



Alabama State Council on the Arts

GRANT GUIDELINES | 2024-2025

Grant Guidelines

Funding activities between October 1, 2024
and
September 30, 2025

Applications for...

- **Projects** are due by 5pm on...
 - June 4, 2024 for activities occurring between October 1, 2024 and September 30, 2025.
 - September 3, 2024 for activities occurring between January 1, 2025 and September 30, 2025.
- **Fellowships** are due by 5pm on March 1, 2024.
- **Folk Arts Apprenticeships** are due by 5pm on September 3, 2024.
- **Arts Facilities** are due by 5pm on March 1, 2024.
- **Operating Support** are due by 5pm on June 4, 2024.
 - Organizations without a current **Operating Support** grant must submit a letter of intent to apply by 5pm on February 1, 2024 to access to the application.

Apply at arts.alabama.gov/apply

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How to Apply

Registering

Users and Organizations

All applicants and associated individuals must register an account for their own use. **Do not share login information or use group accounts.**

Prerequisite information

- The organization's tax identification number (EIN/TIN).
- The Unique Entity Identifier (UEI) provided with registration at sam.gov.
 - Visit sam.gov for step-by-step instructions.
 - Applicants must only obtain a Unique Entity Identifier, with *no* requirement to complete the full registration process at sam.gov.
 - The information required for getting a Unique Entity ID without registration is minimal, with only the legal business name and address of the organization validated.
 - Organizations who wish to apply for federal funding (grant opportunities from the National Endowment for the Arts, for example) *are* required to register as an entity.
 - See fsd.gov for more information.
- *Individuals should enter "N/A" in the required EIN and UEI fields.*
- The Vendor Code (the STAARS number) provided with registration at Alabama Buys.
 - This [PDF step-by-step guide](#) will assist you in the process.
 - If you need help with your vendor account, please contact the Alabama Buys help desk at:
 - 334-353-0700
 - alabamabuys@purchasing.alabama.gov

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

Registration Form

1. **Go to arts.alabama.gov/apply.**
2. Click on the button for "Create new account."
3. Complete the registration form with...
 - Information about your organization.
 - Provide the Activity/Physical Address *only* if your organization is located somewhere other than the mailing address. Please enter the districts of elected officials for the activity location.
 - Information about you.
 - The email address must be your own, not shared with anyone else, and not used for any other arts.alabama.gov online grant portal account.
 - Information about the Executive Officer.
 - Individual artists and directors of organizations should mark themselves as the Executive Officer.
 - Public school districts should indicate the CSFO as the Executive Officer.
 - Institutions of higher education should name an official who is authorized to sign legal agreements (most often this is a director from an office of sponsored programs).

Note: *Public School CSFOs and Authorized Officials from institutions of higher education must register themselves and provide required signatures.*

Applying

Applicants and Collaborators

The user who initiates an application will be the recipient of all communications related to the request. *Please check your email account to confirm receipt of automatically generated emails.*

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

- Add the email address of the collaborator and an optional message in the prompt.
- Set the permissions for the collaborator:
 - **Can view** only allows a collaborator to review the information.
 - **Can edit** only allows a collaborator to change entered information, not to submit a form.
 - **Can submit** allows for both editing and submission of the form.
- Collaborators must complete the registration steps above to log in and access forms.

Note: Collaborators will not receive automatic emails.

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.

Accessibility

Grant funding is provided by public tax dollars through the Education Trust Fund.

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.

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.

Publications, including these Guidelines, are available in audio and interpreted formats.

- For additional assistance, such as transcribed responses, please contact your program manager **at least 4 weeks prior to the application deadline.**

Eligibility for Grant Funding

Eligible Applicants

Proposed activities must be located within Alabama and implemented by grantees based within the state.

Legal Compliance

Applicants must be compliant with federal and state laws and regulations, including the following:

- Organizations with paid employees are required by law to enroll in the eVerify service.
- Organizations suspended or debarred by the United States General Services Administration are not eligible. No expenses related to a grant may be paid to suspended or debarred vendors.
- Individual artists are required by law to be legally present in the state of Alabama.
- Grants funds may *not* be used to pay for the travel costs or compensation of individuals not in compliance with regulations of the United States Treasury Department Office of Foreign Assets Control.
- Applicants requesting more than \$5,000 must upload a signed and notarized disclosure form.
 - Public schools and municipalities are exempt from the required disclosure form.

