



METROPOLITAN ATLANTA ARTS FUND

2008 GRANT APPLICATION

Preliminary application due January 11, 2008, 5:00PM

FUND OPERATION AND PHILOSOPHY

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 in the 23-county Atlanta region.

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 was created to assist small and medium-sized arts organizations operating in the 23-county region with annual operating budgets below \$1.5 million, by providing grants devoted to stabilization programs and projects.

The Arts Fund is overseen by an Advisory Board appointed by the Metro Atlanta Chamber of Commerce. The advisory board 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 made by the Arts Fund.

Through its annual grant-making, the Arts Fund responds to proposals which are based on a serious self-assessment, requests which recognize the importance of institutional planning and financial management for artistic and operational objectives, and proposals which illustrate a commitment to the long haul.

Successful applications to the Arts Fund will be reflective of active and committed policy-making board members, administrators, artists, and volunteers. In short: arts organizations self-confident about who they are, what they do, and have a clear vision of where they need to go.

The Metropolitan Atlanta Arts Fund endowment was created with contributions from over 250 foundations, corporations, government entities, and individuals.

For further information about the Metropolitan Atlanta Arts Fund, please contact:

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

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Please read all sections of this application carefully. Some items have changed in the last two years.

INFORMATION FOR APPLICANTS

All eligible arts organizations that wish to apply to the Metropolitan Atlanta Arts Fund must submit a Preliminary Grant Application, which may be found at www.MetroAtlantaArtsFund.org. Preliminary Grant Applications will be reviewed by the Advisory Board of the Metropolitan Atlanta Arts Fund.

After review, selected finalists 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.

Successful grant recipients will be announced in May of 2008.

Receipt of an Arts Stabilization Toolbox award or an Arts Loan Fund loan 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.

In presenting and requesting information in these guidelines and the application form we have tried to be as clear and concise as possible. If you have any questions please contact us or check the FAQ (Frequently Asked Questions) section of our website (www.MetroAtlantaArtsFund.org) for definitions of terms or eligibility questions. We encourage you to attend one of the application workshops (info on website).

ELIGIBLE ORGANIZATIONS

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

1. Must have a primary focus on presenting, producing, or providing arts programming;
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 three-year operating history after receipt of 501(c)(3) classification;
4. Must have an annual operating budget less than \$1.5 million as reflected in the most recently filed I.R.S. Form 990;
5. 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;
6. Must have at least one full-time paid (minimum wage or more - \$11,700/year) employee position, staffed for a minimum of one year;
7. Must pay artists and performers associated with cultural programming;
8. 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;
9. If a former Arts Fund grant recipient, organization is not eligible to reapply for two years after the completion of the previous granted initiative as specified in the grant contract; and
10. If a former Arts Fund grant recipient, must have filed the final report as specified in the grant contract prior to reapplying.

ELIGIBLE REQUESTS & FUNDING GUIDELINES

1. Requests for artistic programming, tuition, travel, or existing general operating support are **ineligible** for support.
2. Applicants may request grant amounts up to a maximum of \$50,000 for a one-year grant. Applicants may also request a multi-year grant for a maximum of three years at a maximum of \$50,000 per year if a multi-year grant is appropriate for the requested initiative. The total maximum grant amount is \$150,000.
3. An organization may apply for initiatives which will help stabilize its business and financial operations. Some possible initiatives for which to request funding include:
 - Strengthening of staff structure including addition of a non-artistic staff position
 - Long-range planning
 - Operational systems
 - Facility and equipment improvements
 - Reduction of debt
 - Creation of a working capital reserve
 - Strengthening of board and volunteer development and operations
 - Such other purposes that may further long-term stability

This list is not exhaustive. For further guidance you may always refer to the Arts Fund's grant history at www.MetroAtlantaArtsFund.org. Other types of requests are welcomed and organizations are encouraged to contact the Arts Fund prior to applying to discuss their ideas.

