Grant Guidelines for Fiscal Year 2024

For projects that occur between
October 1, 2023 and September 30, 2024

A letter of intent to apply is due by 5 pm on:
February 1, 2023 for Operating Support

Applications are due by 5 pm on:
March 1, 2023 for Fellowships and Arts Facilities
June 1, 2023 for Projects and Operating Support
September 1, 2023 for Projects and Folk Arts Apprenticeships

Apply at arts.alabama.gov/apply
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Mission and Goals

The mission of the Alabama State Council on the Arts is:

To enhance the quality of life and economic vitality for all Alabamians by providing support for the state’s diverse and rich artistic resources.

Blueprint for Supporting the Arts

To accomplish the Council’s mission, proposals that meet the following goals as described in A State Blueprint for Supporting the Arts are prioritized for funding:

- Support excellence and professionalism in the arts.
- Provide opportunities for high-quality arts education for every Alabama student and lifelong learner.
- Provide opportunities for all Alabamians to experience the arts.
- Identify, preserve, and present folk art traditions.
- Promote diverse cultural artistic expressions.
- Recognize and support the arts as a driver of economic vitality.
- Increase public recognition and appreciation for the arts, arts organizations, and individual artists.

Recognizing the strengths of your project and identifying ways in which your efforts complement the goals of the Council are important aspects of planning for your application. Program managers are available to help explain these further and assist you as you prepare your application.

Objectives of the National Endowment for the Arts

Competitive projects meet the following objectives established by the National Endowment for the Arts, our federal partner:

- The creation of art that meets the highest standards of excellence.
- Public engagement with, and access to, various forms of excellent art across the nation.
- Learning in the arts at all ages of life.
- Activities that integrate the arts into the fabric of community life.
- Promotion of public knowledge and understanding about the contributions of the arts.

Accessibility

The Alabama State Council on the Arts does not discriminate based on race, color, national origin, gender identity, sexual orientation, religion, age, or disability in employment or provision of services. Council programs, services, and facilities are barrier-free and fully accessible to all. Publications, including these Guidelines, are available in audio formats, interpreted, or read aloud as needed.

Grant funding is provided by public tax dollars through the Education Trust Fund. All projects supported by the Council must be available to all Alabamians, without discrimination or exclusion. Proposals that include intentional and realistic plans to achieve equitable participation are prioritized for funding.
Program Areas

Work of the Council on the Arts, including grants management, is based on the artistic discipline.

Program Areas and Program Managers

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Manager</th>
<th>Email</th>
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<tbody>
<tr>
<td>Arts Facilities</td>
<td>Jacqueline Viskup, PhD</td>
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<tr>
<td>Literary Arts</td>
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<tr>
<td>Folklife</td>
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<tr>
<td>Folk Arts Apprenticeships</td>
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<tr>
<td>Performing Arts</td>
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<td>Visual Arts</td>
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</tr>
</tbody>
</table>

Administrative staff:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
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<td></td>
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<tr>
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</tr>
</tbody>
</table>

Supporting the daily operations of the Council are:

William Cromblin    Jackie Ely    John Meyers    Rosalind Tucker

The Council on the Arts staff is led by Executive Director Elliot Knight, PhD, and 15 Council members appointed by the Governor.
Eligibility for Grant Funding

Eligible Applicants
Applicants must be compliant with all federal and state regulations.
Applicants may not request, lobby, seek, or receive funding from the Alabama legislature for arts programming and/or general operating expenses for their organization.

Organizations
Nonprofit organizations that are tax exempt under subsection 501(c)(3) of the Internal Revenue Code and departments of a city or county government* may apply for:

- All Project Grant Types (Project Grants, see page 7; Curriculum-based Project Grants, see page 9; Administrative Project Grants, see page 10).
- Arts Facilities Grants, with additional ownership and operations requirements (see page 15).
- Operating Support, with additional financial and governance requirements (see page 13).

*Excluding school districts (see PreK-12 Schools below). Administrative Project and Operating Support Grants are only available to municipal departments with an independent governing board. Applications must be submitted by an affiliate 501(c)(3) organization.

PreK-12 Schools
School districts may apply for:

- Project Grants (see page 7).
- Curriculum-based Project Grants (see page 9).
- Live Arts Learning Grants (see page 20).
- Administrative Projects for Training or Professional Development, only (see page 10).
  Schools may not apply for faculty or staff salary support or internal capacity building projects.
- Quick Assist Grants (see page 21).

Post-Secondary Schools
Public and private non-profit Post-Secondary Institutions of Higher Education may apply for:

- Project Grants (see page 7).
- Curriculum-based Project Grants (see page 9).
- Live Arts Learning Grants (see page 20).
- Consolidated Project Grants (see page 12).
- Quick Assist Grants (see page 21).

See page 5 for additional guidance related to activities by faculty and staff of colleges and universities.

Individuals
Individuals may apply for:

- Fellowship Grants (see page 17).
- Folk Arts Apprenticeship Grants (see page 19).
- Live Arts Learning Grants (see page 20).
- Quick Assist Grants (see page 21).
- Project Grants, if submitted by an eligible Applicant of Record (previously called a "Fiscal Agent," see page 8).

Current and Previous Grantees
Current Grantees are eligible to apply, however, funds for any additional grant awards are disbursed only after final reports from the prior fiscal year (FY23) are completed and approved. Organizations and Project Directors with past due final reports from any previous year are ineligible to apply until all incomplete forms are submitted and approved. To confirm your standing with the Council on the Arts, contact a Program Manager to discuss any delinquent final reports.
Expenses and Activities

Eligible Expenses
Eligible expenses are direct costs that are:

✓ Arts-oriented or directly supporting arts-oriented outcomes.
✓ Completed within the fiscal year, which ends September 30, 2024.
✓ Matched at least with dollar-for-dollar eligible expenses paid for by the grantee in cash, or with a combination of grantee cash and in-kind donations and discounts.

