A PLACE TO PERFORM
Guidelines and Application Instructions

SUBMISSION DUE:
September 14, 2023 by 5:00 PM EST
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GREETINGS!
Thank you for your interest in the 2023 A Place to Perform. 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:**

<table>
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<th>EMERGENCY SUPPORT</th>
<th>METROPOLITAN ATLANTA ARTS</th>
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<td>One-time grants for COVID-19 recovery efforts.</td>
<td>Annual general operating support grants.</td>
<td>Annual grants to support venue rental costs for literary and performing arts activities.</td>
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These 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 the 2023 A Place to Perform 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 A Place to Perform Grant Timeline**

**KEY DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Application orientation</td>
<td>August 9, 2023 at 3 p.m.</td>
</tr>
<tr>
<td>Organizational profile creation/updates due</td>
<td>September 14, 2023 at 5 p.m.</td>
</tr>
<tr>
<td>Application due</td>
<td>September 14 at 5 p.m.</td>
</tr>
<tr>
<td>Review period</td>
<td>September &amp; October 2023</td>
</tr>
<tr>
<td>Community Impact Committee approves grants</td>
<td>November 2023</td>
</tr>
<tr>
<td>Application status updated and grant agreements sent</td>
<td>December 2023</td>
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ABOUT THE GRANT – A PLACE TO PERFORM

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 A Place to Perform grant is to provide support to nonprofit literary and performing arts organizations to gain access to performance venues and facilities, so they in turn can produce performing arts experiences for the public. Requests must originate from the producer of the engagement, not the host venue. Requests must be to rent a venue that meet basic safety requirements, including adherence to all applicable fire and safety codes, and carrying appropriate insurance. Venues must be compliant with the Americans with Disabilities Act and be located in one of the following Georgia counties: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry and Rockdale.

Requests for funding can be for direct rental costs including performance space rental, load-in costs, required equipment or venue-related technician fees, including venue specific box office or direct front-of-house fees. Requests may not include funds for artistic or general production costs. Requests to obtain space for fundraising events are ineligible. Applicants must have a written commitment from the venue that the performance space will be available for the prospective time. Engagements must take place between December 1, 2023 and June 30, 2024. No retroactive grants will be awarded for engagements in the past or running through the grant application period.

Grant applications are reviewed through an internal due diligence and review process, which may include a follow up phone calls/emails to clarify your submission.

SUCCESSFUL APPLICANTS HAVE:

- A primary mission to create or produce literary and/or performing arts services for the public;
- A need for a performance venue that is not met by a space currently owned or leased by the applicant; and
- A contract or quote from the proposed venue detailing availability of dates and proposed rental fee.

Note: Services for the public does not mean that activities or programs must be free. 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
   • Wednesday, August 9, 2023 at 3 p.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, September 14, 2023 at 5 p.m.)
   Be prepared with the following information:
   • Organizational Profile responses
   • Application responses
   • Venue information, including a contract or quote
   • One file or link that represents your work

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

For help with application content, please contact Conrhonda E. Baker, Program Officer, at cbaker@cfgreateratlanta.org.

For help with the online systems, please contact a member of the Grantmaking Team at grants@cfgreateratlanta.org.
ELIGIBILITY AND ENGAGEMENT REQUIREMENTS

WHO IS ELIGIBLE TO APPLY?

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

- Have a **primary mission** to produce or create programs or activities in areas directly concerned with the literary or performing arts, most commonly in the following disciplines:
  
  - Creative Nonfiction
  - Dance
  - Fiction
  - Multidisciplinary
  - Music
  - Musical Theater
  - Opera
  - Poetry

- Have **produced performing arts or culture program(s)** throughout two years prior to September 14, 2023

- **Pay artists and performers** associated with the requested engagement (most commonly productions, performances, or readings)

- Have a **permanent and viable base** in at least one of the following Georgia counties for at least two years prior to September 14, 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 September 14, 2023 as verified by GuideStar’s Charity Check service

