



## METROPOLITAN ARTS COUNCIL

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*Project Support Grant for ARTISTS*

**GUIDELINES – FY18**

**Please read the following documents carefully. Retain part I (Guidelines, 4 pages) for your records and submit part II (Certification Form, 2 pages) to MAC along with supporting application materials (\*see Application Requirements, Checklist).**

### MAC'S MISSION & THE GRANT PROGRAM PURPOSE

The Metropolitan Arts Council (MAC) is a 44 year-old arts service and development nonprofit agency that provides financial support and technical assistance to artists, arts and community organizations and arts educators in Greenville County. The arts are an essential part of life in Greenville. MAC serves as a catalyst for participation, education, development, and promotion of excellence in the arts in the community. Its mission is served further through the Quarterly Grant Program when funded projects expand availability and accessibility of the arts within our community; involve young people in the arts; provide arts experiences to new or underserved audiences; use the arts in an innovative way to enhance community life; and show collaboration among two or more organizations and/or individuals. MAC believes that by supporting and thus helping create a strong, fluent and flourishing arts environment benefits the community as much as it does the artists, and it creates a rich array of cultural offerings for residents as well as for tourists.

MAC's Quarterly Grants Program is made possible from support provided by public and private entities including MAC's *Campaign for the Arts*, the City of Greenville, BMW Manufacturing Company, Michelin North America, Inc., SEW Eurodrive and the South Carolina Arts Commission.

### FUNDING PRIORITIES

The **funding priority** of the quarterly project grants program for artists is to support activities that advance the artistic development of individual Greenville County artists. Grants are awarded to help underwrite actual project costs, not ordinary living expenses, and are intended to further the artistic development and growth of our local artists through exhibit opportunities, marketing or publicity plans, conferences, workshops and other professional development engagements.

### ELIGIBILITY CRITERIA

Applicants must satisfy **ALL** eligibility requirements as follows:

- Be a practicing artist in dance, music, literature, media, theater or visual arts.
- Be at least 21 years old and not a matriculating student throughout the grant cycle.
- Be a permanent residence of Greenville County for a minimum of 6 months prior to the application deadline and during the grant period. Must be able to prove residency if asked by panel.
- Have the ability to match 1:1 any grant funds awarded.

### FUNDING RANGE, MATCH and RESTRICTIONS

**Up to \$1,500.00 and a 1:1 (applicant to MAC) match per award.**

Applicants who have outstanding MAC project support activities or reports are ineligible to apply for funds until all previously awarded grant requirements have been completed and approved. No more than two grants may be awarded to an applicant within one fiscal/calendar year. A single project cannot be funded from two separate quarterly grants.

## 2018 DEADLINES

Applications must be postmarked or delivered to the MAC office by 5pm of the deadline date. No late, faxed or emailed applications may be accepted.

### QUARTER DEADLINES:

1<sup>st</sup> Q: **Thursday, February 15**

2<sup>nd</sup> Q: **Tuesday, May 15**

3<sup>rd</sup> Q: **Wednesday, August 15**

4<sup>th</sup> Q: **Thursday, November 15**

### FOR PROJECTS BEGINNING OR TAKING PLACE DURING:

**May – July, 2018**

**August – October, 2018**

**November, 2018 – January, 2019**

**February – April, 2019**

## APPLICATION REQUIREMENTS

### A COMPLETE application includes the following:

**One (1) ORIGINAL application:** Certification Form, 2-page narrative, budget, pertinent support documents, and supplemental materials (book, CD, DVD, multiple-page theatre program booklets, etc.)

**Nine (9) COPIES** of the original – *these will be distributed to the grants panelists*

Copies should be collated and stapled – no presentation folders are needed. If multiple copies of any of the support materials included with the original application are unavailable or not easily duplicated, MAC will keep originals in the applicant's file and notify panelists of the material's availability.

In final award determination, points deducted for incomplete applications can affect funding level.

### Checklist for complete application:

- CERTIFICATION FORM**
- 2-page project **NARRATIVE** (as outlined in *Narrative* section, next page)
- A detailed project **BUDGET** (as described in *Budget*, below)
- SUPPORT MATERIALS:**
  - Résumé or short, descriptive bio for artist or reprinted portfolio, if pertinent to project.
  - Representative material to demonstrate past and planned artistry and feasibility such as programs, posters, artwork portfolio, media, articles, testimonials, and website pages.

## BUDGET

MAC grants are need-based and providing a well-detailed and balanced budget is a requirement and an important part of the application. The project's expenses must be greater than your available funding. You can request a grant for the amount of the difference if the required applicant match (1:1) has been met. The proposed expenses should be consistent with the project description.

### ARTIST PROJECT GRANT LIMIT: \$1,500

The grant requires a 1:1 match – the grant request cannot be more than 1/2 of the total project expenses.

*Example: If expenses total \$3000, the max request will be \$1500; if expenses total \$1800, grant request will be no more than \$900.*

**Project EXPENSES** (*itemize + total*)

*subtract* **FUNDS provided by applicant** (*itemize + total*)

*equals* **MAC grant requested** (*not to exceed more than 50% of the total expenses*)

### PROJECT EXPENSES

Includes all costs related to the project: supplies, tuition, production or exhibition-related costs, marketing and promotion campaigns – anything necessary to ensure a successful and completed project.

