

**Greater Denton Arts Council**  
**GRANTS PROGRAM GUIDELINES**  
Revision 1-08

**PURPOSE**

The purpose of the grants program is to further the goals of GDAC by:

1. Making arts opportunities available and accessible to area residents and visitors.
2. To strengthen and increase the artistic and administrative capabilities of community arts organizations and institutions.

**ELIGIBILITY**

To be eligible for a GDAC grant, an applicant must be in receipt of the Internal Revenue Service designation of 501 (c) 3 nonprofit status or be a non-profit educational institution or unit of government. Funding will not be considered for political or sectarian activities or for organizations that prohibit accessibility.

First time applicants are strongly urged to consult with GDAC staff regarding eligibility of an organization or proposal well in advance of the application deadline.

**NOTE: IT IS THE RESPONSIBILITY OF THE APPLICANT ORGANIZATION TO ENSURE THAT ALL REQUIREMENTS ARE MET AND ARE IN EFFECT ON THE APPLICATION DEADLINE DAY.**

**LIMITATIONS**

Funded projects and programs must be art or art oriented, occur in Denton or Denton County and must benefit residents and/or visitors to the greater Denton area. Funds will not be awarded for the following:

1. Maintenance or repair of facilities
2. Capital expenditures or permanent equipment
3. Required student projects
4. Scholarships
5. Deficit reduction
6. Cash prizes or awards
7. Each organization may submit one grant application only. There may be multiple events included in the project.

**MATCHING REQUIREMENT**

Money awarded will require a 1:1 match and GDAC grant support shall not exceed 50% of the total project or program costs. Up to 50% of an applicant's match may be in-kind.

**DEADLINE**

**The application deadline is 3 p.m. on Friday, March 14<sup>th</sup>.**

1 original and 10 collated, three-hole punched copies (no staples) of the application **MUST** be delivered to the GDAC office by 3:00 pm on Friday, March 14<sup>th</sup>. Applications must not be placed in binders or folders. Late applications **WILL NOT** be accepted. About a month prior to the deadline, GDAC conducts a grant workshop to review the application process and inform applicants about any changes. The Grant Workshop will take place on Tuesday, February 5<sup>th</sup> at 5:30 pm at the Center for the Visual Arts. This meeting is **mandatory**. **Failure to attend the meeting will result in forfeiture of grant application.**

**REVIEW PROCESS**

1. GDAC staff receives applications and reviews for completeness, accuracy, etc.
2. Grant Review Committee will meet within four weeks of the application deadline. The Committee will make proposal and funding recommendations to the GDAC Board of Directors based upon the following criteria:
  - a. Consistency of proposal with GDAC goals and mission
  - b. Need for activity
  - c. Artistic quality
  - d. Public participation
  - e. Applicant's management abilities
  - f. Applicant's financial need
  - g. Other sources of support
  - h. Past history of adherence to GDAC grant guidelines, including information on timely receipt and completeness of the final report for the previous year.

3. Interviews will be scheduled with the Grant Review Committee.
4. The GDAC Board of Directors makes final decisions concerning funding.
5. Applicants will be notified of results in writing on or before Friday, April 25, 2008.

### **GRANT REVIEW COMMITTEE**

The Grant Review Committee shall consist of four (4) members of the Board of Directors, three (3) members of The Arts Guild, and two (2) representatives from the community at large.

### **PAYMENT OF MONIES**

80% of the grant payout will be scheduled for approximately 15 days **prior** to the start date of the project. The remaining 20% will be funded following receipt of completed final report and is contingent upon full compliance with all terms of the contract. **Should a different schedule be required, a written request and consultation with the GDAC Executive Director will be required.** Payout will not occur until after July 1, the beginning of GDAC's fiscal year. The project ending date should be the date of the final performance or event for the project and the evaluation will then be due 30 days after that date.

### **EVALUATION/FINAL REPORT**

A GDAC grant evaluation form is required within **30 days** of the completion of the project as stated in the grant contract. After the completed final report is received, the final 20% of the granted amount will be funded. Documentation must be included to reflect acknowledgement of GDAC, TAG, TCA and NEA in all publicity for the project. These can be posters, programs and other publicity. The use of logos is preferred.

**Note: The GDAC staff must be notified in writing and in advance if the completion date requires extension. ORGANIZATIONS WITH OVERDUE EVALUATION FORMS ARE INELIGIBLE FOR ANY GDAC FUNDS OR FURTHER GRANT APPLICATIONS FOR THE NEXT GRANTING PERIOD. Compliance issues will be noted on the application and forwarded to the Grant Review Committee for their consideration during the grant panel process.**

### **DOCUMENTATION**

GDAC requests that in addition to evaluation materials, grant recipients include photographs, slides, programs, posters and any promotional materials concerning the event or program for inclusion in GDAC's files and/or publication. Prior grantees **must** demonstrate that GDAC, The Arts Guild, The Texas Commission on the Arts, and the National Endowment for the Arts, were acknowledged in publicity and programs related to the funded activities. Use of logos is preferred.

### **UMBRELLA**

Eligible organizations may apply for grants on behalf of an unincorporated organization and serve as its umbrella. In such cases the umbrella organization is treated as the applicant and, if funded, takes on the contractual obligations of the grant, including the reporting and evaluation process. In addition to the required attachments, such application requires a letter stating that the Board of Directors of the umbrella organization will accept the contractual, financial, and reporting responsibilities for the grant. Representatives of both organizations are required to participate in the interview process. It is strongly advised that any umbrella grants are discussed with GDAC staff well in advance of the application deadline.

### **CREDIT**

The Greater Denton Arts Council **MUST BE ACKNOWLEDGED IN ALL PROMOTION AND PUBLICITY OF THE PROJECT THAT RECEIVED GRANT SUPPORT.** The credit line should read:

**"This project is supported in part by a grant from the Greater Denton Arts Council, The Arts Guild of Denton, Texas Commission on the Arts and the National Endowment for the Arts."**

**On posters, flyers and printed matter use of the above organization's logos is preferred.**