

Please read all guidelines prior to submitting application. Guidelines are divided into three sections:

1. Individual artist guidelines
2. Organization guidelines
3. General guidelines (applicable to all)

Schedule an appointment with or email a draft to Lori Robishaw (lrobishaw@yorkcountyarts.org) at least 10 days prior to submitting the completed application.

INDIVIDUAL ARTIST GUIDELINES:

This category is designed to support specific arts activities that promote the individual artist's professional development or career advancement. Projects that promote excellence in an arts discipline and make such excellence accessible for general community-wide audiences are also encouraged.

ELIGIBILITY:

1. Applicant must be a practicing artist in dance, literature, media, music, theatre, or visual arts;
2. Applicant must be a legal resident of York County with a permanent residence in the county for six months prior to the application date and throughout the grant period;
3. Be 18 years of age or older at the time of application;
4. Applicant must NOT be a degree-seeking, full-time undergraduate student during the grant period.

RESTRICTIONS:

1. Applicants may apply to ACYC for quarterly support at any of the four deadlines, but may receive no more than two quarterly grants per calendar year.
2. Applicants may submit only one application per quarterly deadline.

ELIGIBLE PROJECTS:

For individual artists, support may include, but is not limited to:

- Special community projects
- Travel to attend professional development opportunities
- Registration fees
- Educational experiences (seminars, workshops, conferences, apprenticeships)
- Other costs directly connected with the project

For individual artists, up to ½ of the applicant's match may be accounted for by the cash value of the artist's time. If time is used as a match, the applicant must demonstrate how the value has been calculated (e.g., established professional rates, market value of work produced, or value of release time from other employment).

PLEASE NOTE:

A 1099 Tax Form will be issued to any **individual** receiving \$600 or more from the Arts Council.

ORGANIZATION GUIDELINES:

This category is designed to provide support for a wide variety of quality arts projects and programs and/or for professional development opportunities to assist artistic and managerial staff.

ELIGIBILITY:

1. A unit of government, OR
2. A nonprofit organization with current registration from the Office of the Secretary of State of SC. Federal tax-exempt status is not a requirement when applying for a grant from the Arts Council; however, any organization that receives federal or state funds is subject to audit and needs to have all legal registrations in order.

RESTRICTIONS:

1. Applicants may apply to ACYC for quarterly support at any of the four deadlines, but may receive no more than two quarterly grants per calendar year.
2. Applicants may submit only one application per quarterly deadline.

ELIGIBLE PROJECTS:

For organizations, short-term project support may include but is not limited to:

- Exhibits
- Festivals
- Promotion, publicity, printing
- Artists' residencies or artist fees
- Consultants
- Attendance at seminars, workshops, or institutes by artistic and/or administrative staff and/or board members of arts organizations
- Productions

In addition, arts and community organizations may apply for assistance to provide free tickets to economically disadvantaged citizens who could not otherwise attend a public art event or series.

GENERAL GUIDELINES (APPLICABLE TO ALL):

GRANT AWARDS:

For organizations or individual artists, grant awards typically will not exceed \$1,000, with a minimum award of \$100. Ticket subsidy matching grant awards for a single event will not exceed \$200; awards for a series will not exceed \$400.

Individuals of a performing group who apply for the same project will be limited to a maximum level of support of \$1,000 for the project.

No organization or individual will be awarded more than two Small Grants per year. Priority will be given to projects that display multicultural diversity, have a large impact on tourism in York County, and to projects that have not previously been funded by the Arts Council (ACYC) and to organizations and individuals that are not SC Arts Commission (SCAC) Operating Grant recipients.

REQUIRED MATCH:

1:1 (Applicant: ACYC)

No more than 25% of the total costs of the project may be met by in-kind contributions.

PLEASE NOTE:

The Arts Council accepts applications that are judged by a Small Grants Committee of community volunteers. Due to the highly competitive process, awards are made based on quality, impact, appeal, and adherence to guidelines. **Prospective applicants MUST discuss the proposed project with Lori Robishaw prior to the application deadline. Applications with errors, unbalanced budgets, and lack of support material may not be considered for support. Corrections WILL NOT be made once the application has been submitted.**

APPLICANTS:

Please be aware: applying for Small Grants is a competitive process. There is always more demand for funding than there are available funds. It is imperative that you submit a complete application and prepare for a 10-minute interview with the Small Grants Committee members who will be judging the applications.

Applications must be complete and include bios/resumes and any other information that would make the application stronger. When available, include budget narrative, partners, confirmed dates/locations, and itemized expenses. **Check your work.**

- Consult with the executive director at least 10 days in advance, and submit the application for review prior to the deadline to verify that the application has been completed correctly and in full.
- **Do NOT place the Small Grant Application or accompanying materials in binders or folders. Staple or use a binder clip to secure the materials together.**
- Be prepared for a personal interview and any questions the Small Grants Committee may ask. In preparing for the interview, applicants should assume that committee members do not know their background, or any details of the proposed project. During the interview, applicants must be familiar with the guidelines and application itself.
- Submitting a correctly completed application and arriving prepared for the interview will assure that your application will be competitive.

Incomplete applications will NOT be accepted.

