

LOWCOUNTRY ARTS GRANTS PROGRAM

APPLICATION

The Lowcountry Arts Grants Program is a subgranting program of the South Carolina Arts Commission and is administered by the City of Charleston Office of Cultural Affairs and the City of North Charleston Cultural Arts Program.

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Lowcountry Arts Grants Program

ANSWERS/DIRECTIONS

What is the Lowcountry Arts Grants Program (LAGP)?

The LAGP Quarterly Grant Program is intended to support arts organizations and projects that reflect artistic excellence and events which are well-advertised and open to the public. The LAGP grants program provides assistance for professional or career development for individual artists and staff of cultural organizations in Berkeley, Charleston and Dorchester Counties. Funding for this program is provided by the South Carolina Arts Commission, City of Charleston and City of North Charleston. Applicants may receive only two quarterly grants per fiscal year (July 1- June 30). Preference is given to first-time applicants.

Who qualifies as an applicant for the LAGP Grants Program?

A. **Nonprofit Organizations:**

Arts producing, presenting and service organizations and other (non-art) organizations, appropriate staff

Eligibility:

- Must be chartered in South Carolina as a nonprofit organization or governmental agency
- Must be located in Berkeley, Charleston or Dorchester Counties
- Funding available to arts organizations already receiving SCAC General Support or Project Support for staff development only
- Applicant must hold a federal tax exempt status or apply through a qualified fiscal agent

B. **Individual Artists:**

Applicant must be professional artists, or an individual who devotes a major portion of their time to the practice and production of art through which he/she earns or endeavors to earn his/her livelihood.

Eligibility:

- Must reside in Berkeley, Charleston or Dorchester counties for 6 months prior to the date of application and throughout the grant period.
- Must not be a degree-seeking, full-time undergraduate student during the grant period. Graduate students are ineligible to apply if academic credit will be earned as a result of the proposed project.

What is the maximum funding amount for Quarterly grants?

Individual artists or organizations may request up to \$1000 in matching funds

What is the required match?

Grants must be matched on a 1:1 basis. For individual artists, up to 1/2 of the match may be accounted for by the cash value of the artist's time. If time is used as part of the match, the applicant must demonstrate how its value has been calculated (e.g., established professional rates, market value of work produced, value of release time from other employment, etc.). Ordinary living expenses during the project are not eligible costs.

What type of application will the LAGP fund?

professional consultants	media and theater productions
small press publications	fundraising
staff training	professional development and study
ticket subsidy	expendable supplies and materials
staff salaries	marketing projects
folk art	community outreach
commissioning new works	design arts
rental or lease of equipment	art in public places
presentation of individual artists or ensembles	

What type of application will the LAGP not fund?

Capital improvements and real property
a project already funded by the SCAC, except for staff/professional development
nonprofessional artists, students or student groups taking part in activities as instructors/performers
performances and exhibitions which are not open to the general public
non-art museums (science and natural history) except arts personnel and arts projects sponsored by non-art museums
activities completed prior to grant period

tuition for degree programs
living expenses

1.

What are the grant deadlines?

The grant year for the LAGP is made up of four granting periods, each with separate application deadlines. Funds granted by LAGP may be used for intended grant period only.

For project starting:

July-September
October-December
January-March
April-June

Application Deadlines:

May 15
August 15
November 15
February 15

Notifications mailed by:

June 15
September 15
December 15
March 15

How does an individual artist or organization apply for grant?

To apply for a quarterly grant from the LAGP, the following must be received on the appropriate deadline date no later than 5:00 p.m. *All materials must be collated as follows:*

- A. A completed LAGP Application (must be typed or printed). *Only LAGP application forms will be accepted for review.*
- B. Conference or workshop brochure if grant is for attendance
- C. Letters of support or letters of commitment from any collaborating partners involved in the project
- D. Support material such as tapes, slides, scores, films, writing samples as applicable. Original works of art will not be accepted. If work samples are to be returned, a stamped, self-addressed envelope must be enclosed (must be identified with applicant's name, title of work, medium/process, date of work dimensions, duration or number of pages)

Organizations Only:

- F. Current list of Board of Directors
- G. Proposed operation budget for current fiscal year
- H. Copy of State of South Carolina charter as nonprofit organization

The Grants Review Panel reviews applications for completeness, accuracy, etc. and reserves the right to contact applicants if further information is needed.