Note: Title 1 Schools applying for Curriculum-based Project Grants, individuals applying in the Fellowship or Folk Arts Apprenticeship programs, and Quick Assist applicants are not required to fund matching expenses.

Eligible Activities
Activities must be available to all Alabamians, through:

✓ Public marketing and communications about activities.
✓ Non-discriminatory access, including reasonable costs for entry or participation.
✓ Venues, facilities, and programs that are accessible, or the provision of appropriate alternative programming options to accommodate any person, regardless of disability.

Ineligible Expenses and Activities
The following are not eligible for Council on the Arts grant funding, or as matching expenses paid for by the grantee:

Not Arts-oriented

✘ Indirect costs, such as unspecified “administrative overhead.”
✘ Activities not related to arts-oriented outcomes, such as litigation, penalty fees, interest or debt payment, supplementing of cash reserves or endowments, investment, or the purchase of goods for retail sales.
✘ Activities that are primarily for fundraising or social gatherings without clear arts-oriented outcomes or purposes.
✘ Food, catering, alcoholic beverages, or other refreshments, even if part of arts-oriented programming.
✘ Projects or activities which have sectarian or faith-based objectives.

✓ Non-profit religious organizations and churches are eligible to apply with proposed projects that have artistic experiences as the primary focus, and which are open to, and inclusive of, the public.

Not Public

✘ Activities limited to, or only benefiting, a post-secondary academic community, including tuition costs of an individual seeking an academic degree, and programming limited to enrolled students.
✘ Activities that require significant costs to be paid by participants, directly for admissions, or indirectly through required membership at a level generally unaffordable for Alabamians.

Not Financially Allowed

✘ Applicants who request, lobby, seek, or receive funding from the Alabama legislature for arts programming and/or general operating expenses for their organization.
✘ Duplicate expenses or activities funded, or proposed to be funded, by a Council on the Arts grant. Identical expenses must not overlap or be shared across budgets or the actualized finance reports of any other Council on the Arts grant, including grants of collaborating organizations.
✘ Expenses of unrealized income, scholarships for ticket sales, or rental/use fees for applicant owned or operated venues. All costs must be tangible purchases directly related to implementing the proposed activities.
✘ Excessively profitable projects without a clear public benefit from the use of grant funds.
✘ Reignating of funds to other individuals or organizations.
Not Legally Compliant

- Organizations who are business entities with paid employees and have not enrolled in the eVerify service.
- Individuals who are unlawfully present and not authorized to receive public benefits.
- Applicants requesting more than $5,000 who fail to provide a signed and notarized disclosure form within 7 days of the closing of the submission window.
- Applicants who are suspended or debarred by the United States General Services Administration, and any expenses paid to suspended or debarred vendors.
- Expenses such as compensation and travel costs for individuals from a foreign country who are not in compliance with regulations of the United States Treasury Department Office of Foreign Assets Control, or who are under federal sanctions.

Eligibility for Institutions of Higher Education

In addition to all regulations described above, these additional regulations apply to all post-secondary educational institutions:

- Projects sponsored by or taking place on a college or university campus which exclude non-students or are part of a required course are not eligible for grant funding.
  - College and university-based projects are eligible only if they involve and serve a significant percentage of those outside of the academic community of faculty, alumni, and students.
  - Cooperation with local arts councils or other community arts-focused non-profits is strongly encouraged to ensure public participation. Marketing and audience development plans are required for all applications.

- Each administratively separate division of a post-secondary school (such as a college of liberal arts, or public-facing museum) have the following request limits:
  - All departments or entities that are part of a single college or division are limited to a combined total request amount of $40,000 per fiscal year. Requests from foundations or auxiliary non-profit organizations on behalf of an academic division or non-academic public entity are included in determining the request amount.
  - Colleges and universities may not submit applications as a fiscal agent.

- Staff from the applicant institution’s office of sponsored programs or contracts and grants must be added as collaborators to each application.
  - Check with your institution’s policies and procedures regarding grant funding to determine any internal deadlines and compliance needs.
  - Indirect administrative fees are not allowable as grant expenses, or as matching applicant expenses.

- Personnel costs of faculty or staff involved in the implementation of a project may be used as matching expenses paid for by the grantee. Rates should be calculated based on the service provided.
January 1 through February 1, 2023 – Submission window for Operating Support Letters of Intent (new applicants only)
January 1 through March 1, 2023 – Submission window for Arts Facilities and Fellowship Applications
April 1 through June 1, 2023 – Submission window for Operating Support and Project Grant Applications (proposed activities starting on or after October 1, 2023)
July 1 through September 1, 2023 – Submission window for Project Grant and Folk Arts Apprenticeship Applications (proposed activities starting on or after January 1, 2024)
Projects

Project Grants are the most frequently applied for grant type, allowing a wide range of activities and events that result in positive arts experiences for the public.

Project Grant proposals have included:

- Festivals.
- Performances.
- Research and field surveys.
- Exhibitions.
- Author readings.
- Juried competitions.
- Theatrical productions.
- Classes and workshops.
- The creation or commissioning of works of art.
- Symposia, conferences, and convenings.

And many other arts-oriented activities.

Parameters

Request Amount and Matching Expenses

Project Grant applications may request between $1,000 and $10,000.

The Grantee is required to provide for eligible expenses that are equal to, or greater than, the amount of the grant award. The dollar-for-dollar matching expenses may be entirely paid for with cash, or as a combination of cash and donated or discounted goods and services.