  - **Exist as a nonprofit registered with the Georgia Secretary of State** for at least two years prior to September 14, 2023 **AND** have a fiscal-agent / fiscal-sponsor designated as a **501(c)(3) organization** as verified by GuideStar’s Charity Check service

ENGAGEMENT REQUIREMENTS

To be eligible for a grant, engagements **must** meet the following requirements:

- Engagements must take place between December 1, 2023 and June 30, 2024.
- For literary engagements (a reading, slam, spoken word, or other activity) a minimum of 45 minutes of presentation by the writer(s) is required.
- For performing arts engagements, a minimum of 60 minutes of performance by the artist(s)/company is required.
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
- Colleges and universities
- 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 grant opportunity and aligns with other TogetherATL priorities, please continue to monitor future grant opportunities.*
IN THE MISSION TOGETHERATL, the following types of organizations will receive priority consideration for 2023 support:

- 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 as denoted on the organizational profile:
  - 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

- Employ for a minimum of one year prior to September 14, 2023, at least one paid cultural/artistic and/or administrative staff person working a minimum of 15 hours per week on average **during the length of the engagement** at or above the state-designated minimum wage on average

- Do not have their own primary performance space.

- Have annual operating budgets (expenses and revenues) under $2 million as determined by their “Last Completed FY End” section of the organizational profile. For most applicants we expect this information to reflect FY22 or FY23 figures.
GRANT AMOUNTS

A Place to Perform grant support is made possible by the A Place to Perform Fund and supplemented with funds from TogetherATL, directed or discretionary sources when possible.

The A Place to Perform Fund was created through a gift from the Woodruff Arts Center after the 2014 sale of the 14th Street Playhouse. The 14th Street Playhouse was built in 1987 as a performance space for Atlanta’s theaters. Until 2014 it served as a primary or secondary performance venue for a variety of nonprofit arts organizations in Atlanta. A Place to Perform grants provide support to performing arts organizations to have access to performing venues and facilities so as to continue to support the spirit of the original venue. As an endowed fund, the Foundation deploys a minimum 4.75% spend rate to determine annual budget levels.

In 2023, the Foundation is providing grants to help nonprofit literary or performing arts organizations that do not have adequate performance space for a particular engagement (most commonly productions, performances, or readings). Award amounts will vary based on the number of applicants and funds requested.

**If selected for a grant, the maximum amount will not exceed $7,500.** No grant award will exceed 20% of an organization’s annual operating expenses as determined by their “Total Expenses” in the “Last Completed FY End” section of the organizational profile. For most applicants we expect this information to reflect FY22 or FY23 figures.

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, September 14. 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 September 14, 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
- Venue information, including a contract or quote
- One file or link that represents your work

About File Uploads

Uploads are images, audio files, video files 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.

OR Cay ORGANIZATIONAL PROFILE & APPLICATION DUE THURSDAY, SEPTEMBER 14, 2023 at 5:00PM
2023 GRANT RECIPIENT REQUIREMENTS

Grant Period: All funded activities and grant expenditures must occur during the grant period, December 1, 2023 – June 30, 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.
FREQUENTLY ASKED 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.

- **What costs associated with renting a venue may be covered by this grant?**
  In order of decreasing priority, A Place to Perform will cover the following categories of costs:
  - Venue rental fees;
  - Costs that are required by the venue (e.g. the venue requires that you use their technician or their box office system and staff);
  - Costs that are not contractually required by the venue but that you identify as necessary to use the space (e.g. you feel that you need to hire a security guard for when the show lets out late at night or the venue does not provide enough chairs and you need to rent them);
  - Costs that would add to the success of the particular engagement in this venue but are not essential.
    - In short, if you were budgeting for this without a grant, what expenses would you prioritize? What expenses are required? For all costs above you need to share candidly in your application about how they would impact your ability to rent the venue and make a successful engagement (most commonly productions, performances, or readings).

- **Costs that are not eligible for support include:**
  Basic production costs that would be incurred in any venue. A Place to Perform seeks to expand the options your organization has for choosing venues, not replace regular operating expenses.

- **My organization rents this space each year, can we apply for A Place to Perform to cover the costs?**
  Yes.