



**GREATER AUGUSTA ARTS COUNCIL
INDIVIDUAL ARTIST PROJECT GRANT PROGRAM GUIDELINES
NOTICE OF FUNDING OPPORTUNITY**

The Greater Augusta Arts Council advances vibrant cultural arts in Augusta’s River Region, thus enriching the lives of citizens and visitors, and fostering growth in the arts sector of our economy.

This project grant to individual artists provides funding for arts projects by professional artists residing in and benefitting the counties in the Central Savannah River Area (CSRA)/River Region.

The particular focus of this grant program is to support the creation of new art in counties where the arts are not regularly supported by public funding.

Professional artists of all disciplines listed in the eligibility section are welcome to apply and can receive an award of up to \$3,000.

Grant application deadline is May 20, 2022.

To ensure optimal presentation of your proposed project in the application, we highly recommend attending the scheduled pre-application [Grant Application Webinar for Artists](#) and [Friday Office Hours](#) for Q&A sessions:

Grant Application Webinar for Artists	Friday, March 4, 2022 10:00 – 11:30 AM
Friday Office Hours	2:00 – 3:00 PM Every Friday March 11 – May 1, 2022

Please address any questions to our grant management team, at grants@augustaarts.com or 706-826-4702.

If accommodations are needed due to disability, please submit your request via the form [here](#). Requests for accommodations made after each monthly grant cycle deadline cannot be honored for that month’s cycle.

ELIGIBILITY

Applicants must meet the following requirements to be eligible for funding:

- Be a professional artist.
The Greater Augusta Arts Council Project Grants to Individual Artists Program defines a professional artist as an individual generally recognized by his/her peers, critics or other professionals as committed to producing art on a regular basis. Artists meeting this criterion are typically paid for their work, earning a portion of their living from their creative work.
- Be 18 years old or older.
- Students pursuing ANY degree are NOT eligible.
- Applicant has at least a two-year history of public engagement (performance), presentation (visual arts), or publication.
- Be the lead artist in every aspect of her/his proposed project.
- Applicant cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding.
- Be a US citizen with a social security number that will be provided upon notification of a grant award (on a W-9 form).
- Maintain a residence in the CSRA and expect to do so through the grant period.
The CSRA, for the purposes of this grant program includes the following GA/SC Counties:
 - Richmond, Columbia, Burke, Glascock, Jefferson, Lincoln, McDuffie, Taliaferro, Warren, and Wilkes (GA)
 - Aiken, Edgefield and McCormick (SC)
- Use funding within the fiscal year July 1, 2022 – June 30, 2023.
- Artists may only apply once.

Additional Eligibility Considerations

- In line with the focus of this grant program to support the creation of new art in counties where the arts are not regularly supported by public funding, the program will prioritize applications submitted by artists residing in and/or serving Burke, Glascock, Jefferson, Lincoln, McDuffie, Taliaferro, Warren, and Wilkes Counties in Georgia and Edgefield and McCormick Counties in South Carolina.

- Eligible projects may include providing presentations, workshops, and/or the creation of artwork with tangible outcomes. (If something is tangible, it is clear enough or definite enough to be easily seen, felt, or noticed.)
- For this project grant, public art with physical alterations of public spaces (murals, sculptures, etc.) will not be considered.
- Eligible expenses include project-specific materials, and stipends to the artist creating the artwork [the applicant], employees, or contracted workers for time spent in creating and/or presenting the proposed artwork.
- Support to individuals may not include honorifics or fellowships, or other forms of funding for financial hardship, including but not limited to rent or food assistance or the general operating expenses of individual artists.
- Grants will not be awarded to two or more parties for the same project, program, etc. Collaborative efforts will need to determine one eligible lead artist to be the applicant who will be responsible for the application, disbursement of funds to partners, and required reporting on the progress of the project if awarded.

