



ORGANIZATION SUPPORT GRANT GUIDELINES

Purpose

Organization Support Grants are available to support local arts organizations in Cabarrus County. The purpose of these grants is to stabilize and strengthen arts organizations that provide high quality arts programming for the citizens of Cabarrus County.

Application deadline: June 1 at noon.

Eligibility

Organizations that meet the eligibility requirements below may apply for Organization Support Grants, however eligibility shall not guarantee funding.

An eligible organization:

- Is a private, non-profit arts organization classified by the Internal Revenue Service as 501(c)(3)
- Has a mission that focuses solely on the arts
- Is located in Cabarrus County and provides at least 75% of its programs and services in the county
- Submits an independent audit of the most recently completed fiscal year if it has an annual budget of \$125,000 or more. If it has an annual budget of less than \$125,000 it submits an annual income statement and balance sheet that have been approved by the Treasurer.
- Submits a copy of its by-laws if they are not on file at the arts council or if the by-laws have been changed
- Participates in arts organization meetings coordinated by the arts council
- Demonstrates the ability to generate earned income and other private support
- Places the arts council name and logo on all printed pieces, and acknowledges the arts council in news releases

Funding

- Organization Support Grants may support program, operating, and administrative costs.
- Grant funds may not be used to fund capital expenditures.
- Organizations that provide programs year-round may apply for up to 50% of their operational budget.
- Organizations may apply for one arts council grant per year.

Evaluation Criteria

A community panel will evaluate the applications on the following criteria. All funding decisions are final. Please use these criteria to compose the narrative.

- Artistic Excellence
 1. High quality of programs and services
 2. Educational programs and activities
 3. Artistic leadership and development
 4. Use of professional artists in programs and services and/or
 5. Use of local artists in programs and services



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- Organizational Excellence
 1. A clearly stated mission that focuses on the arts
 2. An active, diverse board of directors that meets at least four times per year
 3. Financial stability
 4. Organized marketing and public relations strategy
 5. Fundraising ability
 6. Clear goals for the coming year
- Community Impact
 1. Number of individuals benefiting from its programs and services
 2. Number of artists participating in its programs and services
 3. Geographic area participating in its programs and services
 4. Commitment to develop diversity in audiences
 5. Willingness to cooperate with fellow arts agencies in scheduling and communication

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 four and no less than two 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

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 amount are assured, the Cabarrus Arts Council will notify organizations of any adjustments to amounts.
November-December	First of two checks will be mailed to grant recipients.
February-March	Second check mailed to grant recipients.
May 15	Final reports are due no later than noon on May 15

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