



THE GERMANTOWN ARTS ALLIANCE

2011 – 2012 GRANT APPLICATION

MISSION STATEMENT:

The Germantown Arts Alliance is an advocacy and funding organization whose mission is to promote, enrich and celebrate the community's cultural arts environment.

PROJECT APPLICATION GUIDELINES AND REQUIREMENTS

The Project and/or Applicant Grant recipients must:

1. Address a cultural arts need in the community
2. Promote the Germantown Arts Alliance (GAA) by acknowledging the Germantown Arts Alliance as the provider of a grant in event programs where grant monies were used.
3. Identify the individual responsible for developing event programs where grant monies are used; verify that the individual includes the GAA as a provider of a grant to the organization.
4. Identify the individual responsible for reporting on grant expenditures during this applications timeframe; if (or when) that individual changes, the grant recipient must notify the GAA within 30 days.
5. Encourage and support attendance at the Germantown Arts Alliance Gala by supplying the names and addresses of ten people to receive an invitation.
6. Notify GAA of all performance dates and the best date for presentation of your grant check should you be a recipient. All information supplied will be added to the GAA Community Calendar.

The following stipulations must be met for your grant application to be considered:

1. Requested funds must be no more than 30% of applicant's total operating budget.
2. GAA grant amount must be matched dollar-for-dollar by applicant.
3. Grant recipients must agree to credit the Germantown Arts Alliance on all press releases, publicity, programs, etc. with the following statement: *This project is made possible in part through the support of the Germantown Arts Alliance.*

Please include six copies of the following with your grant application:

1. 1 Original and 5 Copies of 501(c)(3) non-profit status determination letter.
2. 1 Original and 5 Copies of List of Board of Directors with addresses and phone numbers.
3. 1 Original and 5 Copies of last years itemized operating revenue and expense statement of project (if applicable).
4. 1 Original and 5 Copies of proposed operating budget including proposed itemized projected revenue and expenses of project from all sources including other grant income (how are you obtaining the money and how are you planning to spend it on your project).

**Once your application is complete, mail original and five copies to:
Germantown Arts Alliance, P.O. Box 381005, Germantown, TN 38183-1005**

For assistance, please contact the Germantown Arts Alliance via phone at 901- 757-9768 or e-mail garts@bellsouth.net

APPLICATION DUE BY WEDNESDAY JUNE 22, 2011.

**GERMANTOWN ARTS ALLIANCE
2011-2012 GRANT APPLICATION FORM**

Date: _____

Organization Name: _____
(Legal Name of Organization)

Type of Organization: _____

Address: _____
(Street / Box Number)

(City) (State) (Zip)

Phone Number of Organization with area code: _____

Project Directors Name, Title, Phone and Email

(Name) (Title)

(Business Phone with Area Code)

(Email)

Contact Name & Title of person filling out form (if different from Project Director):

(Name) (Title)

(Business Phone with Area Code)

(Home Address)

(Home or Cell Phone with Area Code)

(Email)

Type of Proposal: Project () Performance ()

Project or Performance Title: _____

Total Anticipated Cost of Project: _____

Amount Requested From the Germantown Arts Alliance: _____

ORDINARILY, grants are not made for/considered for:

1. purchase or rental of equipment
2. capital improvements
3. pay for staff salaries
4. regularly supported activities of fundraising organizations
5. scholarships

NOTE: GAA focuses on ensuring that cultural performances and programs are funded so that the maximum number of people gets to enjoy and participate in the arts in Germantown. For greater funding needs, it is highly suggested that applicants use the TENNESSEE ARTS COMMISSION (TAC) website to submit grants for the above mentioned types of grants needed for your organization. TAC's website address is: www.arts.state.tn.us

DEFINE THE PROPOSAL

1. Check the appropriate classification and give the title of your proposal.

Classification: Project () Performance ()

Title:

2. What are expected beginning and ending dates of above? Begin _____ End _____
3. Is this a new project/performance? _____
4. If no, is this a continuing annual project/performance? _____
5. Are there other community partners involved in this Project/Performance? If yes, please list. _____
6. If community partners are not involved in this Project/Performance, does your organization plan on soliciting any? _____
7. What plans do you have for funding this Project/Performance in the future?

8. Is GAA funding essential to the success of your project/performance? _____

ANSWER EACH OF THE FOLLOWING QUESTIONS

1. Outline your Project/Performance Proposal. Give overview, goals, and objectives.
2. How do you plan to publicize the event? Include targeted audience, media outreach and potential attendance.
3. Describe your guidelines for evaluation and documentation of this project.

4. If you received a grant last year, please submit documentation where your organization credited the Germantown Arts Alliance on press releases, publicity, programs, etc. with the following statement: This project is made possible in part through the support of the Germantown Arts Alliance.
5. In essay form, please tell us the philosophy and value of this proposed project/performance. (Why is it important?)
6. In order to understand your demographics better, please provide a description of your audience and explain what percentage is traditionally underserved and/or underrepresented.

% children (under 18): _____ % people of color: _____

% with disabilities: _____ % senior citizens: _____

FUNDING CONSIDERATIONS

Please provide the following information:

1. Did your organization, in addition to requesting funding from GAA, also submit grant applications with TN Arts Commission, or any other grant funding sources? _____
2. Total anticipated cost of your proposal: _____
3. Amount requested from the Germantown Arts Alliance: _____
4. From what source are your matching funds being provided:

5. List all previous grants received by your organization during the past two years:

AGENCY

AMOUNT

YEAR

Signature of Head of the Submitting Organization

By signing this, signatory agrees that any potential monies granted will be used as stated above.

Signature

Date

REVIEW PROCESS

All applications are reviewed by the Grants Committee and then approved by the GAA Board.

ALL GRANTS WILL BE DISTRIBUTED DURING THE FISCAL YEAR THEY ARE AWARDED. Award letters will be mailed in Fall 2011 and 75% of the grant will be awarded in the initial event or program suggested by you and your facility. GAA board members or representatives will attend accordingly. The remaining 25% will be awarded upon completion of the Final Evaluation Form sent in May 2012.

Thank you for considering the Germantown Arts Alliance as a funding partner for your organization.

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P.O. Box 381005
Germantown, TN 38183-1005

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All grant applicants will be considered without regard to race, color or national origin.