

This document details the questions online for Metropolitan Atlanta Arts grant requests. An * indicates that the field is required.

To start a full application, please click here to access the application form online in the grants portal. To aid your submission, please refer to the program guidelines found under “Arts, Culture, and Creative Enterprises” at the bottom of the Grant Opportunities webpage. If you need accessibility accommodations, please contact Conrhonda E. Baker at cbaker@cfgreateratlanta.org to determine how best to meet your needs.

A note when registering: If awarded a grant, your **Executive Director** will be addressed in any award letters and act as the signatory for grant agreements. They are responsible for ensuring that all terms and conditions are met. Your **Grant Contact** should be the staff member who interacts most frequently with the grant portal. This is often the person who is writing your applications. It’s okay if your Executive Director and Grant Contact are the same person.

A note about the application portal’s character limits: All character limits include spaces. To convert characters to words, a common practice is to divide the total number of characters allowed by 6 to estimate the word count. For example, 1,000 characters are roughly 160-200 words, 250 characters are about 40-50 words, 40-100 words are often 2-4 sentences, and 100-200 words are often 5-8 sentences.

| Organization Information |
|---|
| <p>Project Name*</p> <p>Please write “General Operating for” and your organization’s name (e.g., General Operating for Mockingbird Arts).</p> <p>Character limit: 100</p> |
| <p>My organization has received 5 or more Metropolitan Atlanta Arts grants*</p> <p>If you have received 5 or more grants from Metropolitan Atlanta Arts, you are invited to submit a condensed application. Visit the grant opportunities webpage to view the list of invited organizations invited to choose “Yes” and complete a condensed application. If you are not on the list, please select “No” to complete the full application.</p> <p>Choices</p> <ul style="list-style-type: none"> • Yes • No |
| <p>Year your Organization began robust and consistent programming*</p> <p>Please provide the year the organization began to consistently create, produce, present or provide robust arts and/or cultural services for the public</p> <p>####</p> <p>Character limit: 4</p> |

Year Organization Began Operating as a 501(c)3 or fiscally sponsored entity*

####

Character limit: 4

Organization Mission*

To be eligible, applicants must have a primary mission to produce, present or create programs or activities in areas directly concerned with arts or culture. They must also have a history of a significant portion of your organization's programming (more than 70%) devoted to creating, presenting, or producing art and culture activities or programs for the public. For application guidelines and instructions, please [click here](#).

Character limit: 2000

Organization Website*

Note - This field will only accept URL formatting.

Character limit: 2000

Geographical Area Served by this Funding (Counties)*

Check all that apply.

Please answer broadly by choosing all the counties you intend to serve through your art/cultural activities, such as educational programs, exhibitions, performances, and/or other art/cultural services. Please do not include locations solely affiliated with non-arts-related programming.

Choices

- Cherokee
- Clayton
- Cobb
- DeKalb
- Douglas
- Fayette
- Forsyth
- Fulton
- Gwinnett
- Henry
- Rockdale

My organization provides arts and culture programming year-round (8 or more months out of the year)?*

Choices

- Yes
- No

Primary Artistic Discipline*

*Please choose the **one** option that best describes your organization's primary artistic discipline.*

Choices

- Interdisciplinary –
Literary/Media/Performing/Visual Arts
- Literary Arts – Creative Nonfiction
- Literary Arts – Fiction
- Literary Arts – Poetry
- Performing Arts – Dance
- Performing Arts - Folklife/Traditional Arts
- Performing Arts – Multidisciplinary
- Performing Arts – Music
- Performing Arts – Musical Theatre
- Performing Arts – Opera
- Performing Arts – Theatre
- Film/Media Arts – Animation
- Film/Media Arts – Documentary
- Film/Media Arts – Experimental
- Film/Media Arts – Fiction
- Film/Media Arts – Multidisciplinary
- Visual Arts – Crafts
- Visual Arts – Drawing
- Visual Arts – Experimental
- Visual Arts – Folklife/Traditional Arts
- Visual Arts – Mixed Media
- Visual Arts – Multidisciplinary
- Visual Arts – Painting
- Visual Arts – Photography
- Visual Arts – Sculpture

Community Benefit (45 points)

An organization's ability to meaningfully connect with its community to achieve its mission.

Briefly describe how your activities align with the Community Foundation's mission.*

The Community Foundation for Greater Atlanta's mission is to inspire and lead our region toward equity and shared prosperity for all.

Character Limit: 1500

Age Population(s) Served by Organization*

Check all that apply.

Choices

- Early Childhood (0-5)
- Children (6-12)
- Youth (13-20)
- Adults (21-54)
- Older Adults (55+)

Does a significant portion of your arts programming serve youth or pre-professionals?*

- A significant portion is defined as 60% or more.
- Arts programming can be defined as artistic technique skill building, engagement activities, etc.
- Youth or pre-professional is defined as ages 25 or younger.

