



METROPOLITAN ARTS COUNCIL

16 Augusta Street, Greenville, SC 29601 | 864-467-3132

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**Project Support Grant for SCHOOLS
GUIDELINES – FY19**

Please read the following documents carefully. Retain GUIDELINES section (4 pages) for your records and submit Certification Form (2 pages) to MAC along with supporting application materials (*see Application Requirements, Checklist in the GUIDELINES, page 2)

MAC’S MISSION & THE GRANT PROGRAM PURPOSE

The Metropolitan Arts Council (MAC) is a 46 year-old arts service and development non-profit agency that provides financial support and technical assistance to artists, arts and community organizations and arts educators in Greenville County. The arts are an essential part of life in Greenville. MAC serves as a catalyst for participation, education, development, and promotion of excellence in the arts in the community. Its mission is served further through the Quarterly Grant Program when funded projects expand availability and accessibility of the arts within our community; involve young people in the arts; provide arts experiences to new or underserved audiences; use the arts in an innovative way to enhance community life; and show collaboration among two or more organizations and/or individuals. MAC believes that supporting and helping to create a strong, fluent and flourishing arts environment benefits the community as much as it does the artists, and produces a rich array of cultural offerings for residents as well as for tourists.

MAC’s Quarterly Grants Program is made possible from support provided by public and private entities including MAC’s *Campaign for the Arts*, the City of Greenville, BMW Manufacturing Company, Michelin North America, Inc., SEW Eurodrive and the South Carolina Arts Commission.

FUNDING PRIORITIES

The **funding priority** of the quarterly project grants program for schools is to provide support for educators to develop an appreciation for, understanding of, and support for the arts and arts education as a component of the basic curriculum in the lives of Greenville County students. This category supports arts enhancement activities, including but not limited to in-school and after-school activities and classes, performances, exhibitions and artist residencies.

ELIGIBILITY CRITERIA

- Applicants must be a public or certified private school located in Greenville County with no outstanding previous MAC project grants.
 - All applications must present projects that have been thoroughly planned, scheduled and budgeted. Performance dates, times and locations must be confirmed. MAC does not fund projects that are in a conceptual phase.
 - A single project cannot be funded from two separate quarterly grants.
- Each school is limited to one application per quarter, and can receive a maximum of 2 grants within one fiscal (calendar year). A grant must be closed with an approved final report before submitting subsequent grant applications. It is the responsibility of the school principal to manage and coordinate the scheduling of grant requests and final reporting during the academic calendar.***

FUNDING RANGE, MATCH and RESTRICTIONS

- **Up to \$2,000.00 and a 1:1 match per award.**
- A school can submit 1 project application per quarterly grant cycle.
- No more than two grants may be awarded to a school within one fiscal (calendar) year.
- Each school that has an outstanding MAC project support grant is ineligible to apply for funds until the previously awarded grant requirements and final report have been completed and approved.
- A single project cannot be funded from two separate quarterly grants.

DEADLINES

Applications must be postmarked or delivered to the MAC office by 5pm of the deadline date. No late, faxed or emailed applications will be accepted.

QUARTER DEADLINES:

- 1st Q: Friday, February 15
- 2nd Q: Wednesday, May 15
- 3rd Q: Thursday, August 15
- 4th Q: Friday, November 15

FOR PROJECTS BEGINNING OR TAKING PLACE DURING:

- May – July, 2019
- August – October, 2019
- November, 2019 – January, 2020
- February – April, 2020

APPLICATION REQUIREMENTS

A COMPLETE application includes the following:

One (1) ORIGINAL application: Certification Form, 2-page narrative, budget, pertinent support documents, and supplemental materials (book, CD, DVD, multiple-page theatre program booklets, etc.)

Nine (9) COPIES of the original – *these will be distributed to the grants panelists*

Copies should be collated and stapled – no presentation folders are needed. If multiple copies of any of the support materials included with the original application are unavailable or not easily duplicated, MAC will keep originals in the applicant's file and notify panelists of the material's availability.