If grant funding is awarded, a FINAL REPORT will be required at the conclusion of the project. Expenditures must be confirmed with receipts, invoices, and other documentation to verify the amounts. Keep records as the project proceeds.

### FUNDS PROVIDED BY APPLICANT

Includes all funding allotted to the project: ticket sales, other grants, business and foundation sponsorships, organization monies, fund-raising donations, etc. *MAC does not reimburse project support grantees for in-kind expenses. Please do not include in-kind items in your project budget as either income or expenses.*

## ASSESSMENT AND SCORING CRITERIA

Individual panelists review and rate grant applications on the basis of specific criteria listed below and then discuss as a group before determining panel recommendations for the MAC board approval. Consider these criteria when preparing your narrative, as well as the *Narrative* questions that follow. Because the panelists who review your project proposal may have no knowledge of you, your art or program, be specific and detailed in your narrative.

### ARTISTRY AND FEASIBILITY REVIEW CRITERION (60 points)

#### Indicators:

- The applicant demonstrates the ability to maintain high professional standards;
- Evidence in the narrative and budget that the project design is feasible and well-planned and considers the *Funding Priorities* of the MAC Project Support Grants;
- Described goal is thought-out and attainable;
- Level of innovative and creative programming;
- Artist's résumé or bio emphasizing ability to fulfill project goals; samples of artist's work;
- Representative material to demonstrate past and planned artistry and feasibility such as programs, posters, artwork, media, articles, testimonials, and website pages.

### PUBLIC IMPACT REVIEW CRITERION (15 points)

#### Indicators:

- Serves the applicant's ability to broaden his/her support within the community;

- Demonstrated need for the project to further the applicant's career and thus, contribution to Greenville;
- Furthering an understanding of and generating interest in the artist's particular art form or discipline;
- Cooperative relationships with other organizations and/or artists if applicable.

### PROJECT MANAGEMENT (20 points)

#### Indicators:

- Evidence of ability to direct and complete the project;
- Evidence that more than adequate financial resources are available to complete the project well;
- Well-planned marketing and publicity efforts; plans for evaluation of project's success or impact;
- Easily understood detailed and itemized budget.

### COMPLIANCE WITH APPLICATION REQUIREMENTS (5%)

- Scored by MAC staff.

## NARRATIVE

### ARTISTRY AND FEASIBILITY (worth 60%)

Summarize the project activity and describe the goals of the project. Describe what will happen, where it will happen, and when. Provide information on why the project is important to you as an artist and how it will improve your artistic abilities.

### PUBLIC IMPACT (worth 15%)

Provide a brief summary of your professional arts background and how the community is enriched by your work. Identify external support from the local cultural community and any target audiences and special populations that your project may serve. If the project is artistic development, will you have an opportunity to share any new creative knowledge with the public? Explain.

### PROJECT MANAGEMENT (worth 20%)

Describe your plan for administering the project. Explain how you will market and publicize the project. Describe marketing, media, and other promotional activities. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project. If the project is artistic development and you are able to share any new creative knowledge with the public, how will you?

### COMPLIANCE WITH APPLICATION REQUIREMENTS – to be reviewed by Arts Council staff (5%)

Incomplete applications will be deducted points. Submit the correct amount of copies and support material (see *Applications Requirement* section). Give a detailed and balanced budget - see budget guidelines, previous page.

## GRANT AWARD PROCESS & TIMELINE

### Panel and Notification process

The grants panel, appointed by the board as recommended by staff, is chosen from a pool of citizens selected for their diverse representation of artistic and cultural interests. The panel members are responsible for recommending funding levels to MAC's board of directors, MAC staff's role is to be administrative and advisory – MAC staff do not score applications or vote on funding recommendations.

Grant application copies and assessment forms are delivered to members of the panel within 4 weeks of the application deadline. Members come together for the panel session, scheduled for a weekday afternoon. Applicants are invited to meet with the panel for 5-minute timed sessions to offer additional information and answer panelists' questions. After the applicant appearances, the panel goes into closed session to deliberate, discuss and provide final scores for each application. These scores are averaged and the applications are ranked in order of their scores. The final applicant score rankings are then used to determine funding level recommendations. Award notification letters will be sent within two weeks after the panel convenes.

MAC reserves the right, in its sole and unreviewable discretion, to refuse any application in whole or in part for any reason or for no reason, and reserves the right to refuse to provide an explanation of its decision. No action or statement by MAC or any constituent of MAC shall be deemed to create any legal right on the part of the applicant to any funding from MAC.

## FUND DISBURSEMENT

### Disbursement of Funds

If awarded funding, a contract will be sent to the applicant. Upon receipt of the applicant's signed contract, MAC will disburse 50% of the award. The remaining funds will be disbursed after the project has been completed and the final report has been received and approved by MAC staff.