All expenses and income included in the budget must be within the project period and limited to items directly related to the activities of the project.

Restrictions

Expenses are subject to the Council’s eligibility rules (see page 4).

Proposals from eligible organizations that support PreK-12 education with structured lessons, or include collaboration with one or more schools, should apply for a Curriculum-Based Project Grant (see page 9) or through Live Arts Learning (see page 20).

Application Process

Deadlines and Project Period

The combined total of all requests submitted at the June 1 and September 1 deadline may not exceed $40,000. Applicant organizations may submit:

- Up to two Project Grant applications per deadline.
- Up to four Project Grant applications per fiscal year.
Applications are accepted during these submission windows:

**April 1 through June 1, 2023** – For activities occurring between October 1, 2023, and September 30, 2024.

**July 1 through September 1, 2023** – For activities occurring between January 1, 2024, and September 30, 2024.

Deadlines are **promptly** at 5 pm on the last day of the application window.

Requests greater than $5,000 require a signed and notarized Disclosure Form – uploaded to the online request and physically received in the Council on the Arts offices within a week of the application window closing date.

**Application Items and Support Materials**

Supplemental materials are always helpful for staff, panelists, and Council members as they evaluate your application. These can include:

- Contracts, Memoranda of Understanding, or letters of intent with artists or venues.
- Programs, materials, or participant feedback from previous or related events.
- Resumes of key personnel, and articles, reviews, or other media related to artistic personnel.
- Letters of support from city officials, community leaders, or relevant sources.

**Projects with an Applicant of Record**

Formerly “Fiscal Agencies”

An eligible organization may serve as the **Applicant of Record** for an individual or organization without a 501(c)3 non-profit status. Projects directed by organizations that are eligible to apply directly for Council funding may **not** submit applications through an Applicant of Record. **Proposed activities may not be a program or project of the Applicant of Record.**

The Applicant of Record must:

- Initiate the application process by starting a form in the portal and adding the Project Director as a collaborator.
- Forward all communications from the Council to the Project Director.
- Ensure that all forms, reporting, and documentation are completed by the Project Director.
- Authorize with a digital signature all forms, reporting, and documentation.
- Receive the grant funds, disbursing to the Project Director as needed.

**Request Amount and Matching Expenses**

Project Directors with an Applicant of Record as fiscal agent are limited **only** to **Project Grants** and may request **between $1,000 and $10,000.**

The Project Director is required to provide for eligible expenses that are equal to, or greater than, the amount of the grant award. The dollar-for-dollar matching expenses may be entirely paid for with cash, or as a combination of cash and donated or discounted goods and services.

If the Applicant of Record supports the implementation of the proposed activities, or funds matching expenses, it may be determined that the project is an activity of the organization, and **not** eligible.

The Applicant of Record is not prohibited from assessing an administrative fee. However, as an indirect costs, administrative fees are **not** eligible to be paid for with the Council grant funds or as a matching expense.

**Application Limits**

A Project Director may only submit **one** application per deadline.

The Applicant of Record may submit no more than **two** applications on behalf of a Project Director per deadline, which do **not** count towards application or request amount limits.
Curriculum-Based Projects

Curriculum-based Projects include educational programming with sequential learning for PreK-12 students, with activities connected to an organized curriculum.

For artist residencies, in-school performances, field trips, guest presenters, or similar programming for PreK-12 students with shorter timelines and less emphasis on structured, sequential learning, please see Live Arts Learning (page 21).

Parameters

Eligible applicants are:

- Public and private schools.  
  **Note:** Applications from public schools must list the school district as the organization, rather than the school building. The district CSFO and building principal are required collaborators on the digital application.

- Professional teachers’ associations.

- Arts or community 501(c)(3) organizations partnering with schools and teachers.  
  **Note:** Proposals with activities in partnership with a school must include a school administrator as a collaborator.

Request Amount and Matching Expenses

Curriculum-based Project Grant applications may request between $1,000 and $10,000.  

The Grantee is required to provide for eligible expenses that are equal to, or greater than, the amount of the grant award. The dollar-for-dollar matching expenses may be entirely paid for with cash, or as a combination of cash and donated or discounted goods and services. **Title 1 schools are not required to provide matching expenses.**

All expenses and income included in the budget must be within the project period and limited to items directly related to the activities of the project.

Restrictions

Expenses are subject to the Council’s eligibility rules (see page 4).  

General classroom supplies, marching band uniforms, and materials unrelated to the project are not eligible expenses.

Application Process

**Deadlines and Project Period**

The combined total of all requests submitted at the June 1 and September 1 deadline may not exceed $40,000. Applicant organizations may submit:

- Up to two Curriculum-Based Project Grant applications per deadline.
- Up to four Curriculum-Based Project Grant applications per fiscal year.

Applications are accepted during these submission windows:

- **April 1 through June 1, 2023** – For activities occurring between October 1, 2023, and September 30, 2024.
- **July 1 through September 1, 2023** – For activities occurring between January 1, 2024, and September 30, 2024.

  **Deadlines are promptly at 5 pm on the last day of the application window.**
Requests greater than $5,000 require a signed and notarized Disclosure Form – uploaded to the online request and physically received in the Council on the Arts offices within a week of the application window closing date. **Public PreK-12 schools are exempt from this requirement.**

**Application Items and Support Materials**

Schools must apply with the district as the applicant organization. A principal and the CSFO for the district must be added as collaborators to authorize the application and provide digital signatures.

Curriculum-Based Project Grants require example lesson plans and documentation of standards-based materials.

