



PROJECT ASSISTANCE GRANT GUIDELINES

Purpose

Project Assistance Grants are available to non-profit organizations in Cabarrus County. The purpose of these grants is to support programs of artistic merit that have community or statewide impact. Project Assistance Grants support exemplary forms of artistic expression in a variety of artistic disciplines. **Application Deadline: June 1 at noon**

Eligibility

- Funds may be awarded to nonprofit organizations with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Organizations that do not have the required non-profit status may use an arts council-approved fiscal agent for up to three years. The fiscal agent is fiscally and legally responsible for any grant award.
- Project Assistance Grants may not be used for religious organizations.
- Project Assistance Grants may not be used for internal programs at schools, libraries, colleges or universities. Funding may be considered when an institution is developing a program that involves and serves the greater community. The applicant must demonstrate that the proposed project will reach beyond the organization's usual audience or campus.
- Project Assistance Grants may not be used to fund history programs.

Project Timeline

Funded projects should be completed between July 1, 2011 and June 30, 2012.

Grant Award

Project Assistance Grants are generally awarded for amounts of \$200 to \$5,000, although there are no prescribed restrictions.

Matching Requirements

- Organizations may apply for up to 50% of the cost of the project.
- Grant funds must be matched in cash. In-kind contributions may not be considered for matching purposes, but may be documented as additional evidence of support.

Funding

- Project Assistance Grants may support artistic and administrative expenses directly related to the proposed project.
- Allowable fees may include artists fees, marketing, promotion, travel, contractual fees, rental or purchase of equipment and other project-related costs.
- Organizations may apply for only one arts council grant per year
- Project Assistance Grants fund project costs and may not be used for:
 1. Administrative or general operating expenses
 2. Activities concurrent with the project that are not arts-related
 3. Food or beverages for hospitality or entertainment functions
 4. Capital expenditures



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Evaluation Criteria

A community panel will evaluate the applications on the following criteria. All funding decisions are final.

- a. Artistic and program merit of proposed project
- b. Project does not duplicate any other program in Cabarrus County
- c. Applicant's demonstrated ability to successfully complete a quality project
- d. Evidence of adequate planning and collaboration with artists, partners, and other key participants
- e. Evidence of sound fiscal and general management
- f. Use of professional artists and/or
- g. Use of local artists
- h. Credentials of proposed artists
- i. Impact on Cabarrus County
- j. Project's visibility
- k. Involvement of racially and culturally diverse audiences as appropriate to project

Composing the Narrative

In the application narrative, address the evaluation criteria above when responding to the following. You may use up to three single-sided pages with 11 or 12 point font. Place your organization's name at the top of each numbered page of the narrative. Use three-hole punch paper and attach with paper clips.

1. Describe your proposed project in the context of the organization's purpose and goals. Explain in a clear and concise manner what activities will occur, when and where the project will happen, and why it is important.
2. Describe the artists, personnel, and participants involved in the project and the rate of payment for artist services.
3. Describe the artist selection process.
4. Provide a brief summary of your organization's experience in presenting artists during the past two years.
5. Describe what you hope to accomplish through this project and how you will measure the project's success.

Application Procedure

Applications must be received at the Cabarrus Arts Council's office in the Historic Cabarrus Courthouse, 65 Union Street South, Concord, NC (P.O. Box 809) by **noon on June 1**. This is not a postmark deadline. Applications will not be accepted by fax or e-mail. **Late or incomplete applications will not be accepted.** Submission guidelines are as follows:

- Applications must be typed in 11 or 12 point font
- The Narrative must be no more than three pages
- Applications and copies must be:
 - three-hole punched
 - bound with a paper clip – no staples
 - assembled in the order indicated on the application form



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Schedule

June 1	Grant applications due by noon
August 15-30	Panel meetings and organization interviews
September 30	Applicants will be informed of funding decisions. These decisions will still depend on the final amount received from Grassroots funding from the North Carolina Arts Council, a state agency.
October-November	When the state budget is finalized and Grassroots Grant amounts are assured, the Cabarrus Arts Council will notify organizations of any adjustments to grant amounts.
November-December	First of two checks will be mailed to grant recipients.
May 15	Final reports are due immediately following project completion and no later than noon on May 15.

When dates fall on a weekend, the due date will be the following Monday.