METROPOLITAN ATLANTA ARTS
Guidelines and Application Instructions

SUBMISSION DUE:
Thursday, August 31, 2023 by 5:00 PM ET
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GREETINGS!
Thank you for your interest in a 2023 Metropolitan Atlanta Arts grant. The Community Foundation for Greater Atlanta’s (the Foundation’s) mission is to inspire and lead our region toward equity and shared prosperity for all. The Foundation is excited to work with you to connect metro Atlanta residents to arts and culture in our community.

OUR 2023 ARTS, CULTURE AND CREATIVE ENTERPRISES GRANTS PORTFOLIO SUPPORTS QUALIFYING ORGANIZATIONS WITH A PRIMARY MISSION OF ARTS AND CULTURE.

2023 GRANT OPPORTUNITIES ARE:

EMERGENCY SUPPORT
One-time grants ranging from $5,000 to $10,000 for continued COVID-19 recovery efforts.

METROPOLITAN ATLANTA ARTS
Annual general operating support grants ranging from $10,000 to $75,000.

A PLACE TO PERFORM
Annual grants ranging from $5,000 to $7,500 for presentation expenses and direct rental costs.

These three opportunities are separate and distinct. Organizations that qualify are welcome to request support for as few or as many grants opportunities as they wish. Some applicants may receive all three grants in 2023. Organizations are also encouraged to refer to our grant opportunities webpage to learn about additional support available through other systems and place-based portfolios.

This document contains the guidelines for 2023 Metropolitan Atlanta Arts grant.

Our team is here to support you throughout the submission process. For questions about application content, please contact Conrhonda E. Baker, program officer, at cbaker@cfgreateratlanta.org. For assistance with the online systems, please contact a member of the Grantmaking Team at grants@cfgreateratlanta.org. To receive notifications and to stay up-to-date on upcoming grant opportunities please subscribe to our nonprofit newsletter for all grant cycle opening announcements, along with additional resources.

2023 METROPOLITAN ATLANTA ARTS GRANT TIMELINE

Application orientation...........................................July 25, 2023 at 11 a.m.
Organizational profile creation/updates due...........August 31, 2023 at 5 p.m.
Application due.....................................................August 31, 2023 at 5 p.m.
Review period.....................................................September & October 2023
Community Impact Committee approves grants.........................October 2023
Application status updated and grant agreements sent...............October 2023
ABOUT THE GRANT – METROPOLITAN ATLANTA ARTS

The Community Foundation for Greater Atlanta strongly encourages applications from Black, Indigenous, People of Color (BIPOC)-led and serving organizations, as well as others that have been historically excluded or marginalized.

The purpose and goal of the Foundation’s Metropolitan Atlanta Arts grant is to support and provide resources to strengthen independent arts organizations with annual operating budgets under $2 million. These creative enterprises promote public access and encourage the breadth of arts and cultural programming in our metro-Atlanta community. These general operating support grants are intended for programming and operations to allow organizations to increase public engagement as well as providing access to various forms of art across the region.

Grant applications are reviewed through an internal due diligence and review process, which may include a site visit and/or staff attendance at an artistic engagement or presentation.

SUCCESSFUL APPLICANTS HAVE:

- A primary mission to create, produce, present or provide arts and/or cultural services for the public;
- A history of vibrant artistic and/or cultural programming; and
- Strong organizational capacity to carry out their work.

Note:
Services for the public does not mean that activities or programs must be free. Murals and public art projects/activities must demonstrate meaningful community engagement and include an element of public programming. The Foundation anticipates that grant amounts will be lower than previous years to provide broad support and fit the available budget.
**APPLICATION OVERVIEW**

### PREAPPLICATION

1. **Connect with the Community Foundation of Greater Atlanta**
   - Sign up for [Nonprofit News](#).

### APPLICATION

2. **Attend the application orientation webinar**
   - Tuesday, July 25, 2023 at 11 a.m. EST
   - Register [here](#).
   - A recording of this session will be posted to the Foundation’s website after the webinar.

3. **Complete and submit Organizational Profile and application online**
   - (by Thursday, August 31, 2023 at 5 p.m.)
   - Be prepared with the following information:
     - Organizational Profile responses
     - Application responses
     - Financial information
     - Optional uploads

### POST-APPLICATION

4. **Foundation Staff Review**
   - Submissions are checked for eligibility and completeness.
   - Submissions are evaluated based on the grant program goal, eligibility requirements, and stated priorities.
   - Staff may contact applicants if additional documents, information, or clarification is needed.
   - Staff presents funding recommendations to a volunteer-led [Community Impact Committee](#).

5. **The Foundation’s Community Impact Committee Review**
   - Reviews, assesses and approves recommended declinations, awards and grant amounts.