Mail or deliver completed application to:

City of Charleston
Office of Cultural Affairs
133 Church Street
Charleston, SC 29401
Phone: 724-7305

OR

City of North Charleston
Cultural Arts Program
PO Box 190016
North Charleston, SC 29419-9016
Phone: 740-5854

NO FAXED APPLICATION WILL BE ACCEPTED!

After the grant award

Recipients will receive one-half of the grant award when the recipient returns the signed contract. The balance of the funding will be forwarded with approval of the recipient's submission of the Final Evaluation and Fiscal Report. Detailed records must be kept so that this comprehensive report includes a narrative, actual budget, and suitable documentation of the project. The Final Evaluation and Fiscal Report must be submitted no later than 30 days after the project's completion. If Final Evaluations and Fiscal Report are not submitted to the office on or before the deadline, the review panel has the right to hold funds awarded to the project and distribute the monies back into the Grants Program. If further time is needed to file the Final Evaluation and Fiscal Report due to circumstances beyond the recipient's control, a letter requesting an extension must be presented to the LAGP prior to the deadline for the report. If a project is funded, no changes may be made in the project, activities, personnel or budget without prior consultation with the LAGP. Organizations and individuals that misuse LAGP funding will lose all rights to apply for any future grant awards. Grant moneys that are not spent during the project must be returned to the LAGP with the Final Evaluation and Fiscal Report. On-site evaluations may be conducted by the LAGP review panel and/or staff.

All publicity and programs must contain the following statement: "This project was funded in part by the City of Charleston, City of North Charleston and the South Carolina Arts Commission which receives support from the National Endowment for the Arts."

Lowcountry Arts Grants Program BUDGET/GLOSSARY OF TERMS

Note: All items below relate to expenses and income specifically identified with the proposal being submitted. If applying for General Support funding, "budget" refers to your organization's operation budget. For other applicants "budget" is the budget for the project.

EXPENSES

Personnel: In Detailed Budget, identify specific staff position title and salary with in each totaled category below.

Administrative - Total cash payments for employee salaries, wages, and benefits for the executive and supervisory administrative staff, such as program directors, business managers, and press agents; clerical staff such as secretaries, bookkeepers; and supportive personnel such as maintenance employees, security staff, ushers and box office personnel.

Artistic - Total cash payments for employee salaries, wages and benefits for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, filmmakers, instructors, writers and other artists. Etc.

Technical/Production- Total cash payments for employee salaries, wages and benefits for technical management and staff, such as technical director; wardrobe, lighting and sound crew; stage manager, stagehands; video/film technicians; exhibit prepares and installers.

Other - Total cash payments for salaries, wages, and benefits for other personnel.

Outside Fees & Services - Total cash payments for the services of individuals who are not normally considered employees or Applicant but are consultants or employees of other organizations. Include artistic directors, conductors, curators, composers, choreographers, designers, etc., serving in non-employee/non-staff capacities. Itemize these expenses in Detailed Budget.

Space Rental - Total cash payments for rental of office space, rehearsal space, theater, gallery, etc.

Travel - Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rentals costs, etc. For transportation not connected with the travel of personnel, such as trucking, shipping, or hauling expenses, see "Remaining Operation Expenses."

Marketing - All cash expenses for marketing/publicity/promotion. Do **not** include payments which belong under "Personnel" or "Outside Fees & Services." Include costs of advertising, printing and mailing of brochures, flyers, posters, and food, drink, and space rental when **directly** connected to marketing. For fund-raising expenses, see "Remaining Operating Expenses."

Subgranting - Total of organization's budget spent on subgranting to other organizations and artists.