Artists of the following disciplines are eligible and encouraged to apply

- | | |
|---------------------------|--|
| • Arts Education | • Musical Theater |
| • Dance | • Opera |
| • Design | • Presenting & Multidisciplinary Works |
| • Folk & Traditional Arts | • Theater |
| • Literary Arts | • Visual Arts |
| • Media Arts | |
| • Music | |

TIMELINE

Application opens: April 1, 2022

Early review deadline: May 5, 2022 @ 3:00 pm

Final deadline: May 20, 2022 @ 3:00 pm

Announcement of awards: by June 15, 2022

Earliest date for funded activities to begin: July 1, 2022

Latest date for funded activities to end: June 30, 2023

Final report due: within 30 days of completing the awarded project

APPLICATION COMPONENTS

The following sections must be answered in the application by the May 20, 2022 deadline, for it to be considered complete:

1. Legal Name
2. Project Name (this will be 2022-gaacartist-LEGALNAME)
3. Artistic Discipline (choose from the list on the previous page)
4. County of Residence
5. Counties the Project Will Serve
6. Grant Request Amount
7. Narrative
 - a. Artist Statement
Who are you? Tell us about your arts training, experience, and vision.
 - b. Your Art
What art do you create? Tell us about the tools and materials you use, and your process of creation.
 - c. Project Description
Describe specifically how the grant funds will be used.
 - d. Goals & Objectives (these will be your contract terms)
Describe the specific goals of the project and how these will be achieved.
8. Artistic Excellence
 - a. Artist's Work
How will this artwork be of the highest caliber?
 - b. Collaboration
If collaborating with outside partners, describe these collaborations or partnerships.
9. Artistic Merit
 - a. Audience
How will this proposed art project engage with other people? Who is your target audience? How are you hoping this art project will affect your audience?
 - b. Underserved Audiences
Will your work reach audiences who have difficulty experiencing the Arts usually?

If so, tell us about those people and how you will bring your art project to them.

(Underserved audiences are those groups that lack access to the arts because of any barrier, such as language, geography, economic status, physical ability, etc.) The answer should not focus exclusively on giving away tickets or using an ADA accessible facility.

For the purposes of this grant, residents in counties where the arts are not regularly supported by public funding, are considered underserved audiences.

c. Accessibility

How will you accommodate persons with disabilities?

In addition to utilizing a physically accessible venue, how will you ensure that people with disabilities can participate in and benefit from your project? This might include providing ASL interpretation, captions, and/or audio description for event/performance; visual/audio description or tactile models of artwork; and electronic/text only version of written work so people with screen reading software can read it; accessible website content for screen readers, captions for video or film; as well as ensuring that all venues for these works are physically accessible.

10. Review of Risk

a. Project Timeline

Outline the key steps and key dates associated with your project.

Address how you expect to be able to complete the project by June 30, 2023, including contingencies based on the current pandemic.

b. Past Projects

Please list projects you have previously completed within the expected project time frame and budget.

Please include: dates, locations, and project cost. Also include commissioning body and collaborators if applicable.

c. Budget Explanation

Explain the budget so we understand what you will be using the grant money for. If the grant is only paying for part of the project expenses, explain that and how you will still make the project happen.

- d. Certification of eligibility for federal funding (check a box)
11. Attachments to upload
 - a. Proof of Residency
 - b. Portfolio in pdf format (9MB limit)
 - c. Support Materials (10MB limit)

Please upload your support material here. Each applicant may include in Support Material items that will help the panel better understand your artistic practice, the audience served, or the other artists involved. Support Material could include items such as resumes, reviews, photos, letters of support, surveys, survey results, videos, teacher guides, recordings, newspaper articles, etc. You may also include information in the Support Material that you were not able to include in the narrative. (pdf,doc,docx,jpg,jpeg,png)
 - d. Project Budget Form

Complete the Project Grant Budget Form and upload it here.
Remember:
Pay ALL artists involved in creating this project for their time spent only in creating/performing this project, *including yourself*. Please pay the artists at least the federal minimum wage of \$15/hr. If funded, you will need to keep an accurate and detailed record of hours per artist and amounts paid.
12. Electronic Signature

REVIEW CRITERIA

Grant applications are reviewed and evaluated by a panel comprised of volunteers in leadership positions in CSRA arts organizations including:

- Aiken Community Theatre
- Arts & Heritage Center
- Augusta Choral Society
- Augusta Mini-Theatre
- Augusta University Department of Art & Design
- Gertrude Herbert Institute of Art
- North Augusta Cultural Arts Council
- The Augusta Chorale
- The Augusta Players

When crafting responses for the project grant application narrative, please keep the following grant review criteria in mind, which the review panel will apply during the review process.

