

**COMMUNITY ARTS GRANTS PROGRAM**

***Guidelines/Application Forms/Final Report Forms  
for Individual Artists***

**2011-2012**

***Meridian Council for the Arts  
P. O. Box 1405  
Meridian, MS 39302***

***Deadline to apply: November 4<sup>th</sup>, 2011***

***For more information contact***

***The***

***Meridian Council for the Arts***

***At***

**601-693-2787**

## ***About the Meridian Council for the Arts***

The mission of the Meridian Council for the Arts is to foster and promote diverse art and cultural organizations, events, education, and individual artists in Meridian/Lauderdale County, Mississippi through leadership, partnership, collaboration, grants, and service.

The Meridian Council for the Arts is the official arts agency for the City of Meridian and Lauderdale County. It is chartered as a 501(C)3 nonprofit corporation with tax-exempt status.

Meridian Council for the Arts programs includes:

- Arts Advocacy
- Arts Education
- Community Arts Calendar
- Community Arts Grants Program
- Art for Meridian Art Auction
- Threefoot Fine Art Festival
- MCA Web page([www.artsmeridian.org](http://www.artsmeridian.org))
- Special sponsored events

### ***The Meridian Council for the Arts Community Arts Grants Program***

The Community Arts Grants Program offers financial and technical assistance to arts organizations and artists in Meridian and Lauderdale County. Goals of the program are:

- To foster a vital and resourceful arts community.
- To provide cultural and arts education opportunities for every school in our community.
- To increase collaboration between arts organizations, schools, and local colleges and universities.
- To encourage a community that is involved in and strengthened through the arts.
- To promote arts and cultural programs/projects that increase public art education and awareness.

The Community Arts Grants Program provides grants to nonprofit organizations such as arts organizations, neighborhood associations, schools, colleges, universities, and public and social service agencies. Grants are awarded for program support and special project support, such as collaborations with arts organizations and artists, programs reaching low-to-moderate income audiences

and other special needs. Grant applicants compete on the basis of the criteria presented in this package.

In addition to issuing grants, the Community Arts Grants Program provides assistance to artists, arts administrators, and volunteers through workshops, published materials, consultations and individual artist's grants.

Funding for the Community Arts Program is partially provided by the Meridian Council for the Arts, the City of Meridian, the Lauderdale County Board of Supervisors, and the Mississippi Arts Commission.

### ***Grant Period and Key Dates***

#### Key dates:

- If help is needed with the application, please call before the deadline 601-693-2787.
- Grants are awarded for the period from December 14<sup>th</sup>, 2011 through July 31<sup>st</sup>, 2012.
- Grant applications must be postmarked by November 4<sup>th</sup>, 2011.
- **Grantees must submit a final narrative and financial report 30 days after the project completion date.**

### ***Eligibility***

Who may apply?

Individual artists, art instructors, and art groups with at least one year of performing experience in music, theater, dance, literature, storytelling, or visual arts (art media). All applicants must be 18 years of age and permanent legal residents of Meridian/Lauderdale County and the state of Mississippi. Applicants may apply for up to \$500.

### ***Types of Grants***

What grants are available?

***Artist Fellowships.*** Support training and professional development or help underwrite the costs of creating new works of exceptional quality.

***Instructor/Student Support.*** Art instructors may apply for funding for students. You must submit (on a separate sheet of paper) verification of student's participation in your class, including the student's name, address, telephone number, and amount of request per student.

***Project Support.*** Support of a specific program or endeavor. Projects with an emphasis on education are strongly encouraged.

## ***Restrictions***

The Meridian Council for the Arts will not fund the following:

- Scholarships, fellowships or tuition assistance
- Direct grants to individuals (individual artist grants available through separate application)
- Capital expenditures other than art objects for public spaces of display
- Costs incurred before the effective date of the contract or after project is completed
- Applications to reduce existing deficits
- Arts activities outside Meridian/Lauderdale County or those not open to the public
- Pageants, fund-raising events and hospitality costs
- Cash Awards
- Insurance Premiums, Office space rental, Legal fees, Permanent equipment purchases, and other general operating costs
- Janitorial service and general physical plant maintenance
- Applications for capital improvements
- Food and hospitality
- Publication of manuscripts or compositions not created as part of a Community Arts Grant-supported project of public presentation
- Applications from public agencies (with the exception of schools) established by city, county or state governments, unless collaborating with a nonprofit community-based arts organization or a service organization with an arts component
- More than one application for an individual organization in the same category

**General Matching Requirements:** All grant categories require at least a one-to-one (1:1) dollar match.

“One-to-one dollar match” means the applicant must cover at least half the cost of a project of program.