4. Highest priority will be given to proposals that will help achieve long-term financial stability for the recipient organization. Priority will also be given to organizations that demonstrate a base of support from within their communities, reflect a philosophy of inclusiveness, have a vision for implementation and success, and whose applications reflect organization-wide planning and decision-making in requesting support from the Arts Fund.
5. It is unlikely that the following organizations or programs will receive a grant from the Arts Fund:
 - Programs financially connected to colleges, universities, or religious organizations, even though the program may be operated separately;
 - Community, civic, or cultural 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
 - Arts service organizations which, although they may provide essential services to arts organizations, do not directly present, produce, or provide arts programming.
6. 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 three years prior to submission of an application to the Arts Fund.

THE FINE PRINT

1. At the discretion of the Arts Fund Advisory Board, grant recipients may be required to work with programs that provide technical assistance, such as services at the Georgia Center for Nonprofits. The Arts Fund Advisory Board may award readiness or planning grants proactively as it sees fit.
2. 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.
3. The decisions by the Board of Directors of The Community Foundation for Greater Atlanta, as advised by the Arts Fund Advisory Board, are final.

APPLICATION PROCEDURE

Friday, January 11, 2008: The Preliminary Grant Application is due. Applications must be downloaded from the Arts Fund's website and completed on your computer; however, applications must be submitted on paper. A completed application includes the original plus copies as indicated of the following:

1. Preliminary Grant Application **form (including narrative questions 1-8)**; and
2. Preliminary Grant Application **attachments**. See the checklist for a complete list of attachments. Portions of the application must also be provided on a CD or disk.

The complete application and all copies must be **postmarked by Friday, January 11, 2008 or received by 5:00 p.m. on Friday, January 11, 2008** at The Community Foundation for Greater Atlanta, 50 Hurt Plaza, Suite 449, Atlanta, GA 30303. Applications may be mailed, shipped, or delivered. Do not use special covers or binders. **Incomplete, late, faxed, or e-mailed applications will not be considered.** Please plan ahead. If mailing your application, please notify Josh Phillipson at jphillipson@atlcf.org by the deadline.

Late January 2008: Selected applicants will be contacted and requested to submit a Finalist Application. Please do not submit one unless invited to do so. Finalist Applications will be due on (or postmarked by) **Friday, February 8, 2008 by 5:00 p.m.** Applicants *not* selected to be finalists will receive a declination letter.

March /April 2008: The Arts Fund Advisory Board will review all Finalist Applications. Members of the advisory board will conduct a site visit for each finalist and their reports will be a part of the Advisory Board's final decision-making. Interim status reports will not be given.

May 2008: Recipients of the 2008 Metropolitan Atlanta Arts Fund grants will be announced at the Arts Fund's annual luncheon.

REMEMBER TO APPLY FOR AN EXTRA WISH

An EXTRA Wish – If you are applying for an Arts Fund grant, you may also apply for An EXTRA Wish. The application is short and quick to fill out and if your organization has a need (up to \$5,000) that fits into the program's guidelines, there is no reason not to apply. Even if your application is not chosen to receive Arts Fund funding, your EXTRA Wish request may be included in the booklet that is sent to all of the 650 donors of The Community Foundation. This is an incredible opportunity to get your organization's name and need directly in front of The Community Foundation's donor community – donors are excited about giving this way. Please download An EXTRA Wish from www.MetroAtlantaArtsFund.org/grants.

OTHER RESOURCES & FUNDING FOR ARTS ORGANIZATIONS:

Arts Stabilization Toolbox – The Toolbox program provides arts organizations with tools to strengthen their management, governance, and operations. Recipients of the Toolbox award receive a custom-designed package of professional assistance to help solve a key organizational challenge or problem. Organizations may apply for a Toolbox three times throughout the year, in December, May, and September. Please read more about the Toolbox, check specific deadline dates, and download an application at www.MetroAtlantaArtsFund.org/toolbox.

Arts Loan Fund – The Arts Loan Fund was established in direct response to the immediate cash flow needs that many of metropolitan Atlanta's small and mid-sized arts organizations experience on a regular basis. Organizations may apply for loans up to \$25,000. Applications are accepted at any time and are responded to within two weeks. Find more information and the application at www.MetroAtlantaArtsFund.org/loan_fund.

