

## **Mini Grants**

### **Who May Apply?**

The applicant can be a non-profit organization or municipality operating in Cumberland County presenting a ***cultural arts activity that is open to the public***. Schools are generally not considered for Mini Grant applications and should refer to the Artists in Schools program for consideration. An individual or group of artists may apply for a Mini Grant if they are 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 receive **only one (1) grant** award in a 12-month period.

### **What Projects are eligible?**

***Projects funded by a Mini Grant must be open to the general public.*** 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 have not funded are ineligible for Mini Grants.

Fundraisers for non-arts and cultural nonprofits are not eligible for Mini Grants.

### **What May I Ask For?**

A Mini Grant award will not exceed \$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 a limited time for a particular project.

### **Is this a matching grant?**

No, there is no matching requirement for a Mini Grant.

### **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 Arts Center space are dependent on scheduling restrictions.

### **What is the Deadline for Application?**

A Mini Grant application may be submitted anytime, however, applications will be reviewed on a quarterly basis in August, November, January and April. Grant applicants may be asked to present in person to the Mini Grant Committee during its quarterly meeting.

### **Can I Get Assistance in Preparing my Proposal?**

If you have any questions about the application or your proposal, please contact Kennon Jackson, Grants Manager at 910-323-1776 or [kennonj@theartscouncil.com](mailto:kennonj@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:

Kennon Jackson, Grants Manager at [kennonj@theartscouncil.com](mailto:kennonj@theartscouncil.com).

Application deadlines are July 24 for an August start date, November 20 for a December start date, February 19 for a March start date, and May 21 for a July start date.

### **Reporting Requirements**

Final reports with support materials and required financial documentation for 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 for the grant.

Grantees may 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 without prior approval.

### **Project Changes**

Changes in the project's budget, dates, or scope of work as submitted in the original Mini Grant application must be requested in writing to the Arts Council.

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).

The grantee must immediately inform the Arts Council of any funds not expended as part of its Mini Grant award so that these funds can be regranted. Failure to do so is a violation of the grantee's contract.

Mini Grant funds cannot be used as a match for other grants from the Arts Council of Fayetteville/Cumberland County.

*Violations are taken into consideration when an organization applies for future grant funding. Applicants may be denied based on the history of their reporting practices to the Arts Council.*

### **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 the grantee for expenses as budgeted in their project application.

3- Prior grant recipients who have successfully completed previous grants may request to be paid 80% of their award upon execution of the Mini Grant contract; the final 20% will be paid upon receipt and acceptance of the Mini Grant Final Report.

### **Accounting Procedures**

The Arts Council reserves the right to periodically conduct an internal audit of a grantee's financial 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 or, in the case of an audit, when audit findings and recommendations are resolved, whichever is later.

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***The Mini Grants program is a new initiative for the Arts Council of Fayetteville/Cumberland County. As the program continues to grow, the Arts Council reserves the right to make periodic revisions to these guidelines to reflect the best interest of the organization and its grant making process.***

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**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 ) \_\_\_\_\_

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**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.

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**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: \_\_\_\_\_

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**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

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

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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.

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**Signature of Applicant**

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**Title of Applicant (if applicable)****Date:** \_\_\_\_\_

# Mini Grant Application Form

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

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- 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)

Attach 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:**

Kennon Jackson  
Grants Manager  
Arts Council of Fayetteville/Cumberland County  
[kennonj@theartscouncil.com](mailto:kennonj@theartscouncil.com)