In-kind contributions cannot be used for the one-to-one (1:1) dollar match requirement, but the Arts Council wants to know about such contributions. Such contributions should include those services and supplies for which the applicant under normal circumstances would have to pay, but are donated without charge for the program. The value of volunteer time should be estimated and included only as it directly relates to the project/program and should be calculated at the current minimum wage. In general, board membership is not considered an in-kind contribution.

## ***How to apply***

### **Procedures for applying for an Individual Arts Grant**

- **Submit** one original, plus five copies of:
  1. A completed application form (attached)
  2. A completed budget form (attached)
  3. A project description, not to exceed two pages, which concisely describes the form of the work, addressing the criteria for selection.
  4. Resume (s). Please limit resume to two pages.
- **Submit Work Samples.** One copy of any work sample (s) should be submitted in the following formats:
  - Video: Standard VHS tapes only. The tape must be cued. No more than five minutes will be viewed by the panel. Film must be transferred to videotape.
  - Audio tape: Cassettes only. They must be cued. No more than five minutes will be viewed by the panel.
  - Slides or photos: No more than six per artist. Must be 35mm (suitable for carousel projection). Number all submitted slides and indicate on a separate sheet of paper, the name of the artist, title of work, date of work, dimensions, and materials for each numbered slide. No glass slides permitted. Photographs are acceptable.
  - Scripts: 20 pages maximum. Scripts longer than 20 pages cannot be reviewed in their entirety.
  - Compact Disc: To display a power point presentation, media player file, .jpeg file, .pdf file or gif file.
- **Submit support materials.** Support materials such as newspaper clippings, programs, and fliers should be included with your application.
- **Mail** the completed proposal to the Meridian Council for the Arts, P. O. Box 1405, Meridian, MS 39302. Proposals not postmarked by November 4<sup>th</sup>, 2011 will not be considered. No exceptions will be made.

#### ***Please note:***

- All applications must be typed; handwritten applications will not be accepted.
- Enclose a self-addressed stamped envelope with proper postage if you wish to have sample materials returned. (All materials not picked up within 30 days of notification of the grant review panel's decision will become the property of the Meridian Council for the Arts).
- Incomplete applications will not be considered.
- If you have questions regarding any aspect of the application form or process, please call the MCA at 693-2787.
- The original application and attachments must be postmarked by November 4<sup>th</sup>, 2011; late applications will be returned.

## ***What Happens to Your Application***

The application review process

***Funding Recommendations.*** After completed applications are received and verified, they are reviewed by an appropriate review panel. The panel discusses applications and supporting materials and ranks the applications. The Meridian Council for the Arts Grants Committee will review the work of the panel, checking for incorrect reporting, potential conflicts of interest, and other potentially prejudicial information. After reviewing and discussing each proposal, the Grants Committee and the Meridian Council for the Arts Executive Committee will make funding recommendations to the Meridian Council for the Arts' Board of Directors, which will determine the awards.

***Review Panels.*** Applications are reviewed by a panel of independent and objective experts in the arts. The panel may include experts from outside Lauderdale County. Every effort is made to ensure impartiality during the entire application review process. Panelists with a conflict of interest will not be permitted to discuss or vote on the applicant in question.

***Notification.*** The Meridian Council for the Arts will notify all grants applicants of a decision by letter on January 6<sup>th</sup>, 2012.

***After Receiving Grant.*** Grantees will receive 50 percent of the award within 30 days of notification.

***Final Report.*** The final award money payment will be paid after the Meridian Council for the Arts' approval of the final report, which must be filed within 30 days after completion of the project/program. If the report is not received within 30 days, the individual will not receive the final 50 percent of their grant.

