



COLUMBIA COUNTY ARTS, INC. GRANT APPLICATION GUIDELINES

Grants awarded by CCA, Inc. are restricted to charitable arts groups who are members of CCA Inc., and located in Columbia County. Qualifying organizations are tax exempt and/or are incorporated as non-profit, and are unaffiliated with an institution.

Regranting (pass through) funds will be awarded according to the Guidelines of the Granting Organization.

Grants will be made to enable arts groups to create opportunities for avocation of the arts by the general public, support musical, dance, and drama presentations, visual and graphic arts exhibits, and educational programs for schools. CCA will assist emerging arts groups to organize and assist in seeking funds for initial organization.

TYPES OF GRANTS

Programming: Sponsoring or contributing toward the expense of a production of an arts display, music program, drama, or dance performance for residents of Columbia County.

Sponsoring: Sponsoring or contributing toward the expense of a production of an arts display, music program, drama, or dance performance in schools of Columbia County

LIMITATIONS

Grants shall not be made for political purposes, nor to organizations that discriminate on the basis of race, ethnic origin, sexual or religious preference, age or gender.

APPLICATION PROCEDURES

Grant application period: Grant application will be announced at a monthly meeting and on the website as soon as the yearly grant from the Columbia county Commission is approved.

Notification: Decisions on awarding grants will be made with ten days of the Grant Committee decisions.

2017 APPLICATION DEADLINE

Completed Grant application packet must be received by Columbia County Arts, Inc. by October 2, 2017. *It is recommended that materials be postmarked no later than September 29, 2017 to ensure delivery by the deadline.* No extensions will be granted. Current membership with CCA is required for consideration.

Complete application should include the following:

1. The completed application form in triplicate. (Send original and 2 copies)
2. Summary Income and Expense reports, annual report, or balance sheet.
3. Organization budget and project budget if applicable.
4. IRS letter indicating exemption under Section 501(c)(3) and not a private foundation under Section 509(a) OR verification of incorporation as a non-profit organization.
5. List of current Board of Directors, if applicable.
6. Description of the requested Project or justification of the requested Need
7. Copy of printed Program of project if available

Grant requests will not be considered unless all applicable items are enclosed.

FINAL REPORT

A form will be provided to make a Final Report of the project. Reports on previous grant projects must be completed before additional grants will be considered.

Report will be accompanied by a financial review, programs or other printed materials, and a brief overview of the project.

CONTACT

The address for Columbia County Arts, Inc is:

Re-Granting Committee
Columbia County Arts, Inc.
P. O. Box 2025
Evans, GA 30809-2025

NOTE: This application form may be scanned for use in a computer or the application form may be entered into a computer. However, the data must be presented in a similar format.

**GRANT APPLICATION
COLUMBIA COUNTY ARTS, INC.**

Organization _____ **Date** _____

(Attach list of Board member with contact information)

Address _____

Tel. _____ E-Mail _____

Contact Person _____ Title _____

Tax ID/Registration _____

(Copy of IRS exemption to be attached)

Brief History of Organization: _____

Amount Requested \$ _____

Arts Program Area _____

(Visual, Dance, Music, Drama, Other)

Project/Request Description: _____

Geographic Area Served: _____

Client Population Served: _____

FINANCIAL MATTERS

Organization's Annual Budget \$ _____

Total Project Budget \$ _____

Funds Needed for Project \$ _____

Three Major Funders of Organization.

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Other Funders for Project (Ticket Sales, etc.)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

CHECK LIST

- IRS 501(c)(3) letter or verification of incorporation as a non-profit organization attached
- Organizational Budget
- Recent Financial Report
- Project Budget
- List of Board of Directors
- Copy of Project Program, if available

Grant requests will not be considered unless all applicable items are enclosed.

Name of Organization: _____

Signature _____ Date _____



FINAL REPORT
CCA, INC. GRANT

Organization: _____

The Funds in the amount of \$ _____ , granted from CCA Inc. have been used in accordance of the agreement and application. The following information confirms that use.

Project _____

Venue _____

Attendance _____

Project Budget _____

Total amount expended _____

Printed program or other materials attached:

Authorized Signature _____

Office _____

Date _____

Final report is due 30 days after the event