6. **Foundation staff updates applicant status, issues grant agreements and releases payments**

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**NEED HELP**

For help with application content, please contact Conrhonda E. Baker, Program Officer, at [cbaker@cfgreateratlanta.org](mailto:cbaker@cfgreateratlanta.org).

For help with the online systems, please contact a member of the Grantmaking Team at [grants@cfgreateratlanta.org](mailto:grants@cfgreateratlanta.org).
ELIGIBILITY AND PRIORITIZATION

WHO IS ELIGIBLE TO APPLY?

To be eligible for a grant, organizations must meet all the following criteria:

- Have a primary mission to produce, present or create programs or activities in areas directly concerned with arts or culture
- Have produced or presented arts or culture program(s) throughout two years prior to July 1, 2023
- Pay artists and performers associated with artistic and cultural programming
- Have a permanent and viable base in at least one of the following Georgia counties for at least two years prior to July 1, 2023: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, and Rockdale. Applicant organization must have a business address in at least one of the above counties and conduct most of its local programs and services in metro Atlanta for the residents of metro Atlanta and visitors to metro Atlanta
- Exist as a charitable organization in line with one of the two following options:
  - Exist as a 501(c)(3) organization for at least two years prior to July 1, 2023 as verified by GuideStar’s Charity Check service  
  - OR 
  - Exist as a nonprofit registered with the Georgia Secretary of State for at least two years prior to July 1, 2023 AND/OR have a fiscal-agent / fiscal-sponsor designated as a 501(c)(3) organization as verified by GuideStar’s Charity Check service
- Be registered with the Georgia Secretary of State as a nonprofit
- Employ for a minimum of one year prior to July 1, 2023, at least one paid cultural/artistic and/or administrative staff person working a minimum of 15 hours per week (or 780 hours per year) at or above the state-designated minimum wage
- Have annual operating expenses not exceeding $2 million for the last completed fiscal year
- Provide financial statements in line with one of the three Georgia Secretary of State requirements listed below:
  - Independently certified audited financial statements for FY22 if the organization’s FY22 total expenses are $1M or more  
  - OR  
  - Either independently certified audited or reviewed financial statements for FY22 if the organization’s FY22 total expenses are more than $500,000 but not more than $1M  
  - OR  
  - Internally generated financial statements for FY22 if the organization’s FY22 total expenses are less than $500,000
WHO IS INELIGIBLE TO APPLY?

The following types of organizations are ineligible to apply for the 2023 grant cycle (this list is not meant to be exhaustive):

- Organizations whose primary mission is not arts and/or culture
- Organizations that are not in good standing with the Foundation and/or not in compliance with previous grants
- Organizations that have discriminatory policies and/or practices on the basis of race, color, national origin, age, economic status, disability, sex/gender, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs
- Organizations that require participation in religious services and/or religious education as a condition of receiving services
- Religious institutions without a separate 501(c)(3) organization that specifically administers nonsectarian public programming
- Organizations that are the primary responsibility of a government agency
- National or state service organizations or supporting organizations
- K-12 schools, including parent-teacher associations and similar groups
- Fundraising organizations, such as “friends of” groups that do not conduct their own programming
- Private foundations of any kind
- Units of government, including component units
- Private libraries
- Cemeteries
- Individuals
- Organizations not directly providing programming or advocacy as stated in the goal above.

If your organization does not qualify for this funding opportunity and aligns with other TogetherATL priorities, please continue to monitor future funding opportunities.

WE PRIORITIZE SUPPORTING

In alignment with the TogetherATL strategy, the following types of organizations will receive priority consideration for 2023 support:

- Organizations that are led by or serving Black, Indigenous and People Color (BIPOC), which is defined as organizations that meet at least three of the following four criteria:
  - Organizational leader is BIPOC;
  - Majority of board members are BIPOC;
  - Majority of clients served are BIPOC; and/or
  - Staffing of the organization or the program/project of which funds are requested are BIPOC
- Organizations that have never received funding from the Foundation
- Organizations that have not received funding from the Foundation since 2021
GRANT AMOUNTS

Metropolitan Atlanta Arts grant support is made possible by the Metropolitan Atlanta Arts Fund and supplemented with funds from TogetherATL, directed or discretionary sources when possible.

The Metropolitan Atlanta Arts Fund was created in 1993 to provide resources to strengthen independent arts organizations with annual operating budgets under $2 million located throughout the Foundation’s metro Atlanta service area. As an endowed fund, the Foundation deploys a minimum 4.75% spend rate to determine annual budget levels.

In 2023, the Foundation is providing one-year general operating support grants.

Award amounts will vary based on the number of applicants and funds requested.