After receipt of the final report, the Grants Committee will perform a review. This review will focus on evaluating the project's outcomes versus the initial proposal's goals as well as the accuracy and completeness of the report. If further information or revisions are needed, the individual will have 30 days from notification by the Committee to submit additional information or corrected report. If the second submission still does not meet the guidelines, the individual will not receive the final 50 percent of their grant.

## ***Acknowledgement***

In all published materials and announcements regarding the funded activity, grantees must acknowledge that the activity is supported in part by the Meridian Council for the Arts. Failure to do so may jeopardize funding under the grant contract. The MCA will supply its logo.

## ***Review Criteria.***

Applications will be reviewed applying these criteria:

1. Strength of the project (45 points)
2. Mastery of the artistic discipline and quality of work (40 points)
3. Administrative value (15 points)

**Strength of Project** (45 points) refers to:

- Innovation and creativity in programming
- Promotes the arts in education
- Expands youth involvement in and access to the arts
- Enhance arts appreciation for all citizens
- Effectiveness of developing further understanding of an art form in the community

**Mastery of discipline/quality of work** (40 points) refers to:

- High artistic quality based upon standards of community in which project is held
- Evidence of ability to deliver services effectively

**Administrative Value** (15 points) refers to:

- History of stability and vision
- Clarity and completeness of financial information and general application information
- Be a member of the Meridian Council for the Arts

## ***The Community Arts Grants Committee.***

The Meridian Council for the Arts' Grants Committee is composed of MCA Board of Directors. The committee establishes policy for the granting of funds to the arts, selects review panelists, reviews panel recommendations and makes funding recommendations.

## ***Statement of Assurances***

As part of the grant award contract agreement, **grantees must give assurance to the Arts' Council that they comply with all applicable Federal and State laws, rules, and regulations regarding the use of public funds.** These include but are not limited to assurances of compliance with Federal and State statutes relating to nondiscrimination which provide in part that no person in the United States shall on the ground of race, color, national origin, sex, disability, or age be excluded from participating.

**MERIDIAN COUNCIL FOR THE ARTS  
COMMUNITY ARTS GRANT  
INDIVIDUAL ARTISTS APPLICATION FORM 2011-2012**

1. Name and Address of Individual Artist:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

County District: \_\_\_\_\_ City Ward: \_\_\_\_\_

2. Name of Project: \_\_\_\_\_

3. Grant Category: \_\_\_\_\_

4. Total amount of estimated project expenses: \$ \_\_\_\_\_

5. Amount of funds requested: \$ \_\_\_\_\_

6. Date of proposed program: \_\_\_\_\_

7. Grant Data. Complete the following projected attendance data

|                             | FY 2011-2012<br>Projected | FY 2010-2011<br>Actual |
|-----------------------------|---------------------------|------------------------|
| Total Attendance:           |                           |                        |
| • Children/Youth (under 18) |                           |                        |
| • Senior Citizens (over 65) |                           |                        |
| • People with disabilities  |                           |                        |
| • American Indians          |                           |                        |
| • White                     |                           |                        |
| • Asian                     |                           |                        |
| • Black                     |                           |                        |
| • Hispanic                  |                           |                        |
| Total volunteers:           |                           |                        |

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge and the board of directors has authorized this application.

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Signature

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Typed Name and Title

Date

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Business Phone

Home Phone

E-Mail Address

Proposal No. \_\_\_\_\_

Date Received: \_\_\_\_\_



**GRANT BUDGET FORM**

***Expenses***

**Personnel**

Salaries, Wages \_\_\_\_\_  
FICA (Social Security) \_\_\_\_\_  
Other (Itemize on separate sheet) \_\_\_\_\_  
**SUBTOTAL \$** \_\_\_\_\_

**Contractual Services**

Artistic Fees \_\_\_\_\_  
Technical Fees \_\_\_\_\_  
Other \_\_\_\_\_  
**SUBTOTAL \$** \_\_\_\_\_

