

Robeson Co. Arts
Council
Grassroots Arts
Program Subgrant
Application Form
FY 2021-2022



Submit this report to your funding agency. **It should not be submitted to the North Carolina Arts Council.**

I. Organization Information

Name of Organization _____
Contact Person's Name _____
Contact Person's Title _____
Mailing Address _____ City _____
State: North Carolina Zip Code _____
County _____ Work Phone (_____).
_____ Fax Number () _____ E-mail Address _____
_____ Website _____
_____ Organization's EIN _____

Applicant Race _____

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

Organizational Finances:

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

Last Year Actual FY	Current Year FY _____	Next Year FY _____

Actual Income \$	Income \$ _____	Projected Income \$ _____

Actual Expenses \$

Expenses \$ _____

Projected Expenses \$

Grassroots Arts
Program Subgrant
Application Form FY
2020–2021



II. Project Description

Grant Amount Requested: _____

Project Start Date: _____ (No earlier than July 2021)

Project End Date: _____ (No later than June 15, 2022)

Project Narrative:

Please attach a narrative providing the information requested below for the project you propose. Please be concise and specific as possible:

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, including estimated numbers and racial and cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of the artists to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project

Grassroots Arts
 ProgramSubgrant
 Application Form FY
 2021–2022



Project Budget:

Please provide a projected budget for your proposed project utilizing the format below.

Project Expenses	Cash Expenses	=	Grant Amount Requested	+	Applicant Cash Match
A. Personnel					
1. Administrative Staff	_____		-		-
2. Artistic Staff	_____		-		-
3. Technical/Production Staff	_____		-		-
B. Outside Fees and Services					
1. Artistic Contracts	_____		-		-
2. Other Contracts	_____		-		-
C. Space Rental					
	_____		-		-
D. Travel					
	_____		-		-
E. Marketing					
	_____		-		-
F. Remaining Project Expenses					
	_____		-		-
G. Total Cash Expenses	_____	=	-	+	-
Project Income					
A. Admissions	_____				
B. Contracted Services Revenue	_____				
C. Other Revenue	_____				
D. Private Support	_____				

- 1. Corporate Support _____
- 2. Foundation Support _____
- 3. Other Private Support _____

E. Government Support

- 1. Federal _____
- 2. State/Regional _____
- 3. Local _____

F. Applicant Cash _____

G. Grant Amount Requested in this application _____

H. Total Cash Income (Must at least equal Total Cash Expenses, Item G above) _____

Grassroots Arts
Program Subgrant
Application Form FY
2021–2022



Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official _____

Signature of Authorizing Official _____ Date _____

Signature of Contact Person _____ Date _____

Guidelines for Grassroots Arts Program Subgrants

Since 1977, the N.C. Arts Council's Grassroots Arts Program has provided North Carolina citizens access to quality arts experiences. The program distributes funds for the arts in all 100 counties of the state primarily through partnerships with local arts councils.

Eligibility for Application

- All organizations must have been in operation for at least one year. While nonprofit 501(c)(3) status is preferred, organizations that are nonprofit in nature may also apply.
- All organizations must reside and carry out projects within the county they are applying for funds.
- Individuals are not eligible to apply for Grassroots Arts funds.
- Applications and support materials must be completed and received by the due date.
- All projects must take place between July 1, 2021 and June 15, 2022.
- Grant amounts range from \$500 and up.

What the Grassroots Arts Program Funds

Grassroots Arts Program funds may be used for expenditures to conduct quality arts programs or operate an arts organization. Typical uses of Grassroots money include:

- Program expenses such as professional artists' fees and travel, space rental, advertising, marketing and publicity, Web site and electronic media, scripts, costumes, sets, props, music and equipment rental.
- Operating expenses for qualified arts organizations not already receiving operating support from the N.C. Arts Council. These can include salaries, telephone, office supplies, printing, postage, rent, utilities, insurance and equipment rental.

