



## PROJECT ASSISTANCE GRANT GUIDELINES

### Purpose

Project Assistance Grants are available to non-profit organizations in Cabarrus County. The purpose of these grants is to support programs of artistic merit that have community or statewide impact. Project Assistance Grants support exemplary forms of artistic expression in a variety of artistic disciplines.

**Application Deadline: August 1 at 5:00**

### Eligibility

Organizations that meet the eligibility requirements may apply for Project Assistance Grants, however eligibility does not guarantee funding.

An eligible organization:

- Has tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Is not an educational institution (Please see Arts Education Grant).
- Project Assistance Grants may not be used to fund history programs.
- Project Assistance Grants may not be used for religious organizations.

### Project Timeline

Funded projects should be completed between July 1, 2019 and June 30, 2020.

### Matching Requirements

- Organizations may apply for up to 50% of the cost of the project.
- Grant funds must be matched in cash. In-kind contributions may not be considered for matching purposes, but may be documented as additional evidence of support.

### Funding

- Project Assistance Grants may support artistic expenses directly related to the proposed project.
- Allowable fees may include artist fees, marketing, promotion, travel, contractual fees, rental or purchase of equipment and other project-related costs.
- Organizations may apply for only one arts council grant per year
- Project Assistance Grants fund project costs and may NOT be used for:
  1. Administrative staff or general operating expenses
  2. Activities concurrent with the project that are not arts-related
  3. Food or beverages for hospitality or entertainment functions
  4. Capital expenditures
  5. Fundraising events



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### Composing the Narrative

In the application narrative, address the criteria below.

1. Describe your proposed project in the context of the organization's purpose and goals. Explain in a clear and concise manner what activities will occur, when and where the project will happen, and why it is important.

2. Describe the specific artists, personnel, and participants involved in the project and the rate of payment for artist services.
3. Describe the artist selection process.
4. Provide a brief summary of your organization's experience in presenting artists during the past two years.
5. Describe what you hope to accomplish through this project and how you will measure the project's success.

### **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 **5:00 on August 1**. This is not a postmark deadline. **Late or incomplete applications will not be accepted.** Submission guidelines are as follows:

- Applications must be typed in 12 point font
- The Narrative should be 300 to 500 words.
- 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 5:00 pm
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 grant amounts.
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 immediately following project completion and no later than 5:00 on May 15.

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