**Remaining Operating Expenses** \_\_\_\_\_  
(Itemize on separate sheet)

**Marketing** \_\_\_\_\_  
(Itemize on separate sheet)

**Supplies & Materials**

Office supplies \_\_\_\_\_  
Printing/Copying \_\_\_\_\_  
Artists' Materials \_\_\_\_\_

Postage \_\_\_\_\_  
Other (Itemize on separate sheet) \_\_\_\_\_  
**SUBTOTAL \$** \_\_\_\_\_

**Other** (Itemize on separate sheet) \_\_\_\_\_

**TOTAL PROJECT EXPENSES** \$ \_\_\_\_\_  
(Total of above)

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**Income:** *\*Match income for awarded MCA grant only.*

**Arts Council** (Community Arts Grant) grant requested \_\_\_\_\_

**Other Income**

**Organization funds** (existing cash) \_\_\_\_\_

**Contributions** (if unknown, please estimate) \_\_\_\_\_

Corporate \_\_\_\_\_

Foundation \_\_\_\_\_

Private \_\_\_\_\_

Government \_\_\_\_\_

Federal \_\_\_\_\_

State/Regional \_\_\_\_\_

City/County \_\_\_\_\_

**Admissions** (please estimate) \_\_\_\_\_

**TOTAL OTHER INCOME \$** \_\_\_\_\_  
(Must be at least equal to grant request)

**TOTAL PROJECT INCOME \$** \_\_\_\_\_  
(Must be equal to project expenses)

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**Project Itemized In-Kind Contribution (Do not include as match)**

|                       |                 |
|-----------------------|-----------------|
| _____                 | _____           |
| _____                 | _____           |
| _____                 | _____           |
| _____                 | _____           |
| _____                 | _____           |
| <b>Total In-Kind:</b> | <b>\$</b> _____ |

**ATTACHMENTS**

1. Project Narrative

In no more than four (4) pages, single-spaced, type no smaller than 12 font, using one side of page only.

- a. Summary of proposed project, not more than 2 pages, giving why, what, when, where, how, addressing review criteria
- b. Give names of project, years received, grant amount, and result of each grant from MCA in the past 2 years.
- c. A brief history of the organization (no more than a quarter page).

2. Other attachments:

- a. A list of board members indicating ethnic make-up
- b. Resumes of key paid or volunteer artistic and administrative personnel (not to exceed 2 pages).
- c. A list of event and activities during the current year (or last fiscal year beginning July 1).
- d. Letter of support (optional). Up to three letters of support may be included.

3. IRS determination letter (If you are a non-profit)

4. Proof of date establishment or incorporation of the organization or business

5. Most recent annual financial report
  6. Supplementary materials (optional) – brochures, newspaper clippings, samples of printed materials, etc.
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Please note: If you, your organization or business has received previous grants from MCA, the review panel will be provided with prior grant history.

The completed application and attachments must be postmarked by November 4<sup>th</sup>, 2011.

If you have any questions, please call the Meridian Council for the Arts at 601-693-2787.

### APPLICANTS CHECKLIST

**Submit one original plus five copies of the following:**

- 🍏 Completed application form
- 🍏 If collaborating:
  - Collaborators application form
  - Collaborators verification letter
- 🍏 Program summary
- 🍏 Grant History
- 🍏 Organization History
- 🍏 Resumes of Key Personnel
- 🍏 List of Board Members
- 🍏 Budget
- 🍏 Attachments (see attachments summary)
- 🍏 Supplementary materials (i.e. newspaper clippings, photographs, etc.)

