A PLACE TO EXHIBIT PILOT
Guidelines and Application Instructions

SUBMISSION DUE:
October 19, 2023 by 5:00 PM EST
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GREETINGS!
Thank you for your interest in the 2023 A Place to Exhibit Pilot grant opportunity. As this is a pilot opportunity, grantees who receive a 2023 A Place to Perform award are ineligible. 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 for COVID-19 recovery efforts.
- **METROPOLITAN ATLANTA ARTS**: Annual general operating support grants.
- **A PLACE TO PERFORM**: Annual grants to support venue rental costs for literary and performing arts activities.
- **A PLACE TO EXHIBIT PILOT**: One-time grants to support venue rental costs for film and visual arts activities.

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 Exhibit Pilot 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 application platform (Alchemer), please contact Domique Feloss, program associate, at dfeloss@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 EXHIBIT PILOT GRANT TIMELINE**

- Application orientation..........................September 13, 2023 at 3 p.m.
- Organizational profile creation/updates due...........October 19, 2023 at 5 p.m.
- Application due.....................................October 19, 2023 at 5 p.m.
- Review period.............................................October & November 2023
- Community Impact Committee approves grants.........................December 2023
- Application status updated and grant agreements sent............Late December 2023
ABOUT THE GRANT – A PLACE TO EXHIBIT PILOT

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

The purpose and goal of the Foundation’s A Place to Exhibit Pilot grant is to subsidize access to exhibition and screening venues for film and visual arts renters, so they, in turn, can produce experiences for the public. Requests must originate from the renter, not the host venue or fiscal sponsor/agent. Requests must be to rent a venue that meets basic safety requirements, including adherence to all applicable fire and safety codes, and carrying appropriate insurance. Venues must comply 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, direct vehicle rental costs to transport artwork or projection equipment, and direct printing costs for interpretative materials. Requests may not include funds for artistic or general creation, installation, or production costs. Requests to obtain space for fundraising events are ineligible.

All applicants must provide a written commitment (contract or quote) from the venue that the space will be available for the prospective time. Rental engagements must occur between January 1, 2024 and June 30, 2024. No retroactive grants will be awarded for engagements in the past or during the grant application period.

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

SUCCESSFUL APPLICANTS WILL HAVE:

- A track record of creating or producing professional-level film and/or visual arts services for the public;
- A need for a 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 the availability of dates and proposed rental fee.

Note: “Services for the public” does not mean that activities, exhibitions, or screenings must be free.
## 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, September 13, 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 the application online by Thursday, October 19, 2023 at 5 p.m.
   - Be prepared with the following information:
     - Application responses
     - Venue information, including a contract or quote
     - The film director, curator or visual artist’s resume/CV demonstrating no less than two years of professional commission, exhibitions, and/or screenings
     - One file or link that represents prior 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.

7. Foundation staff hosts office hours for declined and ineligible applicants.

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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 application platform (Alchemer)**, please contact Dominque Feloss, Program Associate, at [dfeloss@cfgreateratlanta.org](mailto:dfeloss@cfgreateratlanta.org).
### ELIGIBILITY

#### WHO IS ELIGIBLE TO APPLY?

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

- Renters must not have access to their own primary exhibition or screening space.

- Have a primary mission or business purpose to create or produce artwork or activities in areas directly concerned with the film or visual arts, most commonly in the following disciplines:

  | Film - Animation | Visual - Experimental |
  | Film - Documentary | Visual – Mixed Media |
  | Film - Experimental | Visual - Painting |
  | Film - Fiction | Visual – Photography |
  | Visual - Crafts | Visual - Sculpture |
  | Visual - Drawing |

- Demonstrate that the majority of the renter’s artwork or activities have been devoted to consistently creating, exhibiting, producing, screening, or providing arts and/or cultural services since October 19, 2021.

- Have a permanent and viable base in at least one of the following Georgia counties since October 19, 2021: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, and Rockdale.
  - The applying renter must provide a business address in at least one of the above counties and conduct most of its activities and services in metro Atlanta for the residents of metro Atlanta and visitors to metro Atlanta.

- Exist as a charitable entity in line with one of the two following options:
  - Exist as a 501(c)(3) entity as verified by GuideStar’s Charity Check service
  - Have a fiscal agent/sponsor designated as a 501(c)(3) entity as verified by GuideStar’s Charity Check service
WHO IS INELIGIBLE TO APPLY?

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

- Renters who received *A Place to Perform* Grant in 2023
- Renters who have access to their own primary exhibition or screening space
- Unincorporated renters that do not have a fiscal-agent/ fiscal-sponsor designated as a 501(c)3
- Renters whose primary mission is not film or visual arts and/or culture
- Renters whose exhibition or screening is affiliated with a degree granting program
- Renters whose exhibition or screening is solely for K-12 schools or whose activity solely feature K-12 school students artwork
- Renters that are not in good standing with the Foundation and/or not in compliance with previous grants
- Renters 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
- Renters that require participation in religious services and/or religious education as a condition of receiving services
- Religious institutions without a separate 501(c)(3) entity that specifically administers nonsectarian public programming
- Renters that are the primary responsibility of a government agency
- National or state service renters or supporting renters
- K-12 schools, including parent-teacher associations and similar groups
- Colleges and universities
- Fundraising renters, 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
- Renters that are not directly providing programming or advocacy as stated in the goal above.