Curriculum-Based Grant applicants are encouraged to connect with the **Artistic Literacy Consortium (ALC)** Collaborative sites. These Council on the Arts partners provide networking with local arts education resources, professional development support, and encouragement for increased access to arts education across Alabama. Learn more from Arts in Education Program Manager Kaci Norman, kaci@arts.alabama.gov.

**Administrative Projects**

Administrative Project Grants provide support for three categories of activity:

**Salary Support**

For new or existing positions, for part-time, full-time, or temporary employment.

**Internal or Capacity Building Projects**

To support tasks such as website development, archival projects, strategic planning efforts, or other activities that result in increased efficiency, effectiveness, or strengthened operations.

**Training and Professional Development**

Providing non-degree education like conference registration and attendance, consultants and coaches for staff growth, or facilitated board retreats.

**Parameters**

**Request Amount and Matching Expenses**

Administrative Project Grant applications may request **between $1,000 and $20,000**.

The Grantee is required to provide for eligible expenses that are equal to, or greater than, the amount of the grant award. The dollar-for-dollar matching expenses may be entirely paid for with cash, or as a combination of cash and donated or discounted goods and services.

All expenses and income included in the budget must be within the project period and limited to items directly related to the activities of the project.

**Restrictions**

Expenses are subject to the Council’s eligibility rules (see page 4).

Post-secondary schools are ineligible for Administrative Project Grants.

PreK-12 schools may only apply for Administrative Project Grants with proposals for professional development and may not include staff salaries as an expense.

Applicants that are part of city or county government must operate as an independent agency with a governing board separate from city administration. Applications must be submitted by the independent 501(c)(3) non-profit organization.
Application Process

Deadlines and Project Period

The combined total of all requests submitted at the June 1 and September 1 deadline may not exceed $40,000. Applicant organizations may submit:

- Up to two Administrative Project Grant applications per deadline.
- Up to two Administrative Project Grant applications per fiscal year.

Applications are accepted during these submission windows:

April 1 through June 1, 2023 – For activities occurring between October 1, 2023, and September 30, 2024.

July 1 through September 1, 2023 – For activities occurring between January 1, 2024, and September 30, 2024.

Deadlines are promptly at 5 pm on the last day of the application window.

Requests greater than $5,000 require a signed and notarized Disclosure Form – uploaded to the online request and physically received in the Council on the Arts offices within a week of the application window closing date.

Application Items and Support Materials

Evaluation of Administrative Project proposals emphasizes personnel, community support, and partnerships. The relationship between your proposal and potential organizational growth and capacity is a key feature.

Supplemental materials for Administrative Project Grant applications may include:

- Job descriptions.
- Resumes of staff in funded positions.
- Recruitment plans for hiring new staff.
- Organizational chart.
- Planning correspondence with consultants.
- Letters of support from board members.
- Strategic planning documents.
- Needs assessments.
Consolidated Projects

Consolidated Project Grants fund multiple events, such as a performance season or program series, or a combination of several activities that are conceptually related or cohesive. Consolidated Grant proposals have included:

- A season of performances.
- Monthly workshops.
- Multiple exhibitions.

Parameters

Request Amount and Matching Expenses

Consolidated Project Grant applications may request **between $5,000 and $20,000.**

The Grantee is required to provide for eligible expenses that are equal to, or greater than, the amount of the grant award. The dollar-for-dollar matching expenses may be entirely paid for with cash, or as a combination of cash and donated or discounted goods and services.

All expenses and income included in the budget must be within the project period and limited to items directly related to the activities of the project.

Restrictions

Expenses are subject to the Council’s eligibility rules (see page 4).

School districts are not eligible to apply for Consolidated Project Grants. Proposals from eligible organizations that support PreK-12 education with structured lessons, or include collaboration with one or more schools, should apply for a Curriculum-Based Project Grant (see page 9) or through Live Arts Learning (see page 20).

Application Process

Deadlines and Project Period

The combined total of all requests submitted at the June 1 and September 1 deadline may not exceed $40,000. Applicant organizations may submit:

- Up to two Consolidated Project Grant applications per deadline.
- Up to two Consolidated Project Grant applications per fiscal year.

Applications are accepted during these submission windows:

- **April 1 through June 1, 2023** – For activities occurring between October 1, 2023, and September 30, 2024.
- **July 1 through September 1, 2023** – For activities occurring between January 1, 2024, and September 30, 2024.

**Deadlines are promptly at 5 pm on the last day of the application window.**

Requests greater than $5,000 require a signed and notarized Disclosure Form – uploaded to the online request and physically received in the Council on the Arts offices within a week of the application window closing date.

Application Items and Support Materials

Supplemental materials may include:

- Contracts, Memoranda of Understanding, or letters of intent with artists or venues.
- Programs, materials, or participant feedback from previous or related events.
- Resumes of key personnel, and articles, reviews, or other media related to artistic personnel.
- Letters of support from city officials, community leaders, or relevant sources.
Operating Support

Operating Support grants are designed to strengthen organizational stability of Alabama’s arts organizations and enhance their ability to deliver high quality and accessible arts experiences. Operating Support Applications are evaluated on:

- The **quality of artistic experiences** and educational programming that are provided to the public.
- The extent to which **artists are supported**, celebrated, developed, or otherwise benefit by the proposed activities.
- **Representation and inclusion** of local communities and diverse cultures in the content of programming and in demographic information about participants, audiences, artists, and staff.
- **Accessibility of programming** and facilities, thoughtfully and intentionally meeting the needs of participants.
- **Long-term outcomes** that enhance creative places, strengthen communities, and expand cultural infrastructure.
- Demonstration of frequent and **active collaborations** with community members.
- The applicant’s position as an anchor institution, with **strategic partnerships** that benefit the community or state.
- The level of **professionalism**, qualifications, experiences, and abilities of administrative and artistic personnel.
- The **stability** of the applicant, as demonstrated through organizational structure, strategic planning, fiscal management, and appropriate board dynamics and oversight.

