



## 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: August 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.
- 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.

### **Composing the Narrative**

In the application narrative, address the criteria below.

- 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 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 benefitting 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. Demonstrated 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 (PO Box 809) by **noon** on **August 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 single-sided pages
- Place organization name on each numbered page of the Narrative
- 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

August 1	Grant applications due by noon
September	Panel meetings and organization interviews
October	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.
November	When the state budget is finalized and Grassroots Grant amounts are assured, the Cabarrus Arts Council will notify organizations of any adjustments to grants.
December - February	First check will be mailed to grant recipients. Grassroots funds are sent from the state in installments.
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.