

This document details the questions online for A Place to Perform grant requests. An * indicates that the field is required.



To start a request, [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.

Funding Request Information		
<p>Project Title* Please write “to subsidize venue rental costs at” and the venue’s name (e.g., to subsidize venue rental costs at Mockingbroad Arts Center). Character limit: 100</p>		
<p>Organization Mission* Character limit: 1,000</p>		
<p>Organization Website* Note - This field will only accept URL formatting.</p>		
<p>Geographical Area Served by this Funding (Counties)* Check all that apply. Please answer broadly by choosing all the countries your organization intends to serve through preparing and presenting this designated performance engagement, including education, outreach, rehearsals, and performance activity-related locations.</p> <p>Choices</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Cherokee • Clayton • Cobb • DeKalb • Douglas • Fayette </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Forsyth • Fulton • Gwinnett • Henry • Rockdale </td> </tr> </table>	<ul style="list-style-type: none"> • Cherokee • Clayton • Cobb • DeKalb • Douglas • Fayette 	<ul style="list-style-type: none"> • Forsyth • Fulton • Gwinnett • Henry • Rockdale
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Total Amount Requested*

Please format your entry as \$#,### up to \$5,000.

If awarded a grant, amounts will not exceed \$5,000, the cost of the venue quote/contract, or 10% of current year operating expense budget. Please refer to the "Grant Amounts" section of the guidelines and application instructions for additional info.

Character limit: 20

Does your organization have access to a primary performance space?*

Specifically, does it own or maintain a long-term lease on a performance space? Organizations that do not will be prioritized for funding.

Choices

- Yes
- No

Is a significant portion of your arts programming devoted to public productions or performances?*

- A significant portion is defined as 70% or more.
- Public productions or performances must center on **creating, presenting, or producing professional literary or performing arts** engagements.

Choices

- Yes
- No

Performance Engagement Literary or Performing Arts Discipline*

*Please choose the **one** option that best describes the **performance engagement's primary artistic discipline**.*

- | | |
|---|---------------------------------------|
| • Literary Arts – Creative Nonfiction | • Performing Arts – Multidisciplinary |
| • Literary Arts – Fiction | • Performing Arts – Music |
| • Literary Arts – Poetry | • Performing Arts – Musical Theatre |
| • Performing Arts – Dance | • Performing Arts – Opera |
| • Performing Arts - Folklife/Traditional Arts | • Performing Arts – Theatre |

Venue Information

- Venue Name*
- Street Address*
- City*
- Zip Code*

Character Limit: 250 Each Segment

County*

Choices

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

Is this venue compliant with the Americans with Disabilities Act?*

Choices

- Yes
- No

Venue subsidy is restricted to a singular literary or performing arts engagement and is not intended for multi-month rental or educational activities.

- Proposed Rental Start Date (formatted as ###/###/202#)
*(Note: engagements must start on or after September 1, 2026)**
- Proposed Rental End Date formatted as ###/###/202#
*(Note: engagements must end on or before August 31, 2027)**
- Total Contracted/Quoted Rental Costs (formatted as \$###,###, round up if necessary)*
Character limit: 20

Upload a contract or quote from the venue detailing the following.*

1. Your Organization Name
2. Rental Date(s)
3. Total Rental Costs *(should align with the above figure)*
4. Venue Contact Name
5. Venue Contact Phone
6. Venue Email Address

Note: if you have already booked the venue, this should be a copy of the actual contract. If it is not already contracted, please ensure the quote includes the cost and availability of the venue for your engagement. we recommend uploading a single file PDF to preserve formatting. [Upload guidance here](#)

File Size Limit: 5 MiB

Professional Engagement Information

Professional Organization Confirmation*

Please describe how the artists, casts, and/or tech crews affiliated with your requested engagement meet professional standards. Your response may reference individual or collective professional track records, the organization's compensation practices, and other indicators of a fair, non-instructional, professional-level artistic engagement.

This program supports only professional literary and performing arts engagements. Applications featuring student recitals, instructional activities, studio/class showcases, or amateur/hobbyist performers are not eligible for funding. Organizations providing financial compensation to their artists and/or tech crews will be prioritized for funding.

For the purposes of this application, professional artists are those who demonstrate a commitment to sustaining a professional artistic practice and may:

- have specialized training in an artistic discipline (not necessarily academic),
- have a history of public presentation or publication
- be recognized as professionals by their peers within the field or tradition, and/or
- be members of a union or discipline-specific trade organization.

Suggested length is one paragraph

Character Limit: 750

Project Description*

Please share details about the performance engagement you are seeking to stage. Topics to discuss include the event's title, the length of each performance (in minutes), and artistic themes.

- 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.

Suggested length no more than two paragraphs.

Character Limit: 1500

Does your engagement consist of multiple showings?*

For example, a matinee and an evening performance or two readings on back-to-back days?

Venue subsidy is restricted to a singular professional literary or performing arts engagement and is not intended for multi-month rentals.

Choices

- Yes
- No

If yes, please share details about your presentation schedule*

If you selected "No" above, please answer this question with "N/A".

Character Limit: 750

Please share details about your engagement's planned ticketing/pricing*

Please also share any box-office splits with the venue.

Suggested length a paragraph.

Character Limit: 750

Is your engagement a festival?*

Choices

- Yes
- No

If yes, please share details about the selection process for participants*

Topics to discuss include details on the recruitment process, entry fees, jury/evaluator selection process, and determination criteria.

Character Limit: 750

Please share one link to content that represents your organization's work*

You can also share content that helps illustrate how your organization has provided engagements in the past.

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

Note - This field will only accept URL formatting.

Optional Information

Optional Professional Organization Confirmation Upload

If available, please share any additional documents that support your organization's professional status.

This can be a project budget for the engagement detailing comprehensive artist fees, recent tour/performance schedules, or resume/CV of lead artistic director.

[Upload guidance here](#)

File size limit: 5MB

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

Character limit:750

Financial Information

Current Fiscal Year Start Date*

##/##/##

Format your entry as MM/DD/YY. For example: 01/01/2026 or 07/01/2026

Character Limit: 5

Fiscal Year End Date*

##/##/##

Format your entry as MM/DD/YY. For example: 12/31/2026 or 07/01/2027

Character Limit: 5

Provide revenue and expense figures in the fields below.*

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'24*		
FY'25*		
FY'26*		

Do you have a Fiscal Sponsor?*

Additional section if "yes" is chosen.

Choices

- Yes
- No

Fiscal Sponsor

Fiscal Sponsor Organization Name*

Character Limit: 250

Do you have a MOU or FSA with your fiscal sponsor?

MOU = Memorandum of Understanding

FSA = Fiscal Sponsorship Agreement

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](#)

File Size Limit: 5 MiB

Fiscal Sponsor Organization EIN / Tax ID*

Please use the XX-XXXXXXX format in your response.

Character Limit: 250

Fiscal Sponsor Primary Contact Name*

First and Last Name - Please ensure this is the individual that is authorized to sign documents and agreements on behalf of the organization.

Character Limit: 250

Fiscal Sponsor Primary Contact Email Address*

Character Limit: 250

- 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

Character Limit: 250 Each Segment

Signature (Last Question Group)

Electronic Signature*

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

Character Limit: 250