Parameters

Applicants must be:

- A 501(c)(3) Non-profit Organization.
- Based in Alabama.
- Arts focused.
- Publicly accessible.
- A previous Council grantee, with at least one successfully completed Council on the Arts funded grant since 2019 (excluding CARES, Quick Assist/Technical Assistance, and Alabama Arts Recovery Program grants).

Request Amount and Matching Expenses

**The request amount is determined by Council staff**, based on financial information provided by the applicant, and independently verified. Eligible organizations must document a minimum of $400,000 in average annual expenses over the past three completed fiscal years.

Financial documentation of affiliate organizations, such as foundations, trusts, or auxiliary non-profit organizations that directly support the applicant must be provided if included in calculating expenses.

Efforts are made to prevent fluctuations greater than 20% year-over-year in recurring grant awards.

Restrictions

Expenses are subject to the Council’s eligibility rules (see page 4).

Applicants that are part of city or county government must operate as an independent agency with a governing board separate from city administration. Applications must be submitted by the independent 501(c)(3) non-profit organization.

Schools, colleges, universities, or other educational institutions, public or private, including affiliated non-profit organizations, are not eligible to apply for operating support.

Applicants may not request, lobby, seek, or receive funding from the Alabama legislature for arts programming and/or general operating expenses for their organization.
Application Process
One Operating Support LOI and application may be submitted by an applicant per year. Affiliated organizations may not submit additional applications.

Letter of Intent Deadline
Organizations not currently receiving operating support are required to submit a letter of intent to apply (LOI) through the online application portal.

The window to submit the LOI is January 1 through February 1, 2023 to be an eligible Operating Support applicant. Accepted organizations will be notified with access to the application form by April 1, 2023. A signed and notarized Disclosure Form is required to be uploaded with the LOI and physically received in the Council on the Arts offices no later than February 8, 2023.

Application Deadline
The window to submit an Operating Support application is April 1 through June 1, 2023.

Deadlines are promptly at 5 pm on the last day of the application window.

Operating Support applicants are required to present to the Grants Review Committee in August. The project period is October 1, 2023 through September 30, 2024.

Application Items and Support Materials
The letter of intent is a brief form with only essential information required to confirm eligibility of the applicant. It requires the following information:

- The mission statement of the organization, and the number of employees.
- A description of the institution, and the artistic experiences provided to the public.
- A listing of all affiliate organizations.

Note: Additional documentation and descriptions of affiliates may be required in the full application.

- The amount of revenues and expenses from each of the three most recent fiscal years.
- The most recently filed IRS form 990.

The application form includes narrative fields that address the Council’s evaluation criteria, and requires:

- Board membership, demographic information, and bylaws.
- The most recent strategic planning document, organizational chart, and investment policy statement or plan.
- Financial information from the past three years.
  - Certified financial audits or statements, produced independently of the organization.
  - Tax documents.

Financial documentation must be verified by an executive officer, financial officer, board treasurer, or other individual with fiduciary responsibility who authorizes the form with a signature provided digitally as a collaborator on the application, or as an uploaded signed memorandum on organizational letterhead.

- Brochures, marketing materials, and press coverage that describe the work of the institution (optional)
- Letters of support from partner organizations, community leaders, or individuals (optional).

Project Grant Applications from Operating Support Grantees
Operating Support Grantees who received less than $40,000 in grant funding from the Council in the previous year are eligible to submit one Project Grant application per fiscal year with the following additional conditions:

- The additional project must include a collaboration or partnership with an organization not currently receiving an Operating Support grant from the Council on the Arts.
- The application must be a standard Project Grant, with a request amount no greater than $10,000.
- Expenses of the Project and Operating Support Grants are not allowed to be duplicated.
  - Activities described in the Operating Support grant proposal, including general administrative costs, salaries, or expenses that are not clearly delineated between the two requests are not eligible.
  - Expenses provided by a Council grant is not allowed as a matching expense for other Council grants.

Arts Facilities and Quick Assist Grant applications may also be submitted, provided there are no duplicated expenses.
Arts Facilities

The Arts Facilities Grants program assists arts organizations in building or renovating facilities and spaces used for arts activities that benefit the public. Requests can be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations of an arts facility or space, design work related to a specific facility or arts space and construction costs related to a new facility, renovation of an older facility, and/or major capital outlay improvements to existing facilities.

Categories

Arts Facilities Grants provide funding in three options:

**Planning**
Planning Grants are for feasibility studies, use plans, needs assessments, and other contract work related to the intended operations of an arts facility. These activities are essential preliminary work for future design and construction work. Broad-based constituent involvement is expected, indicating that applicants are providing a meaningful facility for the community.

**Designing**
Activities proposed for Designing Grants result in tangible designs in the form of blueprints, schematics, renderings, or other documents needed for construction, renovation, or adaptive reuse.

**Construction**
Proposals for the building of a new facility, or renovation of an existing facility, as shovel-ready projects are accepted as Construction Grants. Equipment upgrades or improvements may be requested only if the expenses are part of a wider construction or renovation project. Community involvement through phases of planning, including design and the preparatory work required prior to construction, is expected.

With the large request limit and the significant financial and logistical challenges of building projects, Construction Grant proposals require a higher amount of matching expenses, all paid in cash, to ensure successful completion of the grant.

Parameters

**Request Amount and Matching Expenses**

- **Planning Grant** applications may request between $5,000 and $20,000. Applications must include expenses that result in tangible documents, such as conceptual drawings or planning narratives.