Additional question if “Yes” is chosen

Choices

- Yes
- No

If yes, to the previous question regarding youth and pre-professionals, please elaborate.*

Please share details about what influences your organization's decisions when creating activities for youth and young professionals. Possible topics to touch on include staff certifications, pedagogy, techniques, trauma-informed approaches, youth social/emotional wrap-around services, processes for hiring teaching artists/employing social workers, and activities necessary to mitigate food insecurity or provide mental health support.

Character limit: 1500

What impact does your organization hope to have in the community?*

How do you track progress? How will you know you've accomplished your goals?

Character Limit: 1500

How do you connect with your community?*

Please share ways that you demonstrate your understanding and respect for them and how you engage the community served in shaping your work.

Character Limit: 1500

Artistic & Cultural Vibrancy (35 points)

An organization's ability to create relevant and engaging work that furthers its mission.

List your **completed** artistic activities and programs for the public over the last 12 months.*

We want to understand how your organization has activated your mission artistically. **Using a bullet point list**, please share high-level details about your organization's **recently completed** artistic activities and/or curation processes. These can include educational classes, presentations, performances, exhibitions, and/or special initiatives, such as anniversary celebrations. Include estimated attendance, date ranges, and locations.

Examples:

- Exhibition titled “Explorations in Southern Quilting Color and Form” – A showcase of five emerging artists exploring contemporary themes in southern quilt making and textile development. Artists were selected through a jury process. Approximately 200 visitors. (Feb 15 –March 15, 2025, at Bluebell Arts Gallery)

- Summer Semester Dance Classes – 8 weekly sequential lessons for ages 5–18. Techniques included West African dance, drumming, tap, jazz, and creative movement. Total enrollment was 80 students. (May 1 – July 31, 2025, at Mockingbird Arts Studio)
- A production of “A Raisin in the Sun” – A non-equity run featuring a cast 8 and directed by Lorraine Hansberry. Our artistic director is reviewing options and expects to finalize by November 2025. (Spring 2026, at New Victory Theatre)

Character limit: 2500

List your **planned** artistic activities and programs for the public.*

While we know that planning may be challenging, we want to understand how your organization intends to activate your mission artistically. Please share high-level details about your organization’s planned artistic activities and/or curation processes. These can include confirmed, anticipated, and under-consideration educational classes, presentations, performances, exhibitions, and/or special initiatives, such as anniversary celebrations. If possible, include proposed date ranges and locations under consideration.

Examples:

1. Exhibition titled Explorations in Color and Form – A showcase of five emerging artists exploring contemporary themes in painting and sculpture. Artists were selected through a jury process. (Sept–Oct 2025, Bluebell Arts Gallery-contract pending)
2. Fall Semester Dance Classes: 8 weekly sequential lessons for ages 5–18. Techniques are anticipated to include ballet, tap, jazz, and creative movement. Enrollment is anticipated to be no less than 80 total students. (Oct–Dec 2025, Mockingbird Arts Studio-confirmed)
3. Theatrical Production (TBA): Although not confirmed, we intend to produce a production with a cast of no less than eight. Our artistic director is reviewing options and anticipates finalizing by November 2025. (Spring 2026, New Victory Theatre-quote pending)

Character limit: 1500

Organizational Capacity (20 points)

An organization’s ability to successfully plan for and manage its resources.

Strategic Priorities*

What are your organization’s top three strategic priorities? These can be programmatic and/or operational priorities.

Please use the format below:

- *Priority 1 – (text here)*
- *Priority 2 – (text here)*
- *Priority 3 – (text here)*

You may also upload a current strategic plan document in the optional section

Character Limit: 1500

Do you have a Board of Directors/Trustees?*

Additional question if "No" is chosen

Choices

- Yes
- No

If no, please share about any groups that provide your organization with guidance.*

These groups can be advisory committees, volunteer leadership, or other committees.

Character Limit: 750

Current Organization Leadership Information

Leadership Information*

Please complete the following table to the best of your ability. If you are a fiscally sponsored organization without an advisory board, please enter 0. For the 'Population Served' column, please respond broadly to include non-staff artist partners, as well as audiences, event attendees, and patrons.

| Position | # |
|--|---|
| Staff Leader(s) – Executive/Senior Level | |
| Staff – non-executive paid and volunteer | |
| Board | |
| Population Served Annually | |

Financial Information

Previous Fiscal Year Government Support*

If your organization received a government contract for service or grant during the most recently completed fiscal year, check all that apply.

