

BAC Grassroots Arts  
Program Subgrant  
Application FY 2023-2024



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*Submit this report to your funding agency. It should not be submitted to the North Carolina Arts Council.*

**I. Organization Information**

Name of Organization \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State: North Carolina Zip Code \_\_\_\_\_ County \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

Organization's EIN \_\_\_\_\_

Organization's UEI \_\_\_\_\_

Applicant Race \_\_\_\_\_

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

**Organizational Finances:**

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

Last Year Actual FY \_\_\_\_\_ Current Year FY \_\_\_\_\_ Next Year FY \_\_\_\_\_

Actual Income \$ \_\_\_\_\_ Income \$ \_\_\_\_\_ Projected Income \$ \_\_\_\_\_

Actual Expenses \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_ Projected Expenses \$ \_\_\_\_\_

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## II. Project Description

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

**Project Start Date:** \_\_\_\_\_ (No earlier than July 2022)

**Project End Date:** \_\_\_\_\_ (No later than June 15, 2023)

### **Project Narrative:**

Please attach a narrative providing the information requested below for the project you propose. Please be concise and specific as possible:

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, including estimated numbers and racial and cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of the artists to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project

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**Project Budget:**

Please provide a projected budget for your proposed project utilizing the format below.

<b>Project Expenses</b>	Cash Expenses	=	Grant Amount Requested	+	Applicant Cash Match
<b>A. Personnel</b>					
1. Administrative Staff	_____		_____		_____
2. Artistic Staff	_____		_____		_____
3. Technical/Production Staff	_____		_____		_____
<b>B. Outside Fees and Services</b>					
1. Artistic Contracts	_____		_____		_____
2. Other Contracts	_____		_____		_____
_____					
<b>C. Space Rental</b>	_____		_____		_____
<b>D. Travel</b>	_____		_____		_____
<b>E. Marketing</b>	_____		_____		_____
<b>F. Remaining Project Expenses</b>	_____		_____		_____
<b>G. Total Cash Expenses</b>	_____	=	_____	+	_____

**Project Income**

<b>A. Admissions</b>	_____
<b>B. Contracted Services Revenue</b>	_____
<b>C. Other Revenue</b>	_____
<b>D. Private Support</b>	
1. Corporate Support	_____
2. Foundation Support	_____
3. Other Private Support	_____
<b>E. Government Support</b>	
1. Federal	_____
2. State/Regional	_____
3. Local	_____
<b>F. Applicant Cash</b>	_____
<b>G. Grant Amount Requested in this application</b>	_____
<b>H. Total Cash Income (Must at least equal Total Cash Expenses, Item G above)</b>	_____

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**Certification**

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

## **Guidelines for Grassroots Arts Program Subgrants**

Since 1977, the N.C. Arts Council's Grassroots Arts Program has provided North Carolina citizens access to quality arts experiences. The program distributes funds for the arts in all 100 counties of the state primarily through partnerships with local arts councils.

### **Eligibility for Application**

- All organizations must have been in operation for at least one year. While nonprofit 501(c)(3) status is preferred, organizations that are nonprofit in nature may also apply.
- All organizations must reside and carry out projects within the county they are applying for funds.
- Individuals are not eligible to apply for Grassroots Arts funds.
- Applications and support materials must be completed and received by the due date.
- All projects must take place between July 1, 2019 and June 15, 2020.
- Grant amounts range from \$500 and up.

### **What the Grassroots Arts Program Funds**

Grassroots Arts Program funds may be used for expenditures to conduct quality arts programs or operate an arts organization. Typical uses of Grassroots money include:

- Program expenses such as professional artists' fees and travel, space rental, advertising, marketing and publicity, Web site and electronic media, scripts, costumes, sets, props, music and equipment rental.
- Operating expenses for qualified arts organizations not already receiving operating support from the N.C. Arts Council. These can include salaries, telephone, office supplies, printing, postage, rent, utilities, insurance and equipment rental.

### **Priorities for Funding**

The first priority of the Grassroots Arts subgrant program is to provide operating or program support to qualified arts organizations not already receiving or eligible to receive support from the N.C. Arts Council. These include theaters, symphonies, galleries, art guilds, choral societies, dance companies, folk arts societies, writers' groups and arts festivals, among others.

The second priority of the Grassroots Arts subgrant program is to support arts learning and arts in education programs conducted by qualified artists. These can be artist residencies in schools, afterschool or summer camps or adult arts learning classes.

The third priority of Grassroots Arts subgrants is to community, civic and municipal organizations. These programs must be conducted by qualified artists.

