

Small Grants Guidelines for Tuscaloosa County Organizations

The Arts and Humanities Council of Tuscaloosa County announces its annual Small Grants Program, awarding projects by Tuscaloosa County artists and non-profit organizations. Since the advent of the program in 1986, local artists and organizations have received more than \$140,000. **A one-to-one match of funds is required for those organizations applying for grants.** The grants are awarded to new and developing programs or organizations or to special projects of high artistic quality which cannot be self-supporting.

Organizations may apply for Small Grants Program awards for such projects as exhibits, festivals, residencies, consultants, attendance at seminars, institutes, workshops by artistic and/or administrative staff and productions.

The maximum grant available to organizations is \$100.

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 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.

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
7. Food or drinks
8. Undergraduate student projects from colleges and universities

Funding

A 1:1 match is required for Organization Grants 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 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 that are not ASCA grant recipients. For organizations, matching grants will not exceed \$1000 and the minimum 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 organization 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 from October 1-May 5. If October 1 falls on a weekend, the date will shift to Monday or the following business day.

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 May 15, 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