

# Pine River Arts Council

P.O. Box 444  
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Tel. 989-285-3171

## Grant Procedure and Application Form

The Pine River Arts Council, Inc., in pursuit of its mission of creating, promoting, and enhancing arts performance and arts education in the Greater Gratiot community, is pleased to provide philanthropic grants to non-profit organizations who wish to implement an arts activity that furthers our mission.

### Type of Grant:

The Pine River Arts Council grants are not competitive awards that require applicants to compete against each other for available dollars within a specified period of eligibility. Rather, they are philanthropic awards that are reviewed at the next meeting following receipt of the application and that are supported in part or in full when the project furthers our mission and appropriate funds are available.

1. Philanthropic grant awards may start at \$50 and are limited to a maximum of \$1000.
2. The grants are not retroactive and the application for an award must precede implementation of the project with sufficient time to review it (usually at least one month before the planned start date of the project).
3. Grant requests are reviewed at one or more board meetings following receipt of a completed application. If the application is deemed incomplete, it will be returned to the applicant for completion and can be reviewed again at a subsequent meeting.
4. Applications that are deemed outside our mission and applications from individual persons are not acceptable and will not be reviewed.
5. The monies awarded come from the operating budget and may be of limited supply.

### Applicant Eligibility:

Philanthropic grant applications may be submitted by arts organizations, schools, educational institutions, libraries, museums, and other non-profit organizations. They need to be registered non-profit organizations but do not need to be designated as charitable organizations.

Grant applications are not accepted from individual persons.

The planned activities for the grant application must be compatible with the Pine River Arts Council, Inc. mission statement and specified areas of arts and arts education promotion, provision, and enhancement. There is no limit on the number of grant applications that may be submitted by an organization during each fiscal year of the Pine River Arts Council, nor is there a limit on the number of grants that may be awarded to a single organization within a calendar year. However, submission of a grant application does not guarantee a grant will be awarded. The Pine River Arts Council reserves the right to consider past awards under its grant program when considering all new applications.

### Grant Application Forms:

The Philanthropic Grant application form, budget page, and follow-up report form are attached to this document and are also available by calling the Pine River Arts Council at 989-285-3171.

Philanthropic Grant applications must be in writing, using the attached Pine River Arts Council Grant Application form. A one page itemized budget page is required, and the budget page may also include up to and not more than one typewritten continuation page. Applications may be mailed to the Pine River Arts Council, P.O. Box 444, Alma, Michigan 48801 or may be submitted in person to any member of the board. Applications may be submitted at any time but must precede the planned implementation date of the desired project. Once submitted by either of the means noted above, they will be referred to the Board president and if complete will be placed on the agenda of the next regularly scheduled PRAC Board meeting. Grant applications must specify:

1. Identification of the organization submitting the application; if this is different than the organization intending to implement the project, the relationship between the applicant organization and the implementing organization must be clearly identified.
2. Identification of the proposed arts activity and how it will benefit the Greater Gratiot community,
3. Date(s), time(s), location(s) of the proposed arts activity, key presenters/artists, expected audiences
4. Amount of funds requested and how this money will be used.

#### **Use of Grant Funds:**

1. Grant funds may be used to support the following:
  - Activities for which participants get academic credit
  - Book publications for which the author(s) are not compensated by royalties, for contemporary and non-contemporary prose, poetry, or scripts
  - Performances including live music, dance, theatre, and story-telling productions
  - Visual and tactile arts including creative activities, displays, and demonstrations, including museum and gallery exhibits
  - Exhibits of privately owned collections
  - Film production
  - Juried and non-juried arts exhibits and competitions
  - Reading programs such as summer reading for school children or book/poetry discussion groups
  - Locally developed projects or projects developed outside Gratiot County for use in Gratiot County
  - Trips to experience arts in venues outside Gratiot County
  - School arts projects
  - Special projects that are part of a larger non-eligible program (e.g., an entire concert season is ineligible, but one special concert might be supported)
  - Master classes by outside consultants
  - Multi-activity or multi-arts projects
  - Projects that can be completed in 1-6 months
  - Projects that have been previously funded
  - Projects that promote Gratiot County tourism and convention business
  - Artist fees and honorariums
  - Consultant fees to help develop arts or artists
  - Audio and/or videotaping an arts project
  - Non-capital expense exhibit equipment
  - Housing and transportation expenses for artists, excluding food
  - Materials needed to create works of art
  - Postage and printing costs for marketing and educational materials
  - Recognition and honorary awards
  - Rental for project space
  - Telephone and communication expenses
  - Un-itemized per diem expense