In final award determination, points deducted for incomplete applications can affect funding level.

Checklist for complete application:

- CERTIFICATION FORM**, completed and signed
- 2-page project **NARRATIVE** (as outlined in *Narrative* section next page)
- A detailed project **BUDGET** (as described in *Budget*, below)
- SUPPORT MATERIALS:**
 - Résumés or short, descriptive bios for principal artists involved in the project and for those who will administer project finances and provide primary project coordination (emphasizing ability to fulfill project goals);
 - Representative material to demonstrate past and planned artistry and feasibility such as programs, posters, artwork, media, articles, testimonials, and website pages.

BUDGET

MAC grants are need-based. A well-detailed and balanced budget is a requirement and important part of the application. The project expenses must be greater than the applicant's available funding. Applicant can request a grant for the amount of the difference if the required applicant match (1:1) has been met. The proposed expenses should be consistent with the project description.

Project EXPENSES (*itemize + total*)

subtract **FUNDS provided by applicant** (*itemize + total*)

equals **MAC grant requested** (*not to exceed more than 50% of the total expenses*)

SCHOOL PROJECT GRANT LIMIT: \$2,000

The grant requires a 1:1 match – the grant request cannot be more than 1/2 of the total project expenses.

Example: if expenses total \$4000 or above, the maximum request will be \$2000; if expenses total \$1800, grant request will be \$900.

PROJECT EXPENSES

Includes all costs related to the project: supplies, materials, production or exhibition-related costs, artist fees* – anything necessary to ensure a successful and completed project.

**A residency with an artist can include travel and accommodation expenses.*

If grant funding is awarded, a FINAL REPORT will be required at the conclusion of the project. Keep financial accounting as the project proceeds. All expenditures must be confirmed with receipts or invoices to verify the amounts.

FUNDS PROVIDED BY APPLICANT

Includes all funding allotted to the project: income from ticket sales, other grants, business and foundation sponsorships, organization monies, fund-raising donations, etc.

MAC does not reimburse project support grantees for in-kind expenses. Please do not include in-kind items in your project total budget as an expense or income.

ASSESSMENT AND SCORING CRITERIA

Individual panelists review and rate grant applications on the basis of specific criteria listed below and then discuss as a group before determining panel recommendations for the MAC board approval. Consider these criteria when preparing your narrative, as well as the *Narrative* questions that follow. Because the panelists who review your project proposal may have no knowledge of your school or program, be specific and detailed in your narrative.

Artistry and Feasibility (worth 40%)

INDICATORS:

- Project has a clear and appropriate education and artistic goal;
- Résumés or bios of professional artistic and school personnel involved;
- Evidence in the narrative and budget that the project design is feasible and well-planned;
- Support materials.

Student Learning Impact (worth 40%)

INDICATORS:

- Project shows appropriate expected student outcomes in relation to the proposed project activities and gradelevels served.
- Program adheres to and furthers the SC Learning Standards in both the art and non-art subjects;
- Degree to which the project enhances student learning;
- Clarity, appropriateness, and feasibility of evaluation and student assessment plans.

Project Management (worth 15%)

INDICATORS:

- Evidence of competent staff or volunteers to direct the project;
- Evidence that more than adequate financial resources are available to complete the project well;
- Well-planned marketing and publicity efforts;
- Easily understood detailed and itemized budget.

Compliance with Application Requirements (5%)

- Scored by MAC staff.

NARRATIVE

Artistry and Feasibility (worth 40%)

Summarize the project activity and state its goals. Describe what will happen, who will participate, where it will take place and when. Provide information on teacher(s), key personnel and collaborating arts organizations or visiting artists (if applicable), including project manager/director, primary artists, ensembles, and artistic resources. Indicate how and why these people are selected.

Discuss why the activities are appropriate for the grade level and how they will further student learning in both the art form and any other curricular areas.

Student Learning Impact (worth 40%)

Explain the decision to do this project and its importance for student learning. Describe the plan to assess and evaluate this. Identify the SC Learning Standards that this project will address. If appropriate, describe how this project adds to the overall arts experience of the students.