### Final Report

A final report must be completed and submitted to MAC no later than six months after the grant contract date. The final report should include a narrative outlining the project's accomplishments, an actual budget and documentation, and sample publicity that acknowledges MAC and its sources of funding. If the project will not be completed by this point, the grantee must notify MAC in writing and request an extension which should include the projected completion date. If a final report or such a request is not submitted, the grant will be cancelled and the final payment will be forfeited. The grantee will also be responsible for returning the first payment in its entirety back to MAC.

## APPEALS

Applicants must initiate a form of appeal within 30 calendar days of the date of the award notification letter. Applicants considering making an appeal must first consult with MAC's Executive Director to review the considerations upon which the funding decision was made. If, after such consultation, the applicant wishes to pursue an appeal, he/she must do so in writing within 7 days of the consultation with the Executive Director. In the Executive Director's response to a formal appeal, a deadline date for submission of all material supporting the appeal will be established – no earlier than 7 days or later than 21 days from the date of the director's letter. Failure by the applicant to meet any deadline date in the appeals process will result in the loss of the right to appeal. A committee of the MAC Board will review all appeals. Should the committee recommend a change in the applicant's funding, the MAC Board at its next regular meeting shall act upon said recommendations.

The ruling of the MAC Board shall be the last administrative remedy and there shall be no further right of appeal. By establishing a procedure for appeals, the MAC is not creating any legally enforceable right on the part of the applicant to any funding or other action of any kind from the MAC. The decisions of the MAC Board are made through a highly subjective and discretionary process of artistic evaluation and weighing of various factors both objective and subjective.

## HELP

Call MAC at 864-467-3132 for assistance. Applications are available on MAC's website: [www.greenvilleARTS.com](http://www.greenvilleARTS.com).



*Read GUIDELINES carefully to understand the full application process.*

APPLICANT CONTACT INFORMATION			
ARTIST'S NAME			
ADDRESS (INCLUDE CITY, STATE, ZIP)			
EMAIL <i>(Required for scheduling of Grants Panel - include alternative email addresses if necessary)</i>			
DAY PHONE	OTHER PHONE	WEBSITE	
ARTISTIC DISCIPLINE			
PREVIOUS MAC PROJECT GRANTS <i>(include dates and project titles or short description)</i>			
PROJECT INFORMATION			
PROJECT TITLE			
SHORT PROJECT DESCRIPTION			
PROJECT DATES <i>(See Application Deadlines section next page.)</i>			
Start Date:		End Date:	
TOTAL PROJECT BUDGET		GRANT REQUEST AMOUNT	
\$ _____		\$ _____	
PROJECT DISCIPLINE <i>(mark all that apply)</i>			
<input type="checkbox"/> 01 Dance	<input type="checkbox"/> 04 Theatre	<input type="checkbox"/> 07 Crafts	<input type="checkbox"/> 10 Literature
<input type="checkbox"/> 02 Music	<input type="checkbox"/> 05 Visual Arts	<input type="checkbox"/> 08 Photography	<input type="checkbox"/> 11 Folk Arts
<input type="checkbox"/> 03 Opera/Musical Theatre	<input type="checkbox"/> 06 Design Arts	<input type="checkbox"/> 09 Media Arts	<input type="checkbox"/> Arts Education

## 2018 APPLICATION DEADLINES

The following dates are the **deadlines** for each quarter in 2017. Months the projects should begin or take place are indicated for each quarter (and have been revised for 2017).

### QUARTER DEADLINES (check one):

- 1<sup>st</sup> Q: Thursday, February 15
- 2<sup>nd</sup> Q: Tuesday, May 15
- 3<sup>rd</sup> Q: Wednesday, August 15
- 4<sup>th</sup> Q: Thursday, November 15

### FOR PROJECTS BEGINNING OR TAKING PLACE DURING:

- May – July, 2018
- August – October, 2018
- November, 2018 – January, 2019
- February – April, 2019

## STATEMENT OF ASSURANCES

If this grant is answered in the affirmative, the applicant agrees that:

- The activities for which the grant is sought will be administered under the supervision of the applicant.
- The funds granted will be spent solely for the described projects and programs.
- No major budget changes will be made without consultation with the Metropolitan Arts Council.
- In conducting the said projects, the applicant will comply with Title IV of the Civil Rights Act of 1964 and Section 504 of Title V of the Rehabilitation Act of 1973 and any applicable South Carolina Law.
- All publicity and program information must contain the MAC logo and a statement of credit for funding as follows:
  - This program is funded in part by the Metropolitan Arts Council with funds received from the City of Greenville, BMW Manufacturing Company, Michelin North America, Inc., SEW Eurodrive and the South Carolina Arts Commission.*
- A final report will be completed and submitted to MAC no later than six months after the grant contract date. The final report will include a full financial accounting, a narrative outlining the project's accomplishments with photos and testimonials, and publicity samples that acknowledge MAC and its sources of funding.

*\* If the project is not completed by this point, the grantee will notify MAC in writing and request an extension which will include the projected completion date.*

**By signing this I affirm that I have read through the GUIDELINES, agree to the above outlined STATEMENT OF ASSURANCES, and am providing a complete application.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Certification Form, page 2 of 2