**Application Due: May 1, 5pm**

**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, if not previously completed:

* Organization Economic Impact Report for previous FY

**JAHC GRANT POLICIES**

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 May 1, or on the Monday following that date if that is a weekend.

**Submit one copy of the application, unstapled, on or before**

**Wednesday, May 1, 2024, 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\_\_24\_\_\_\_\_\_\_\_\_\_\_\_ Due May 1, 5pm**

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: $

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 Wednesday, May 1, 2024**

**Faxed or Emailed applications will not be accepted**

**Assemble application in this order:**

* Cover sheet
* Narrative
* Financial report/Budget
* Board of Directors
* Statement of other funding requests and their status
* Any supplemental information

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. In light of the current financial crisis in the Juneau School District, how does the work of your organization positively impact youth arts education for Juneau?
5. Summarize your current program activities including evidence of artistic contributions to the community and Alaska;
6. How many people, and how, does your project affect?
7. 6. The Juneau Arts & Humanities Council is working to realize a long-held community dream of a facility dedicated to arts and culture in Juneau and is collaborating with the City, Travel Juneau, and The Juneau Chamber of Commerce to build the new facility within the next five years. We intend the efficiency, synergy, and visibility of this Civic Center 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 might your organization use such a facility in the future? What collaborative potential do you envision for your organization and the broader arts community in a such center?
8. How is your organization managed and governed?
9. How do you evaluate your organization’s work?

Name of Organization

Project or Request:

Profit and Loss

Last year

This year to date

And budget for next year.

Balance Sheet

Last year

This year to date