

THE ARTS PARTNERSHIP QUARTERLY GRANT PROGRAM GUIDELINES
GRANT YEAR 2009-2010

I. PURPOSE

The Arts Partnership's Quarterly Grant Program invests general financial support in cultural projects impacting Spartanburg County communities.

The grant program accomplishes its purpose by providing money for cultural projects to nonprofit organizations and professional artists in Spartanburg County. For the purposes of this program, eligible cultural projects are those that actively engage the Performing, Visual, Literary, or Folk Arts.

The kinds of cultural projects eligible for funding include, but are not limited to:

- ❖ Small or pilot cultural activities;
- ❖ New or developing programs;
- ❖ Organizational development;
- ❖ Professional development;
- ❖ Established annual events that serve special needs of The Arts Partnership;
- ❖ Special projects of high artistic quality which meet one or more of The Partnership's goals.

II. MISSION OF THE ARTS PARTNERSHIP

The Arts Partnership Quarterly Grant Program is an integral part of the programs and services developed by The Arts Partnership to meet its Mission and Goals. The Arts Partnership Mission states:

The Arts Partnership supports and inspires creative expression and educational discovery in Spartanburg County.

To accomplish its Mission:

The Arts Partnership will provide strategic and financial leadership to cultural organizations, artists, and educators that enhances quality of life, cultivates economic vitality, and encourages educational engagement with arts, science, and history.

The Quarterly Grant Program helps The Arts Partnership achieve its mission by providing investment dollars on a matching basis to positively impact the cultural vitality of communities and individuals throughout Spartanburg County.

III. GOAL OF THE ARTS PARTNERSHIP MET THROUGH THE GRANT PROGRAM

The Quarterly Grant Program implements strategies outlined in a key Focus Area of The Arts Partnership's 2009 – 2010 Strategic Plan. That Focus Area, "Fundraising and Investment of Financial Resources," calls for the implementation of an investment model for grant making that is directly linked to The Arts Partnership's strategic priorities and that is closely aligned with the Spartanburg Community Indicators.

The Arts Partnership Quarterly Grant Program is supported, in part by its donors, the County and City of Spartanburg and the South Carolina Arts Commission which receives support from the National Endowment for the Arts and the John and Susan Bennett Memorial Arts Fund of the Coastal Community Foundation of South Carolina.

IV. WHO MAY APPLY FOR A GRANT

The Quarterly Grant Program provides grants to two (2) general classes of applicants: (1) Artists, and (2) Organizations. Artists may apply for Artist Project Support Grants and organizations may apply for Organizational Project Support Grants.

ARTISTS:

Project Assistance grants are available to “Established Artists.” To be eligible for a grant, an applicant artist must:

1. Maintain a permanent residence in Spartanburg County and reside in Spartanburg County for six months prior to the date of application.
2. Maintain permanent residence in Spartanburg County during the grant period.
3. Not be a degree-seeking full-time undergraduate student at the time of application or during the grant period, unless applicant has clearly established him/herself as an “Established Artist” prior to being a degree-seeking student. Students are ineligible to apply if academic credit would be earned through the grant project.
4. Not have received more than one quarterly grant during the current fiscal year.
5. Be 18 years of age or older at the time of application.

An “Established Artist” is an individual who devotes a major portion of his or her time to the practice and production of art through which he or she earns or endeavors to earn a livelihood. An “Established Artist” will reflect her or his level of commitment through a resume documenting consistent and significant endeavor to place his or her art into the public arena through such vehicles as exhibits, galleries, publications, recordings, public performances, symposia, etc.

ORGANIZATIONS:

To be eligible to apply for a grant, an organization must be domiciled in Spartanburg County and meet the following **basic requirements**:

1. Be chartered in South Carolina as a nonprofit organization,
or
2. Be an organized association within Spartanburg County having a governing structure,
or
3. Be a unit of government.

FISCAL AGENT ORGANIZATIONS:

An organization which has not been chartered in the state of South Carolina as a nonprofit organization, but meets all other basic eligibility and specific grant category requirements, may apply through another organization which will serve as fiscal agent for the organization. The fiscal agent organization must meet all basic eligibility requirements and will be legally responsible for the proper management and disbursement of grant and project funds, completion of the project and final evaluation report. The fiscal agent and the applicant must enter into a formal agreement that outlines the working relationship responsibilities of both parties and submit a copy of this agreement with the application. A copy of the fiscal agent's South Carolina Charter as a nonprofit organization or IRS tax-exempt letter must accompany the application.