The Community Foundation for Greater Atlanta's Competitive Grant Program – The Community Foundation's Competitive Grant Program offers grants to Atlanta's non-profits. Arts organizations may apply for funding either under the Arts & Culture program area or under another area if their proposed program matches the area guidelines. Deadlines for the Competitive Grant Program are in January and July of each year. Please find more information and applications in the Grants & Scholarships section at www.atlcf.org.

2008 PRELIMINARY GRANT APPLICATION

The completed Preliminary Application must be postmarked by Friday, January 11, 2008 or received at the front desk of The Community Foundation by 5:00 p.m. January 11, 2008. If you are mailing your application, please notify Josh Phillipson at jphillipson@atlcf.org by the deadline.

PRELIMINARY QUESTIONS – One (1) copy:

Please provide answers by typing your responses into the form provided in the Application Form document. Please note that a full-page answer is not necessary or required. Brevity is encouraged.

1. WHAT DOES YOUR ORGANIZATION DO? Please describe what your organization produces, presents, and/or provides.
2. WHAT ARE YOUR ORGANIZATION'S GREATEST *ARTISTIC* CHALLENGES AND SUCCESSES AND WHY ARE YOU PROUD OF THEM? What is different from previous years?
3. WHAT ARE YOUR ORGANIZATION'S GREATEST *MANAGEMENT* SUCCESSES AND CHALLENGES AND HOW ARE YOU DEALING WITH THEM? What has changed since last year?
4. WHAT ARE YOU APPLYING FOR? What would the grant be used for? What is the budget for the initiative? Over what period of time? Why is this a critical year for this request? Be specific.
5. HOW DOES YOUR GRANT REQUEST RELATE TO THE CRITICAL ISSUES, GOALS, AND/OR STRATEGIES ARTICULATED IN YOUR STRATEGIC/LONG TERM PLAN? How will you maintain the granted initiative after the grant period ends? How will this grant add stability your organization? What other alternatives have been explored to resolve your fiscal needs?
6. WHO IS YOUR AUDIENCE? HOW MANY PEOPLE DO YOU SERVE? Are there other members of the community you are seeking to serve? What are your strategies to build your audience? How does your organization add value to the larger community? How, where, and with whom do you collaborate?
7. IF APPLICABLE, DISCUSS YOUR ACCUMULATED DEFICIT, WHY IT OCCURRED, AND HOW YOU PLAN TO ACHIEVE A BALANCED BUDGET IN THE FUTURE.
8. WHAT IS SUCCESS TO YOUR ORGANIZATION AND HOW DO YOU MEASURE IT? How would you measure the success of the granted initiative? What will be different?

PRELIMINARY ATTACHMENTS – One (1) copy:

1. A copy your organization's current strategic/long range plan adopted by your board.
2. Financial statements. Please attach a Financial Statement Cover Sheet to each copy of each year of financials.

Organizations with operating budgets up to \$100,000:	Organizations with operating budgets between \$100,000-\$500,000:	Organizations with operating budgets between \$500,000-\$1,500,000
Submit the last three completed years of unaudited financial statements	Submit the last three completed years of financials with statements of review by a CPA	Submit the last three completed years of financials audited by a CPA

To determine your annual operating budget for the purposes of this application, refer to your most recently filed I.R.S. Form 990 and use the "total expenses" line as reported in Part I, Line 17. Use this figure to reflect your organization's annual operating budget figure for this application. In most cases, the last three completed years of financials will be 2005, 2006, and 2007.

For questions about Audits and Statements of Review, please check: www.metroatlantaartsfund.org/grants/faqs_financials.html

3. A list of your board of directors, which must include professional affiliations and addresses, phone and email addresses, and board committees.
4. Professional resume(s) of your executive director and senior staff member(s), no longer than one page each.

2008 PRELIMINARY GRANT APPLICATION (Continued)

PRELIMINARY ATTACHMENTS (Continued) - One (1) copy:

5. A copy of your I.R.S. 501 (c)(3) letter. Please check the date to make sure it is current.
6. Evidence (FICA, salary payments, W2 form or other) of at least one employee position (administrative or artistic) which has been staffed full-time (at minimum wage or above) for a minimum of one year.
7. A copy of the resolution adopted by your board in recognizing full organizational support of this application, signed by your board chair and CEO/executive director.
8. OPTIONAL (BUT ENCOURAGED) PRELIMINARY ATTACHMENT: An EXTRA Wish application.