- **Designing Grant** applications may request between $10,000 and $50,000. Applications must include expenses for a tangible design document, such as blueprints, schematics, or renderings.
  
  - Planning and Designing Grantees are required to provide for eligible expenses that are equal to, or greater than, the amount of the grant award. The dollar-for-dollar matching expenses may be entirely paid for with cash, or as a combination of expenses paid with a combination of applicant cash and in-kind donations when 75% or more of the matching expenses are provided by applicant cash.

- **Construction Grant** applications may request between $10,000 and $100,000.
  
  - Construction Grantees are required to provide for eligible expenses that are equal to, or greater than, three times the grant award. Matching expenses must be entirely paid with grantee cash.

All expenses and income included in the budget must be within the project period and limited to items directly related to the activities of the project.
Restrictions

- Expenses are subject to the Council's eligibility rules (see page 4).
- Applicants must document the long-term, dedicated arts-oriented use of the space, which is typically owned by the organization.
- Municipal institutions must document the long-term, dedicated arts-oriented use of the space and have an independent governing board.
- In the rare case that the facilities or activity site is not owned by the applicant, a contract or other binding documentation that indicates long-term, dedicated arts-oriented use of the space, and the approval of the owner of all proposed activities must be provided.
- All property, contents, and activities must be appropriately insured.

**Ineligible** applicants include:

- Historic homes
- Office spaces
- Non-art museums
- PreK-12 and post-secondary schools, public or private
- Organizations or institutions that receive annual state appropriations.

**Application Process**

**Deadline and Project Period**

Applicants may only submit one Arts Facilities request per year. Arts Facilities Grant applications are not counted towards the annual Project Grant request limits.

Applications are accepted **January 1 through March 1, 2023**, for activities occurring between October 1, 2023, and September 30, 2024.

**Deadlines are promptly at 5 pm on the last day of the application window.**

A signed and notarized Disclosure Form is required – uploaded to the online request and physically received in the Council on the Arts offices **no later than March 8, 2023**.

**Application Items and Support Materials**

Competitive Arts Facilities grant proposals include:

- Appropriate and thoughtfully designed spaces and **facilities that highlight and showcase the arts** and improve the artistic infrastructure of Alabama.
- **Personnel who are professionals** with appropriate licenses and credentials for work in urban or community planning, architecture, landscape design, or historic preservation.
- Clear and appropriate short- and long-term facility management, with descriptions of **ownership and operations for successful use of the space** for future arts programming and experiences.
- **Active involvement of constituents and community members in each phase**, with project goals benefiting the community.

Narratives throughout the application provide space to describe:

- Goals and outcomes of the project.
- Status and timeline for all phases of the project.
- Ownership and operations.
- The facility and spaces, as they are currently, and the proposed changes.
- The location and community context.
- Partnerships and Collaborations.
- Community Support.
- Accessibility.
- Personnel, including the selection process.

Upload fields provide space for supplemental documents which may include:

- Site photographs.
- Current plans, designs, schematics, or blueprints *(required for Construction Grant applications).*
- Community profile and needs assessments.
- Renderings or conceptual drawings.
- Organizational charts or strategic plans.
- Documentation of personnel credentials, experiences, work samples, and portfolios.
Grants for Individuals

See Live Arts Learning (page 27) and Applicant of Record (page 8) for additional funding opportunities for individuals.

Fellowships

Council on the Arts Fellowships are granted to individual artists and arts educators. Fellowships recognize artistic excellence as well as professional commitment and maturity, contributing to the development of the artist. Applicants are encouraged to be as specific as possible about how Fellowship funds would enable them to further their artistic career, with evidence illustrating the seriousness of their professional intent.

Excellence in the art form is an essential quality of the work of Fellowship recipients. An emphasis is placed on the most recent five years of work in the field. A portfolio of exemplary work is carefully examined by staff, panelists, and the Grants Review Committee.

Categories

Fellowships are organized by discipline. It is strongly advised that you contact the Program Manager listed to discuss your work prior to completing your application. Artistic practices listed below are not exhaustive – specialists within each discipline, or those who are working in disciplinary intersections are invited to discuss with a Program Manager to determine which category to select.

Art Educator Fellowship
For current educators teaching one or more art forms or disciplines. Email kaci@arts.alabama.gov.

Craft Arts Fellowship
For artists working in clay, fiber, glass, leather, metal, paper, plastic, wood, or mixed media. Email amy@arts.alabama.gov.

Dance Fellowship
For dancers and choreographers of all styles and traditions. Email euri@arts.alabama.gov.

Design Fellowship
For artists working in fashion, graphic, or industrial design. Email jacqueline@arts.alabama.gov.

Literary Arts – Poetry Fellowship
For writers working in poetry. Email anne@arts.alabama.gov.

Literary Arts – Prose Fellowship
For writers working in prose. Email anne@arts.alabama.gov.

Media Arts and the Gay Burke Photography Fellowship
For artists working in photography, film, audio/sound installation, experimental technology, or digital formats. Email amy@arts.alabama.gov.

Music Fellowship
For vocalists, instrumentalists, composers, or conductors. Email euri@arts.alabama.gov.

Theatre Arts Fellowship
For actors, directors, puppetry artists, storytellers, scenic and set designers, costumers, and other affiliated theatrical arts professionals. Email euri@arts.alabama.gov.

Visual Arts Fellowship
For artists working in painting, sculpture, printmaking, book arts, or conceptual, experimental, or experiential work. Email amy@arts.alabama.gov.

