

MAJOR GRANT APPLICATION – FY _____

Application Due: April 15, 5 PM

Project dates must fall between July 1 and June 30 of the coming fiscal year.

PURPOSE

The City & Borough of Juneau Arts and Culture funding assists organizations whose primary purpose is to provide

- cultural opportunities to the community of Juneau,
- opportunities that encourage creative expression, stimulate understanding and appreciation of the arts and humanities, and
- encourage community support of the arts and humanities.

GENERAL ELIGIBILITY

Local organizations that have been in existence for at least one year may apply.

Applicants shall demonstrate prior compliance with JAHC grant policies.

Applicants must show an interest in benefiting the community.

Applicant grant requests to JAHC may not exceed 50% of the total cash costs of the project.

GRANT REVIEW CRITERIA

Major Grants will be awarded based on the following criteria:

- Project and organization's compatibility with JAHC's core values;
- Artistic quality of the project;
- Community benefit from the project;
- Ability to manage programs and events;
- Number of individuals served by project
- Project evaluation process;
- Prior compliance with JAHC grant policies
- Realistic budget and evidence of sound program management;
- Current with all licenses and registrations.

Complete application checklist:

- Cover Sheet
- Confirmation that the organization is current with federal and state registrations and licenses:
 - Attach a copy of the organization's IRS certificate of exemption [501(c)(3) status] if not currently on file with JAHC.
 - Check business license and corporations registrations at <http://commerce.alaska.gov/OCC/>
 - Check Charitable Organization registration at http://www.law.state.ak.us/department/civil/consumer/charities_list.html
- Season or Project Narrative, 5 pages or less
- Financial reports & Budget
- Roster of Board of Directors
- If not already submitted, evaluation of prior year projects funded with CBJ funds.
- If applying for funds elsewhere, a statement of sources and amounts requested and status of those applications, including Pick Click Give; and

Complete on-line:

- Organization Economic Impact Report

These funds are granted by the City and Borough of Juneau to be used for arts and cultural operations or projects that occur during the fiscal year beginning July 1.

Projects will not be funded retroactively.

Funds awarded by JAHC may not be used to match another grant from JAHC.

JAHC does not fund

- endowments, scholarships, fundraising, building campaigns, or existing obligations.
- projects that are already funded in part by or associated with programs that are funded by CBJ.
- an organization that has been established for religious purposes.

JAHC assigns low priority to applications from organizations receiving direct legislative, state, municipal, university or school district funding for operating and program costs.

JAHC reserves the right to conduct periodic reviews and/or audits of grant projects in order to determine whether the grantee is expending grant monies appropriately and is complying with grant guidelines and policies.

All promotional and printed materials must include the JAHC logo (available on the web site: Note the 2012 updated logos) and the following notice:

“This project is funded in part by the Juneau Arts and Humanities Council and by the City and Borough of Juneau”.

GRANT DEADLINES

Major Grants are awarded once a year.

Applications are due on April 15, or on the Monday following that date if that is a weekend.

JAHC will schedule a grant draft review work session the first Thursday of April. Please contact the Council if you are interested.

Submit one copy of the application, unstapled, on or before Monday, April 15, by 5:00pm.

Late applications, emailed, or facsimile copies of applications will not be accepted.

REVIEW PROCESS

JAHC staff initially reviews applications for completeness and accuracy. You may be contacted to provide additional information.

An independent Grant Review Committee formed of seven community members nominated by the arts community, and serving staggered 3-year terms will review the applications. Applicants have the opportunity to respond to questions about their proposals at that panel review. The Grants Committee presents its recommendations to the JAHC Board.

The JAHC Board reviews the Committee recommendations to confirm that they comply with the

fiscal requirements of the funding, and approves the funding recommendations at a JAHC Board meeting.

All panel deliberations and board meetings are open to the public.

Organizations will be notified in writing of the Board's decision. **All funding decisions are final.** Upon notification, organizations whose request has not been fully funded must, **within 30 days**, submit a revised budget and narrative to show how they plan to carry out their proposal with reduced funding.

EVALUATION

Grantees are required to provide a written evaluation at the end of each project. It should include

- A brief narrative explanation of how the grant was used,
- Information on numbers of people served by your project, including the number of children and the number of artists,
- A self-evaluation of the project,
- And a complete account of the funds expended.

Evaluations submitted for season or project support to Alaska State Council on the Arts will be accepted, provided the required information is included.