Project Management (worth 15%)

Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project. Discuss the project's level of "buy-in" by the school administrators, instructional coaches, classroom teachers and arts specialists.

Compliance with Application Requirements – to be reviewed by Arts Council staff (5%)

Incomplete applications will be deducted points: submit the correct amount of copies and support material; give a detailed and balanced budget (*see previous page for more information*).

GRANT AWARD PROCESS & TIMELINE

Panel and Notification process

The grants panel, appointed by the board as recommended by staff, is chosen from a pool of citizens selected for their diverse representation of artistic and cultural interests. The panel members are responsible for recommending funding levels to MAC's board of directors, MAC staff's role is to be administrative and advisory – MAC staff do not score applications or vote on funding recommendations.

Grant application copies and assessment forms are delivered to members of the panel within 4 weeks of the application deadline. Members come together for the panel session, scheduled for a weekday afternoon. Applicants are invited to meet with the panel for 5-minute timed sessions to offer additional information and answer panelists' questions. **Because of space limitations, no more than two applicant representatives should appear.** After the applicant appearances, the panel goes into closed session to deliberate, discuss and provide final scores for each application. These scores are averaged and the applications are ranked in order of their scores. The final applicant score rankings are then used to determine funding level recommendations. Award notification letters will be sent within two weeks after the panel convenes.

MAC reserves the right, in its sole and unreviewable discretion, to refuse any application in whole or in part for any reason or for no reason, and reserves the right to refuse to provide an explanation of its decision. No action or statement by MAC or any constituent of MAC shall be deemed to create any legal right on the part of the applicant to any funding from MAC.

FUND DISBURSEMENT

Disbursement of Funds

If awarded funding, a contract will be sent to the applicant. Upon receipt of the applicant's signed contract, MAC will disburse 50% of the award. The remaining funds will be disbursed after the project has been completed and the final report has been received and approved by the MAC staff.

Final Report

A final report must be completed and submitted to MAC no later than six months after the grant contract date. The final report should include a narrative outlining the project's accomplishments, an actual budget and documentation, and sample publicity that acknowledges MAC and its sources of funding. If the project will not be completed by this point, the grantee must notify MAC in writing and request an extension which should include the projected completion date. If a final report or such a request is not submitted, the grant will be cancelled and the final payment will be forfeited. The grantee will also be responsible for returning the first payment in its entirety back to MAC.

APPEALS

Applicants must initiate a form of appeal within 30 calendar days of the date of the award notification letter. Applicants considering making an appeal must first consult with MAC's Executive Director to review the considerations upon which the funding decision was made. If, after such consultation, the applicant wishes to pursue an appeal, he/she must do so in writing within 7 days of the consultation with the Executive Director. In the Executive Director's response to a formal appeal, a deadline date for submission of all material supporting the appeal will be established – no earlier than 7 days or later than 21 days from the date of the director's letter. Failure by the applicant to meet any deadline date in the appeals process will result in the loss of the right to appeal. A committee of the MAC Board will review all appeals. Should the committee recommend a change in the applicant's funding, the MAC Board at its next regular meeting shall act upon said recommendations.

The ruling of the MAC Board shall be the last administrative remedy and there shall be no further right of appeal. By establishing a procedure for appeals, the MAC is not creating any legally enforceable right on the part of the applicant to any funding or other action of any kind from the MAC. The decisions of the MAC Board are made through a highly subjective and discretionary process of artistic evaluation and weighing of various factors both objective and subjective.

HELP

Call MAC at 864-467-3132 for assistance. Applications are available on MAC's website: www.greenvilleARTS.com.