If your entity does not qualify for this grant opportunity and aligns with other *TogetherATL priorities*, please continue to monitor future *grant opportunities*. 
RENTAL REQUIREMENTS

WHAT ARE THE RENTAL REQUIREMENTS?

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

- The rental must take place between January 1, 2024 and June 30, 2024.
- For film screenings, a minimum of 45 minutes of running time (this may include a full-length film or a collection of shorts) is required and the film director must be present.
- For visual arts exhibitions, the artist/curator must be present for at least 60 minutes.
- The venue must be located in at one of the following Georgia counties: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, and Rockdale.
- The venue contract or quote must include,
  - The Renter’s Organization or Business Name
  - Rental Date(s)
  - Total Rental Costs
  - Venue Name
  - Venue Address
  - Venue Contact Name
  - Venue Contact Phone
  - Venue Email Address

WHAT ARE THE ALLOWABLE COSTS?

In order of decreasing priority, A Place to Exhibit Pilot will subsidize the following categories of costs:

- Venue rental fees as denoted on the contract of quote;
- Costs that are required by the venue (e.g. the venue requires that you use their projector technician and security staff) as denoted on the contract of quote;
- Costs to rent a vehicle to transport artwork or projection equipment (e.g. a U-Haul) as denoted in your transportation estimate; and
- Costs to professionally print non-digital interpretative materials (such as text panels, flyers with an artist statement, or pamphlets with QR codes) as denoted on your printing estimate.

WHAT COSTS ARE NOT ALLOWED?

Costs that are not eligible for support include:

- Basic costs that would be incurred to create any film or visual artwork.
  - A Place to Exhibit Pilot seeks to expand the options your entity has for choosing venues, not replace regular operating or production expenses. This grant does not serve as commissioning support.
- Mileage or gas costs for private or personal vehicles
- Expenses for public transportation (Marta) or rideshare services (Lyft or Uber)
PRIORITIZATION

WHO IS PRIORITIZED?

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

• Artistic activity is *led by Black, Indigenous and People Color* (BIPOC), which is defined as renters that meet at least one of the following criteria as denoted in the application:
  – The Artistic Leader is BIPOC;
  – The Executive Leader is BIPOC;
  – The film director, curator or visual artist(s) engaged with the rental is BIPOC;

• Rental event *directly represents or serves Black, Indigenous and People Color* (BIPOC), which is defined as renters that meet at least three of the following criteria as denoted in the application:
  – The theme(s) of the exhibition or screening directly represent BIPOC experiences;
  – Majority of board members are BIPOC;
  – Majority of staff/technicians (employees, independent contractors, or volunteers) engaged for the related exhibition or screening are BIPOC; and /or
  – Majority of the audience served is BIPOC

• Renters that *have never received* A Place to Perform grant from the Foundation.

GRANT AMOUNTS

HOW MUCH DO YOU EXPECT TO GRANT?

The funding for the pilot of the A Place to Exhibit Pilot grant support is made possible by funds from TogetherATL’s discretionary sources.

In 2023, the Foundation is *providing up to $50,000 in grants* to help film or visual arts renters that do not have adequate space for a singular engagement (most commonly an exhibition or screening). Award amounts will vary based on the number of applicants and funds requested.

If selected for a grant, the maximum amount will not exceed $5,000. The Foundation anticipates *providing between 10 and 15 grants*.

NOTE: The Foundation cannot guarantee funding to every applicant. As a pilot program, the Foundation cannot guarantee that funding will be available in future years.
APPLICATION AND UPLOADS

Start early and submit early! Your application must be submitted by 5 p.m. ET on Thursday, October 19. Late or incomplete submissions are ineligible for consideration.

- Applications must be submitted online using the online application system.
- To be considered complete, a submission must include all required responses and uploads as outlined below.

BE PREPARED WITH THE FOLLOWING REQUIRED UPLOADS:

Required uploads for all renters are:
- Venue contract or quote
- Resume/CV in alignment with your rental activity type that demonstrates no less than two years of professional commission, exhibitions, and/or screenings:
  - For solo exhibitions, provide the resume/cv for the artist
  - For group exhibitions, provide the resume/cv for the curator
  - For film screenings, provide the resume/cv for the film director
- One file or link that represents prior work

If you’re in need of a fiscal sponsor, visit the Fiscal Sponsor Directory.

About File Uploads
Uploads are images, audio files, video files and/or other supporting documents that help bring your renter’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.
2023 GRANT RECIPIENT REQUIREMENTS

Grant Period: All funded activities and grant expenditures must occur during the grant period, January 1, 2024 – 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 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 and any other documents required for fiscal sponsors. 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 recipients 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. If the applicant is fiscally sponsored, the fiscal sponsor accepts the responsibility to ensure the final report is submitted on time. 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 entity 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.
NEED ASSISTANCE?

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

• For assistance with the **online application platform (Alchemer)**, please contact Dominque Feloss, program associate, at dfeless@cfgreateratlanta.org.

• To **receive notifications** and to stay up-to-date on upcoming grant opportunities please [subscribe to our nonprofit newsletter](mailto:subscribe@ournonprofitnewsletter.com) for all grant cycle opening announcements, along with additional resources.