Choices

- City Government
- County Government
- State Government
- Federal Government

Fiscal Year Start Date*

###/###

Format your entry as MM/DD

Character Limit: 5

Fiscal Year End Date*

##/##

Format your entry as MM/DD

Character Limit: 5

Provide revenue and expense figures in the fields below.*

To be eligible for Community Foundation funding, organizations must have completed FY'25 with total expenses between \$25,000 and \$2M (not including in-kind support).

Format your entry as \$#,###,###.## and include:

- Audited or actual revenue and expense totals for your organization's FY'24
- Audited or actual revenue and expense totals for your organization's FY'25
- Most up-to-date revenue and expense projections for your organization's FY'26

| | Revenue | Expenses |
|--------|---------|----------|
| FY'26* | | |
| FY'25* | | |
| FY'24* | | |

Do you have a Fiscal Sponsor?*

Additional section if "yes" is chosen.

Choices

- Yes
- No

Budget Detail*

Upload a detailed single file side-by-side operating budget (including rows for revenue and expenses) with the following columns:

- Projected Current Fiscal Year Operating Budget
- Actual to Date Current Fiscal Year Operating Budget
- Previous Fiscal Year Operating Budget Actuals
- Budget Notes to Provide Explanation for any Entries (can be a separate column or footnote at the end of the document)

Budget numbers for the **current fiscal year** should be your organization's most recent projections, and a separate column should include fiscal year-to-date actuals for revenue and expenses. The budget numbers for the **previous year (your most recently completed fiscal year)** should be your organization's actuals for revenue and expenses.

Although Excel files are accepted, we recommend uploading a single PDF file to preserve formatting. Organizations may generate this document by using a customized profit and loss report or the template below as a guide.

Visit the [grant opportunities webpage](#) to view for a sample budget template

[Upload guidance here](#)

File Size Limit: 5 MB

| Fiscal Sponsor |
|--|
| <p>Fiscal Sponsor Organization Name*</p> <p><i>Character Limit: 250</i></p> |
| <p>Do you have a MOU or FSA with your fiscal sponsor?</p> <p>MOU = Memorandum of Understanding FSA = Fiscal Sponsorship Agreement</p> <p>Please upload your current MOU or FSA with your fiscal sponsor. If you don't have it at this time we will follow up during the application review process. Upload guidance here</p> <p><i>File Size Limit: 5 MB</i></p> |
| <p>Fiscal Sponsor Organization EIN / Tax ID*</p> <p>Please use the XX-XXXXXXX format in your response.</p> <p><i>Character Limit: 250</i></p> |
| <p>Fiscal Sponsor Primary Contact Name*</p> <p>First and Last Name - Please ensure this is the individual that is authorized to sign documents and agreements on behalf of the organization.</p> <p><i>Character Limit: 250</i></p> |
| <p>Fiscal Sponsor Primary Contact Email Address*</p> <p><i>Character Limit: 250</i></p> |
| <ul style="list-style-type: none"> • Fiscal Sponsor Organization Address Line 1 • Fiscal Sponsor Organization Address Line 2 • Fiscal Sponsor Organization State • Fiscal Sponsor Organization City • Fiscal Sponsor Organization County • Fiscal Sponsor Organization Postal Code • Fiscal Sponsor Organization Telephone Number <p><i>Character Limit: 250 Each Segment</i></p> |

| Optional Information |
|--|
| <p>Optional Strategic Plan Upload</p> <p>Upload guidance here</p> <p><i>File size limit: 5MB</i></p> |

Optional Most Recently Completed Audit or Independent Review

[Upload guidance here](#)

File size limit: 5MB

Optional Operational Plan Upload

If available, please share any additional operational plans that are separate from your strategic plan. These can include the following types of plans: business continuity, fundraising, marketing, programming, risk management, and/or succession plans.

[Upload guidance here](#)

File size limit: 5MB

Optional URL 1

If available, please share a link to content that represents your work or helps to illustrate how your organization impacted individuals or the community.

This can be a link to audio, a brochure, a photo gallery, or videography of a past performance. The content can be on your website, YouTube, Vimeo, Instagram, Facebook, or elsewhere.

Note - This field will only accept URL formatting.

Character Limit: 2000

Optional URL 2

If available, please share a link to content that represents your work or helps to illustrate how your organization impacted individuals or the community.

This can be a link to audio, a brochure, a photo gallery, or videography of a past performance. The content can be on your website, YouTube, Vimeo, Instagram, Facebook, or elsewhere.

Note - This field will only accept URL formatting.

Character Limit: 2000

Is there any additional information about your organization that may be helpful to our review?

Character limit:750

Signature

Electronic Signature*

Type your name in the space provided. This serves as the electronic signature.

Character Limit: 250