

ARTS & HUMANITIES COUNCIL OF TUSCALOOSA COUNTY

SMALL GRANTS PROGRAM GUIDELINES

Purpose: Small grants primarily provide limited support to small or pilot arts activities, to new and developing programs or organizations, or to special projects of high artistic quality which cannot be self-supporting but meet one or more of the Council's goals.

Grants are for Tuscaloosa County organizations (non-profit) and artists only.

For organizations, short term project support may include but is not limited to: exhibits; festivals; residencies; consultants; attendance at seminars; institutes, workshops by artistic and or administrative staff and/or board members or arts organizations; productions; technical assistance; promotion/publicity/printing. In addition, arts and community organizations may apply for assistance to provide free tickets to economically disadvantaged citizens who could not otherwise attend a public arts event or series.

For professional artists, support for pilot or short-term projects or opportunities. May include but is not limited to such possibilities as special projects, travel, registration fees, educational experiences (seminars, workshops, conferences, apprenticeships with master artists) or other costs directly connected with the project.

Guidelines:

- A. Applications in support of the following are discouraged:
 1. Deficit financial and debt retirement
 2. Fraternal organizations, societies, or orders
 3. Political organizations or political campaigns
 4. Lobbying legislators or influencing elections
 5. Fundraising events
 6. Surveys

Funding: A 1:1 match is required of which no more than 25% of total costs may be met by in-kind contributions. Applications showing at least a 1:1 cash match will receive a higher priority for funding. No organization or individual will be awarded more than one Small Grant per year. Priority will be given to projects that have not been previously funded by the Council and to organizations or individuals that are not ASCA grant recipients. For organizations, matching grants will not exceed \$1000. For professional artists, matching grants will not exceed \$750. The minimum for either organizations or artists is \$100.

Eligibility: An organization must meet basic eligibility requirements as an arts organization or as an organization that has arts programming as an integral part of its general activity and service. An individual must be a professional artist who resides in Tuscaloosa County and has exhibited prior artistic excellence in the community. An

organization or artist does not have to be an affiliate or member of the local arts council to be eligible for funding.

Project Dates: The period required to plan, implement and complete the proposed project or activity must fall within the Council's fiscal year (October 1-September 30).

Grant Payment: In general, half of the granted funds will be paid to the grantee in advance, if requested, and the balance paid after the project has been completed and the final evaluation report has been received and approved.

Final Reports: Within 30 days of the conclusion of the project, and/or before September 30th, grantees are required to submit a final evaluation report with financial and other documentation.

Application Procedure: Grants will be awarded once in the Fall. Those seeking a grant must submit a completed application form and requested support materials on or before October 1. Incomplete applications will be disqualified. All applicants will be notified of the disposition of their requests by October 31.

Activity Narrative (Section C, Organizations):

1. Address the specific project or need.
2. Significance of the project to the community.
3. Goals and objectives of the project.
4. The extent to which educational benefits will be generated.
5. The evidence of broad-based community support, planning, participation and collaboration.
6. The potential for long-term impact within a school, school system, a community and/or the state in general.
7. The extent to which professional artists are utilized and benefit.
8. Evidence of an appropriate venue for the activity.