PROGRAM DATES:

The period required to plan, implement, and complete the proposed project must fall within ACYC's fiscal year (e.g., July 1 - June 30). **Should the deadline fall on a holiday or weekend, grant applications are due the last business day prior to the deadline. This is a hard delivery deadline. It is NOT a postmark deadline.**

APPLICATION DEADLINES:

<u>For Project Taking Place:</u>	<u>Application Deadlines:</u>
July - September	June 1
October - December	September 1
January - March	December 1
April - June	March 1

REVIEW PROCESS:

The initial staff review of applications focuses on the applicant's eligibility, the project's conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials.

Eligible applications are sent to the Small Grants Committee for review prior to committee meetings. Funding recommendations based on individual review and the material provided in the grant application are determined by committee consensus.

Each applicant will be personally interviewed by the committee. Failure to provide a representative from the applicant organization for this 10 minute interview may jeopardize funding. Please call the office to make arrangements if you are unable to attend at the assigned time.

APPROVAL AND NOTIFICATION PROCESS:

Staff will notify the grant applicants of their award after the committee decisions are made.

APPEALS PROCESS:

An appeal process is available for applicants who believe they have not received fair consideration by the committee. An appeal request, stating the reason for the appeal, must be submitted in writing to Lori Robishaw within 30 days of the date of the written notification from the panel. An appeal may be granted solely at the discretion of the Executive Director.

GRANT PAYMENT:

Recipients will receive one half of the Small Grant award at the beginning of the quarter after ACYC has received a signed contract. The final half will be paid to the recipient after the project has been completed and the final report, including cancelled checks and sales receipts, has been received and approved.

Small Grants recipients are required to fill out a W9.

APPLICATIONS:

Download the Grant Application to your computer and use the most recent version of Adobe Reader to fill it out as a PDF form. One **original signed copy** of the Grant Application form and **seven copies**, along with all necessary support materials and attachments, must be submitted either by hand delivery or received in the mail no later than 5 PM on the day of the deadline. Should the deadline fall on a holiday, the applications will be due by 5 PM on the last business day prior to the deadline.

SUPPORT MATERIALS:

- **A resume or biographical summary is required for individual artists;**
- **A list of the board of directors is required for organizations with tax-exempt status (unless applying through a fiscal agent);**
- **Credentials and qualifications of each consultant, artist, or ensemble who may receive funds through the proposed grant (maximum of 2 pages);**
- **Schedule of events for which funding is requested (include date(s) and location(s));**
- **Brochures, programs, or other materials related to arts programming or grant request (particularly important if asking for promotional assistance or if attending a workshop or conference);**

- Slides, discs, writing samples appropriate to the discipline and indicating quality of work, when applicable.
- Itemized budget with accompanying breakdown.

All support material or samples of work must be clearly identified with applicant's name, date of work, title, and any other pertinent information.

REPORTS:

Within **thirty (30) days** of the conclusion of the project, grant recipients are required to submit a final report accompanied by cancelled checks, expense receipts, and other documentation related to the project.

For ticket subsidy grants, payment is based on the number of tickets used (not the number distributed) up to the maximum value of the grant. Documentation is required.

GRANT CANCELLATION:

ACYC reserves the right to withhold or cancel funds allocated to a recipient in the event that recipient does not meet specified reporting deadlines or changes the project without prior ACYC approval.

GENERAL INFORMATION:

Volunteer time and other donations for which one would not budget cash are considered in-kind contributions.

Paid professionals' time allocated toward the project, goods, and services for which a fee would normally be paid (printing, utilities, telephone, etc.) are considered part of the cash match.

Once the grant is awarded, no changes in the project may occur without advance written approval of the Arts Council.

Accurate records of the project and its expenditures must be kept for all activities related to the grant for a period of three years after the completion of the project. Financial records must be made available upon request by ACYC, the South Carolina Arts Commission, or the National Endowment for the Arts (NEA), if applicable.

PUBLICITY CREDIT:

Organizations receiving grant funds must give appropriate credit to the funding agencies in advertising, brochures, news releases, programs, publications and other printed materials and in all promotion and publicity as follows:

Support for this project is provided in part by the Arts Council of York County Small Grants Program, and by a generous award from the John and Susan Bennett Memorial Arts Fund of the Coastal Community Foundation of South Carolina, and the South Carolina Arts Commission, which receives funding from the National Endowment for the Arts.

ACYC and SCAC logos are to be used in all your publicity efforts for grant-supported activities. Logos are available on our website at www.yorkcountyarts.org and on their website at www.southcarolinaarts.com or upon request to the ACYC.

It is important for grant recipients to express their appreciation to their local legislators for such support. Upon notification of a grant award, the recipient is responsible for informing local legislators of ACYC funding, inviting them to events sponsored by the grant, and offering them free tickets to programs.

A current list of legislators will be included in the packet with a check for the first half of your award.

RESTRICTIONS:

Grant funds may not be used for any of the following:

- Capital improvements and real property
- Non-professional artists, students, or student groups taking part in arts activities as instructor/performers
- Performances and exhibitions which are not open to the general public
- Non-arts museums (science and natural history) except arts personnel and art projects sponsored by non-arts museums
- Matching funds for one ACYC grant may not be used as match for any other ACYC grant activities completed prior to the grant period
- Tuition for degree programs