



Community Cultural Connections 2017 - 18 Grant Guidelines

Community Cultural Connections grant program strives to make arts and culture more accessible to underserved populations in Hamilton County, Tennessee: geographic, ethnic, age, and individuals with disabilities.

The *Community Cultural Connections* grants are available to community organizations, government entities, neighborhood associations, ethnic/cultural organizations, emerging arts organizations and faith-based organizations. These organizations do not need to have 501(c)(3) status.

For *Community Cultural Connections* grant questions, information and consultation contact:

Rodney Van Valkenburg, Director of Grants/Initiatives
(423) 777-4214 Rodney@ArtsBuild.com

General Description

- The goals of the program are to:
 - Provide arts and cultural experiences to diverse audiences.
 - Broaden the types of arts and cultural offerings supported by the community, including established and emerging arts organizations.
 - Use arts and culture to strengthen community unity.
 - Demonstrate the positive economic impact of arts and culture.
- Grants will be funded up to \$2,000.
- Groups or organizations must provide funding and/or in-kind donated services for the grant project.
- Past CCC grant recipients may apply if their grant project demonstrates growth.

Application deadline: There is a rolling deadline meaning that applications are accepted at any time, as long as funds are available, with a response within 2-months of submittal. ArtsBuild will contact you to schedule a site visit.

Either mail or email one copy to:

ArtsBuild
301 E. 11th Street Suite 300
Chattanooga, TN 37403
Or
Rodney@ArtsBuild.com

Who can apply?

- Government Entities
 - Cities and Towns in Hamilton County, Tennessee
 - Parks and Recreation Centers
 - Other Governmental Departments
- Neighborhood Associations
- Community Organizations

- Social Service Agencies
- Service Clubs
- Ethnic/Cultural Organizations and Clubs
- Emerging Arts Organizations or Groups
 - Annual budget is less than \$25,000
 - Mission includes providing programming for underserved populations and/or enhances our community by diversifying arts and culture opportunities (within the disciplines of dance, folk art, media, music, theatre and visual arts) in Hamilton County.
 - This group may be a program within a non-arts organization.
- Faith-based Organizations
 - Activities must be secular in nature and open to general public.
 - Faith-based organization groups or clubs serving underserved populations

Who may not apply?

- ArtsBuild's Cultural Partners
- Schools (public, private, home school groups)
- PTA groups
- Organizations and groups based outside of Hamilton County, Tennessee

Grant Projects

- Type of arts and cultural offerings funded may include, but are not limited to:
 - Festival performances and exhibits
 - Special performances and exhibits by residents
 - Special performances and exhibits by performing arts and visual arts groups
 - One day workshops
 - Art/Cultural classes
 - Trips to local cultural resources

Note: Cultural offerings must be within the disciplines of dance, folk art, literature, media, music, theatre, or visual arts.
- Funding may be used for:
 - Artist/arts organization fees
 - Supplies/small equipment
 - Transportation
 - Rental fees
 - Marketing
 - Documentation
 - Assessment tools
 - Project Director fees (no more than 10% of total project)
- Funding may not be used for:
 - Permanent positions of an organization
 - Capital improvements (buildings or construction)
 - Major equipment purchases
 - "Seed money" for starting new organizations
 - School projects
 - Fundraisers
- Additional Project Information
 - All project activities funded through this program must be open to the general public
 - All artists engaged in projects must be approved by ArtsBuild.

- Participant and audience numbers must be tracked.
- Project expected outcomes must be stated and assessed.
- Project must be documented.
- Project must include publicity that recognizes ArtsBuild and the *Community Cultural Connections* grant program.

Application Information and Tips

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- 501 (c)(3) Status. It is not a requirement for the grant, but please check the appropriate box for our records.
- Organizations or Groups must have established a bank account. **All grant recipients must submit a w-9 to receive grant funds.**
- Project contact would be the person responsible for implementing the project and the main contact with ArtsBuild.
- Authorized Signature would be the person, such a Chairperson, who is authorized to approve the expenses and implementation of the project on behalf of the group or organization. The Project Contact and the Authorized Signature may be the same person.

- **Project Information**

- Please attach a brief bio or brochure for each artist or arts organization participating in the project. All artists and arts organizations participating in the grant must be approved by ArtsBuild.

- **Group or Organization Profile**

- Provide a description of your group or organization. Briefly explain the purpose or focus of your group. Demographic information about your constituents would be helpful. Describe or list the types of arts programs that the group has implemented in the past.

- **Artistic Quality, Merit and Integrity**

- The project should provide high quality arts experiences for the participants.
- Describe your vision for the project.
- List a general time line for the total project.
- Describe how the grant funds would be used in general categories as well as how your organization will support the project. This narrative should correspond with information on the *Project Budget* page.

- **Project Impact**

- What do you think will happen as a result of this project? What are the benefits to the participants and your group?