Remaining Operating Expenses: Include all cash expenses not listed in other categories and specifically identified with the he project. Examples include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and pops, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses and fund-raising expenses.

TOTAL CASH EXPENSES: Total of above Expenses

In-kind: Items or services for which a fee would normally be paid, provided to the applicant at no cash cost. To be considered in-kind, donated goods/services **must be necessary** to the organization or project, i.e., these goods/services would be purchased if not donated. Itemize all in-kind expenses in Detailed Budget, including # of hours and hourly rate.

Prof. Services - Professional services provided to the Applicant at no cash cost by an individual organization working in that profession. In-kind value is based on the provider's professional rate.

Goods & Materials - Donated items necessary to the project or organization, such as printing, utilities and telephone, provided at no cash cost to Applicant; calculated at fair market value.

TOTAL IN-KIND: Total of above In-kind Expenses.

TOTAL EXPENSES = TOTAL CASH EXPENSES + TOTAL IN-KIND, which should equal "TOTAL" in Section III.

INCOME

Applicant Cash - Funds from applicant's present or anticipated cash resources that Applicant plans to allocate to the project. Documentation in the form of accounting records, receipts and invoices for such allocations must augment fiscal records and are subject to audit.

Admissions/Sales - Revenue derived from the sale of admission, tickets, subscriptions, membership, etc., for events attributable or pro-rated to the project.

Contracted Services Revenue - Income earned by providing contractual services to clients or other organizations.

Private Support: In Detailed Budget, identify by name and amount all contributions given for this project by the following sources, or the proportionate share of such contributions allocated to the project or organization.

Corporate - Cash support derived from contributions by businesses, corporations, and corporate foundations.

Foundation - Cash support derived from grants given for this project by private foundations.

Other - Cash support derived from cash donations allocated to the project. Include gross proceeds from fund-raising events.

3.

Government Support/ Grants: *In Detailed Budget, identify by name and amount all contributions given for this project by the following sources, or the proportionate share of such contributions allocated to the project or organizations.*

Federal - Total cash support provided by agencies of the federal government.

State/Regional - Total cash support provides by state, regional or multi-state consortiums. **DO NOT include SCAC request here.**

County ATAX Total cash support derived from county accommodations tax revenue.

County Other - Total non-ATAX cash support provided by city government.

City ATAX - Total cash support derived from city accommodations tax revenue.

City Other - Total non-ATAX cash support provided by city government.

Other Revenue - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc. Identify and itemize each source in detailed budget.

Capital Expenditures - May be used only as part of cash match. Expenses for purchase of buildings or real estate, renovations or improvements **structural** change, payments for roads, driveways, or parking lots, permanent and generally

immobile equipment, such as grid systems or central air conditioning, etc., which are specifically identified with the project

TOTAL CASH INCOME: The total of Income items above.

TOTAL IN-KIND: As donated items, in-kind professional services, goods and materials are considered part of an organization's income. Carryover Total In-kind from EXPENSE column.

SCAC GRANT REQUEST: Total amount requested by Applicant from SCAC for this proposal.

TOTAL INCOME = TOTAL CASH INCOME + TOTAL IN-KIND + SCAC GRANT REQUEST.

**Lowcountry Quarterly Arts Grants Program
APPLICATION
Serving Berkeley, Charleston and Dorchester Counties**

1. Individual Artist Organization Name: _____

 Fiscal Agent Name if applicable: _____

Federal Tax ID # or Social Security _____

Mailing Address: _____

County: _____ Length of Residency: _____

2. Daytime Telephone: _____

3. Project Director/Contact Person: _____

4. Project Title: _____

5. List the beginning and ending dates of the project.

Beginning Date: _____ Ending Date: _____

6. Indicate the specific date(s), time, and locations of your performance(s)/activities. _____

7. Amount requested: _____

8. If you or your organization received any funds from the South Carolina Arts Commission for this fiscal year, please indicate the amount and title of project: _____