Parameters

Eligible Fellowship Grant applicants:

- Have been an Alabama resident since March 1, 2021 (two years prior to the application deadline) and will remain a resident of Alabama through September 30, 2024 (the duration of the grant period).
- Have never been awarded a Fellowship Grant of any kind by the Council or have been awarded only once, with the prior Fellowship occurring before October 1, 2017 (a six-year waiting period between awards).
- Have completed all required reporting of previously received Council on the Arts grants, including those where the applicant is named as the project director.
- Are eligible to receive public benefits in compliance with state and federal laws.
**Request Amount and Matching Expenses**

All Fellowship Grant awards are **$5,000**. There are no matching expenses required to be provided by the applicant.

Competitive applications are thoughtful about how a Fellowship award would further artistic exploration and growth. You do not need to propose a public program (see page 8 for Project Grant submitted through an eligible Applicant of Record). Applicants who are granted a Fellowship may use the funds for many possible eligible expenses, including but not limited to:

- Professional development and training.
- Research, including books and travel.
- Studio or material costs.
- Space or time to create.
- Costs related to presenting or promoting your work.

Tuition for a degree-granting academic program (Associate, Bachelor's, Master's, or Doctorate degree) is not an allowable expense.

Grants are considered taxable income and may have consequences for public benefits such as Social Security income. It is strongly advised that applicants consult with a tax professional.

**Restrictions**

Fellowship Grants are cancelled in the event of the death of the grantee, or upon the conviction of a crime of moral turpitude. The Council may rescind the Fellowship grant if Grantee becomes subject of public disrepute, contempt, or scandal.

**Application Process**

**Deadlines and Project Period**

Applications must be submitted using an account of the individual, using their surname for the organization, not accounts associated with other applicant organizations, such as schools or 501(c)(3) entities.

Individuals may submit only one Fellowship application per year, **between January 1 and March 1, 2023**.

The deadline is **promptly at 5 pm on the last day of the application window**.

The project period is October 1, 2023 through September 30, 2024.

Fellowship Grant funds are disbursed in a single payment, in the first quarter of the fiscal year (October through December) and requires an active STAARS account (see page 22).

Narratives reporting on the use of Fellowship Grant funds is required.

**Application Items and Support Materials**

Fellowships are competitive. Your application will be evaluated on your work, potential for growth at the current moment in your career, achievements to date, and your engagement with communities, audiences, artists, and/or students.

Applications are reviewed by a panel of experts, including previous fellowship recipients. They will review and evaluate items you provide in the application, including your:

- Professional biography.
- Current resume.
- Narrative describing your artistic growth if awarded a Fellowship Grant.
- Narrative describing your contributions to artistic communities of Alabama.
• Samples of your work completed within the past five years, digitally uploaded to the application, or linked to in an available text field. Samples must document completed works of art, not works in progress.
  o Details about the content, file size and type, and the format of descriptions for each sample is included in the application.
  o Materials provided by artists applying for Fellowship grants are periodically transferred from the custody of the Alabama State Council on the Arts to the Alabama Department of Archives and History, for preservation and publicly accessible documentation of Alabama’s artists.

Arts Educator Fellowship applicants must also provide a:
• Statement regarding your educational philosophy.
• Description of your routine or daily teaching practice.

Folk Art Apprenticeships

Folk Arts Apprenticeship Grants preserve and pass on Alabama’s living cultural heritage by funding master folk artists, or their apprentices, so traditional artistic skills and techniques can be taught to new practitioners.

Examples of art forms that have been taught in this program include Sacred Harp singing, fiddling, pottery, oak basketry, and artistic traditions of more recent additions to the culture of Alabama, including Vietnamese Lion dance, piñata crafting, and Yoruba drumming.

Parameters

Apprenticeship Grants are awarded to applicants who are involved in the teaching or learning of a traditional art form.

Request Amount and Matching Expenses

Folk Art Apprenticeship applications may request between $500 and $3,000. There are no matching expenses required to be provided by the applicant.

Restrictions

After three consecutive years of Folk Arts Apprenticeship Grant awards (such as receiving grants in 2021, 2022, and 2023), applicants (master artist or apprentice) must wait two consecutive years before applying again.

Application Process

Deadlines and Project Period

Individuals may submit only one Folk Arts Apprenticeship application per year. Only one individual, either the Master Artist or an apprentice, may submit the application, and receive grant funds.

The window to submit a Folk Arts Apprenticeship application is July 1 through September 1, 2023.

The project period is January 1, 2024 through September 30, 2024. Reporting on the use of Folk Arts Apprenticeship Grant funds is required.

Application Items and Support Materials

Applications are accepted as digital and paper forms.

Work samples are required from the master artist, and from apprentices who are continuing a previously funded Folk Arts Apprenticeship.

Materials provided by artists are periodically transferred to the Alabama Department of Archives and History, for preservation and publicly accessible documentation of Alabama’s artists. Physically submitted materials may be returned upon request.
Grants for Organizations and Individuals

Live Arts Learning
Replaces Enhancement Project Grants

The Live Arts Learning program provides smaller grants ($500 to $5,000) for Artist Residencies, in-school performances, field trips to artistic experiences, guest presenters and speakers, and similar programming for PreK-12 students that have shorter timelines than Curriculum-based Projects (see page 9).

Parameters
Applications are accepted from teaching artists, school districts, and arts organizations.

The applicant organization will be the recipient of grant funds, and responsible for all expenses and associated activity costs. School districts that apply are required to add the CSFO as a collaborator on the online application to provide the authorizing digital signature.

Request Amount and Matching Expenses
Live Arts Learning applications may request between $500 and $5,000. There are no matching expenses required to be provided by the applicant.

Expenses generally include the costs of artist fees, transportation of students, the cost of substitute teachers, venue admission tickets, and residency-related materials or supplies. General classroom supplies and materials unrelated to the proposed activities are not eligible expenses.