Artistic Excellence

- Demonstrate a strong body of artwork creation of the highest caliber, over many years
- If collaborating with others, explain how they will assist you in this project

Artistic Merit

- Communicate the number of people the artwork will engage
- Describe the audience the project will reach
- Clearly explain how the project will engage the audience
- Explain how the project will actively engage underserved audiences
- Detail the ways in which you will ensure that people with disabilities can participate in and benefit from your project

Accountability and Management (Review of Risk)

- Well thought out steps to achieve the project
- Demonstrate a history of previously completed artwork
- Carefully developed and realistic budget projections
- Capacity to meet proposed project's objectives
- Complete, accurate, and clearly communicated grant application and attachments

ACCEPTING AN AWARD

Upon being notified of an Award, all Awardees will be asked to provide an IRS Form W-9 and to complete a document assuring agreement and compliance with the terms and conditions of this Project Grants Program as stated in these Guidelines.

GRANTEE ACTIVITIES & ENGAGEMENT

All funding must be used within the fiscal year July 1, 2022 – June 30, 2023.

Grant funds must be used for the purpose described in the proposal. Any changes or modifications to the purpose must be reported to the Greater August Arts Council in advance. Failure to do so may result in forfeiting funds back to the program.

Reporting:

Grant recipients will be expected to complete their grant activities and submit a final report within 30 days of completing the awarded project. The final report is due no later than 30 days after the completion of the project or the end of the funding period (by July 31, 2023). Tardiness or failure in submitting the final report may negatively impact future funding requests. All awardees are expected to maintain accounting records and supporting source documents (receipts, payroll records, etc.) for three years from the submission of the awardee's final report and agree to provide copies of those source documents to the Greater Augusta Arts Council upon request.

Marketing:

Acknowledgement of a Project Grant is required on all materials associated with the funded project (printed or electronic) such as programs, press releases, social media posts, and promotions, etc. and should be attributed to the Greater Augusta Arts Council Project Grant Program and the Arts Council and National Endowment for the Arts logos used where space and format permit.

Use the following phrase, **“This project is made possible by support from Greater Augusta Arts Council through a grant from the National Endowment for the Arts.”**

QUESTIONS

If you have any questions regarding any part of the Project Grants Program, please contact our grant management team, grants@augustaarts.com or 706-826-4702.

APPENDIX A: Allowable and Unallowable Costs for Project Grants to Artists

Project Grants to Individual Artists are made possible through a grant from the National Endowment for the Arts (NEA), and are thus required to be used for only Allowable Costs as defined by the NEA's terms and conditions.

ALLOWABLE COSTS

Costs covered by the Project Grants to Individual Artists are strictly limited to any and all of the following costs:

- Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific project with a tangible outcome. This can include:
 - Artists Work
 - Hours Expended on the Project by the artist
 - Contract Services/Professional Fees
 - Studio Rental Time
 - Health and Safety Supplies
 - Marketing and promotion for the specific project

UNALLOWABLE COSTS (Guidelines, 2 CFR 200, NEA Enabling Legislation)

The costs listed below are **not** allowable, and should not be included as part of your project or budget.

- "Artist Relief" programs where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work.
- Alcoholic beverages.
- Gifts and prizes, including cash prizes as well as other items (e.g., electronic devices, gift certificates) with monetary value.
- Contributions and donations to other entities.
- General miscellaneous or contingency costs.
- Fines and penalties, bad debt costs, deficit reduction.
- Marketing expenses that are not directly related to the project.
- Audit costs that are not directly related to a single audit (formerly known as an A-133 audit).

- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- The purchase of vehicles.
- Visa costs paid to the U.S. government.
- Costs incurred before the beginning or after the completion of the official period of performance.
- Cash reserves and endowments.
- Costs for the creation of new organizations.
- Costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.
- Expenditures related to compensation to foreign nationals and/or travel to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control. For further information, see <https://www.treasury.gov/about/organizational-structure/offices/pages/office-of-foreign-assets-control.aspx> or contact our Office of Grants Management at grants@arts.gov.
- Project costs supported by any other federal funding. This includes federal funding received either directly from a federal agency (e.g., National Endowment for the Humanities, Housing and Urban Development, National Science Foundation, or an entity that receives federal appropriations such as the Corporation for Public Broadcasting or Amtrak); or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity.

Accounting records (receipts, payroll records, etc.) for all costs covered by the Project Grant funding are required to be maintained by the awardee three years from the submission of the awardee's final report. Access to these accounting records will be made available to the GAAC and the NEA upon request.

