



The Eufaula Art Scene (EAS) was created with the mission to encourage, promote and support all the creative arts in Eufaula and the surrounding area. The Eufaula Art Scene works specifically with artists and organizations in the coordination of cultural activities. The Eufaula Art Scene has an annual budget for the Project/Event Grant Program for local presentation of projects and events for the cultural enrichment of Eufaula and the surrounding area.

**THE PURPOSE** of the Project/Event grants provided in these guidelines is to promote and encourage the cultural and educational activities associated with the arts in Eufaula and the surrounding area.

**MAXIMUM GRANT AWARD** - \$1,000 or lesser amounts may be awarded.

**MATCH** – This grant does not require a match amount.

**EVALUATION** - Each application will be evaluated against established criteria and historic precedent. The number and extent of these grants will be dependent upon the availability of designed funds and specific allocations.

#### **APPLICATION LIMITS**

1. Grant funds must be expended on project/event direct costs; grants may not be used as general operating support.
2. Funding is not intended to support administrative cost, including salaries.
3. Funding is not intended for expenses incurred or obligated prior to or after the grant period.
4. Funding is not intended for capital improvements, including new construction, renovation, restoration and installation or replacement of permanent fixtures.
5. Funding is not intended for private entertainment, food, beverages, contributions and donations or travel expenses.
6. Grants funds may not be used on projects/events which restrict access on the basis of gender, race, color, religion, national origin, handicap, age or marital status.
7. All projects/events funded by the Eufaula Art Scene must be suitable for viewing for all audiences.
8. Grant funds may not be used to fund scholarships, grants or prizes in the name of the applying organization.

## ELIGIBILITY

1. An individual or organization may submit only one application per calendar year.
2. Applicants must be located in Eufaula area and primarily composed of local persons.
3. Applicants must be properly established and existing under Alabama law and in good standing with all legal requirements of the State of Alabama. Applicants may be required to provide Eufaula Art Scene with proof of 501c3 status.
4. Applicants must provide a complete financial statement for its last event and a budget for the proposed event.
5. The individual or organization must as its primary function present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration; arts in education; music; dance; folk arts; or collections or exhibitions of historical, archeological, scientific, or ethnic artifacts, handiwork or objects; or projects or programs in the creative arts sponsored by an educational entity.
6. All Eufaula Art Scene Project/Event Grant recipients must file a final report with the Eufaula Art Scene. Final Reports are due no later than 30 days after completion of the recipient's project.

## FUNDING PROCEDURES

1. All projects/events must take place and award grants be expended during the period of January 1 through December 31 following the award date. Grants must be expended for the purpose for which it was awarded and cannot be used for other purposes.

Submitted applications will be accepted and reviewed once a year at a regularly scheduled board meeting of the Eufaula Art Scene. The dates for submission and review meetings are as follows:

**Applicant submission deadline: September 1.**

Review and Presentation meeting NLT: September 30.

Approval or disapproval by Eufaula Art Scene NLT: October 30.

**Final report deadline: 30 days after completion of project/event.**

2. There will be a public notice confirming the meeting dates. Applicants are not required but are encouraged to attend the review and approval meetings.
3. Applications received after the submission deadline will not be considered for funding during the Eufaula Art Scene fiscal year and will be returned to the sponsoring organization or individual.
4. Applications that are not complete or do not adhere to the stated guidelines will be returned to the sponsoring organization or individual without action.

5. Submit one original and optional support materials to: **Eufaula Art Scene, Grant Applications, PO Box 1817, Eufaula, Alabama 36072.**
6. All materials and attachments become the property of Eufaula Art Scene.
7. Applicants are asked not to contact members of the EAS. The EAS may call upon a member of the applicant's organization during the review process.

## REPORTING REQUIREMENTS

1. Sign Award Agreement (grant disbursed upon receipt of signed Award Agreement).
2. Funded projects/events MUST recognize the Eufaula Art Scene in all appropriate advertising material for the funded project/event by including the Eufaula Art Scene logo and the phrase: "Sponsored in part by the Eufaula Art Scene “.
3. Provide a Final Report and any supporting documentation to indicate the use of the grant money. The Final Report is due no later than 30 days after end of project/event.

## REVIEW CRITERIA & SCORING

The maximum grant award for organizations receiving a Eufaula Art Scene Project/Event Grant Program award is \$1,000. All grant amounts are based on available funds. An average of at least 75.0 quality points out of possible 100 points must be earned to be eligible for a Project/Event award. There is absolutely no guarantee of annual funding or entitlement to any applicant. All decisions by the Eufaula Art Scene Board are final. Grant applications shall be evaluated according to the following criteria:

Up to 15 points - The demonstrated need for the project/event.