V. RESTRICTIONS

ARTISTS AND ORGANIZATIONS:

- ❖ Applicants may submit only one application per quarterly deadline
- ❖ Applicants may receive only two Quarterly Project grant awards per fiscal year

ARTISTS:

The Arts Partnership will accept only one grant application per project. Individuals of a performing group who apply for the same project will be limited to a combined total maximum level of support of \$1,000 for the project.

Grants to artists are intended to recognize excellence and to help advance the artistic development and the professional careers of artists. Grants are not designed to help artists enhance their careers as educators. Therefore, artists who are also educators must indicate the relevance of their proposals to their own professional artistic development.

ORGANIZATIONS

Organizations currently receiving operating support from The Arts Partnership through the Admissions and Allocations program may not apply for project funding through the Quarterly Grant Program unless the project is:

1. A true collaboration with another community organization,
2. A new initiative
3. An application in the Organizational Development category.

VI. APPLICATION DEADLINES AND GRANT PERIODS

APPLICATION DEADLINES:	GRANT PERIOD
July 1 (1st Quarter Suspended)	09/01/2009-08/31/2010
October 1	12/01/2009-11/30/2010
January 2	03/01/2010-02/28/2011
April 1	06/01/2010-05/31/2011

The time required to plan, implement and complete the proposed activity(ies) must fall within the applicable 12-month period (the Grant Period).

All application materials **must be received by 5 p.m.** on the day of the deadline in The Arts Partnership’s office at The Arts Center, 200 East St. John Street, Spartanburg, SC, 29306.

VII. MATCHING REQUIREMENTS

ARTISTS:

1:2 (applicant: The Arts Partnership) 100% of the applicant's match must be in cash.

ORGANIZATIONS:

1:1 (applicant: The Arts Partnership) In-kind contributions may account for no more than 25% of the applicant's match. Applications showing at least a 1:1 cash match will receive a higher priority for funding.

VIII. TYPES OF SUPPORT

GRANTS TO ARTISTS:**Major Project Assistance Grants to \$1,000**

For arts projects that address needs articulated by The Arts Partnership's Mission and Goals.

Support may include, but is not limited to:

- ❖ Marketing materials
- ❖ Travel, registration fees
- ❖ Educational experiences (seminars, workshops, conferences, apprenticeships with master artists)
- ❖ Costs directly connected with a project or program

GRANTS TO ORGANIZATIONS:**Project Assistance Grants to \$2,500**

For arts projects that address needs articulated by The Arts Partnership's Mission and Goals.

Eligible projects include, but are not limited to:

- ❖ Exhibits, festivals
- ❖ Promotion/publicity/printing
- ❖ Artists' residencies
- ❖ Productions
- ❖ Programs that promote cultural and geographic diversity
- ❖ Ticket subsidy support to provide free tickets to economically disadvantaged citizens
- ❖ Programming in an Arts Partnership designated cultural exchange community are also eligible

Recurring Annual Community Activity Grants to \$2,500

To support cultural programs that occur on an annual basis in Spartanburg County that address needs articulated by The Arts Partnership's Mission and Goals and which conceptually do not vary from one year to the next.

Eligible projects include, but are not limited to:

- ❖ Annual festivals
- ❖ Talent shows
- ❖ Juried exhibitions

Organizational Development Grants to \$2,500

Support not aimed at specific programming, but directed toward strengthening arts, humanities and science organizations and assisting them in developing professionally. Applications should address needs in organizational management and development or professional development.

Eligible to apply are:

- ❖ Emerging and established non-profit arts organizations
- ❖ Arts, humanities and science organizations receiving general operating support from The Arts Partnership

IX. GRANT PAYMENTS

The Arts Partnership normally pays quarterly grant funds to the grantee after the project has been completed and the final report has been received and approved. A grantee may, however, request up to 50% of the grant amount be paid at the time the contract is signed. This request must be in writing.

X. THE FINAL REPORT

A Final Report, filled out in the appropriate PDF, is due in The Arts Partnership's office 30 days from the project end date.

Copies of all invoices, canceled checks, receipts, electronic payments, and credit card reports for expenses covered by funds from The Arts Partnership MUST accompany the Final Report.

For example, if the applicant received a grant for \$1,500 to pay or partially pay an artist's fee as part of the project, the applicant must include with the Final Report copies of invoices, canceled checks and receipts totaling \$1,500 and payable to that artist as identified in the Grant Application.

