

2024-2025

MINI GRANT – Artists

Small Project Grants for independent/individual artists, unincorporated collectives, and cultural professionals.

Program Guidelines & FAQ's

What is a Mini Grant?

Arts Council Mini Grants build capacity for Cumberland County artists by supporting one-time cultural arts events with a focus on growing the local arts economy, engaging new or innovative programming, and providing support to diverse artistic mediums to Cumberland County.

Who May Apply?

- Artist/Lead Artist in an Ensemble, Collective, or Guild who resides in Cumberland County

What Projects, Activities, and Events are Eligible?

- Arts, culture, and history projects, activities, or events that take place in Cumberland County, NC led by a participating artist or cultural/historical professional that can be completed within 6 months of the grant award
- Creation of a new work with a public display within 6 months of the grant award

What Projects, Activities, and Events are NOT Eligible?

- Projects that do not take place in Cumberland County, North Carolina
- Projects led by an applicant who is not in good standing with the Arts Council
- Projects led by an applicant who has already been awarded 2 Arts Council artist grants within a fiscal year
- Fundraisers
- Projects led by a producer or sponsor and not a lead participating artist or cultural/historical professional
- Public art projects that do not have a signed agreement or permits at the time of the application
- Projects NOT accessible by the general public (free or otherwise)
- Projects that promote a particular religious dogma or faith
- Projects that have previously been reviewed twice and were not funded
- Projects that have previously been funded in the same fiscal year

What are the Allowable Expenses and Restrictions for Artists?

- Allowable Expenses for Artists include:
 - Requests between \$500.00-\$2,000.00
 - Contract Artist Fees
 - Other Contracted Services
 - Project supplies/materials
 - Space/equipment rental, etc.
 - Marketing/outreach expenses up to but not exceeding 25% of the Mini Grant budget
 - Applicant Artist Fees up to but not exceeding 25% of the Mini Grant budget

- Restrictions for Artists include:
 - Requests for awards exceeding \$2,000.00
 - Food and Drink expenses
 - Capital expenses
 - Funds for subgranting or awards/scholarships
 - Expenses for projects that are educational/curriculum requirements

Application Information & FAQ's

How do I Apply for a Mini Grant?

- Apply online on [Foundant](#).
- Apply online by the following deadlines :
 - **August 1, 2024** for a September 15, 2024 Project Start Date
 - **November 1, 2024** for a December 15, 2024 Project Start Date
 - **February 1, 2025** for a March 15, 2025 Project Start Date
 - **May 1, 2025** for a June 15, 2025 Project Start Date

How many applications can I submit?

- Applicants can submit only one application per Quarter.
- Applicants can only be awarded an Arts Council artist grant twice within one fiscal year, and projects and budget items may not overlap.

What's in the 'Application'?

- The application consists of 3 primary sections: the Narrative, the Attachments, and the Budget.

What is in the 'Narrative' section?

- When will your Mini Grant event/project take place?
- Tell us about your proposed Mini Grant project, activity, or event.
- Why is this project, activity, or event important for Cumberland County and its residents?
- What goals do you have for this project, activity, or event?
- How do you plan to market this project, activity, or event?

What is in the 'Attachment' section?

- Work Samples
 - Work samples must be created by the applicant
- Artist Resume
- Current W9

What is in the 'Budget' section?

- Amount Requested
- What will the Amount Requested be used for?
- Total Mini Grant Project Expenses
- Total Mini Grant Project Income

The Arts Council encourages applicants with questions to attend our grant workshops, publicized on our website. While not required, workshops lead to more competitive requests. Potential applicants can also schedule a time to speak with staff by contacting KashiaK@theartscouncil.com or by phone at 910-323-1776.

What are the Evaluation Criteria for Artist Applicants?

- Mini Grant evaluation panels are comprised of community members with a wide variety of experience in the arts, project management, education, and finance. The Committee uses the following criteria, which align with the Arts Council Mission Statement, to evaluate the strength of an Artist Mini Grant application and makes a formal recommendation for funding to the Arts Council's Board:
 - Artistic Excellence – 50 points (10 points each)
 - Work samples show high artistic, cultural, and/or historical merit.
 - Artistic Resume highlights past experience in artistic discipline detailed in the project narrative.
 - Project uses local professional artists or cultural professionals.
 - Project narrative shows high artistic, cultural, and/or historical merit.
 - Project benefits the artist's professional growth.
 - Project Merit – 30 points (10 points each)
 - Budget is feasible and matches the artist's experience.
 - Goals are clearly articulated and attainable.
 - Marketing strategies are clear and effective.
 - Project Impact – 20 points (10 points each)
 - Project represents the racial, cultural, and/or location diversity of Cumberland County.
 - Project addresses a need in Cumberland County.

General Grant Guidelines

How Will I Receive my Grant Funds?

- Prior grantees of the Arts Council in good standing can qualify to receive 80% of the Mini Grant award upon execution of their contract; the final 20% will be paid upon receipt and approval of the Mini Grant Final Report.
- In certain projects, the Arts Council may elect to reimburse the grantee for expenses from the approved project budget not to exceed the maximum amount of the award granted.

What are the Accounting Procedures for my Mini Grant payment?

- Grantees must maintain grant records for five years from the date of the submission of the Final Report or, in the case of an audit, from the date when audit findings and recommendations are resolved, whichever is later.
- Grantees must be over the age of 18.
- Arts Council staff may periodically contact Mini Grant recipients over the course of their project period to assess the status of their project.

Can I Get Assistance in Preparing my Application and Proposal?

- Whenever possible, The Arts Council will provide appropriate aids and services leading to effective communication for qualified persons with disabilities or limited English.
- If you have any questions about the application, your proposal, or would like to request help in filling out the application, please contact Sarah Busman, Arts Education Manager, at sarahb@theartscouncil.com or by phone at 910-323-1776.

What are My Reporting Requirements?

- A Final Report is required for all Mini Grant projects, events, and activities. The Final Report due date is specified in the Mini Grant contract – generally within 30 days after the conclusion of the project, activity, or event.
- A Final Report template will be provided to each grantee upon execution of their Mini Grant contract.
- A late or incomplete Final Report is a violation of the grant contract and may result in the loss of grant funds. A report is “late” when it is received after the “report due” date shown on the grant contract unless otherwise approved in advance by Arts Council staff.
- All Mini Grants require a Final Report and must include at least one photograph or work sample of the project, activity, or event. All grantees will give consent for the Arts Council to use Mini Grant photographs for marketing, publicity, etc..
- All Mini Grant Final Reports require documentation of how Mini Grant funds were used including cancelled checks, invoices, credit card statements, etc.
- Any grant funds that are unused upon submission of the Final Report will be refunded to the Arts Council immediately. Grant funds must also be returned for the cancellation of the project, event, or activity.
- Grantees must submit two tickets for Arts Council use for grant-funded ticketed events.

What are the Marketing and Publicity Requirements for my Materials?

- Copies of marketing and publicity materials must be included with the Final Report with properly fitted logos.