Organizations

Nonprofit organizations that are tax exempt under subsection 501(c)(3) of the Internal Revenue Code may apply for:

- All Project Grant Types
 - *Project Grants, see page 6.*
 - *Administrative Project Grants, see page 8.*
 - *Consolidated Project Grants, see page 9.*
 - *Curriculum-based Project Grants, see page 10.*

The combined total of all Project Grant requests may not exceed \$40,000.
- Live Arts Learning Grants. *See page 11.*
- Operating Support. *See page 15.*
- Arts Facilities Grants. *See page 17.*
- Quick Assist Grants. *See page 19.*

Grantees with *past due* final reports are ineligible to apply again until all incomplete forms are submitted and approved. To confirm your standing with the Council on the Arts, contact a Program Manager.

Nonprofit organizations who request, lobby, or intentionally seek funding *specifically for arts programming* directly from the state legislature are *not* eligible to apply for any Council grant.

Individuals

Individuals may apply for:

- Fellowship Grants. *See page 12.*
- Folk Arts Apprenticeship Grants. *See page 14.*
- Live Arts Learning Grants *See page 11.*
- Quick Assist Grants. *See page 19.*
- Project Grants, only if submitted by an eligible Applicant of Record. *See page 7.*

Municipal Entities

City departments may apply for the same grant types as Organizations.

Administrative Project, Arts Facilities, and Operating Support Grants are only available to municipal departments which operate under an independent governing board, with the application submitted by an affiliate 501(c)(3) organization.

Eligible personnel costs for city employees must be directly related to arts-oriented activities.

Educational Institutions

Educational institutions are *not* eligible for Operating Support grants.

PreK-12 Schools may request up to \$40,000 per fiscal year. Available grant types are:

- Curriculum-based Project Grants. *See page 10.*
- Administrative Project grants for professional development activities *only*. *See page 8.*
 - Teacher salaries and capacity building projects are *not* eligible for grant funding.

Colleges and Universities may apply for:

- Project Grants. *See page 6.*
- Consolidated Project Grants. *See page 9.*
- Curriculum-based Project Grants. *See page 10.*
- Live Arts Learning Grants. *See page 11.*
- Quick Assist Grants. *See page 19.*

Each administratively separate division of a post-secondary school (such as a college of liberal arts, or public-facing museum) may request up to \$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.

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.

Colleges and universities may *not* submit applications as an applicant of record for faculty members.

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.

Eligible Expenses and Activities

Eligible expenses are costs related to activities which:

- ✓ Provide artistic or creative experience for participants.
- ✓ Are related to the capacity of an organization to provide artistic experiences, such as personnel or marketing costs for arts-oriented programing.
- ✓ Non-discriminatory in access.
 - Costs for entry or participation are expected to be reasonable.
 - Activities must occur in venues which are accessible to any individual regardless of disability or made accessible with appropriate accommodations.
 - Activities connected to an institution of higher education *must* benefit the public beyond the academic community of enrolled students and faculty.
- ✓ Completed within the project period.
- ✓ 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 these exemptions:

- *Title 1 Schools*
- *Fellowship, Folk Arts Apprenticeship, and Quick Assist Grants.*
- *Arts Facilities require a minimum of 75% cash for Planning and Design. Arts Facilities Construction grants require three dollars for each dollar granted, entirely in cash.*

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:

- ✗ Indirect costs, such as unspecified “administrative overhead.”
- ✗ Duplicate expenses or activities funded, or proposed to be funded, by another Council on the Arts grant.
- ✗ Expenses of unrealized income, such as scholarships or complementary tickets.
- ✗ Fundraising events or social gatherings without clear arts-oriented outcomes or purposes.
- ✗ Food, catering, alcoholic beverages, or other refreshments.
- ✗ Rental or use fees for applicant owned or operated venues.
- ✗ Supplementing cash reserves, endowments, or investment portfolios.
- ✗ Purchase of wholesale products as merchandise for retail sale.
- ✗ Excessively profitable projects without a clear public benefit from the use of grant funds.
- ✗ Activities that require *significant*, generally unaffordable, costs to be paid by participants.
- ✗ Litigation
- ✗ Penalty fees, interest or debt payments
- ✗ Projects or activities which have sectarian or faith-based objectives.
 - Churches and non-profit religious organizations are eligible to apply with arts-oriented proposals.
- ✗ Regranting of funds to other individuals or organizations.