PLEASE USE THE **CHECKLIST**  TO MAKE SURE YOUR APPLICATION IS COMPLETE.

2008 FINALIST GRANT APPLICATION

If you are invited to submit a Finalist Application, the following materials will be required. The completed Finalist Application must be postmarked by Friday, February 8, 2008 or received at the front desk of The Community Foundation by 5:00 p.m. February 8, 2008.

ARTISTIC DIRECTOR VISION STATEMENT – One copy

Please provide answers by typing your responses into the Artistic Director Vision Statement form. Please also include a digital copy.

1. DREAM A LITTLE: WHAT IS YOUR VISION FOR YOUR ORGANIZATION IN TEN YEARS? Where do you as the artistic director see it going?

FINALIST ATTACHMENTS – Two (2) copies:

1. I.R.S. Forms 990 as filed for the last three (3) completed fiscal years.

FINALIST ATTACHMENTS - One (1) copy:

1. Photographs of your organization or a recent production on a CD. Please include on the disc a separate text document with caption information and photographer's credit information for each photo. These may be used by the Arts Fund in press packets, publications, or online, so please include high-quality images that best represent the work your organization does. Images should be freestanding and in the JPG, TIFF, or EPS format (not in a PowerPoint document).
2. Driving and MARTA directions to your organization. These will be used for your organization's scheduled site visit. Site visitors will be coming from multiple locations, please provide clear directions from major roads or highways.
3. OPTIONAL FINALIST ATTACHMENT: Applicants may include one copy each of programs, clippings, and other printed materials that illustrate mission and scope of services. Please do not include multiple copies.

PLEASE USE THE **CHECKLIST**  TO MAKE SURE YOUR APPLICATION IS COMPLETE.

ASSEMBLY INSTRUCTIONS

Do not use special binder or covers – just file folders labeled with your organization's name. For each item, attach multiple pages with a paper or binder clip. If an attachment only exists in a bound format, please make a clean, easily-legible copy on white, 8.5"x11" paper.

Please name and label the CD clearly with your organization name and contents. If more than one disk is necessary, label them as "(1 of 2)" and "(2 of 2)."

PRELIMINARY APPLICATION CHECKLIST

A. In one manila folder, please assemble a COLLATED copy of your application and attachments. Each item must be on 8.5"x11" white paper with multiple pages attached by paperclip or binder clip. Do not staple or bind your application or support materials. Include one (1) copy of the following:

- Preliminary application form (Including preliminary questions 1-8)
- Current strategic/long range plan
- Three years of completed financial statements with an Arts Fund cover sheet on each copy
- Evidence (FICA, salary payments, W2 form, or other) of at least one employee position which has been staffed full-time (at minimum wage or above) for a minimum of one year
- List of your board of directors with full contact information
- Professional resume(s) of Executive Director(s) and senior staff members

B. In a separate manila folder please include one (1) copy each of the following:

- Current I.R.S. 501(c)(3) letter
- Copy of board resolution in support of this application
- OPTIONAL (but encouraged): An EXTRA Wish application

C. Include a CD with electronic files of the following:

- Preliminary application form (Microsoft Word format)
- Current strategic/long range plan (if available digitally)
- Current contact list of your board of directors (Microsoft Excel format preferred)
- OPTIONAL (but encouraged): An EXTRA Wish application (Microsoft Word format)

D. If you are mailing your application (postmarked by January 11, 2008):

- Notify Josh Phillipson at jphillipson@atlcf.org by 5:00PM on January 11, 2008

FINALIST APPLICATION CHECKLIST

Only submit if invited

A. Please submit copies of each item as instructed below.

- One (1) copy of question #1 (the artistic director vision statement)
- Two (2) copies each of I.R.S. Forms 990 for the last three (3) completed years
- Driving and MARTA directions to your organization (from major roads or highways)
- OPTIONAL: One (1) copy each of any relevant program, clipping or other piece of printed material

B. Include a CD with electronic files of the following:

- Question #1 (the artistic director vision statement)
- Photos of your organization with captions in a separate text document
- Driving and MARTA directions to your organization (from major roads or highways)

CONTRIBUTORS

to the METROPOLITAN ATLANTA ARTS FUND



The following companies, organizations and individuals have been instrumental in establishing and supporting the Arts Fund. The Arts Fund thanks them for their contribution and support of the metropolitan Atlanta arts community.