APPENDIX B: REPORTING REQUIREMENTS

Final reports will be submitted by awardees via the online application platform and will require

- qualitative descriptions of project outcomes compared to the project goals,

AND the following quantitative information:

- Number of individual artists compensated
- Number of other non-artist individuals compensated
- Number of individual artists hired (I-9 filing, receiving a W-2)
- Number of other non-artist individuals hired (I-9 filing, receiving a W-2)
- Number of adults engaged “in-person”
- Number children/youth engaged “in-person”
- Number of individuals engaged virtually

APPENDIX C: National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Project Grant Award

You must ensure that the funded project is implemented in full accordance with the US Constitution, Federal Law, and public policy requirement: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibit discrimination (§200.300).

As a registrant with SAM.gov, in most cases, you have already self-certified to the “Financial Assistance General Certifications and Representations,” including attesting to the accuracy of the certification and acknowledging that you may be subjected to criminal prosecution under Section 1001, Title 18 USC, or civil liability under the False Claims Act if you have misrepresented the information. A copy of this Financial Assistance Certifications Report is available in your SAM.gov entity registration record.

1. Nondiscrimination Policies

As a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your project, and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1.a Title VI of the Civil Rights Act of 1964, as amended, and implemented by the National Endowment for the Arts at 45 USC 1110, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

1.b As clarified by **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the

need for language services for LEP persons in conducting your programs and activities. For assistance and information go to www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance.

1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)

1.d The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)

1.e The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

1.f Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794). Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

Section 504 - Self-Evaluation and Additional Resources

- i. A Section 504 self-evaluation **must** be on file at your organization. To help your organization evaluate its programs, activities, and facilities

to ensure full compliance with Section 504 accessibility requirements, the Civil Rights Office has a [Section 504 Self Evaluation Workbook](#) available on our website.

- ii. You should designate a staff member to serve as a 504 Coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed, and made available to the public and the National Endowment for the Arts upon request. The NATIONAL ENDOWMENT FOR THE ARTS may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.
- iii. *Design for Accessibility: A Cultural Administrator's Handbook* provides guidance on making access an integral part of an organization's staffing, mission, budget, and programs. This Handbook and other resources may be downloaded from the National Endowment for the Arts website. If you have questions, contact the Office of Accessibility at accessibility@arts.gov; (202) 682-5532; FAX (202) 682-5715; or TTY (202) 682-5496.

2. Environmental and Preservation Policies

2.a The National Environmental Policy Act of 1969, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

2.b The National Historic Preservation Act of 1966, as amended, applies to any Federal funds that support activities that have the potential to impact any structure eligible for or on the National Register of Historic Places, adjacent to a structure that is eligible for or on the National Register of

Historic Places, or located in a historic district, in accordance with Section 106. This also applies to planning activities that may affect historic properties or districts. We will conduct a review of your project activities, as appropriate, to determine the impact of your project activities on the structure or any affected properties. Agency review must be completed prior to any agency funds being released. You may be asked to provide additional information on your project to ensure compliance with the Act at any time during your award period (16 USC 470).

Other National Policies

3. Debarment and Suspension. You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254.

There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as: *National Endowment for the Arts General Terms and Conditions for Grants and Cooperative Agreements to Organizations* Page **22**

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
- ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three (3) years.

4. The Drug Free Workplace Act requires you to publish a statement about your drug-free workplace program. You must give a copy of this statement to each

employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out.

You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). You must notify the National Endowment for the Arts Office of Grants Management of any employee convicted of a violation of a criminal drug statute that occurs in the workplace (41 USC 701 et seq. and 45 CFR 1155).

5. Lobbying. You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

5.1 No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 USC 1913).

5.2 Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of

elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

5.3 Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

6. Davis-Bacon and Related Acts (DBRA), as amended, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works (these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Information about the laborers and projects that fall under DBRA can be found in the Department of Labor's Compliance Guide at www.dol.gov/compliance/guide/dbra.htm. DBRA wage determinations are to be used in accordance with the provisions of Regulations, 29 CFR Part 1, Part 3, and Part 5, and with DOL's Compliance Guide. The provisions of DBRA apply within the 50 states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

7. The Native American Graves Protection and Repatriation Act of 1990 applies to any organization that controls or possesses Native American human remains

and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

8. U.S. Constitution Education Program. Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see

<https://www2.ed.gov/policy/fund/guid/constitutionday.html> and
<http://thomas.loc.gov/teachers/constitution.html>.

9. Prohibition on use of funds to ACORN or its subsidiaries. None of the Federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).