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**Project Support Grant for
 SCHOOLS CERTIFICATION FORM – FY19**

Read **GUIDELINES** section carefully to understand the full application process.

| APPLICANT CONTACT INFORMATION | | | |
|---|--|---|---|
| NAME OF SCHOOL and DEPARTMENT or GRADE LEVEL | | | |
| NAME AND TITLE OF PROJECT DIRECTOR | | NAME OF SCHOOL PRINCIPAL | |
| ADDRESS (INCLUDE CITY, STATE, ZIP) <i>(must be a valid USPS address for all MAC project grant correspondence)</i> | | | |
| EMAIL <i>(Required for scheduling of Grants Panel - include alternative email addresses if necessary)</i> | | | |
| PROJECT DIRECTOR'S PHONE # | SCHOOL'S PHONE # | WEBSITE | |
| TOTAL SCHOOL POPULATION | % STUDENTS ELIGIBLE FOR FREE/REDUCED LUNCH | % SCHOOL BUDGET ALLOCATED FOR ARTS | |
| PREVIOUS MAC PROJECT GRANTS <i>(include dates and project titles or short description)</i> | | | |
| PROJECT INFORMATION | | | |
| PROJECT TITLE | | | |
| BRIEF PROJECT DESCRIPTION | | | |
| PROJECT DATES <i>(See Application Deadlines section next page.)</i> | | | |
| Start Date: | | End Date: | |
| TOTAL PROJECT BUDGET <i>(see page 2 of GUIDELINES section)</i> | | GRANT REQUEST AMOUNT <i>(max request amount for schools = \$2000)</i> | |
| \$ _____ | | \$ _____ | |
| PROJECT DISCIPLINE <i>(mark all that apply)</i> | | | |
| <input type="checkbox"/> 01 Dance | <input type="checkbox"/> 04 Theatre | <input type="checkbox"/> 07 Crafts | <input type="checkbox"/> 10 Literature |
| <input type="checkbox"/> 02 Music | <input type="checkbox"/> 05 Visual Arts | <input type="checkbox"/> 08 Photography | <input type="checkbox"/> 11 Folk Arts |
| <input type="checkbox"/> 03 Opera/Musical Theatre | <input type="checkbox"/> 06 Design Arts | <input type="checkbox"/> 09 Media Arts | <input type="checkbox"/> Arts Education |

2019 APPLICATION DEADLINES

The following dates are the **application deadlines** for each quarter in 2019. Months the projects should begin or take place within are indicated for each quarter. Mark the box for the quarter deadline for which are applying.

QUARTER DEADLINES (check one):

- 1st Q: **Friday, February 15**
- 2nd Q: **Wednesday, May 15**
- 3rd Q: **Thursday, August 15**
- 4th Q: **Friday, November 15**

FOR PROJECTS BEGINNING OR TAKING PLACE DURING:

- May – July, 2019**
- August – October, 2019**
- November, 2019 – January, 2020**
- February – April, 2020**

STATEMENT OF ASSURANCES

If this grant is answered in the affirmative, the applicant agrees that:

- The activities for which the grant is sought will be administered under the supervision of the applicant.
- The funds granted will be spent solely for the described projects and programs.
- No major budget changes will be made without consultation with the Metropolitan Arts Council.
- In conducting the said projects, the applicant will comply with Title IV of the Civil Rights Act of 1964 and Section 504 of Title V of the Rehabilitation Act of 1973 and any applicable South Carolina Law.
- All publicity and program information must contain the MAC logo, which can be obtained by email request to mac@greenvillearts.com, and a statement of credit for funding as follows:
This program is funded in part by the Metropolitan Arts Council with funds received from the City of Greenville, BMW Manufacturing Company, Michelin North America, Inc., SEW Eurodrive and the South Carolina Arts Commission.
- A final report will be completed and submitted to MAC no later than six months after the grant contract date. The final report will include a full financial accounting, a narrative outlining the project's accomplishments with photos and testimonials, and publicity samples that acknowledge MAC and its sources of funding.
- *If the project is not completed by this point, the grantee will notify MAC in writing and request an extension which will include the projected completion date.*

By signing this I affirm that I have read through the GUIDELINES, agree to the above outlined Statement of Assurances, and am providing a complete application. Both signatures required.

SIGNATURE: _____ DATE: _____
PROJECT DIRECTOR

SIGNATURE: _____ DATE: _____
PRINCIPAL