Rome Area Council for the Arts

Grant Guidelines and Application

RACA has set the following guidelines for applicants:
- Grants will be accepted from individuals or organizations; requests should further RACA's mission of enriching the community through arts programming, education, promotion, and community outreach.
- Our primary service area is the Greater Rome community.
- Preference will be given to RACA members, 501(c)3 organizations and educational institutions.
- RACA will not consider requests to fund staff salaries, general operating costs, debt reduction, or endowments.

Timeline for Application Process
- RACA will accept applications for more than $500 two times a year:
  - Application Due Dates: November 1 and May 1
  - Application review by RACA Selection Committee: November and May
  - Written notification sent to applicants regarding approval: early December and early June
  - Funding released: early January and early July
- RACA will accept funding requests for $500 or less on a rolling basis. Proposals will be due by the 1st of each month and will be reviewed by the 15th of that month. For example: If an application is received on October 1st, it will be considered on or before October 15th, and notification will be given by the end of October.

Please ensure that the follow materials are included in your packet:
- 501(c)(3)status letter-if applicable
- Financial Statement or organization, if request is for more than $500
- 1 copy of completed application and supporting documentation

Please submit completed applications and other information to:

The Rome Area Council for the Arts
 Attn: Community Arts Outreach Committee
 P.O. Box 203
 Rome, GA 30162   OR e-mail application and supporting materials to info@romearts.org

Questions? Please contact Erica Simpson at 706-250-1ART(1278) or email info@romearts.org and/or president@romearts.org

Rome Area Council for the Arts

Grant Application

Please check one of the following:

___ Requesting more than $500

___ Requesting $500 or less

Name of Organization or Individual

Contact Person-Name   *Telephone*   *Email*

Mailing Address

Website Address

Executive Director (if applicable)   *Telephone*

Board Chair (if Applicable)   *Telephone*

Total Grant Request: $_____

Overview of Applicant (please attach responses):

A. **Purpose/Mission of Organization (or background of individual applicant)**
B. **Programs/Services Offered (if applicable)**
C. **Geographic Areas Served (if applicable)**
D. **Briefly summarize your past and present affiliation, if any, with RACA.**
E. **Explain, in detail, how you intend to use the requested funds.**

For requests for grants of more than $500:

1. Attach a project budget that includes specific plans for use of RACA funding. Prioritize each item.

2. What other funding is available for this project?

3. What is the anticipated <u>total</u> cost for the program?

4. How will the project be funded/financed/maintained once RACA funds lapse?

Please check one of the following:

___ This is the first time this organization/individual has applied for a grant from RACA.

___ This organization/individual has applied for a grant from RACA in the past

        Date_____Amount_____

For requests of over $500, please submit pages 1 and 2 of your completed application, memorandum of understanding, and supporting materials by November 1 or May 1;

For requests of $500 or less, please submit application, memorandum of understanding, and supporting materials by the 1st of each month to:

Rome Area Council for the Arts

Attn: Community Arts Outreach Committee

P.O. Box 203

Rome, GA 30162,

OR you may e-mail your application and supporting documentation to info@romearts.org.

MEMORANDUM OF UNDERSTANDING

Rome Area Council for the Arts (RACA) enters into an agreement with _____.
Grant Recipient

Rome Area Council for the Arts will grant _____ on _____
Amount *Grant Funding Date*

to _____ for _____.
Grant Recipient *Project/Event*

This funding is to be used to support and strengthen RACA's mission of enriching the community through arts programming, education, promotion, and community outreach.

_____ will submit a report to RACA of the services the grant funded within thirty
Grant Recipient

(30) days of project/event completion. The project/event is expected to be completed on or before

_____.
Project/Event Date

Your report should include information from Exhibit A (attached).

If the funds are not used by _____ in the manner designated, any unused funds for
Grant Recipient
the project/event must be returned to RACA within thirty (30) days of event project/event completion.

Your report and/or the unused funds are expected to be returned to RACA on or before

_____.
Returned Funds/Report Due Date

_____
Grant Recipient, Printed Name (Individual or Corporation)

_____
RACA Representative, Printed Name

_____
Corporate Designee, Printed Name

_____
Date

_____
Position

_____
Signature

_____
Date

_____
Signature

Exhibit A

Please provide the following information below or in an attached document.

1. Brief summary of the use of funding:

2. In what manner was RACA recognized as a supporter of this project/event?

3. Number of participants served through this grant: