - Collaborate with others for organizational efficiency.
7. It is unlikely that the following organizations or programs will receive a grant from the Arts Fund:
 1. Programs organizationally or financially connected to colleges, universities, or religious organizations, even though the program may be operated separately;
 2. Community, or civic centers, unless the organization's mission is solely arts-oriented or it can be demonstrated that the grant funding will directly support a major arts division with its own administration; and
 3. Arts service organizations which, although they may provide essential services to arts organizations, do not directly present, produce, or provide arts programming.
8. In most cases, organizations must have received at least one grant from the National Endowment for the Arts, Southern Arts Federation, Georgia Council for the Arts or a local arts agency in the two years prior to submission of an application to the Arts Fund.

ATTACHMENTS

The majority of these attachments are part of the Final Application and are financial documents or reports. *Please make sure the organization will be able to provide all the documents before submitting a Letter of Intent to Apply.*

Letter of Intent to Apply – Attachment:

1. Summary schedule of all programming (artistic, education, events, etc.) for January 1, 2010 to December 31, 2010 in a separate, one-page document.

Final Application – Attachments:

1. Organizational chart showing titles and personnel
2. Resumes or bios of senior staff
3. Board of directors information form (on website – this is a Community Foundation form)
4. Current strategic or business plan
5. Artistic support materials (organizations who received an Arts Fund financial grant in 2007, 2008 or 2009 do not need to submit artistic support materials)
6. Current FY operating budget
7. Most current YTD Profit & Loss statement
8. Most current Balance Sheet
9. Most recent financial report as presented to the organization’s board of directors
10. Financial Statements - Three most recent audited, reviewed or internal financial statements as dictated by organization’s budget size. The first page of each document should be an Arts Fund Financial Cover Sheet. For information on whether the organization is required to submit an audit, statement of review or internal financials, please see below.
11. If Financial Statements do not include the most recent year-end, applicant must provide internal year-end financials including a balance sheet, P&Ls and budget with actuals.
12. After review of the Letters of Intent, the Arts Fund may request individual applicants to submit additional documents as needed.

Financial Statements – Submission requirements

The Arts Fund determines which financial statements an organization should submit with a Final Application by the size of its “Total Expenses” in its most recently filed IRS Form 990 (reported in Part I, Line 17). Please find the organization’s budget level in the following chart:

Organizations with total expenses up to \$100,000	Organizations with total expenses between \$100,000-\$500,000	Organizations with total expenses between \$500,000-\$2,000,000
must submit:	must submit:	must submit:
the last three completed years of internal financials or compiled financials	the last three completed years of financials with statements of review by a CPA	the last three completed years of financials audited by a CPA

If an organization’s budget has changed categories in the last three years, it must submit a financial statement appropriate to each of the last three years. *For example: An applicant with \$490,000 in total expenses in 2007 and \$510,000 in total expenses for 2008 and 2009, should submit reviews for 2007 and audits for 2008 and 2009.*

If you are unsure of the difference between an audit, statement of review and a compiled financial statement (or internal financials), please see the the Arts Fund website: www.metroatlantaartsfund.org/grants/faqs_financials.html

Form 990s

The Arts Fund is not requiring organizations to submit 990s this year. Arts Fund staff will be downloading these from Guidestar.org. If Arts Fund staff is unable to obtain current 990s for an applicant they will contact the organization.

APPLICATION SCHEDULE

Friday, January 22, 2010: The completed Letter of Intent to Apply form is due by noon. Letter of Intent to Apply forms must be downloaded from the Arts Fund's website and completed on your computer (this is a mandatory form). The completed Letter of Intent must be **received by email at artsfund@cfgreateratlanta.org by the deadline. Incomplete, late, faxed or mailed applications will not be considered.** Please plan ahead. The only attachment required at this stage is the schedule of the application organization's 2010 summary schedule of arts programming.

After submission of the Letter of Intent to Apply, applicants are encouraged to carefully review the Final Application form. Early review of this form and inventory of required attachments will be helpful preparation IF you are invited to submit a Final Application. Note that there are only ten business days between the request to submit a Final Application and Final Application due date. Plan ahead.

Friday, February 12, 2010: Selected applicants will be contacted and requested to submit a Final Application. Applicants not selected to be finalists will receive a declination letter.

Friday, February 19, 2010: Audits or statements of review are due in the Foundation office. Please have them ready to email, mail or deliver before the notification date.

Friday, February 26, 2010: Final Applications should be emailed and are due by noon. Please do not submit a Final Application unless invited to do so. If the organization is sending attachments by US Mail, they must be postmarked by **February 23.**

Early March 2010: The Arts Fund Advisory Board will review all Final Applications and determine which applicants will receive site visits.

Monday, March 15 to Friday, March 26, 2010: Members of the Arts Fund staff and/or Advisory Board will conduct site visits. Their reports will be part of the Advisory Board's final decision-making. Interim status reports will not be given.

April 2010: Final applicants will be notified of the grant award decisions of the Advisory Board.

APPLICATION INSTRUCTIONS

In addition to this Guidelines document, applicants should download and read the instructions documents for both the **Letter of Intent to Apply** and the **Final Application**. The instructions discuss how to fill out the forms, how to submit the application, guidance on specific questions and an explanation of each of the attachments. The instruction documents are available on the Arts Fund website: www.MetroAtlantaArtsFund.org.

THE FINE PRINT

- At the discretion of the Arts Fund Advisory Board, grant recipients may be required to work with programs that provide management consulting or training, such as services at the Georgia Center for Nonprofits. The Arts Fund Advisory Board may recommend readiness or planning grants proactively as it sees fit.
- The Arts Fund Advisory Board considers multiple factors and sources of information when reviewing grant applications. As its program is a partnership venture with other programs and agencies that distribute grants and services, the board may call upon other agencies and organizations for assistance in evaluating applications. The board has the right to use its discretion in the review process.
- The decisions by the Board of Directors of The Community Foundation for Greater Atlanta, as advised by the Arts Fund Advisory Board, are final.