**Also submit one of the following:**

- 🍏 IRS determination letter (Non-Profits)

- 🍏 Establishment of Incorporation
- 🍏 Financial report

**MERIDIAN COUNCIL FOR THE ARTS  
COMMUNITY ARTS GRANT  
(INDIVIDUAL ARTIST)  
FINAL REPORT**

1. Name of organization: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Title of Project: \_\_\_\_\_
4. Grants Category: \_\_\_\_\_
5. Date(s) of Project: \_\_\_\_\_
6. Number of People served: \_\_\_\_\_
7. Project Director: \_\_\_\_\_
8. Narrative: (On a separate sheet of paper please evaluate your program; what kind of impact did it have? Explain how the program's success was obtained (i.e. how was it promoted to target audience).
9. Grant Data. Complete the following attendance data. Please provide a description of the specific mechanism used to measure audiences.

|                       | Projected | Actual |
|-----------------------|-----------|--------|
| <b>Total Artists:</b> |           |        |

|                             |  |  |
|-----------------------------|--|--|
| • American Indian           |  |  |
| • White                     |  |  |
| • Asian                     |  |  |
| • Black                     |  |  |
| • Hispanic                  |  |  |
| <b>Total Attendance:</b>    |  |  |
| • Children/Youth (under 18) |  |  |
| • Senior Citizens (over 65) |  |  |
| • People with disabilities  |  |  |
| • American Indians          |  |  |
| • White                     |  |  |
| • Asian                     |  |  |
| • Black                     |  |  |
| • Hispanic                  |  |  |
| <b>Total volunteers:</b>    |  |  |

10. Can we quote you?  Yes  No

We would like to share your stories with others. Is there one short statement that tells what impact the MCA grant made on your project?

11. How did you tell your legislators and local government officials about the project?

|                   |  |
|-------------------|--|
| Letters           |  |
| Personal Contacts |  |
| Telephone Calls   |  |

12. How many legislators and local government officials participated in the project?

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Attach the following materials:

1. Final financial report (including itemized expenditure list)
2. Project Materials
3. Acknowledgments

**CERTIFICATION**

I certify that the final report is accurate.

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**Artist / Project Director**

**Date**

**Note:** The Review Panel will take into consideration the final reports of those organizations, which have previously received funds from the Community Arts Grants program. **It is possible that those failing to provide the requested materials will not receive a future grant.**

**FINAL REPORT  
GRANT BUDGET FORM**

***Expenses***

**Personnel**

Salaries, Wages \_\_\_\_\_  
FICA (Social Security) \_\_\_\_\_  
Other (Itemize on separate sheet) \_\_\_\_\_  
**SUBTOTAL \$** \_\_\_\_\_

**Contractual Services**

Artistic Fees \_\_\_\_\_  
Technical Fees \_\_\_\_\_  
Other \_\_\_\_\_  
**SUBTOTAL \$** \_\_\_\_\_

**Remaining Operating Expenses**  
(Itemize on separate sheet) \_\_\_\_\_

**Marketing**  
(Itemize on separate sheet) \_\_\_\_\_

**Supplies & Materials**

Office supplies \_\_\_\_\_  
Printing/Copying \_\_\_\_\_

Artists' Materials \_\_\_\_\_  
Postage \_\_\_\_\_  
Other (Itemize on separate sheet) \_\_\_\_\_  
**SUBTOTAL \$** \_\_\_\_\_

**Other** (Itemize on separate sheet) \_\_\_\_\_

**TOTAL PROJECT EXPENSES** \$ \_\_\_\_\_  
(Total of above)

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**Income:** *\*Match income for awarded MCA grant only.*

**Arts Council** (Community Arts Grant) grant requested \_\_\_\_\_

**Other Income**

**Organization funds** (existing cash) \_\_\_\_\_

**Contributions**

Corporate \_\_\_\_\_

Foundation \_\_\_\_\_

Private \_\_\_\_\_

Government \_\_\_\_\_

Federal \_\_\_\_\_

State/Regional \_\_\_\_\_

City/County \_\_\_\_\_

**Admissions** \_\_\_\_\_

**TOTAL OTHER INCOME \$** \_\_\_\_\_  
(Must be at least equal to grant request)

**TOTAL PROJECT INCOME \$** \_\_\_\_\_  
(Must be equal to project expenses)

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## **FINAL REPORT CHECKLIST**

**Submit one original plus five copies of the following:**

- 🍏 Evaluation of the project/programs outcomes
- 🍏 Final Financial Report of Expenditures
- 🍏 Attachments (i.e. Itemized Expenditures Sheet)
- 🍏 Supplementary materials – brochures, newspaper clippings, sample of printed materials, etc.