



METROPOLITAN ARTS COUNCIL

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*Project Support Grant for
ARTISTS GUIDELINES – FY25*

Please read the following GUIDELINES carefully. THIS IS NOT AN APPLICATION. Applications will only be accepted through the new online application form. Links to the Artist Grant online application form will be found on the "Artist Grant" page on greenvillearts.com/grants/artist/

MAC’S MISSION & THE GRANT PROGRAM PURPOSE

The Metropolitan Arts Council (MAC) is a 50 year-old arts service and development non-profit 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 under-served 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 supporting and helping to create a strong, fluent and flourishing arts environment benefits the community as much as it does the artists, and produces 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, 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 or studio expenses, and are intended to further the artistic development and growth of our local artists through exhibit or performance opportunities, marketing and publicity plans, conferences and 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 resident of Greenville County for a minimum of 6 months prior to the application deadline and during the grant period. (Must be able to provide proof of residency if requested.)
- Have the ability to match 1:1 any grant funds awarded.

MAC does not fund projects in their conceptual phase. All applications must present projects that have been thoroughly planned, scheduled and budgeted. Performance dates and times as well as locations must be confirmed.

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.

2025 DEADLINES

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

QUARTER DEADLINES:

1st Q: Friday, February 14

2nd Q: Thursday, May 15

3rd Q: Friday, August 15

4th Q: Friday, November 14

FOR PROJECTS BEGINNING OR TAKING PLACE DURING:

May – July, 2025

August – October, 2025

November, 2025 – January, 2026

February – April, 2026

APPLICATION REQUIREMENTS

A COMPLETE application includes the following:

General contact information, narrative, budget, pertinent support documents, and (optional) supplemental materials.

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

What to expect in the online application:

- General contact information**
- NARRATIVE** (as outlined in *Narrative* section, next page)
- BUDGET** (budget template included in the form)

(optional) **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 GUIDELINES

Applicant must use the provided budget template in the online application form. MAC grants are need-based. A well-detailed and balanced budget is a requirement and important part of the application. The project expenses must be greater than the applicant's available funding. Applicant 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.

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*)

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 or more, the max request will be \$1500; if expenses total \$1800, grant request will be \$900.

PROJECT EXPENSES

Includes all costs related to the project: supplies, post-degree continuing education, production or exhibition-related costs (venue rental and any fees), 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, or check copies/stubs. Do not submit bank statements. 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, personal funds, 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 well 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 support material (see *Applications Requirement* section). Provide 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 applications 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. Final Reports are an online form found on the Artist Grant page on the MAC website at www.greenvillearts.com/grants/artist/. 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.

HELP

Call MAC at 864-467-3132 for assistance. Applications are available on MAC's website: www.greenvilleARTS.com.