**2018 ARTS ENDOWMENT GUIDELINES AND GENERAL INFORMATION**

The Arts Endowment Grants (AEG) allow the Junior League of Augusta to appropriate monies in a flexible manner to non-profit arts groups within the Augusta area. The monies to be allocated will be the interest earned by the Arts Endowment, Inc. for a two-year period.

The Junior League Community Council will determine this designation and amounts of the individual grants. AEG applications need to be received to the Junior League office by **5 PM** on **September 30, 2018**. Agencies will be notified regarding AEG funding by November 1, 2018 and awarded at our Holiday Market event November 11, 2018.

An application for an AEG is included herein. Applicants must:

1. Be an organization whose primary purpose is to promote the arts in the Augusta community.
2. Be a non-profit organization with tax-exempt [501(c) (3)] status with the IRS.
3. Submit a written application.
4. Use these funds within the Augusta area.
5. Have a local Board of Directors.
6. Have their request approved by the Community Council.
7. Acknowledge by means of programs, news releases, or other publicity that funding was provided by the Junior League of Augusta Endowment Fund.
8. Requests for religious or political purposes, fund-raising drives, capital campaigns or travel expenses shall not be considered.

Grant recipients must submit a letter to the Junior League of Augusta, Georgia, Inc. within 90 days of receipt of the grant monies stating the expected timing and purpose of the use of the award. If an applicant is unable to spend said monies for the purpose for which the monies are granted, the funds **must be returned to the Junior League of Augusta, Georgia, Inc. by September 1, 2019**. Grant recipients must submit a completed evaluation form (attached) to the Junior League of Augusta, Georgia, Inc. subsequent to using the grant funds. Completed evaluation forms should be returned no later than **September 1, 2018.**

**Mail or deliver applications to: Junior League of Augusta, Georgia, 375 Highland Avenue, Augusta, Georgia 30909, Attention: Art Endowment Grants.**

If you have any questions regarding these forms, please call the League office at 736-0033 or email officemanager@JLAugusta.org.

**2018 ARTS ENDOWMNET GRANTS APPLICATION**

**DEADLINE**: APPLICATIONS NEED TO BE RETURNED TO THE OFFICE OF THE JUNIOR LEAGUE OF AUGUSTA, GEORGIA, INC. NO LATER THAN:

**5 PM on FRIDAY, SEPTEMBER 30, 2018.**

**I. GENERAL INFORMATION**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: (\_\_\_) \_\_\_ - \_\_\_\_ Fax number: (\_\_\_) \_\_\_-\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONS TO BE CONTACTED FOR ADDITIONAL INFORMATION**:

(1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Title Telephone number

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Title Telephone number

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Title Telephone number

II. **PROJECT INFORMATION**: PLEASE DESCRIBE PROJECT FOR WHICH FUNDS ARE REQUESTED AND SUBSTANTIATE NEED FOR PROJECT. PLEASE INCLUDE THE FOLLOWING:

(1) Purpose of Organization:

(2) Critical Need to be addressed by the Project:

(3) Specific Objective:

(4) Profile of Client Group Served (Who and How Many):

(5) Timetable for Project, Including Use of Funds:

Total Project Cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested from Arts Endowment Fund: $\_\_\_\_\_\_\_\_\_\_\_

**III. MISCELLANEOUS**

Please list other funding support (in-hand and pending), including sources and amounts.

Does your organization utilize volunteers? If so, how many and in what capacity?

Has your organization ever been funded by the Junior League of Augusta? If yes, when and for what purpose?

**IV. SUPPORTING DOCUMENTATION**

Please include the following supportive materials with your application:

1. A copy of your organization’s most current audited financial statement.

2. This year’s operating budget with income and expenses to date.

3. A detailed budget for this project outlining how the funds will be used.

 4. A copy of your organization’s [501(c)(3)] authorization letter.

5. A list of the names and addresses of your organization’s Board of Directors.

6. Any other information you would like to submit supporting your organization’s application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Board President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Executive Director

**ARTS ENDOWMENT FUND - GRANT EVALUATION**

A TIMETABLE FOR SPENDING AND AN EVALUATION FORM ARE DUE TO THE JUNIOR LEAGUE (ATTENTION: ARTS ENDOWMENT FUND) WITHIN 90 DAYS OF RECEIPT OF GRANT MONIES.

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Received by Arts Endowment Fund: $

How and when was the Arts Endowment Fund money used? Include supportive documentation (i.e. photographs, receipts, etc.).

Was your organization able to achieve its goal? Describe how, and if not, why.

Did your organization publicize this grant in any manner? If so, please explain and document, if possible.

Other comments:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_