2. Grant funds may NOT be used for the following:
  - Commercial activities in partnership with for-profit organizations
  - Production of commercial goods for sale by profit OR non-profit organizations
  - Construction or renovation costs for physical facilities
  - Creation of new organizations
  - Professional training in degree-granting institutions, including tuition, scholarships, and educational materials
  - Public policy activities and lobbying activities
  - Political campaigns
  - Support for an entire performance season or full academic year
  - Staff, trustee, or Board member publications
  - Compensation of employed or regularly contracted staff of the applicant organization
  - Food for participants, audience, staff, or artists (although food may be purchased with non-itemized per diem funds)
  - Sponsorships and donations
  - Building cash reserves
  - Creating or adding to endowments
  - Capital purchases
  - Operating expenses of the requesting organization
  - Compensation of foreign nationals
  - Project costs supported by other grant funds

**Project Budget Guidelines:**

An itemized budget is absolutely required; no grant application will be considered without a complete budget page. Project budgets should include in-kind support and must show all planned sources of funding, including other anticipated or requested grants, donations, and sponsors. Approved/certified educational organizations serving students up to twelfth grade may request up to 75% of the entire Project Budget and other organizations may request up to 50% of the entire Project Budget up to the maximum allowed for a Pine River Arts Council Philanthropic grant. A follow-up summary report showing all income expenses and use of Pine River Arts Council grant funds is required. Later grant applications from the awardee organization will not be considered if a final grant report is not submitted.

**Review Process:**

Philanthropic grant requests are not solicited and may be submitted at any time. Although not solicited, applications may be suggested to non-profit organizations when Board members hear of community projects that fall with the scope of the Pine River Arts Council's established mission. All Philanthropic Grant Requests are reviewed by the full PRAC Board at one or more of its monthly meetings, and decisions regarding awards will be noted in the minutes of Board meetings.

During the review process, the Board will favor grant applications for projects that reach a wide target audience, that improve or introduce new arts experiences, and that facilitate collaboration of multiple arts. Formal applications will be judged on three primary factors: (1) feasibility of the proposed project (planning and implementation),(2) community need for the project (justification), and (3) outcome goals for the project (benefit to the community and/or target audience). The Board will consider grant applications that initiate or enhance programs that continue or are meant to continue on a long-term basis. However, applications for continuing programs that have received awards in the past are not guaranteed to receive awards indefinitely or at all; the requesting organization may be encouraged to seek other continuing sources for multi-year programs.

**Documentation:**

Philanthropic Grant Awardees must recognize the assistance of the Pine River Arts Council by stating “This project was supported in part by a grant from the Pine River Arts Council, Inc.” on all promotional materials, programs, and other created materials associated with the project. In addition, grant recipients must provide final documentation on their arts project within 30 days after the project is completed. Final documentation for Philanthropic Grant Awards should include a brief description of the outcomes of the supported project and a summary financial report.

**Oversight:**

The Treasurer of the Pine River Arts Council Board of Directors is responsible for oversight of the grant procedure. At present, this includes informing the president of any applications turned in by mail or submission to the Treasurer and presenting final reports to the Board on completion. The Treasurer is also responsible to ascertain that the required support statement is on materials of all projects supported by PRAC and that final reports are timely and complete. If any grant awardee is deemed noncompliant with the Pine River Arts Council grant procedure, the treasurer will inform the President, who will bring this information to the Board. The Board will then determine appropriate follow-up action, including but not necessarily limited to, educating or mentoring grantees as needed to assist them in completing their responsibilities, auditing finances of a project, requiring return of the grant monies, and refusing future applications. All such actions require Board action to proceed.