

2023-2024

MINI GRANT – Institutions

Small Project Grants for Non-Profits, Institutions of Higher Education, and Municipal Entities.

Program Guidelines & FAQ's

What is a Mini Grant?

Arts Council Mini Grants build capacity for artists, nonprofits, and municipal entities in Cumberland County. Mini Grants support one-time cultural arts events with a focus on growing the local arts economy, engaging new and innovative programming, and providing support to diverse artistic mediums to Cumberland County.

Who May Apply?

- 501(c) nonprofit organizations with an on-going presence in Cumberland County
- Municipalities and grant-funded offices within a local municipality or other Cumberland County office

What Projects, Activities, and Events are Eligible?

- Arts, culture, and history projects, activities, or events that take place in Cumberland County
- Projects, activities, or events can be completed within 6 months of the grant award
- Virtual/online projects with artists whose primary residence is Cumberland County

What Projects, Activities, and Events are NOT Eligible?

- Projects, activities, or events that do not take place in Cumberland County
- Projects led by an institution who is not in good standing with other Arts Council grants
- Fundraisers for NON arts-, culture-, or history-focused nonprofits
- Projects, activities, and events NOT accessible by the general public (free or otherwise)
- Projects, activities, and events that promote a particular religious dogma or faith
- Projects, activities, and events that have previously been reviewed twice and were not funded
- Projects, activities, or events led by an organization who receives C.O.RE. funding

What are the Allowable Expenses and Restrictions for Institutions?

- Allowable Expenses for Institutions include:
 - Requests between \$500.00-\$3,000.00
 - Contracted Artist Fees
 - Other Contracted Services
 - Project supplies/materials
 - Space/equipment rental, etc.
 - Request for use of the Arts Center gallery space
 - Marketing/outreach expenses up to **but not exceeding 25% of the Mini Grant budget**
- Restrictions for Institutions include:
 - Requests for awards exceeding \$3,000.00
 - Food and Drink expenses
 - Capital expenses
 - Requests for funds to pay administrative/overhead costs and/or special contracts to pay staff, Board, leadership, and/or sole proprietors associated with applying institution
 - Funds for subgranting or awards/scholarships

How do I Apply for a Mini Grant?

- Applications on [Foundant](#)
- Apply online by the following deadlines :
 - **August 15, 2023** for a September 15, 2023 Project Start Date
 - **November 15, 2023** for a December 15, 2023 Project Start Date
 - **February 15, 2024** for a March 15, 2024 Project Start Date
 - **May 15, 2024** for a June 15, 2024 Project Start Date
- Upon submission of the application and supporting materials, applicants will work with Michael Curtis Houck, Director of Grants and Allocations, to refine and prepare the application for panel review. Michael Houck can be reached at MichaelH@theartscouncil.com or by phone at 910-323-1776 ext 1001

What's in the 'Application'?

- The application consists of three primary sections: the Narrative, the Budget, and Attachments

What is in the 'Budget'?

- Download a sample Mini Grant Budget template [HERE](#). Download a sample of a completed Mini Grant Budget [HERE](#).

What is in the 'Narrative' section?

- Tell us your organization's mission statement as stated in your Articles of Incorporation.
- Tell us about your proposed Mini Grant project, activity, or event.
You should include where and when your event will take place, who will be involved, and all artistic and cultural activities that will take place.
- What will Mini Grant funds be used for?
You should be as detailed as possible, including exactly what you plan to spend grant funds on. This should match the budget you upload.
- Why is this project, activity, or event important for Cumberland County and its residents?
You should include who will attend, why this is important to you/your organization, any particular population(s) that this project/event would uniquely benefit from, and how this fits into your/ your organization's mission.
- How will this program increase your organization's capacity to meet its mission in the community?
You should include who will attend, why this is important to you/your organization, any particular population(s) that this project/event would uniquely benefit from, and how this fits into your/ your organization's mission.
- What goals do you have for this project, activity, or event?
Goals should be SMART - Specific, Measurable, Achievable, Relevant, and Time-Bound. You should explain how you plan to track and measure these goals.

