



FY 2013 JAC Grant

Grant Program Guidelines

A program funded by the City of Jackson and Madison County and administered by the Jackson Arts Council.

DESCRIPTION

The mission of the Jackson Arts Council is to "Connect and Strengthen the Arts." The Council is committed to strengthening and expanding arts organizations in our community and to developing financial means to support arts organizations and the arts in our community.

The Jackson Arts Council JAC Grants provide funds for a variety of quality arts projects. Funds awarded to a single organization whose mission statement is solely arts focused range from **\$500 to \$5,000**. Applications must contain a clear, single-project focus. Grant funds in this category must be matched dollar-for-dollar. Only one grant application may be submitted per applicant. Other nonprofit organizations may request **\$500 to \$2,500** for support of an arts project.

APPLICATION DEADLINE

Applications must be delivered by mail or in person to the JAC office by **4:30 P.M., April 25, 2012**. Funded projects may begin on July 15, 2012, and must be completed by June 1, 2013.

ELIGIBILITY REQUIREMENTS

Individuals are not eligible to apply for funding assistance for projects. An organization is eligible to apply for funding support of its arts activities if:

- The organization is a nonprofit organization legally chartered in

Madison County and in possession of a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

- Colleges and universities are eligible only for activities that clearly serve the needs of surrounding communities and are designed to involve a broad audience (Credit-producing or student-oriented activities are not eligible).
- The organization is not a government entity.
- The organization must have an elected or appointed governing board that is representative of the community served.

FUNDABLE ACTIVITIES

The following are examples of single-project focused activities and expenditures that are consistent with the funding philosophy for JAC Grants:

- Projects that involve and promote local artists.
- Visiting artists conducting master classes.
- Specific aspects of workshops, festivals, and conferences.
- Public performances, production, and exhibitions produced by the applicant.
- Exhibitions of art by local artists and artists from outside Madison County.
- Promotion, publicity, and newsletters.
- Administrative and artistic staff support.
- Research and documentation as part of a project or program development.

- Consultancies and residencies for administrative and artistic activities.
- The development of long-range planning documents.
- Touring projects that bring professional performers to Madison County.
- Improved program accessibility for underserved constituencies, e.g., children, people living in rural communities or isolated settings, people with disabilities, people of color, and senior citizens.
- Extensions of literary projects, journals with continuing publication, or juried anthologies.
- Computer software/training.
- Technical/production support.
- Technical assistance projects.

NON-FUNDABLE ACTIVITIES

The following are examples of activities and expenditures **not** fundable through JAC Grants:

- ABC funded projects (other TAC Grant funded projects and/or Southern Arts Federation funded projects are eligible).
- Insurance premiums.
- Endowments.
- Office space rental.
- Janitorial service and general physical plant maintenance.
- Food and hospitality.
- Permanent equipment purchases.
- Scholarships.
- Payment of accumulated deficits.
- Capital improvements.
- Vanity publications.
- Out-of-state travel.
- Scholarly arts-related research and writing.
- Cash awards.
- Purchase of local public art.
- Legal fees.
- Planned fundraising activities.
- Events to which the general public is not invited.
- Payments to members of the organization's board.

MATCHING REQUIREMENTS

The JAC Grant requires at least a one-to-one dollar match, meaning the applicant must cover at least half of the cost of the project. In-kind contributions cannot be used for the match requirement.

ACCESSIBILITY

All Jackson Arts Council programs, services, and facilities are fully accessible to all Jackson/Madison County artists and citizens.

No person on the grounds of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs, and employment provided by the Jackson Arts Council and its contracting agencies.

GRANTS REVIEW PROCESS

Your JAC Grant application will be reviewed by a Grants Review Panel. While not required, your attendance at the panel review meeting is strongly encouraged. Panelists may wish to direct specific questions to you regarding your project.

