



## 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 14 at 5:00.**

### 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 support operating, administrative and program costs. Do not select just one project – this is to strengthen your organization.
- 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.

- A. Describe your organization
  - a. Mission
  - b. Board structure and diversity
  - c. Finances and fundraising
- B. What is your outreach
  - a. The number of participants/members
  - b. The number of performances/other services
  - c. The number of audience members
- C. Artistic excellence



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### 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 14**. 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 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 14                      Grant applications due by 5:00

May 15                         Final reports are due no later than 5:00 on May 15.

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