

2022-2023

MINI GRANT

Program Guidelines & FAQ's

What is a Mini Grant?

The Arts Council of Fayetteville/Cumberland County's Mini Grant program provides artists, nonprofits, and municipalities an opportunity to request funding for one-time cultural arts programs through a less competitive format while developing a working relationship with the Arts Council.

For the 2022-2023 Fiscal Year, the Arts Council of Fayetteville/Cumberland County will disburse \$130,000 throughout Cumberland County for Mini Grant funded cultural arts programs.

Who May Apply?

Artist/Group of Unincorporated Artists

- An individual artist who resides in Cumberland County may apply for a Mini Grant. The artist must submit their resume with the application.
- A group of unincorporated artists currently residing in Cumberland County may apply for a Mini Grant. One artist should apply as the Lead Artist and submit their resume with the application. Other participating artists should be identified by name and discipline on a separate attachment submitted with the application.
- Proof of residency will be requested.

Nonprofit Organizations

- 501(c) nonprofit organizations based in Cumberland County may apply for a Mini Grant.
- The organization must not have any overdue or back taxes and can not have any pending legal action or mediation against them.
- The organization must have an up-to-date Charitable Solicitation License registered through the Office of the NC Secretary of State.

Municipal Entities

- Local municipalities and grant-funded offices within a local municipality or other County office may apply for a Mini Grant.
- Municipalities include City of Fayetteville, Town of Eastover, Town of Falcon, Town of Godwin, Town of Hope Mills, Town of Linden, Town of Spring Lake, Town of Stedman, and the Town of Wade.

What Projects, Activities, and Events are Eligible?

- Arts, culture, and history projects, activities, or events that take place in Cumberland County are eligible for funding through Mini Grants.
- Projects, activities, or events may or may not charge an event fee for participants, but **must be open to the public**.
- Projects, activities, or events must take place within 6 months of the Mini Grant award.
- Virtual/online projects with artists whose primary residence is Cumberland County are eligible for Mini Grants.

What Projects, Activities, and Events are *NOT* Eligible?

- Projects, activities, or events that **do not** take place in Cumberland County are not eligible.
- Any applicant who is not in good standing with other Arts Council grants, such as an incomplete or missing final report, is ineligible.
- Fundraisers for NON-arts and culture nonprofits with projects, activities, or events that do not align with the Mission of the Arts Council are not eligible.
- Projects, activities, and events **NOT** open to the general public are not eligible for Mini Grants.
- Projects, activities, and events that overtly promote a particular religious dogma or faith.
- Projects, activities, and events that have previously been reviewed **TWICE** and were **NOT** funded are ineligible.
- Schools are generally not considered for a Mini Grant and should make a request for teaching artists through the Artists In Schools program.
- Project, activities, or events lead by a full-time student are ineligible.
- Projects, activities, or events lead by an organization who receives C.O.R.E. grant are ineligible.

What are the Allowable Expenses and Restrictions for Artists?

- Allowable Expenses for Artists include
 - Requests between \$500.00-\$2,000.00
 - Cumberland County artist fees, project supplies/materials, contracted services, 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 award
 - Applicant Artist Fees up to but not exceeding 25% of the Mini Grant award
- Restrictions for Artists include
 - Requests for awards exceeding \$2,000.00
 - Applicant Artist fees exceeding more than 25% of the Mini Grant award
 - Food and Drink expenses

What are the Allowable Expenses and Restrictions for Nonprofits and/or Municipal Entities?

- Allowable Expenses for Nonprofits and/or Municipal Entities include
 - Requests between \$500.00-\$3,000.00
 - Cumberland County artist fees, project supplies/materials, contracted services, 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 award
- Restrictions for Nonprofits and/or Municipal Entities include
 - Requests for awards exceeding \$3,000.00
 - Food and Drink 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 Nonprofit or Municipal Entity.

How do I Apply for a Mini Grant?

- Apply online.
- Upon submission of the application and supporting materials, applicants will work with Sarah Busman, Arts Education Manager, to refine and prepare the application for panel review. Sarah Busman can be reached at sarahb@theartscouncil.com or by phone at 910-323-1776 ext 1011.

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 is the Deadline for Application?

- **June 15, 2022** for a **July 15, 2022 Project Start Date**
- **September 15, 2022** for an **October 15, 2022 Project Start Date**
- **November 15, 2022** for a **December 15, 2022 Project Start Date**
- **April 14, 2023** for an **May 15, 2023 Project Start Date.**
- Projects must be complete within *6 months* of the Mini Grant award/Projected Start Date.

What's in the 'Application'?

- The application consists of three primary sections: the Narrative, the Budget, and Attachments (for artists only)

What is in the 'Budget'?

- A Mini Grant application **requires** a budget.
- Download a sample Mini Grant Budget template [HERE](#). Download a sample of a **COMPLETED** Mini Grant Budget [HERE](#).
- All Mini Grant applications must include any relevant proposals, quotes, *etc.* documenting the use of Mini Grant funds.

What is in the 'Narrative'?

- The Narrative is made up of a handful of questions that allow you to make the best case possible for your Mini Grant.
- These questions include:
 - In a paragraph or two, please tell us about your proposed Mini Grant project, activity, or event.
 - In a few sentences, please tell us when and where you Mini Grant project, activity, or event will take place.
 - In a few sentences, please tell us why this project, activity, or event is important for Cumberland County and its residents.
 - In a few sentences, please tell us what goals you have for this project, activity, or event. Please explain how you plan to track and measure your goals.

- In a few sentences, please tell us how you plan to market this project, activity, or event. Please be as specific as possible.
- Download a sample of a COMPLETED Mini Grant Narrative [HERE](#).

What are the Evaluation Criteria for Artist Applicants?

- 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 an Artist Mini Grant application:
 - Artistic Merit – 55 points
 - Programming of high artistic, cultural and/or historic merit.
 - 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.
 - 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).

What are the Evaluation Criteria for Nonprofits/Municipal Entities?

- 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/Cultural/Historic Merit and Integrity – 50 points
 - A project that is new, creative, or unique to Cumberland County.
 - Programming of high artistic, cultural and/or historic merit.
 - Artistic Excellence & Program Impact – 25 points
 - Utilizing local artists or cultural professionals.
 - Diverse participants, including persons or groups who have limited arts or cultural opportunities due to educational, geographic, cultural, physical, economic, or other constraints.
 - Program Management – 25 points
 - Feasibility of project, including budget and potential community impact.
 - Clearly attainable goals and outcomes.
 - 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.
- If an 80/20 award is unavailable, the Arts Council may choose to **reimburse** the grantee for expenses from the approved project budget not to exceed the maximum amount of the award

granted.

- 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 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 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 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.*

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.
- All Mini Grant awards over \$1,000 are required to include the logos of the Arts Council of Fayetteville/Cumberland County **and** the North Carolina Arts Council on **at least one** piece of marketing material.
- Logos and style guideline can be accessed at: <https://www.theartscouncil.com/logos>.

Can I Change my Project?

- All project changes must be requested in writing in advance.
- No changes will take place without written approval from Arts Council grant staff.
- Requesting a project change does not guarantee approval.

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.