9. If artist or organization has received previous funding, please indicate which year/s, amounts and sources below:

Year Awarded	Amount Awarded	Sources
FY: 00	_____	_____
FY: 01	_____	_____
FY: 02	_____	_____
FY: 03	_____	_____
FY: 04	_____	_____
FY: 05	_____	_____
FY: 06	_____	_____

10. Project description. Describe the nature of the project. What is it specifically that you want to do?
Indicate the nature of the project (e.g., produce a play, photo exhibit, publish a book, present a concert, etc.); the scope of the project (e.g., to produce new plays, reach underserved audiences, etc.); and other formation which will help the committee to understand what you propose to do. Please be as specific as possible.

11. Describe the artists and/or organizations involved with the project.

12. Describe the short and long term benefits that you or your organization expect to derive from the project.

13. How will you promote the project? Be SPECIFIC - list media organizations and include the kinds of promotional materials to be generated. What non-traditional promotional methods will you utilize to reach underserved groups?

14. How, specifically, will the grant funds be used?

15. How will you evaluate your project? Submit a sample evaluation form and describe how it will be distributed.

16. How many individuals will benefit directly from the project and the proposed grant?

Please list below.

Personnel _____ Full-time _____ Part-time _____

Number of participating artists _____

Technical/Production Crew _____

Total Audience (estimate) _____

Others (such as entire community), please describe:

17. If your project involves public performance, exhibition, reading, event, etc., will the activity be accessible to the following:

TO:

YES

NO

Persons with disabilities? _____

Under-served individuals? _____

Cultural minorities? _____

Senior adults? _____

Economically disadvantaged? _____

Other special audiences _____

please identify: _____

18. If applicable, please explain how the project will be accessible to the above groups. Describe facility accessibility for physically challenged; interpreter for the deaf; transportation for senior citizens, wheelchair access; outreach methods to underserved; non-traditional marketing to special audiences and cultural minorities.

19. Certification We certify to the Commission that: 1. The applicant is in compliance with stated eligibility requirements, and ALL information contained in this application is true and correct to the best of my knowledge; 2. The filing of this application and signature have been authorized by the governing body of the applicant; 3. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant solely for the described projects and programs; and 4. The applicant and any organization that it assists will comply with all applicable Federal and State laws when conducting any program activity for which the applicant receives financial assistance from the Commission.

Authorized Official: Typed Name and Title

Signature

Date

(If applicable)

Fiscal Unit/Agent Authorized Official: Typed Name and Title

Signature

Date

SUMMARY OF DETAILED BUDGET

* Indicate Lowcountry Quarterly Arts Grant Expenses

Expenses	Total	Income	Total
Personnel (list below):		Applicant Cash	
Administrative		Admissions/Sales	
Artistic		Private Support (list below):	
Technical/Production		Corporate	
Outside Fees & Services		Foundation	
Space Rental		Individuals	
Travel		Other	
Marketing		Government Support/Grants:	
Subgranting		Federal	
Remaining Operating Expenses (list below):		State/Regional	
		County ATAX	
		County Other	
		City ATAX	
		City Other	
		Capital Expenditures (may be used only as part of cash match.)	
		Other Revenue (list below):	
TOTAL CASH			

In-Kind:			
Prof. Services		TOTAL CASH INCOME:	
Good & Materials			
TOTAL IN-KIND:		TOTAL IN-KIND:	
		<i>LQAGP GRANT REQUEST:</i>	
TOTAL EXPENSES:		TOTAL INCOME:	

**Lowcountry Quarterly Arts Grants Program
STANDARD RESUME FORM**

*Please use this form (or submit your resume) for all key individuals involved in project.
Attach additional sheets if necessary.*

Name _____

Address _____

City/State/Zip _____

Daytime phone _____ Evening phone _____

EDUCATION (please list in chronological order--include dates)

EMPLOYMENT/PROFESSIONAL EXPERIENCE

ARTISTIC TRAINING/EXPERIENCE

AWARDS/HONORS *(Includes exhibitions, publication, etc.)*