Priorities for Funding

The first priority of the Grassroots Arts subgrant program is to provide operating or program support to qualified arts organizations not already receiving or eligible to receive support from the N.C. Arts Council. These include theaters, symphonies, galleries, art guilds, choral societies, dance companies, folk arts societies, writers' groups and arts festivals, among others.

The second priority of the Grassroots Arts subgrant program is to support arts learning and arts in education programs conducted by qualified artists. These can be artist residencies in schools, afterschool or summer camps or adult arts learning classes.

The third priority of Grassroots Arts subgrants is to community, civic and municipal organizations. These programs must be conducted by qualified artists.

Funding Policies

- Tribal organizations that receive Grassroots funds must represent state or federally recognized tribes.
- Colleges, universities and libraries may receive grants for arts programs that are community-based or generate regional arts involvement. Grants may not support their internal programs, administration or operation expenses (library books, band boosters, equipment purchases).
- Grassroots funds may not be awarded to individuals or to organizations for prizes, competitions, tuition, or financial rewards.
- Grassroots funds may not be used for art supplies or equipment.
- Religious organizations or churches may not receive Grassroots funds unless the programs are presented outside regular church services, engage the larger community and do not contain religious content.
- Grassroots funds may not be used for activities associated with a school's internal arts programs such as in-school student performances, the purchase of art supplies, or student arts competitions and publications.
- Municipalities (city/county governments) may receive grants for arts programs which use qualified artists to conduct programs that involve the greater community. Grants may not support internal programs, administration or operating expenses.

Grassroots Arts Program money may not be used for the following kinds of expenditures:

- Art, music, and dance therapists
- Artifacts
- Purchase artwork
- Purchase equipment or art supplies
- Capital expenditures or equipment
- Contingency funds
- Deficit reduction
- Fundraising events
- Food or beverages for hospitality or entertainment functions
- School band activities or equipment
- School choral activities
- Lobbying expenses
- Oral history and history projects
- Tuition for academic study
- Interest on loans, fines, or litigation costs

Grassroots Arts Program Subgrant Requirements

Matching Requirement

All subgrantees must match their grant amounts dollar for dollar. The funds must come from other public or private sources. Other N.C. Arts Council funds cannot be used as a match.

North Carolina Arts Council Recognition

Subgrantees must acknowledge the N.C. Arts Council's support of their event or projects by including the N.C. Arts Council's logo, and funding credit line in all print and promotional materials related to the grant. The N.C. Arts Council's website offers information and downloadable logos at <http://www.ncarts.org/Grants/Logo-Use>

Reporting Requirements

Each subgrantee is required to submit a final report providing a detailed description of the funded project, participation statistics and demographics, sample marketing and program materials using the N.C. Arts Council credit line and logo, and copies of their legislative letters. The Subgrant Report form can be downloaded from the N.C. Arts Council Web site at: <http://www.ncarts.org/resources/local-council-resources>. Look for **FY 2019–2020 final report for Grassroots Subgrantees**. Subgrant Report Forms should be submitted to the funding agency by June 30th.

Legislative Letters

Applicants may be required to write their state representatives to thank them for appropriating Grassroots funds. If required, the letter should provide information about how Grassroots funds were used to support your program or project, and the community impact of the event. A copy of all letters to legislators must be included in the final report materials.

How Subgrant Applications Are Evaluated

Subgrant applications are reviewed by a diverse panel of community members including artists, county and public officials and arts council board members among others. The panel evaluates each application based on the subgrant guidelines and the following criteria:

- Artistic quality of proposed project or programs
- Community impact of project or programs
- Ability to plan and implement project
- Stability and fiscal responsibility of the organization

Panelists discuss and score the grant using an established rating system. The subgrant panel's funding decisions are then presented as recommendations to the Arts Council board of directors. The board of directors votes and gives final approval to the subgrant panel's recommendations.

Questions and Assistance

If applicants have questions or need assistance, please contact **Vanessa Abernathy**, (215) 292-9238 (rcaclumberton@gmail.com).



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