### **Funding Policies**

- Tribal organizations that receive Grassroots funds must represent state or federally recognized tribes.
- Colleges, universities and libraries may receive grants for arts programs that are community-based or generate regional arts involvement. Grants may not support their internal programs, administration or operation expenses (library books, band boosters, equipment purchases).
- Grassroots funds may not be awarded to individuals or to organizations for prizes, competitions, tuition, or financial rewards.
- Grassroots funds may not be used for art supplies or equipment.
- Religious organizations or churches may not receive Grassroots funds unless the programs are presented outside regular church services, engage the larger community and do not contain religious content.
- Grassroots funds may not be used for activities associated with a school's internal arts programs such as in-school student performances, the purchase of art supplies, or student arts competitions and publications.
- Municipalities (city/county governments) may receive grants for arts programs which use qualified artists to conduct programs that involve the greater community. Grants may not support internal programs, administration or operating expenses.

Grassroots Arts Program money may not be used for the following kinds of expenditures:

- Art, music, and dance therapists
- Artifacts
- Purchase artwork
- Purchase equipment or art supplies
- Capital expenditures or equipment
- Contingency funds
- Deficit reduction
- Fundraising events
- Food or beverages for hospitality or entertainment functions
- School band activities or equipment
- School choral activities
- Lobbying expenses
- Oral history and history projects
- Tuition for academic study
- Interest on loans, fines, or litigation costs

# Grassroots Arts Program Subgrant Requirements

## Matching Requirement

All subgrantees must match their grant amounts dollar for dollar. The funds must come from other public or private sources. Other N.C. Arts Council funds cannot be used as a match.

## North Carolina Arts Council Recognition

Subgrantees must acknowledge the N.C. Arts Council's support of their event or projects by including the N.C. Arts Council's logo, and funding credit line in all print and promotional materials related to the grant. The N.C. Arts Council's website offers information and downloadable logos at [www.ncarts.org/grants-resources/resources/logo-branding-materials](http://www.ncarts.org/grants-resources/resources/logo-branding-materials)

## Brunswick Arts Council Recognition

Subgrantees must acknowledge the Brunswick Arts Council's support of their event or projects by including the Brunswick Arts Council's logo, and funding credit line in all print and promotional materials related to the grant. The Brunswick Arts Council's website offers information and downloadable logos at <https://brunswickartscouncil.org/grassroots-grants/#tab-1594305977703-3-1>

## Reporting Requirements

Each subgrantee is required to submit a final report providing a detailed description of the funded project, participation statistics and demographics, sample marketing and program materials using the N.C. Arts Council credit line and logo, and copies of their legislative letters. The Subgrant Report form can be downloaded from the N.C. Arts Council Web site at: [www.ncarts.org/grants-resources/resources/organizations/local-arts-council-resources](http://www.ncarts.org/grants-resources/resources/organizations/local-arts-council-resources). Look for **FY 2023-24 final report for Grassroots Subgrantees**. Subgrant Report Forms should be submitted to the funding agency by June 30th.

## Legislative Letters

Applicants may be required to write their state representatives to thank them for appropriating Grassroots funds. If required, the letter should provide information about how Grassroots funds were used to support your program or project, and the community impact of the event. A copy of all letters to legislators must be included in the final report materials.

- Ability to plan and implement project

## How Subgrant Applications Are Evaluated

Subgrant applications are reviewed by a diverse panel of community members including artists, county and public officials and arts council board members among others. The panel evaluates each application based on the subgrant guidelines and the following criteria:



Panelists discuss and score the grant using an established rating system. The subgrant panel’s funding decisions are then presented as recommendations to the Arts Council board of directors. The board of directors votes and gives final approval to the subgrant panel’s recommendations.

**Questions and Assistance**

If applicants have questions or need assistance, please contact :

Mary Beth Livers  
Executive Director  
Brunswick Arts Council  
execdir.brunswickartscouncil@gmail.com  
910.448.2713 BAC cell  
910.448.1016 personal cell



**Grassroots & ARPA Grants**

*For arts projects from July 1, 2023 to June 15, 2024*

Brunswick Arts Council is the Designated County Partner for the North Carolina Arts Council program in our community. All applicants must contact BAC before submitting an application for either grant. We look forward to working with you to celebrate, cultivate and provide community outreach through the arts.

- Workshops:** May 6 10 am Carolina Shores Library, Calabash
- May 22 6 pm Free Spirit Conservancy. Sunset Beach
- June 8 1 pm Barbee Library, Oak Island
- June 22 10 am Harper Library, Southport
- June 29 7 pm Zoom (email to register)
- July 8 10 am Rourk Library, Shallotte
- July 18 10 am Leland Library, Leland

**Applications:** [www.brunswickartscouncil.org/grants](http://www.brunswickartscouncil.org/grants)

**Contact:** Mary Beth Livers  
execdir.brunswickartscouncil@gmail.com

**Submission Deadline:** Tuesday August 15, 2023

