

Mini Grants

Who May Apply?

The applicant can be a non-profit organization or municipality operating in Cumberland County presenting a cultural arts activity. A group of artists or an individual artist may apply for a mini-grant as long as the applicant is based in Cumberland County and the funded project will occur in Cumberland County. Organizations who are ineligible to receive funding in other Arts Council grant categories due to unfulfilled grant requirements may not apply.

You may only apply for one (1) grant in 12-month period.

What Projects are eligible?

Mini Grants fund projects in all cultural art forms that will be completed in a six (6) month period. Projects that the Arts Council's Project Support Grants Panel has reviewed twice and not funded are not eligible for Mini Grants.

Fundraisers for non-arts and cultural nonprofits are not eligible for mini grants.

What May I Ask For?

A mini Grant will be no more than \$1,250. Grants may also be submitted for space usage in the Arts Center. The Arts Center contains multi-use spaces for meetings, receptions, workshops, rehearsals, exhibitions and performances. As part of your Mini Grant request you may ask for the use of these spaces for limited time for a particular project.

Is this a matching grant?

No, there is no requirement for the applicant to provide matching funds.

What is the Evaluation Criteria?

Applications are evaluated on:

- Quality of art or cultural arts experience.
- Feasibility of project - including the budget, potential community impact, and the need for support.
- Grants of space use are also dependent on scheduling restrictions.

What is the Deadline for Application?

A Mini Grant application may be submitted anytime, however applications will only be reviewed on a quarterly basis (July, October, January and April). Grant applicants may be asked to present in person to the Mini-Grant Committee which will meet quarterly.

Can I Get Assistance in Preparing my Proposal?

If you have any questions about the application or your proposal please contact Margo Jarvis, Grants Manager at 910-323-1776 or margoj@theartscouncil.com

How do I Apply for a Mini Grant?

Fill out the Mini Grant Application form and submit the signed original and support materials to:

Margo Jarvis, Grants Manager
margoj@theartscouncil.com

Applications not received by the 1st of July, October, January and April will be referred to the next Mini Grant Committee meeting.

Reporting Requirements

Final reports with supporting material and required documentation for a full accounting of the funded project must be submitted no later than the final report date indicated in the contract. As part of this report, the grantee must submit copies of the project's publicity giving recognition to the Arts Council of Fayetteville/Cumberland County.

Grantees will also be required to present in-person to the Mini-Grant Committee upon completion of the project.

A late or incomplete final report is a violation of the grant contract. A report is late when it is received after the "report due" date shown on the grant contract.

Changes

Inform the Arts Council immediately any grant monies which are not going to be used so that they can be regranted.

Written requests must be submitted to propose a material change in the budget, dates or scope of the project which deviates from the content of the original application.

No such change can be made without the advance written approval of the Arts Council (e.g., a second project cannot simply be

substituted by the grantee if the approved project is unable to be executed).

Do not use these grant funds to match any other grant from the Arts Council of Fayetteville/Cumberland County.

Violations are taken into consideration when an organization applies for future grants. Funding may be denied based on reporting practices.

How will I receive my grant funds?

Grant funds will be distributed in one of three ways:

1-The Arts Council will pay invoices related to the project.

2-The Arts Council will reimburse grantee for expenses.

3- Prior grant recipients who have successfully completed previous grants may request to be paid 80% upon execution of contract and the final 20% upon receipt and acceptance of the final report.

Accounting Procedures

Anytime the Arts Council deems it necessary or appropriate, an internal audit may be made of the grantee's books or records to assure the accuracy and the liability of the financial condition of the grantee.

Grantees must maintain grant records for three years from the date of the submission of the final report or from the date, in the case of an audit, when audit findings and recommendations are resolved, whichever is later.

Applicant Organization, Municipality or Artist

Applicant _____
Name of Organization _____
Mailing Address _____

Daytime Phone _____ Email _____
Contact Person _____ Title _____

Status of Applicant () Not-For-Profit Organization () Artist () Municipality

Tax ID# (for Business) _____ SS# (for artist) _____

Description of Project— please complete the following questions.

What are you planning to do?

Where and when will you do it (please be specific)?

Why will you do it?

How does it fulfill your mission/goals/?

What are your criteria for success?

Have you done something similar in the past? Please be specific.

Resources Requested from the Arts Council of Fayetteville/Cumberland County

A. \$ _____ Date(s) when cash grant is needed _____

B. Space(s) in Arts Center Building Date(s) when space grant needed: _____

Resources Needed to Accomplish the Project (include cash amount and sources)**EXPENSES:** Please describe each expense briefly in the "Notes" column, for example:
Marketing \$400.00 design/print/mail 1,000 flyers

		Notes
Contracted Artists	\$ _____	_____
Contracted Services	\$ _____	_____
Travel/Lodging	\$ _____	_____
Marketing	\$ _____	_____
Production Supplies	\$ _____	_____
Production Facility/ Equipment Rent	\$ _____	_____
Other	\$ _____	_____
TOTAL CASH EXPENSES	\$ _____	

For Space in the Arts Center Building, please complete the following:

Dates and times needed: _____

Is there a charge for Admission? If so, how much? _____

Please note: Space grants cannot pay for security or cleaning of the Arts Council. Grant covers usage only. Grantee must pay for additional expenses with their own funds.

I certify that the information contained in this application, including all attachments and supporting materials, is true and accurate to the best of my knowledge. I understand that while the Arts Council will give all appropriate care to documentation material submitted to support this application, the Arts Council cannot be responsible for possible damage to those materials. I also understand that I will be required to complete a written evaluation of my use of the grant if awarded.

Signature of Applicant

Title of Applicant (if applicable)

Date: _____

Mini Grant

Application Form

Attachments: *Your application packet must include these materials to be complete:*

- A. The signed original application form.
- B. One copy of the list of artist(s) involved with the proposed project (if applicable).
- E. One copy of the resume of artist(s) central to the project (if applicable).
- F. For Artist applications, please submit the following:
 - Jpg or pdf of images for visual arts (up to 10)
 - Internet link for music and video ---
 - Manuscript for writers (10-15 pages)

Attached a document with artist's name, title of works submitted, date of work. On labels for work samples submitted of crafts or visual art also include dimensions of work, medium, and indicate the top of the image. All artwork must have been completed in the last three years.

SUBMIT YOUR APPLICATION TO:

Margo Jarvis
Grants Manager
Arts Council of Fayetteville/Cumberland County
margoj@theartscouncil.com