



## **QUARTERLY GRANTS PROGRAM FOR ORGANIZATIONS BRIEF OVERVIEW & GUIDELINES**

The Quarterly Grants Program for Organizations & Individual Artists is designed to provide support for a wide variety of quality arts projects, as well as for professional development opportunities for artists and arts administrators.

### **Eligibility Requirements**

Organizations must be based in Florence County with a Florence County mailing address and be registered charitable organizations with federal non-profit status or a unit of government.

Applications from organizations with overdue or incomplete grant reports from previously awarded Quarterly Grants will not be considered for funding. No entity or individual can receive more than two (2) grants per year (Quarter 1 through Quarter 4). No entity or individual can apply for more than one (1) grant per quarterly deadline.

Projects must begin in the quarter of application, but can extend past the end of the quarter. Final reports are due within 30 days of the end date of the project or June 30<sup>th</sup>, whichever date comes first.

### **Funding Information**

*Organizations* are eligible to apply for up to \$2,500 in funding. Organizations are required to make a 2:1 match. No more than 50% of that match can be in-kind.

Payment of awarded grants is done on a reimbursement basis. Payments are issued after the acceptance of a final report.

### **Notification**

Applicants will be notified of their application's status within one week of the Grants Dispersal Committee's meeting. Any applicant that is not satisfied with their grant award is entitled to file an appeal. Appeals must be made within one week of the funding notification. The Board of Directors at their next scheduled meeting will hear the appeal. The decision of the Board of Directors is final.

**Note: Deadlines can be found on Page 4 of this document.**



## **APPLICATION PACKET CHECKLIST**

Below is a checklist to use when completing the application:

- **Basic Applicant & Project Info**
- **Project Narrative**
- **Artistic Personnel Resume's**
- **Timeline**
- **Budget (Template provided in Attachment A.)**
- **Support Materials (see Page 4-5)**
- **Signed Certification**

Completed Application Packets should be mailed to:

**Florence Regional Arts Alliance  
PO Box 3871  
Florence, SC 29502-3871**

Questions about FRAA's Quarterly Grants Program should be directed to Sandra Cook at [director@florenceartsalliance.org](mailto:director@florenceartsalliance.org) or 843.407.3092.

## QUARTERLY GRANT APPLICATION FOR ORGANIZATIONS

Applications must be postmarked or delivered no later than 5pm on the due dates indicated in the table below:

Qtr.	Deadline	Project Start Date
1	May 15	for projects beginning in July, August or September and ending before June 1, 2018
2	August 15	for projects beginning in October, November or December and ending before June 1, 2018
3	November 15	for projects beginning in January, February or March and ending before June 1, 2018
4	February 15th	for projects beginning in April, May or June and ending before June 30, 2018

If the deadline falls on a weekend or holiday, applications are due by 5pm on the next business day.

The application process may require applicants make a presentation to FRAA's Grants Dispersal Committee. If your project is selected for a presentation, you will be notified shortly after the application deadline.

### **PART I: Applicant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PART II: - Basic Project Information**

Project Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Please indicate the primary arts discipline of the project: \_\_\_\_\_

### **PART III - Project Narrative**

Include with your application a project narrative that addresses the following topics. Each topic should be identified with the appropriate letter and the capitalized topic heading (e.g. A. Project Overview). The project narrative should not exceed three (3) typed pages in twelve (12) point type.

#### **A. Artistry & Feasibility**

*Provide a detailed description of the project and its goals. Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen. Include any applicable support materials. Also provide information regarding key personnel and partnering organizations. Indicate how and why these people were selected.*

#### **B. Public Impact**

*Specify your organization's mission and the constituency you serve. Explain why your organization decided to do this project. Why is this project important? How do you know that the community wants and support the project? Identify external support from the local cultural community. Also, indicate any underserved populations this project will reach and/or involve.*

#### **C. Project Management**

*Identify financial support, including in-kind goods and services, which will assist you in your endeavor (Use Attachment A to provide us with a basic outline of your project budget). Explain exactly how FRAA funds will be used. Describe the marketing and promotional activities that will support your project. Also, specify all means of project evaluation that will be employed.*

**PART IV: Support Materials**

Organizations must include:

- Resume’s for principal artistic and administrative project personnel (Individual resumes should not exceed three pages.)
- Project Timeline- Include a one-page list of key project milestones and target dates for reaching them.
- Board List with Employers and Email Addresses
- Documentation verifying Non-Profit Status

**Note: School districts should contact FRAA for instructions on Support Materials.**  
***Support Materials (continued)***

**Note: Applicants are strongly encouraged to provide materials that support the artistic strength of their organization or individual talents. Artistic support materials must be relevant to the project. Artistic support materials are considered part of the application and will be retained by FRAA for documentation purposes.**

**Part V: Certification**

***By signing below, I certify to the Florence Regional Arts Alliance the following:***

- *This application is complete and in compliance with the requirements outlined by FRAA.*
- *All information and attachments are warranted to be true and correct.*
- *The applicant and the applicant will administer the project only.*
- *The project described in this grant is artistic and cultural in nature and the funds will be spent solely as described in this application.*
- *If any major project changes occur, FRAA will be notified.*
- *All Federal and State laws will be complied with when carrying out this project.*
- *All printed and verbal promotion of this project will contain the following statement:*  
  
***“This project is funded in part by the Florence Regional Arts Alliance, the South Carolina Arts Commission, which receives support from the National Endowment for the Arts, and by a generous award from the John & Susan Bennett Memorial Fund of the Coastal Community Foundation of South Carolina.”***
- *The applicant understands that all grants awarded are conditioned upon the availability of funds.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

**BUDGET TABLE TEMPLATES**

Below are templates, which should be used to inform the Grants Dispersal Committee of how your project will be funded and how those funds will be spent.

**INCOME TABLE**

Revenue Source	Amount
Applicant Cash	
Admissions/Sales	
Private Support	
Corporate	
Foundations	
Other	
Government Funding	
Federal	
State	
A-Tax (all sources)	
Other City	
Other County	
Other Sources*	
Source A	
Source B	
Source C	
FRAA Grant Request	
Total Cash Income	
Total In-Kind Estimate	
<b>Total Income</b>	

*\*Sources should be identified (Replace Source A with the actual source of income).*

**EXPENSE TABLE**

Category	Amount
Administrative Costs	
Artistic Personnel Costs	
Technical Expenses	
Space Rental	
Marketing	
Travel	
Remaining Operating Expenses*	
Source A	
Source B	
Source C	
Total Cash Expenses	
Total In-Kind Estimate	
<b>Total Expense</b>	

*\*Sources should be identified (Replace Source A with the actual expense category).*

**Definition of In-Kind:**

*Goods and/or services, for which a fee would normally be paid, that are provided to the applicant at no cash cost. To be considered in-kind, donated goods and/or services must be necessary to the organization or project, i.e. the goods and/or services would have to be purchased if not donated. Professional services must be donated by a professional working in that profession and valued at the provider's normal profession rate. Volunteer hours by non-professionals should be calculated at the rate of \$7.50 per hour.*

**Note: The Total In-Kind Estimate in the Income Table should mirror the Total In-Kind Estimate in the Expense Table. Individual Artists may NOT provide in-kind goods as part of their match.**