Restrictions
Expenses are subject to the Council’s eligibility rules (see page 4).

Artists-in-residence are required to be observed teaching PreK-12 students by Council staff at least once prior to the approval of funding for a Live Arts Learning Grant.

Application Process

Deadlines and Project Period
Applications are accepted continuously throughout the year. Award determinations are made monthly. Proposed activities should be no sooner than 6 weeks from the date the application is submitted. The project period is determined by the dates of activities, which must be within a single fiscal year (ending before September 30 or starting after October 1).

Application Items and Support Materials
The application must include details about the artistic experiences for students and any collaborating artists. Supplemental materials, such as resumes, brochures, work samples, or other evidence of artistic quality are required of artists who have not previously been part of a Live Arts Learning or Curriculum-Based Project grant.

Reporting on the use of Live Arts Learning Grant funds is required of the Grantee. Additional feedback and evaluation of the activities may be requested from individuals involved in funded activities.

Live Arts Learning Grant applicants are encouraged to connect with the Artistic Literacy Consortium (ALC) Collaborative sites. These Council on the Arts partners provide networking with local arts education resources, professional development support, and encouragement for increased access to arts education across Alabama.

Learn more by contacting Arts in Education Program Manager Kaci Norman, kaci@arts.alabama.gov.
Quick Assist Grants
Formerly “Technical Assistance Grants”

Purpose and Examples
Quick Assist Grants are for special, one-time needs unrelated to any other project or activity funded with a Council on the Arts grant. These grants fund unexpected or impromptu programs, opportunities, or other activities that are important to promote, share, or support the arts. Successful applications vary widely.

Parameters

Request Amount and Matching Expenses
Quick Assist Grant applications may request between $500 and $1,000, with no matching expenses required to be provided by the applicant.

Restrictions
Expenses are subject to the Council’s eligibility rules (see page 4).
Activities and expenses of a Quick Assist Grant may not overlap or support projects that are funded with another Council on the Arts grant of any kind.

Application Process

Deadlines and Project Period
Applications are accepted at any time during the year. An organization or individual are typically limited to one Quick Assist application per year.

Quick Assist Grant request are not counted towards an applicant’s annual request limits for any other grant type.
Applicants must discuss proposed activities with Council staff to be provided an application form, which is not an indication that grant funds will be awarded.

Application Items and Support Materials
Successful grants in this category vary far more than other grant types. Key features of a proposal that inform funding decisions include:

- Details about the logistical and financial circumstances related to the need.
- A description of the expenses and costs, including the involvement or availability of other potential funders.
- Artistic outcomes of the proposed activities, for the public, or for one or more of Alabama’s artists.

Grants are approved based on available funds and at the discretion of the Executive Director.
How to Apply

Register in the Application Portal

Accounts: Users and Organizations

Each member of your organization who needs access to grants related information should register their own account.

**Do not share login information or use group accounts.**

1. Go to [arts.alabama.gov/apply](http://arts.alabama.gov/apply).
2. Click on the button for “Create new account.”
3. Complete the two sections of the registration form:
   - Information about your organization. You will need:
     - The organization’s tax identification number (EIN/TIN). Individual artists should enter “NA.”
     - The UEI provided by sam.gov.
     - Your STAARS account vendor code.
   - Information about you as a user.
     - The email address must be unique for each account and connected to a single individual user.
     - If you are the director of an organization, indicate that you are the “executive officer.”

   - Collaborators should register as a new user and log in for access to the forms.

   *Note: Council staff do not have access to your STAARS account and cannot provide technical support.*

Applying

Contact person

The user account that initiates an application will be the point of contact for all communications related to the request. Please check your email account to confirm receipt of automatically generated emails.

Collaborators

Collaborators can be added by clicking the blue button labeled **Collaborate** at the top of the application screen.

- In the prompt that appears, add the email address of the collaborator, and an optional message.
- Set the permissions for the collaborator:
  - Can view only allows a collaborator to review the information
  - Can edit allows for collaborators to change entered information, but not submit the application
  - Can submit allows for editing and submission of the application
- Collaborators should register as a new user and log in for access to the forms.

Digital Signatures

Please follow these rules regarding digital signatures:

- **Signatures that do not match the user account that entered the signature will not be accepted.**
  - Do not sign on behalf of any other individual.
  - Do not share login information with others or allow others to use your account or computer to provide content, digitally sign, or submit forms.
- Signatures attest that the individual is authorized by the organization to submit the completed form. Each organization must designate authorized users based on internal policies.
Photo Credits

Page 2
Council members and staff, along with staff from the National Endowment for the Arts and South Arts, with NEA Chair Maria Rosario Jackson during a visit to Alabama, July 2022.

Page 7
Dancer Stephanie Murphy performs in Sanspointe Dance Company’s presentation of Moving. Dancer. Photo: Bobbie Aldridge.

Page 9
Teaching artists from the Huntsville Ballet Company work with kindergarteners from the Academy for Science and Foreign Languages during a Books and Ballet program. Photo: Huntsville Ballet.

Page 11
Chloe Cook of Sidewalk Film and Cinema speaks with attendees at the 2022 Bill Bates Leadership Institute before a screening of Butterfly in the Sky.

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Participants provide feedback on the site plan at the Wallace House in Harpersville. Photo: Mark Slagle, courtesy of Klein Arts & Culture.

Page 18
Theatre Fellowship recipient Kelley Schoger and class at the L’Ecole Internationale de Mime Corporeal Dramatique in Paris, France. Photo: Kelley Schoger.

Page 19
Folk apprentice Wanda Robertson and her quilting students. Pictured L to R: Cindy Pope, Wanda Robertson, Joan Oliver, and Lisa Perritt.