- **Project Management**

- This narrative should demonstrate that your organization has the capacity to implement a successful project.
- Planning is an important part of the project. Make note if there is a committee involved in the planning.
- List or describe marketing efforts. How do you reach your constituents? How will you let the general public know about your project? Documentation tells the story about the process of the project. Measuring success is an assessment of how your outcomes were met. Assessment could be surveys or interviews with the participants. The assessment should quantify your success as much as possible.

- **Project Budget - Income**
 - Your organization must provide support for the project.
 - Use your best estimate of the value of time, facility usage, supplies, etc. that your organization would provide the project.
 - Other could include donations, sponsorships or other grants for the project.
- **Project Budget – Expenses**
 - Provide a brief description of the expenses. For example:
 - 1 Artist X \$40/hr X 10 sessions - \$400 or
 - 50 people X 20/ticket to performance - \$1,000 or
 - Art class supplies – 40 students X \$10/ea. - \$400
 - Be sure the expenses correspond with the narrative in your project description.

Grant Evaluation Criteria

1. Project provides high quality arts and culture experiences for the participants. (20 points)
2. Group or organization demonstrates capacity to implement the project. (20 points)
3. Planning process is in place and has set a reasonable timetable to implement the project. (10 points)
4. The budget is reasonable to implement the project. (10 points)
5. The outcomes for the project are clearly stated and attainable. (10 points)
6. The project is consistent with the mission or purpose of the group or organization. (10 points)
7. The communication tools with constituents and general public are in place. (10 points)
8. Plans for documentation and assessment strategies are adequately addressed. (10 points)

We are here to help! Please contact Rodney Van Valkenburg at ArtsBuild, (423) 756-2787, Rodney@ArtsBuild.com with any questions about the CCC grant.

For guidelines and applications go to the “Grants” page at www.ArtsBuild.com

Funding for the 2017-18 Community Cultural Connections grants is provided by the Lyndhurst Foundation and the City of Chattanooga.



ArtsBuild warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the programs and services or in the employment practices on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional or statutory law.



**COMMUNITY CULTURAL CONNECTIONS
GRANT PROJECT APPLICATION**

Application deadline: There is a rolling deadline meaning that applications are accepted at any time with a response within 2-months of submittal. ArtsBuild will contact you to schedule a site visit.

Either mail or email one copy to: ArtsBuild, 301 E. 11th Street, Chattanooga, TN 37403. Rodney@artsbuild.com

This form is formatted to be typed into (adobe reader version 9 or higher required). Applications **must** maintain the original formatting when submitted. Please use *Times New Roman* 12 point font.

Name of Group or Organization: _____

501(c)(3) (check one)? Yes No

Does your group or organization have a bank account?* Yes No

*To receive funds the group or organization must submit a W-9 to ArtsBuild.

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website (if any): _____

Project Contact: _____

Phone: _____ Email: _____

Name of Project: _____

Is this a new or continuing project for your group or organization? New Continuing

 If continuing, did this project receive previous CCC funding? Yes No

Amount of Grant Request: _____ Dates of Project: _____

Estimated number of participants: _____

Group or Organization Authorized Signature

Signature

Date (xx/xx/xxxx)

Print Name

Title

Project Information

Please provide as much detail about your grant project as space allows.

Group or Organizational Profile

What is the mission or purpose of your group or organization? Who do you serve? Describe your constituency. Describe how arts and culture are currently included within your group or organization. (Approx. 100 word limit)

Project Description

Describe your project. Please be specific as possible. Where will it take place? What are the dates and times? Please list the artists or arts organizations that would be involved in the project if known. If this is a new project, what is your previous experience in implementing a project like the one proposed? If this is a continuing project, how will it be expanded? (Approx. 300 word limit)

Project Impact

List three outcomes to be achieved as a result of this project. Describe how this project will help meet the needs and/or goals of your group or organization. (Approx. 150 word limit)

Project management

Who would be responsible for making this project a success? List each activity and when it will occur including planning and evaluation. Describe your planning process for the project. How will the project be communicated to your community or those you serve and the general public? How will the project be documented? (Approx. 300 words)

Project Budget

Income

ArtsBuild

1. CCC Grant Request: _____

Group or Organization

2. Group or Organization Cash: _____

3. Admissions/Fees: _____

4. Value of Project Donations
or In-Kind Services: _____

5. Other: _____

Total Organization Project Income (2+3+4+5) _____

Total Project Income: _____

Expenses

Include a brief explanation of the expenses below each line item

	<u>CCC Grant Request</u>	<u>Organization</u>	<u>Total</u>
Artist or Arts Organization Fees	_____	_____	_____
Project Staff	_____	_____	_____
Supplies	_____	_____	_____
Rental Fees	_____	_____	_____
Transportation	_____	_____	_____
Marketing	_____	_____	_____
Documentation/Assessment	_____	_____	_____
Total Project Expenses: (must equal Project Income)	_____	_____	_____