If selected for a grant, maximum amounts are determined by years of operating history:

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<thead>
<tr>
<th>Years of Operating History</th>
<th>Maximum Amount</th>
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<tr>
<td>Operating less than three years</td>
<td>Up to $10,000</td>
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<tr>
<td>Operating more than three and less than ten years</td>
<td>Up to $25,000</td>
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<tr>
<td>Operating more than ten and less than twenty years</td>
<td>Up to $50,000</td>
</tr>
<tr>
<td>Operating more than twenty years of operating history</td>
<td>Up to $75,000</td>
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No grant award will exceed 25% of an organization’s annual operating expenses as determined by their FY22 financial statements.

NOTE: The Foundation cannot guarantee funding to every applicant and anticipates that grant amounts will be lower than previous years to provide broad support and fit the available budget.
ORGANIZATIONAL PROFILE & APPLICATION

Start early and submit early! Your application must be submitted by 5 p.m. ET on Thursday, August 31. Late or incomplete submissions are ineligible for consideration.

Complete and Submit Online Organizational Profile and Application

- **Organizational Profiles** must be created or updated online in the [Nonprofit Online Portal](#). *The Financial Details, Financial Snapshot, and Diversity, Equity and Inclusion sections must reflect figures entered on or after August 31, 2022.*
- Applications must be submitted online using the [online application system](#).
- To be considered complete, a submission must include all required organizational profile and application question responses and required materials as outlined below.

BE PREPARED WITH THE FOLLOWING INFORMATION:

- **Organizational Profile** responses
- **Application** responses
- Financial information
- **Optional uploads**

**About Uploads**

Uploads are images, audio files, video files, hyperlinks and/or other supporting documents that help bring your organization’s mission and programs to life. The Community Foundation for Greater Atlanta uses your support materials to help document eligibility, to evaluate reports and to share with donors, funding colleagues, and metro Atlanta residents how funding for arts and culture impacts the community.

**KEY DATE**

**ORGANIZATIONAL PROFILE & APPLICATION DUE THURSDAY, AUGUST 31, 2023 at 5:00PM**
2023 GRANT RECIPIENT REQUIREMENTS

Grant Period: All funded activities and grant expenditures must occur during the grant period, October 1, 2023 – September 31, 2024.

Grant Agreement and Compliance
If your application is recommended and approved for funding following the Community Impact Committee meeting, the Foundation will prepare a grant agreement. The Foundation will be available to meet with new and returning grant recipients to review the grant agreement requirements. To be considered an active grant recipient and receive funding, recipients must sign a grant agreement and meet the requirements therein.

Grant Payment Timeline
The Foundation’s grants distributions are initiated upon the receipt of the signed grant agreement. All funded activities and expenditure of grant dollars must occur during the respective grant period.

Grant Funding Restrictions
Restricted uses of funds include but are not limited to:

- credit-bearing academic programs (K-12 and college level)
- fundraising or benefits
- endowment funds
- regranting, scholarships, tuition assistance, awards, or cash prizes
- religious ceremonies or events advancing or inhibiting a particular religious ideology
- agent’s fees for programs contracted through commercial agencies
- advocacy of specific political causes or candidates

Credit Requirements:
The Foundation asks that organizations receiving grant support partner with the Foundation throughout the grant period by inviting staff to events/programming, connecting with the Foundation on social media, and acknowledging funding by using our logo and credit line. You are encouraged to review the grantee publicity guidelines for additional information.

Reporting Requirements:
All grant recipients must submit a final report online within 30 days of the completion of the grant period. In addition to a final report, the Foundation may attend performances/engagements or conduct site visits during the grant period. Reporting guidelines and instructions will be provided directly in advance of deadlines. Reports consist of a narrative, financial documentation and support materials. Grant recipients that submit a late final report, or do not submit a final report, may receive a reduced or revoked final grant amount.

Maintaining Good Standing:
To receive the Community Foundation funds, a grant recipient must maintain its good standing during the grant period. A grant recipient is in good standing if it does all of the following:

- Fully and completely meets all requirements as stated in the grant agreement for the duration of the grant period;
- Accurately represents its organization and its activities in all documents submitted to the Foundation. This includes, but is not limited to, the organizational profile, application, final report and all other reports and forms; and
- Continues to meet the eligibility criteria.

A grant recipient not in good standing with the Foundation will be officially informed of this status in writing.
QUESTIONS

• For questions about application content, please contact Conrhonda E Baker, program officer, at cbaker@cfgreateratlanta.org.

• For assistance with the online systems, please contact a member of the grantmaking team at grants@cfgreateratlanta.org.

• To receive notifications and to stay up-to-date on upcoming grant opportunities please subscribe to our nonprofit newsletter for all grant cycle opening announcements, along with additional resources.