Evaluation Criteria

Grant applications are reviewed and evaluated based on these essential criteria:

- The **quality of artistic experiences** and **arts 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 backgrounds of participating audiences, artists, and staff.
- **Accessibility of programming** and facilities, and the range of participants whose needs are thoughtfully and intentionally met.
- The probability of **long-term outcomes** that enhance creative places, strengthen communities, or expand cultural infrastructure.
- **Community benefit** from the proposed activities, including how input from potential participants informs the development, implementation, and evaluation of responsive and relevant programming.
- How **strategic partnerships** are established, fostered, and maintained to grow public engagement with the arts.
- The level of **professionalism**, qualifications, experiences, and abilities of administrative and artistic personnel involved in operations and proposed activities.
- The likelihood of **successful implementation** of the proposed activities as demonstrated by realistic planning, financial projections, organizational and administrative support, and evaluation.

Competitive applications address criteria relevant to the proposed activities with clear, specific evidence and examples.

Panelists are asked to evaluate using this general rubric for narrative responses:

| Poor | Fair | Good | Very Good | Excellent |
|---|--|--|--|---|
| <ul style="list-style-type: none"> • Unclear plan • Insufficient evidence • Concerning narratives • Red flags or issues | <ul style="list-style-type: none"> • Potential, needs work • Details unclear • Vague descriptions | <ul style="list-style-type: none"> • Detailed plan • Sufficient evidence | <ul style="list-style-type: none"> • Clearly defined plan • Strong evidence • Capable model | <ul style="list-style-type: none"> • Exceptional model • Clearly defined plan • Exemplary evidence • Well thought out |

Program managers are available to help explain the criteria further and assist you as you prepare your application.

Grants for Alabama’s Artistic Experiences

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 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.

Request Amount and Matching Expenses

Project grant applications may request **between \$1,000 and \$10,000**.

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 cash and donated or discounted goods and services.

Deadlines

Applications are accepted during these submission windows:

April 1 through June 4, 2024 – For activities occurring between October 1, 2024, and September 30, 2025.

July 1 through September 3, 2024 – For activities occurring between January 1, 2024, and September 30, 2025.

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

Application Items and Support Materials

Supplemental materials for Project grant proposals 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.

Proposals with activities that include PreK-12 education with structured lessons, or collaboration with one or more schools should apply for a **Curriculum-Based Project** (*see page 10*) or **Live Arts Learning** (*see page 11*) grant.

Projects with an Applicant of Record

An eligible organization may serve as the **Applicant of Record** for an individual or organization who is ineligible to apply directly to the Council for funding. **Proposed activities may *not* be a program or project of the Applicant of Record.**

The Applicant of Record must:

- Initiate an application from in the online portal.
- Add the Project Director as a collaborator.
- Forward all communications from the Council to the Project Director.
- Ensure the Project Director completes required forms.
- 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. Granted funds may be rescinded if it is determined that the Applicant of Record implemented the approved activities or provided financial support for matching expenses.

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.

Deadlines

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.

Applications are accepted during these submission windows:

April 1 through June 4, 2024 – For activities occurring between October 1, 2024, and September 30, 2025.

July 1 through September 3, 2024 – For activities occurring between January 1, 2024, and September 30, 2025.

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

Administrative Projects

Categories

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.

Please note the following restrictions:

- Post-secondary schools are *ineligible* for Administrative Project Grants.
- PreK-12 schools may *only* apply for Administrative Projects for professional development activities. School district staff salaries are *not* eligible expenses.
- 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.

Request Amount and Matching Expenses

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

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 cash and donated or discounted goods and services.

Deadlines and Project Period

Applications are accepted during these submission windows:

April 1 through June 4, 2024 – For activities occurring between October 1, 2024, and September 30, 2025.