Up to 15 points - Enhancement of the arts in Eufaula and surrounding area.

Up to 15 points - Quality of the project/event.

Up to 15 points - Marketing and promotion plan for the project/event.

Up to 15 points - Demonstration of effective management of resources.

Up to 15 points - Educational or lifelong learning component to foster future audiences.

Up to 10 points – Innovation of the project/event.

## SPECIAL PROJECT/EVENT GRANT FUND APPLICATION

DIRECTIONS: Type or print and complete all items. Attach additional pages if necessary. The burden is upon the applicant to complete the application and to provide all information required. No incomplete application will be considered.

1. Name of Organization or Individual:

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_

Email: \_\_\_\_\_

Where is the event or project for which you are requesting funds located?

\_\_\_\_\_

Is your project or event accessible to persons with disabilities?

\_\_\_\_\_

Project/Event Title: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Start Date: Month/Day/Year \_\_\_\_\_ End Date: Month/Day/Year: \_\_\_\_\_

\_\_\_\_\_.

2. Contact Person/Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Grant Category (Please circle the one category below for which funding is requested)

**Dance   Music   Visual Arts   Folk Arts   Theater   Literature   Poetry**

**Other** \_\_\_\_\_

4. Provide a brief description of your project/event, including the estimated number of people your project/event will benefit.

5. Description of your budget for the project/event (include all funding sources other than this EAS grant).

6. Names and qualifications of key participants.

7. Have you received an EAS grant in the past? \_\_\_\_\_ If yes, indicate name and date (s) of event/project and amount received.

9. Proposed Budget of Event/Project:

ANTICIPATED REVENUE Admissions.....  
\$ \_\_\_\_\_

Booth/space rentals.....\$ \_\_\_\_\_

Corporate Sponsorships: (please provide list).... \$ \_\_\_\_\_

Grants: (other than EAS grant requested) .....\$ \_\_\_\_\_

Other Revenues

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

SUB-TOTALS..... \$ \_\_\_\_\_

EAS FUNDING REQUESTED.....\$ \_\_\_\_\_

TOTAL ANTICIPATED REVENUES..... \$ \_\_\_\_\_

In-kind contributions of services, equipment, accommodations, advertising (please provide list)

ESTIMATED VALUE OF IN-KIND REVENUE.....\$ \_\_\_\_\_

ANTICIPATED EXPENSES

Administrative..... \$ \_\_\_\_\_

Artistic..... \$ \_\_\_\_\_

Technical/production.....\$ \_\_\_\_\_

Contracted Services.....\$ \_\_\_\_\_

Space Rental..... \$ \_\_\_\_\_

Travel..... \$ \_\_\_\_\_

Advertising/marketing..... \$ \_\_\_\_\_

Other Paint supplies and frame for gallery.....\$ \_\_\_\_\_

TOTAL ESTIMATED EXPENSES..... \$ \_\_\_\_\_

9. How will the project/event showcase the arts in the Eufaula area?

10.

ORGANIZATION ONLY:

Is your organization a not-for-profit, tax-exempt Alabama corporation?

\_\_\_\_\_

Where is this organization located? \_\_\_\_\_

Provide a brief narrative history of your organization, including its mission statement.

INDIVIDUAL ONLY:

Do you have an Alabama Sales Tax License? Please include with application.

11. Submit one original and 8 copies of the completed application. Mail to:

Eufaula Art Scene, Grant Applications, PO Box 1817, Eufaula, Alabama 36072

\_\_\_\_\_  
Certification: I am authorized to submit this application and certify that the organization meets all eligibility requirements as described in the grant guidelines and that all information contained within this application is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
INTERNAL USE ONLY

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Acted Upon

Approved: \$\_\_\_\_\_ Disapproval (Reason):

Authorized Signature: \_\_\_\_\_

## FINAL GRANT REPORT FORM

REQUIREMENT: Please attach copies of articles, photos, fliers and brochures along with this final report.

1. Project/Event Name: \_\_\_\_\_

2. Organization Name: \_\_\_\_\_

3. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Report Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

6. Description of project/event:

I certify that the above information presents an accurate and complete description of the grant activities within the dates specified above.

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Name/Title (typed or printed)

\_\_\_\_\_ Date