Note: you are required to save all project receipts for your personal record, but you are not required to submit those documenting expenses not covered by The Arts Partnership grant, unless your grant is audited.

Final Report Deadline Policy: In the event a grantee misses the final report deadline, the grantee will not be allowed to submit another grant application for a project that would occur within a 12-month period from the date an acceptable final report is submitted.

XI. FUNDING CREDIT

An organization or individual artist receiving funds from The Arts Partnership of Greater Spartanburg Grants Program must give appropriate credit in all advertising, news releases, printed programs, promotion and publicity. This credit should be prominently positioned and include the following wording:

“This program is supported in part by The Arts Partnership of Greater Spartanburg, its donors, the County and City of Spartanburg and the South Carolina Arts Commission which receives support from the National Endowment for the Arts and the John and Susan Bennett Memorial Arts Fund of the Coastal Community Foundation of South Carolina.”

XII. PROCEDURES

The Arts Partnership staff reviews applications for completeness, accuracy, etc. and then forwards the applications to the appropriate Grant Review Panel, which makes final recommendations for funding.

If the project is funded, **no changes may be made in the project (activities, personnel or budget) without prior consultation and written approval by The Arts Partnership staff.**

Good records must be kept so that a detailed narrative report accompanied by suitable documentation can be submitted along with a final financial report no later than 30 days after the project's completion.

Copies of all invoices, canceled checks, receipts, electronic payments, and credit card reports for expenses covered by grant funds from The Arts Partnership must accompany the Final Report, which must be submitted to The Arts Partnership within 30 days following the Project End Date identified in the grant.

Points to note as you complete the application form:

1. Give a complete mailing address and a daytime telephone number where you may be reached
2. Be specific and thorough as you outline your project, but restrict yourself to the space provided
3. Applications must be typed or completed on computer
4. Round all amounts in your budget to the nearest dollar

XIII. REVIEW INDICATORS

Pay attention to Review Indicators for each applicant category, as the reviewers will use them in assessing your application.

ARTISTS

- ❖ Artistry Review Criteria - 65
 - Applicant demonstrates the ability to maintain high professional standards and that the project will exhibit excellence, creativity, and individuality
 - Artistic excellence and artistic merit of the submitted work samples (25)
 - Appropriateness and feasibility of the proposed project activities (25)
 - Qualifications of the applicant artist and other key personnel to undertake the proposed project (15)
- ❖ Career/Public Impact Review Criteria – 20
 - Project benefits artist and/or the community at large or SC artists
 - Extent to which the project will contribute to the professional development or career advancement of the applicant (15)
 - Degree to which project has a public component (5)
- ❖ Project Management Review Criteria – 15
 - Appropriateness and feasibility of proposed budget (15)

ORGANIZATIONS

- ❖ Artistry Review Criteria – 50
 - Applicant demonstrates the ability to maintain high professional standards
 - Evidence that the project will reflect artistic excellence and artistic merit (30)
 - Creativity and innovation of concepts and methods (20)
- ❖ Public Impact Review Criteria – 30
 - Project benefits the community at large and/or SC artists
 - The extent to which the need for and importance of the project is demonstrated (10)
 - Appropriateness and feasibility of the proposed project activities (10)
 - Demonstrated concern for cultural diversity as evidenced by constituency served, audience, programming and board/volunteer participation (10)
- ❖ Project Management Review Criteria –20
 - Applicant has the ability to implement the project
 - Evidence of competent staff and/or volunteers to undertake the project (5)
 - Appropriateness and feasibility of proposed budget (5)
 - Well planned marketing efforts (5)
 - Appropriateness and effectiveness of proposed methods of evaluations (5)

XIV. REQUIRED APPLICATION MATERIALS

Before applying, all applicants are strongly advised to discuss their projects with The Arts Partnership staff. All application forms must be completed as a typed or computer generated document. **Hand written applications will not be eligible for consideration for funding.** Application materials must be submitted in a format suitable for copying.

- ❖ Typeface must be legible and no less than 11 point.
- ❖ **Do not** use 3-ring binders, folders, and staples or bind application materials in any way other than with binder clips or paper clips.