- How do you plan to market this project, activity, or event?
Your event must be open to the public but can be specifically marketed to a target audience. If you already have a built-in audience, you should tell us about them in this section. If you plan to use funds to pay for marketing, include that information.

What is in the 'Attachment' section?

- Work Samples
- Resume
- Budget
- Federal Tax Exemption letter
- Current Charitable Solicitation License

What are the Evaluation Criteria for Institutions?

- The Grant Assessment Committee consists of Arts Council Board members with a wide variety of experience in the arts, project management, education, and finance. The Committee uses the following criteria to evaluate the strength of a Nonprofit or Municipal Entity Mini Grant application:
 - Artistic Excellence – 55 points
 - Programming of high artistic, cultural and/or historic merit.
 - New and innovative programming
 - Utilizing local professional artists or cultural professionals.
 - Involvement of avocational and/or professional artists who represent previously underserved populations including BIPOC populations.
 - Strength of artistic resume and work samples provided by applicant.
 - Benefit of the proposed project to the artist's professional growth.
 - Project Merit – 45 points
 - Feasibility of budget.
 - Clearly attainable goals and outcomes.
 - Clear capacity building efforts
 - Opportunity for professional growth in the artistic community.
 - Effective marketing and communications strategies for the project.
 - Past performance with previous Arts Council grants (where applicable).

How Will I Receive my Grant Funds?

- Prior grantees of the Arts Council in good standing can qualify to receive 80% of the Mini Grant award upon execution of their contract; the final 20% will be paid upon receipt and approval of the Mini Grant Final Report.
- In certain projects, the Arts Council may elect to reimburse the grantee for expenses from the approved project budget not to exceed the maximum amount of the award granted.

General Grant Guidelines

What are the Accounting Procedures for my Mini Grant payment?

- Grantees must maintain grant records for five years from the date of the submission of the Final Report or, in the case of an audit, from the date when audit findings and recommendations are resolved, whichever is later.
- Arts Council staff may periodically contact Mini Grant recipients over the course of their project period to assess the status of their project.

Can I Get Assistance in Preparing my Application and Proposal?

- The Arts Council will offer Mini Grant application workshops throughout the year. Please watch social media and the Arts Council's website for Mini Grant workshop dates.
- Whenever possible, The Arts Council will provide appropriate aids and services leading to effective communication for qualified persons with disabilities or limited English.
- If you have any questions about the application, your proposal, or would like to request help in filling out the application, please contact Sarah Busman, Arts Education Manager, at sarahb@theartscouncil.com or by phone at 910-323-1776.

What are My Reporting Requirements?

- A Final Report is required for all Mini Grant projects, events, and activities. The Final Report due date is specified in the Mini Grant contract – generally within 30 days after the conclusion of the project, activity, or event.
- A Final Report template will be provided to each grantee upon execution of their Mini Grant contract.
- A late or incomplete Final Report is a violation of the grant contract and may result in the loss of grant funds. A report is “late” when it is received after the “report due” date shown on the grant contract unless otherwise approved in advance by Arts Council staff.
- All Mini Grants require a Final Report and must include at least one photograph or work sample of the project, activity, or event. All grantees will give consent for the Arts Council to use Mini Grant photographs for marketing, publicity, etc..
- All Mini Grant Final Reports require documentation of how Mini Grant funds were used including cancelled checks, invoices, credit card statements, etc.
- Any grant funds that are unused upon submission of the Final Report will be refunded to the Arts Council immediately. Grant funds must also be returned for the cancellation of the project, event, or activity.

What are the Marketing and Publicity Requirements for my Materials?

- Copies of marketing and publicity materials must be included with the Final Report.
- All Mini Grant awards are required to include the logo of the Arts Council of Fayetteville/Cumberland County on marketing materials.
- Logos and style guideline can be accessed at: <https://www.theartscouncil.com/logos>.