July 1 through September 3, 2024 – For activities occurring between January 1, 2024, and September 30, 2025.

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

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 Project proposals have included:

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

Request Amount and Matching Expenses

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

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 cash and donated or discounted goods and services.

Deadlines and Project Period

Applications are accepted during these submission windows:

April 1 through June 4, 2024 – For activities occurring between October 1, 2024, and September 30, 2025.

July 1 through September 3, 2024 – For activities occurring between January 1, 2024, and September 30, 2025.

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

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.

Proposals with activities that include PreK-12 education with structured lessons, or collaboration with one or more schools should apply for a **Curriculum-Based Project** (*see page 10*) or **Live Arts Learning** (*see page 11*) grant.

Grants for Alabama's Arts Education

Curriculum-Based Projects

Curriculum-based Project grants 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 11*).

Eligible applicants are:

- Public and private schools.

Note: Applications must be submitted as 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.

Applicants are encouraged to connect with Amp Up Arts 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, or Amp Up Arts Statewide Director Ashley Lucier, ashley@ampuparts.org.

Request Amount and Matching Expenses

Curriculum-based 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. **Title 1 schools are not required to provide matching expenses.**

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

Deadlines and Project Period

April 1 through June 4, 2024 – For activities occurring between October 1, 2024, and September 30, 2025.

July 1 through September 3, 2024 – For activities occurring between January 1, 2024, and September 30, 2025.

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

Application Items and Support Materials

Supplemental materials *must* include example lesson plans or documentation of standards-based materials.

Live Arts Learning

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 10).

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.

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.

Grants for Alabama's Artists

See **Live Arts Learning** (page 22) and **Applicant of Record** (page 8) for additional funding opportunities for individuals.

Fellowships

Fellowships recognize your artistic career to date and the potential for continued artistic growth, funding exploration and creative production by Alabama's artists. Competitive applications are thoughtful about how a Fellowship award would further personal artistic growth. You do *not* need to propose a public program (see page 7 for submitting a request through an eligible Applicant of Record).

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.

Applicants who are granted a Fellowship may use the funds for many possible eligible expenses to advance their creative endeavors. These can include, but are not limited to:

- Professional development, training, or education.
 - Tuition for a degree-granting academic program is *not* an allowable expense.
- Researching or exploring new directions in your artistic practice.
- Studio or material costs.
- Space or time to create.
- Costs related to performing, recording, or exhibiting works of art.

Eligible Fellowship Grant applicants:

- Have been an Alabama resident since March 1, 2022 (two years prior to the application deadline) and will remain a resident of Alabama through September 30, 2025 (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, 2018 (a six-year waiting period between awards).

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

Request Amount and Matching Expenses

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

Fellowship awards are considered taxable income and may have consequences for public benefits such as Social Security income. It is *strongly* advised that applicants consult with their tax professional prior to accepting grant funding.

Deadlines and Project Period

Individuals may submit only *one* Fellowship application per year, **between January 1 and March 1, 2024**.

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

The project period is October 1, 2024 through September 30, 2025.

Fellowship Grant funds are disbursed in a single payment, in the first quarter of the fiscal year (October through December). Payment will be delayed without registration and activation of a vendor account in the [State of Alabama Accounting and Resource System \(STAARS\)](#).

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.

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 huri@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 huri@arts.alabama.gov.

Theatre Arts Fellowship

For actors, directors, puppetry artists, storytellers, scenic and set designers, costumers, and other affiliated theatrical arts professionals. Email huri@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.

Artistic practices listed above are not exhaustive – prospective applicants working in a medium not listed and those working in disciplinary intersections should contact a Program Manager to determine which category to select.

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.
 - Details about the content, file size and type, and the format of descriptions for each sample is included in the application.

Arts Educator Fellowship applicants must also provide a:

- Statement regarding your educational philosophy.
- Description of your routine or daily teaching practice.

Note: *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.*

Folk Arts 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.

Apprenticeship Grants are awarded to applicants who:

- Are involved in the teaching or learning of a traditional art form.
- Have not been the master artist *or* apprentice of a Council on the Arts Folk Arts Apprenticeship grant in the three consecutive prior years (receiving such grants in 2022, 2023, *and* 2024).
 - After three (3) consecutive years of Folk Arts Apprenticeship Grant awards, applicants (master artist *or* apprentice) must wait two consecutive years before applying again.