ARTISTS

The application package must include one complete collated set of items in the following order:

- ❖ Grant Application for Artists form (PDF).
 - Summarize your project budget on page 2 of the application form. Itemize all expenses and sources of revenue. The application form must be signed by the applicant (see “Certification” section on form).
- ❖ Narrative
 - Narrative should not exceed 2 numbered pages, and must address the topics below. Each item in the Narrative should be identified by the appropriate letter and topic heading. Pay attention to Review Criteria for Artists listed above as panelists will use these as guides during their review.
 - Artistry
 - What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
 - Provide information on key personnel and collaborating organizations and use of other artists (if applicable). Indicate how and why these people and organizations were selected.
 - Career/Public Impact
 - Why is this project important to your career and/or your community
 - If the project has a public component, identify target audiences and populations to be served
 - Identify external support from the local cultural community, if any
 - Project Management
 - If applicable, describe marketing/distribution, media, and other promotional activities. How will you reach and involve underserved populations?
 - Clearly identify other sources of financial support to be provided throughout the project
- ❖ Resumes
 - Include brief resumes for principal artistic project personnel. Individual resumes should not exceed 3 pages.
- ❖ Required Support Materials
 - Slides (total of five), tapes, or writing samples appropriate to the discipline and representing the quality of the artist's work (2 copies of each)

ORGANIZATIONS

The application package must include one complete collated set of items in the following order:

- ❖ **Grant Application for Organizations form**
 - Application form must be signed by the applicant organization’s authorized official (see “Certification” in grant application form and, if applicable, “Fiscal Receiver/Partner Information”)
- ❖ Detailed Budget form
 - Itemize all expenses and sources of revenue for your project. Do not substitute another budget form.

❖ Narrative

Narrative should not exceed 2 numbered pages, and must address the topics below. Each item in the Narrative should be identified by the appropriate letter and topic heading. Pay particular attention to Review Indicators for organizations listed above as panelists will use these as guides during their review.

- Artistry and Feasibility
 - What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen. Provide information on key personnel and collaborating organizations and use of SC artists (if applicable), including project manager/director, primary artists, ensembles, artistic resources. Indicate how and why these people were selected.
- Public Impact
 - State your organization's mission and the constituency you serve, and explain why you have decided to do this project. Why is this project important? How do you know that the community wants and supports the project? Identify external support from the local cultural community. Identify target audiences, special populations to be served.
- Project Management
 - Describe marketing, media, and other promotional activities. How will you reach and involve underserved populations? Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

❖ Project Personnel

- Include a list of project positions, with brief descriptions, that hold major responsibility for implementing the project and the names of individuals filling the positions (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic). Include brief resumes for principal artistic and administrative project personnel.

❖ Board of Trustees (Directors) List

- Submit a copy of applicant's current Board of Trustees (Directors). Include board members' occupations/professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

❖ IRS Tax-Exempt Letter

Submit a copy of:

- Applicant's IRS tax-exempt letter
- OR, if applying through a fiscal agent,
- Fiscal Agent's IRS tax-exempt letter
- AND
- a letter of agreement, signed by both the applicant and the fiscal agent that outlines the working relationship and responsibility of both parties.

❖ Suggested Support Material

- Resume, biographical summary or pamphlet (maximum of 2 pages) establishing credentials and qualifications of each consultant, artist, administrator or ensemble who may receive any funds through the proposed grant (12 copies).
- Brochures, programs or other materials related to arts, humanities or science programming or grant request (particularly important if asking for promotional assistance or if attending a workshop or conference - 12 copies).
- Slides, tapes, writing samples appropriate to the discipline and indicating quality of work, when applicable (2 copies of each).

- Letters of agreement, contracts or other documentation between applicant and artists, consultants and other collaborators on the project verifying their involvement (12 copies).

XIV. HOW QUARTERLY GRANT FUNDS MAY BE SPENT

YES	NO
Grant funds may be used for: (Not all inclusive):	Grant funds may not be used for:
Art in Public Places	Scholarships
Commissioning New Works	Capital improvements and real property
Community Outreach	Nonprofessional artists, students or student groups taking part in arts activities as instructors, performers or participants in arts activities
Folk Art	School sponsored projects that are not primarily for the general public, but serve primarily the school community. In-school, curriculum-based projects; school publications; work toward academic degrees. College or university based projects are eligible for funding only when they involve and serve a significant percentage of the non-student population as participants/audience
Marketing Projects	
Media and Theatre Productions	
Presentation of Individual Artists or Ensembles	
Professional Consultants	
Recurring Annual Community Activities	Projects which are not open to the general public
Small Press Publications	
Short Term Installation	
Staff Salaries	
Matching funds for one S.C. Arts Commission sponsored grant may not be used as a match for any other Commission grant.	

Incomplete applications will not be accepted. Mail to:

Quarterly Grant Program
 The Arts Partnership
 200 East St. John Street
 Spartanburg, SC 29306