Grantees are required to submit a synopsis of funding and service to the community on the on-line Organization's Economic Impact Report. (<http://jahc.org/scholarships-and-grants/organizational-economic-impact-report/>)

Evaluation forms are available on the JAHC web site, and grantees are encouraged to review them prior to the beginning of the year or project to ensure that necessary information is collected.

Attach copies of all printed and promotional materials related to the project.

Evaluations must be received **within 45 days** after the project's ending date or with the following year's Major Grant application - whichever comes first. Unless JAHC has approved a delayed filing, organizations that fail to file timely evaluations will not be considered for future funding.

Grantees will take part in a peer-review of evaluations in October.



MAJOR GRANT APPLICATION – FY _____ DUE APRIL 15 5 PM

Name of Organization _____

Mailing Address _____

City, ST, Zip _____

Chief Officer _____

Phone (H) _____ (W) _____

Project Contact Person _____

Phone (H) _____ (W) _____

Email: _____

Organization or Project web site: _____

This application is for Season Support Project Support Title: _____

Project Dates (start) _____ (end) _____

Amount Requested: \$ _____ % of Total Budget: _____ %

Total Annual or Project budget : (cash) \$ _____ (in-kind) \$ _____

Our organization

- has a current Alaska Business License # _____
- Is registered and current with Alaska State Corporations.
- Is registered and current with Dept of Law as a charitable organization.

CERTIFICATION: I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge.

SIGNATURE: _____ **DATE:** _____

Submit 1 copy, paper clipped, due in the office 5 pm Monday April 15.

Faxed or Emailed applications will not be accepted

Assemble application in this order:

- Cover sheet
- Narrative
- Financial reports for previously completed Fiscal Year and current YTD (Profit and Loss, Balance Sheet)
- Budget for coming year
- Organizational Impact information for previously completed Fiscal Year.
- Board of Directors
- Statement of other funding requests and their status
- Any supplemental information (send photos digitally for inclusion in CBJ reports)

Name of Organization _____

Project or Request: _____

CBJ Grant Request Narrative:

Please address these points in 5 pages or less:

1. How is your project and organization aligned with the core values of community, inclusivity, creativity and innovation, enrichment of Juneau's quality of life, education, service to Juneau and surrounding communities, and promotion of a creative economy in Juneau?
2. Describe the artistic quality of your program(s) and how it is determined.
3. How does the community benefit from the work your organization does? What does it provide that is not currently available in Juneau?
4. Summarize your current program activities including evidence of artistic contributions to the community and Alaska;
5. How many people, and how, does your project affect?
6. The Juneau Arts & Humanities Council and Perseverance Theatre, working to realize a long-held community dream of a facility dedicated to arts and culture in Juneau, are collaborating to build the Willoughby Arts Complex within the next five years. We intend the efficiency, synergy, and visibility of this Complex to benefit the arts community as a whole by creating increased awareness of, participation in, and support for the arts in Alaska's Creative Capital. How will your organization participate in this effort? How do you anticipate using the facility to help keep it viable over the long-term?
7. How is your organization managed and governed?
8. How do you evaluate your organization's work?

See Attached

Name of Organization _____

Project or Request: _____

Organizational Economic Impact Statement for previous Fiscal Year _____

Count of people affected by organization

Total number of Events/Performances/Activities (come as close as you can) _____

Total Audiences: _____

Senior Citizens: _____

Students/children: _____

Total Artists: _____

FT Employees: _____

PT Employees: _____

Other contractors: _____

Volunteers: _____

Financial Impact:

Total Income: _____

Cash: _____

Inkind: _____

Local individual and business contributions: _____

Earned income: (tickets, services, ads, etc) _____

Local grants other than CBJ: _____

Outside of Juneau contributions: _____

Outside of Juneau grants: _____

Total Expenses: _____

Payroll: _____

Local expenses: _____

Outside of Juneau expenses: _____

In support of your organization:

1. Please include one or two short anecdotes showing the power and effectiveness of your programming.
2. What are the high points of your past season?
3. Send a digital image representing your work to nancy@jahc.org.

Name of Organization _____

Project or Request: _____

Budget and Financial Report:

Please attach your budget for the past, current, and coming Fiscal Year, and a short Budget narrative.

Please attach your Financial statements (Profit and Loss, Balance Sheet) for the past and current fiscal year.

