

Brunswick Arts
Council
Grant Workshop

2018-19

Grant Basics

- Language & Structure
 - Use Complete Sentences
 - Avoid “Flowery” Language
- Purpose and Intent
 - Research the granting organization
 - Be specific as often as possible
 - Project Details
 - Financial Details
 - Have a project already in mind
- Time and Effort
 - Plan ahead
 - Read and Re-read

Grant Requirements

- Eligibility for Application
 - Must be a 501(c)(3)
 - Must be able to provide 1:1 match
- Funding Requirements
 - See Toolkit for specific non qualifying Projects
 - Specific timelines to follow
- Reporting Requirements
 - Need demographics!
 - Specific timelines to follow

Eligibility for Application

- What makes your organization eligible for the grant?
 - Location? Must take place in county
 - Not for Profit status? 501 ©(3)
 - Type of organization? Arts related
- Does your project fit the grant timeline? 7/1-6/30 of grant year
-
- Do you have all the necessary information?
Organizations financials, specific project description, planned audience, how will it be advertised?

Funding Requirements

- Program expenses for projects of high artistic merit including artist fees and travel, space rental, marketing, advertising, costumes, sets, props, music and equipment rental.
- Limited operating expenses for arts organizations only.

Reporting Requirements

- When is the final report due? Mid June preferably
-
- Are there other reports due? No
-
- Whom should you thank? State and local legislatures
-
- Who in your organization will perform these tasks in the future? Have a backup plan, keep organized, keep records

Project Narrative

1. Project title or summary description

- Why?
- Include any community partnerships

2. Project Goals

- What will participants learn or gain from the arts experience?
- How will the project impact the community?

3. Description of intended audience or participants including demographics

- Be specific: We expect the community participation to be 200 adults and 300 middle-school-aged children, with approximately 64% Caucasian and 46% to be African American
- www.census.gov

Project Narrative

4. Location of project

5. Description of Project activities

- For example: Each art camp student will engage in a rotating schedule of visual and performing arts classes. This includes 20 hours a week of instruction, with at least 10 hours devoted to sculpture, drawing and painting and 10 hours to dance, theatre and musical instruction.

6. Description of the artists involved

- How they were chosen (include credentials in narrative)
- Rate of Payment
- If the artists have not been chosen yet, describe the process for choosing artists.

Project Narrative

7. How the project will be publicized and promoted

- **Specific outreach to include intended audience?**
- **Community Partner's newsletters?**
- **Press releases, website, advertising, PSAs**

8. How will the project be evaluated?

- **Surveys? Participant feedback?**
- **Revenue?**
- **Community Impact?**

How Applications are Evaluated

- Panel of community members review each grant
- Panelists must base funding decisions on the quality of the grant application
- Panelists review overall completeness of the grant and score applications on specific criteria

How Applications are Evaluated

- Artistic quality of the proposed project
- Community impact of project or program
- Ability to plan and implement project
- Stability and fiscal responsibility of the organization

Questions?