The advisory panel reviewing JAC Grant applications use the following criteria on a 100-point scale:

- Evidence that the proposed project demonstrates artistic, cultural, and/or educational value to Jackson/Madison County (10 points)
- Evidence that the proposed project advances the organization's mission to Jackson/Madison County (10 points)
- Evidence that the organization understands and is responsive to the diverse interests and needs of Jackson/Madison County (10 points)
- Evidence that the proposed project supports the work of artists through

payment of fees, services, or other appropriate benefits (10 points)

- Evidence that the organization understands and will act as an advocate for the public value of the arts in Jackson/Madison County (10 points)
- Evidence that the organization understands the role of marketing to maximize participation in their project (10 points)
- Evidence of diverse sources of financial support for the organization (10 points)
- Evidence that the organization's application is well-planned, addresses all questions, is correct, and is complete in information materials submitted and that planning procedures are comprehensive, inclusive, and communicated (10 points)
- Evidence that the Board has a three- to five-year Strategic Plan (10 points)
- Evidence that the Board has job descriptions (5 points)
- Evidence that the Board has an effective rotation policy to which it adheres (5 points).

IMPORTANT

1. The application must be signed in blue ink by the President of the Board or the Chairman of the Board of the organization, in addition to the proposed funded project coordinator.
2. Good grantsmanship influences the review of applications. Incomplete or inaccurate proposals will result in a negative review. See "Required Attachment Checklist" on page 9 of the grant application.
3. Be sure to submit the correct number of copies of the application and attachments. See "Required Attachment Checklist" on page 9 of the grant application.

Section A – Applicant Organization Information

1. Organization Name. Enter the legal name of the organization as it appears on the IRS Letter of Determination for tax-exempt status. Mailing address and physical address are both required. Enter the nine-digit Federal Employer Identification Number (EIN) issued by the Internal Revenue Service letter that grants tax-exempt status to your organization.
2. Organization Personnel. Enter the required information about your organization's board of directors.
3. Enter the political district and representatives' names (both City, if applicable, and County) in which your organization is physically located. Only organizations located within Jackson or Madison County may apply.
4. Enter the date your organization was incorporated according to the IRS determination letter.
5. Enter the start date and end date of your organization's fiscal year.
6. Enter your organization's mission statement.

Section B – Grant Information

1. Enter the title of your project.
2. Briefly describe your project.
3. Enter the beginning and ending dates of your project.
4. Enter the number of artists participating in your project, not including children.
5. Enter the number of people who will benefit from the project.
6. Enter the amount of money requested in this grant application.

Section C – Proposal Contact Person

Enter all contact information for the person in charge of this project. This is the contact information at which the project director prefers to be contacted.

Section D – Arts Advocacy

Arts advocacy is not arts programming. Advocacy is not marketing or P.R. Advocacy is actively pleading the value of public arts to elected officials. Indicate which activities you and your board will participate in if you receive funding.

Section E – Narrative

1. Describe your project addressing the evaluation criteria as specified in the “Grants Review Process” section of these guidelines.
2. List who is responsible for the implementation and execution of the project, along with all artists who have been invited to be involved in this project and a brief bio of each.
3. Provide information about planned marketing of the proposed project. Include all publicity, advertising, direct mailing, website, etc.
4. Briefly describe what criteria you will use to evaluate the success of your project.

Section F – Project Budget

Complete in as much detail as possible the **total** budgeted expenses for this project. Include in the appropriate column which expenses grant funding will go toward. Also enter **total** projected income for the project.

Section G – Previous Years’ Budgets

Enter the total actual income and expenses for the organization’s FY2011 fiscal year and the total budgeted income and expenses for the FY2012 fiscal year.

Section H – Assurances

Please read the assurances and have the appropriate individuals sign. Two signatures from two different representatives are required. The two signatures cannot be from the same person. Signatures **MUST** be in blue ink.

Section I – Required-attachment Checklist

For your convenience, this section provides a checklist of all required materials that **MUST** be submitted. **DO NOT USE PAPERCLIPS**. Staple your application together into 8 (1 original and 7 copies) complete packets, and put the supplementary information packet at the bottom of the entire stack. Please, **do not attach** supplemental material to the original application or to any of the 7 copies. Place the original application at the top of this stack and write the word "original" at the top of the first page. Note: the original application is the one with the actual signatures signed in Section I.