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.

Deadlines and Project Period

Individuals may submit only *one* Folk Arts Apprenticeship application per year. Only *one* individual involved in the apprenticeship (the Master Artist *or* an apprentice) may submit the application.

The window to submit a Folk Arts Apprenticeship application is **July 1 through September 3, 2024**.

The project period is January 1, 2025 through September 30, 2025.

Folk Arts Apprenticeship Grant funds are disbursed in a single payment. Payment will be delayed without registration and activation of a vendor account in the [State of Alabama Accounting and Resource System \(STAARS\)](#).

Application Items and Support Materials

- Applications are accepted as digital *and* paper forms.
- Samples of work of both teaching artists and apprentices are critical to the evaluation of applications.
- Work samples are **required** from:
 - The master artist, *and*
 - Apprentices who are continuing a previously funded Folk Arts Apprenticeship.

Note: *Materials provided by artists 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. Physically submitted materials may be returned upon request.*

Grants for Alabama's Arts Infrastructure

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.

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*).

Applicants may not request, lobby, or seek funding for the applicant's own arts programming to be appropriated by the state legislature.

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.

Only one LOI and application for Operating Support may be submitted by an applicant institution per year. Affiliated non-profit organizations may not submit additional applications.

Request Amount and Matching Expenses

The request amount is determined by Council staff, after verification of financial information provided by the applicant. Efforts are made to prevent fluctuations greater than 20% year-over-year in recurring grant awards.

Deadlines

Letter of Intent

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, 2024** to be an eligible Operating Support applicant.

Application

The window to submit an Operating Support application is **April 1 through June 4, 2024**.

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

The project period is October 1, 2024 through September 30, 2025.

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
- 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.

Eligible organizations will be notified about access to the Application Form prior to April 1, 2024.

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.

Note: *Financial documentation must be verified and certified with a digital signature by an executive officer, financial officer, board treasurer, or other individual with fiduciary responsibility.*

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

Additional Funding Opportunities

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 under the following 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 must not be duplicated.
 - Activities described in the Operating Support grant proposal are *not* eligible activities for the project.
 - General administrative costs, salaries, or other expenses that are not clearly delineated between the two grants are *not* eligible.
 - Matching expenses paid for by the applicant in either grant may *not* be funded by the other.

See page 6 for complete details regarding Project Grant applications.

Applications for Arts Facilities (see page 17) and Quick Assist (see page 19) grants may be submitted by a current Operating Support grantee, provided there are no duplicated expenses or activities.

Arts Facilities

The Arts Facilities Grants program assists arts organizations in building or renovating facilities and spaces used for arts activities that benefit Alabamians. 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.

Applicants must document the long-term, dedicated arts-oriented use of the space, which is typically owned by the organization. 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.

Ineligible applicants include:

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

Categories, Request Amount, and Matching Expenses

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.

- **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

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.

- **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 applicant cash and in-kind donations when 75% or more of the matching expenses are provided by applicant cash.

Construction

Proposals for the building of a new facility, or renovation of an existing facility, as shovel-ready projects are accepted as Construction Grants. Community involvement through phases of planning, including design and the preparatory work required prior to construction, is expected.

- **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.

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 during this submission window:

January 1 through March 1, 2024 – For activities occurring between *October 1, 2024, and September 30, 2025.*

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

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.
- Proposals that include community members and **active involvement of constituents in each phase**. Project goals are framed in terms of the benefit to community.

Narratives throughout the application provide ample spaces for descriptions of:

- Goals and outcomes of the project.
- Status and timeline for all phases of the project.
- Ownership and operations.
- Confirmation that the property, contents, and activities are appropriately insured.
- 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 information or needs assessments.
- Renderings or conceptual drawings.
- Organizational charts or strategic plans.
- Personnel resumes, work samples, and portfolios.

Quick Assist

Formerly "Technical Assistance"

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.

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.

Activities and expenses of a Quick Assist Grants may not overlap or support projects that are funded with another Council on the Arts grant of any kind.

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.