Long Term Investors (1992 to September 2007) Cumulative Endowment Gifts of \$25,000 to \$2,000,000



Kendeda Fund, The Coca-Cola Company, Robert W. Woodruff Foundation, Fulton County Commission under the guidance of the Fulton County Arts Council, Lettie Pate Evans Foundation, AT&T, Arthur M. Blank Family Foundation, The Wachovia Foundation, Inc., City of Atlanta, Riverwood International, Charles Ross, The Community Foundation for Greater Atlanta, The Home Depot, GE Energy, The UPS Foundation, Anonymous gift from a donor of The Community Foundation for Greater Atlanta, Bank of America, Spray Foundation, Delta Air Lines Foundation, Sartain Lanier Family Foundation, David, Helen and Marian Woodward Fund

The Atlanta Journal-Constitution, GE Foundation, Fidelity Foundation, Mary Allen Lindsey Branan Foundation, Tull Charitable Foundation, Price Gilbert, Jr. Charitable Fund, Rich Foundation, A Friend of the Metropolitan Atlanta Arts Fund, AEC Trust, AT&T Foundation, Peg & Bill Balzer, Bass Hotels and Resorts, John H. & Wilhelmina D. Harland Charitable Foundation, Livingston Foundation, Carol B. & Ramon E. Tomé, Vasser Woolley Foundation, Joanie Whitcomb, Mark & Evelyn Trammell Foundation, Lisa & Ron Brill (Marcus Foundation on behalf of Lisa Brill, Brill Family Charitable Trust, Circuit City Foundation on behalf of Ron Brill), Christine Tryba-Cofrin & David Cofrin, Deloitte & Touche, Equifax, Inc., Holder Construction Company, Katherine John Murphy Foundation

Atlanta Medical Center/Tenet Healthcare Foundation, Georgia Pacific Corporation, IBM, Lucent Technologies, David Lurton Masee, Jr. Community Welfare Fund, PricewaterhouseCoopers LLP, SunTrust Bank, King & Spalding, The Atlanta Foundation, Georgia Power Foundation, Virginia A. Hepner, Norfolk Southern Foundation, Rich's Fund of Federated Foundation, Rich's/Lazarus/Goldsmith, Stent Family Foundation, SunTrust Directed Funds: Florence C. & Harry English Memorial Fund, and the Harriet McDaniel Marshall Trust

2006-2007 Annual Gifts (July 1, 2006 to September 1, 2007) Endowment Gifts of \$500 and Above

Fidelity Foundation, Carol & Ramon Tomé, The Kendeda Fund, Anonymous, Valerie Brown & Don Baker, Anonymous, Kenny Blank, Virginia Hepner & Malcolm Barnes, Ram Koppaka, David & Susan Peterson, Christina Whitney, Amelia DiVenere/Cox Broadcasting, Mark Goldman, Barry & Martha Berlin, in honor of the Atlanta Arts & Culture Funding Task Force, A Friend of the Arts Fund, Philip and Melissa Babb, Bank of North Georgia, Ron & Lisa Brill, Patricia & John Burd, Susana Chavez & John Cook, Coxe Curry & Associates, Vicki & Sam Dudley, Veronique & Baxter Jones, Shirley Mitchell, M. Kasim Reed, Esq., Bahnsen & Judith Stanley, Sue & Neil Williams, Mr. & Mrs. Robert Yellowlees, Andrea Barnwell Brownlee, Roy & Pam Farmer, Elizabeth R. Pearce, Anonymous, Atlanta Woman's Club, Camille Love, John McColskey, Peter Parsonson, Joan Whitcomb, Mr. & Mrs. John Wieland
